

**The Annual Quality Assurance Report (AQAR) of the IQAC
SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS, MARGAO – GOA**

2011-2012

Part – A

I. Details of the Institution

1.1 Name of the Institution

VVM'S SHREE DAMODAR COLLEGE OF COMMERCE AND
ECONOMICS

1.2 Address Line 1

GOVIND RAMNATH KARE ROAD, P.O.BOX NO.347

Address Line 2

TANSOR, COMBA

City/Town

MARGAO

State

GOA

Pin Code

403601

Institution e-mail address

principal@damodarcollege.org

Contact Nos.

0832-2714224; 0832-2732084(Fax)

Name of the Head of the Institution:

Dr.I.BHANU MURTHY

Tel. No. with STD Code:

(0832) 2749027

Mobile:

09423317654

Name of the IQAC Co-ordinator:

Dr. Mrs. PRITA D. MALLYA

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879): **GACOGN10018**

1.4 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	***	-	1999	7 years
2	2 nd Cycle	B++	-	2006	5 years
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC : DD/MM/YYYY

1.7 AQAR for the year (for example 2010-11)

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2010-11 submitted to NAAC on 26/05/2014 (DD/MM/YYYY)
- ii. AQAR _____ - _____ (DD/MM/YYYY)
- iii. AQAR _____ - _____ (DD/MM/YYYY)
- iv. AQAR _____ - _____ (DD/MM/YYYY)

1.9 Institutional Status

University	State	Central	Deemed	Private
Affiliated College	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Constituent College	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Autonomous college of UGC	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	Yes	<input checked="" type="checkbox"/> UGC	<input type="checkbox"/>	No

Type of Institution	Co-education <input checked="" type="checkbox"/>	Men <input type="checkbox"/>	Women <input type="checkbox"/>
	Urban <input checked="" type="checkbox"/>	Rural <input type="checkbox"/>	Tribal <input type="checkbox"/>
Financial Status	Grant-in-aid <input type="checkbox"/>	UGC 2(f) <input checked="" type="checkbox"/>	UGC 12B <input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing <input checked="" type="checkbox"/>	Totally Self-financing <input type="checkbox"/>	

1.10 Type of Faculty/Programme

Arts <input type="checkbox"/>	Science <input type="checkbox"/>	Commerce <input checked="" type="checkbox"/>	Law <input type="checkbox"/>	PEI (Phys Edu) <input type="checkbox"/>
TEI (Edu) <input type="checkbox"/>	Engineering <input type="checkbox"/>	Health Science <input type="checkbox"/>	Management <input type="checkbox"/>	
Others (Specify)	<input type="text"/>			

1.11 Name of the Affiliating University (for the Colleges)

Goa University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc NO

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

UGC-COP Programmes

NO

NO

NO

NO

Any other (Specify)

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

NIL

2.4 No. of Management representatives

02

2.5 No. of Alumni

NIL

2.6 No. of any other stakeholder and
community representatives

02

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

2.9 Total No. of members

11

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders:

No.

04

Faculty

03

Non-Teaching Staff Students

01

Alumni

NIL

Others

NIL

2.12 Has IQAC received any funding from UGC during the year? Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

International

National

State

Institution Level

(ii) Themes

--

2.14 Significant Activities and contributions made by IQAC

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2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

GOAL	ACHIEVEMENT
To strengthen the M.Com programme started in 2006	All sanctioned seats (30) filled; more guest faculty invited
To strengthen the BFS programme started in 2006	Internships arranged at financial services firms; more guest faculty invited; BFS students participate in all-India financial event at Podar College, Mumbai
To introduce some value-added, add-on courses	ICICI Foundations of Banking certification programme being conducted; Certificate/Diploma/Advanced Diploma in Advertising, Public Relations, Sales & Distribution sanctioned under UGC COP - will be introduced from 2010
To give students greater opportunities to participate in co-curricular and extra-curricular activities	Students are actively participating in all inter-collegiate events - cultural, sports, and any other
To expand the College's Extension Activities	Started the Red Ribbon Club under the auspices of the NSS; First College in Goa to start the RRC
To step up student participation in community outreach programmes so as to build community values	2 voluntary blood donation camps in a year as against earlier 1 Adopted the neighbouring villages of Pedda & Comba - held a LPG safety camp for residents of Pedda
To build linkages with industry and the Government	The College is a member of Goa Chamber of Commerce & Industry
To bring about an improvement in students' attendance	Attendance has improved - letters are sent to parents of students who have a shortfall of attendance

To initiate one inter-collegiate annual sports event and one inter-collegiate annual cultural event, to be sponsored preferably by ex-students	The College organizes the annual All-Goa Invitation Weightlifting & Powerlifting Championship, which is sponsored largely by alumni; The College organizes Bizz Buzz, a 2-day Inter-Collegiate event, in association with Jayesh Prabhudesai Memorial Trust
To have a total of 6 teachers who have completed Ph.D., and 8 who have registered for Ph.D.	5 teachers have completed their Ph.D.; 5 have registered for Ph.D. & are at various stages of completion
To encourage teachers to present papers at seminars	Almost all teachers have now presented papers at state-level and National seminars; a few have presented papers at International seminars as well
To encourage publications by teachers	A beginning has been made and teachers are publishing papers in journals
To conduct at least one workshop every year for teachers of the college	This has been done almost every year
To have at least one State-level seminar every year and one National Seminar at least every alternate year	Two State-level seminars are held every year one each by the Department of Commerce & the Department of Economics; 2 UGC-sponsored National Seminars have been organized since 2006

* Attach the Academic Calendar of the year as Annexure. –refer PART A Annexure(i)

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes

PhD				
PG	1		1	
UG	3		2	
PG Diploma		1	1	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	4	1	4	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	
Annual	

1.3 Feedback from stakeholders*
(On all aspects)

Alumni Parents Employers Students

Mode of feedback:

Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure (Individual teachers feedback analysed and maintained, consolidated analysis not done—for BCA/BFS course only)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

BCA co-ordinator and teachers involved in course structure and syllabus revision of BCA course; Lecturer in IT involved in syllabus revision of IT paper taught at F.Y.BCOM; Commerce and Economics Teachers attended workshops on syllabus revision for BCOM to be implemented from the academic year 2013-14.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

College introduced centre for Post graduate Diploma in Business Journalism under UGC grants.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
32	04	18		10

2.2 No. of permanent faculty with Ph.D.

05

2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	03								

2.4 No. of Guest and Visiting faculty and Temporary faculty

		26
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	17	22	38
Presented papers	16	14	02
Resource Persons			03

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Role plays, Case studies, Group Discussion, Quizzes, Case presentations, Production and sale of products twice a year within campus, Visiting faculty

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

**refer Annexure(i)

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

01 05

2.10 Average percentage of attendance of students

79%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BCOM	232	13	36	23	-	12
BCA	80	08	44	20	-	-
BBS	42	09	26	33	-	14
MCOM	28	7	39	46	-	03
PGDBJ	03	33	66	-	-	-

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Review of self appraisals submitted by teachers, give suggestion and commendations, monitor the conduct of Internal assessments, monitor all curricular and co-curricular activities organised by various committees

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	01
HRD programmes	58
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	09
Staff training conducted by other institutions	44
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17			
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Staff academy for in-house paper presentations, creating conducive environment to register for PHd program, motivation to apply for minor/major research projects and, providing technology and training to take up research work

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	1	-
Outlay in Rs. Lakhs	-	-	7L	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	02	-	-
Outlay in Rs. Lakhs	0.89L	1.05L	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	8	3	
Non-Peer Review Journals			
e-Journals	1		1
Conference proceedings	13	13	2

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	02	UGC	7,00,000/-	4,10,200/-
Minor Projects	02	UGC	60,000/-	45,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number			06		02

Sponsoring agencies			College		College
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3.11 No. of conferences

organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons

04

3.13 No. of collaborations

International

National

10

Any other

3.14 No. of linkages created during this year

21

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
		06				

3.18 No. of faculty from the Institution who are Ph.D. Guides and students registered under them

03

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events:

90

University level

State level

National level

10

International level

01

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Refer Annexure(ii)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7457 sq. mts.	-	-	7457 sq. mts.
Class rooms	21	-	-	21
Laboratories	4	-	-	4
Seminar Halls	1	-	-	1

No. of important equipments purchased (\geq 1-0 lakh) during the current year.	520	125	-	645
Value of the equipment purchased during the year (Rs. in Lakhs)	82.20L	34.40L	-	116.60L
Others	-	-	-	-

4.2 Computerization of administration and library

College Management Software “Smart Campus” was partially implemented and Internet access was provided to office staff.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22773	3438426	2640	1080940	28413	4519366
Reference Books	10120	982058	25	47494	10145	1029552
e-Books						
Journals	48	41467.00				
e-Journals	101	5000.00				
Digital Database						
CD & Video	74	-	168		242	
Others (specify)	08	800			08	800

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	77	56	4			11	6	
Added	48	43	1				4	
Total	125	99	5			11	10	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- A talk on ‘ Cloud Computing’ by Infocloud Technologies, Panjim for Second Year and Third Year BCA students
- A one day workshop on ‘Advanced Java and UML’ was organized for teachers of BCA and BSc Computer Science PGDBJ students and staff
- Mr. Pramod Acharya, Prudent Media, Panaji, conducted a session on “ Electronic Media”
- Mr. Nashwin Almeida, Reporter , Navhind Times conducts a regular sessions on Contemporary areas on “Reporting and Electronic Media
- One week hands on “ Certificate Course” in Photography
- 10 days Course on use of Photoshop software
- One week Course on Coral Draw software
- Film Reviewing

4.6 Amount spent on maintenance in lakhs :

i) ICT	21.35L
ii) Campus Infrastructure and facilities	5.67L
iii) Equipments	14.39L
iv) Others	
Total :	41.41L

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Details of services provided in handbook, circulars sent to classrooms/displayed on notice board

5.2 Efforts made by the institution for tracking the progression

Office records such as transfer certificates, migration certificates, and number of students placed through campus placements

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1064	65	-	-

(b) No. of students outside the state

21

(c) No. of international students

-

Men

No	%
481	43

Women

No	%
648	57

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1077	14	19	58	-	1168	1020	16	24	69	-	1129

Demand ratio **388:459 (84%)** Dropout % **0.01%**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

**Talk on Career guidance in MBA by Sri Sri Institute, Margao.
Bank Recruitment Training : By TIME Academy (35 students)
Coaching for MCA entrance exams by faculty, BCA Department**

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

*Talk on Career guidance by Frankfinn Airline Academy, Travco Academy, Sri Sri Institute Margao,
*Personality Development by IMTR
*Bank Recruitment by Time Academy (35 student)
*Life Skill Training by Brahmakumaries.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
08	150	113	No record maintained

5.8 Details of gender sensitization programmes

Talks organized by Women's cell on gender issues,
Celebration of Women's day

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	34	2,65,787
Financial support from other sources(UGC XI th Plan)	46	2,30,000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Exam related grievances, Interpersonal relationships, College election related grievances

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION: The College sees itself as a torch-bearer imparting total quality education in Commerce

MISSION: The College stands committed to nurturing an environment for the holistic growth of our students and faculty, by imparting knowledge, values and skills in Commerce, conducive to good citizenship

6.2 Does the Institution has a management Information System

Accounting, Payroll, Fees management, Library management system, students attendance recording, exam results, admission management

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Staff as BOS members contribute to up gradation , review and change of syllabus ;encouraging staff to attend syllabus revision workshops, Co-ordinators of BCA/BFS programmes contribute by attending regular meetings organised by BOS

6.3.2 Teaching and Learning

Role plays, Case studies, Group Discussion, Quizzes, Case presentations, Production and sale of products twice a year within campus, Visiting faculty , Learning through management games, guiding students after class hours

6.3.3 Examination and Evaluation

Role plays, Oral quizzes, Assignments--Industry related , survey based , wealth out of waste, cook and serve refreshments at college level seminars, Internal assessment schedule planned and displayed in advance to space out assignment submission dates; motivating students answering TY exams by visiting prospective rankers by Principal and teachers

6.3.4 Research and Development

Staff academy for in-house paper presentations, creating conducive environment to register for PHd program, motivation to apply for minor/major research projects , attend and present papers at international/national conferences and, providing technology and training to take up research work

6.3.5 Library, ICT and physical infrastructure / instrumentation

Refer Annexure (iii)

6.3.6 Human Resource Management

Monitoring Student discipline, monitoring of students behaviour(rules and regulations, moral values and etiquette, reduce bunking by fixing fines for late comers), personal counselling and guidance, picnics, trekking, talks and seminars on various issues, training , planning the conduct of activities and programmes for student and staff

6.3.7 Faculty and Staff recruitment

Merit based, reservation quota followed for all reserved categories, converting a lecture basis post to contract basis by clubbing lectures from different self financing courses, paying higher remuneration than govt. stipulated salary for teachers who are in service for longer period.

6.3.8 Industry Interaction / Collaboration

Industry visits, Field trips, Internships, Industry Trainings(Accounting, ERP, Finance, Banking), MOUs with industry, Student exchange programme

6.3.9 Admission of Students

Admission process monitored by admission committee, Transparent, merit based for BCOM/BFS/MCOM, counselling by committee on right choice of subjects, Entrance test and merit for BCA

6.4 Welfare schemes for

Teaching	Group insurance, employees credit society, interest free loan for Laptop
Non teaching	Group insurance, employees credit society
Students	Fee waiver, fees in instalment, scholarships, blood donors directory, students co-op society

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes

Yes No

6.7 Whether Academic and Administrative Audit (AAA)has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University		
Administrative	Yes	University	Yes	Stock verification committee

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Semester system introduced for all courses by Goa University based on continuous evaluation. College follows the pattern prescribed by Goa University

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

Internships, guest lectures, jobs, visiting faculty, endowment of prizes and scholarships, sponsor college events

6.12 Activities and support from the Parent – Teacher Association

Internships and jobs, visiting faculty

6.13 Development programmes for support staff

Workshops on office administration, training conducted in use of technology

6.14 Initiatives taken by the institution to make the campus eco-friendly

Tree plantation drives, collection of milk packets, making and distribution of paper bags, campus cleaning, talks on environment issues

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Mementos for Third year students, inviting alumni as resource persons or visiting faculty, teachers day celebrations by students, honouring students who have excelled in academics and extra curricular activities. Honouring them personally by teachers and students

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

refer Annexure(iv)

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

--- practice 1 Refer Annexure(v-a)

--- practice 2 Refer Annexure(v-b)

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Tree plantation in campus, nature club activities such as trekking in forest and wildlife sanctuaries, paper bags making and distribution

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Refer Annexure(vi)

8. Plans of institution for next year

Refer Annexure(vii)

Name: Dr. Mrs. Prita D. Mallya

Coordinator, IQAC

Name: Dr. I. Bhanu Murthy

Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

TENTATIVE PROGRAMME FOR THE ACADEMIC YEAR 2011-12

DATE	DAY	EVENT
<u>JUNE</u>		
15.06.11	Wednesday	College re-opens; Staff Meeting at 9.00 a.m.
16.06.11	Thursday	Principal's Address & Briefing to FY B.Com/BCA/BBS students at 10.00 a.m.
17.06.11	Friday	Commencement of all classes
20.06.11	Monday	Orientation for NCC Cadets
23.06.11	Thursday	Orientation & Enrolment of TY NSS volunteers
24.06.11	Friday	Orientation & Enrolment of SY NSS volunteers
25.06.11	Saturday	Orientation & Enrolment of FY NSS volunteers
26.06.11	Sunday	Commencement of NCC Parades
30.06.11	Thursday	Inauguration of NSS activities
<u>JULY</u>		
04.07.11	Monday	Commencement of CPT Coaching Classes
05.07.11	Tuesday	Consumer Cell Activity
09.07.11	Saturday	Monsoon Hike - a Nature Club Activity
13.07.11	Wednesday	NSS Activity
15.07.11	Friday	Last date for Admission
15.07.11	Friday	Last Date for Announcement of mode of assessment, topics for Assessment & date of ISA-2
15.07.11 &	Friday	All-Goa Invitation Weightlifting & Power Lifting Championship
16.07.11	Saturday	
18.07.11	Monday	ISA-1 Tests in all subjects for all classes
to		
20.07.11	Wednesday	
20.07.11	Wednesday	Staff Meeting
23.07.11	Saturday	College Elections
27.07.11	Wednesday	First Meeting of elected Student Representatives
30.07.11	Saturday	Inauguration of Student bodies
<u>AUGUST</u>		
02.08.11	Tuesday	Founders' Day
04.08.11	Thursday	Women's Cell Activity
08.08.11	Monday	Cultural Union Activities – Essay-writing, short story writing, Poetry, Public Speaking, Debate, Quiz & all other
to		
12.08.11	Friday	In-house competitions
13.08.11	Saturday	Inter-Class Patriotic Singing Competition
15.08.11	Monday	Independence Day Celebrations, Ceremonial parade by NCC Cadets
17.08.11	Wednesday	Orientation for Third Year students for the Project paper
19.08.11	Friday	Staff Meeting
20.08.11	Saturday	Sadbhavana Divas (an NSS activity)

21.08.11	Sunday	Annual General Body Meeting of Parent-Teacher Association
27.08.11	Saturday	General Body Meeting of Students' Consumer Cooperative Society
29.08.11	Monday	Singing Competition
30.08.11	Tuesday	Last Date for Completion of ISA-2

SEPTEMBER

31.08.11	Wednesday	Ganesh Chaturthi Break
to	to	
05.09.11	Monday	
06.09.11	Tuesday	Resumption of Classes after Ganesh Chaturthi Break
10.09.11	Saturday	NSS activity
13.09.11	Tuesday	Bizz Buzz – Inter-Collegiate Competition
&		
14.09.11	Wednesday	
19.09.11	Monday	ISA-1 Repeat
&		
20.09.11	Tuesday	Staff Meeting
20.09.11	Tuesday	

OCTOBER

02.10.11	Sunday	.Gandhi Jayanti
03.10.11	Monday	Staff Academy – Paper Presentations
to		
06.10.11	Thursday	State-level Seminar – Dept of Economics & Banking
07.10.11	Friday	
08.10.11	Saturday	Staff Meeting
10.10.11	Monday	Commencement of Semester-End Exams

NOVEMBER

01.11.11	Tuesday	Winter/Diwali Vacation	
to	to		
21.11.11	Monday		
		WINTER VACATION ACTIVITIES	
		Study Tour / Excursion	
		NSS Special Camp	
22.11.11	Tuesday	College Re-opens for Even Semester;	Staff Meeting
23.11.11	Wednesday	Answer Paper Verification Process	
&	&		
24.11.11	Thursday	Talk for NSS volunteers on a selected social/community issue	
29.11.11	Tuesday		
30.11.11	Wednesday	Declaration of FY & SY B.Com Results	

DECEMBER

01.12.11	Thursday	World AIDS Day – Red Ribbon Club Activity
19.12.11	Monday	Goa Liberation Day
20.12.11	Tuesday	Fun Days
&		

21.12.11 Wednesday
 22.12.11 Thursday **Bazaar Day & 'Innovations'**
 24.12.11 Saturday
 to to **Christmas Break**
 01.01.11 Sunday

JANUARY

02.01.12 Monday College reopens after Christmas break
 10.01.12 Tuesday U. N. Bene Inter-Collegiate Quiz Competition
 12.01.12 Thursday Swami Vivekanand Jayanti - National Youth Week Celebration
 NSS activity
16.01.12 Monday ISA-1 Tests in all subjects for all classes
 to
18.01.12 Wednesday
 21.01.12 Saturday Staff Meeting
 26.01.12 Thursday Republic Day
 28.01.12 Saturday Annual Prize Distribution Function
 31.01.12 Tuesday Submission of TY Projects

FEBRUARY

07.02.12 Tuesday Late Shri Suhas B. Mulay Student Seminar & Exhibition

MARCH

08.03.12 Tuesday International Women's Day – Women's Cell Programme
 20.03.12 Tuesday State-level Seminar – Dept of Commerce & Management
 21.03.12 Wednesday Staff Meeting
 24.03.12 Saturday Farewell to TY B.Com / BCA / BFS Students
 26.03.12 Monday
 to Staff Academy – Paper Presentations
 30.03.12 Friday

APRIL

02.04.12 Monday **Commencement of Semester-End Exams**
 30.04.12 Saturday Declaration of FY & SY B.Com/BCA & BFS Results;
 Staff Meeting; College closes for summer vacation

PART B

Annexure (i)

2.8

BCOM: Multiple choice questions, 100% re-verification of answer books, Rotation of papers for evaluation between teachers, Internal marks given to teachers for reference before semester end evaluation, Remedial classes for weaker students by students and teachers

BCA/BBA : Academic Audit conducted for the two programs by University committees.

Annexure(ii)

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

NSS Activities

- ♦ **Workshop** on “Making Paper Bags” conducted by Ms. Hema Kakodkar, Art & Craft Teacher at VVA; volunteers then made and distributed a total of 1200 paper bags in and around Margao
- ♦ “Goan Economy” in association with Goa Sudharop, an NGO; attended by 200 NSS volunteers from this College & other colleges in South Goa
- ♦ Seminar on “AIDS Control Measures ” organized in collaboration with GSACS & Positive People
- ♦ 2 Voluntary Blood Donation Camps - 70 blood donors September camp and 70 blood donors in February
- ♦ National voters Day Celebrated by under taking a rally in Margao.
- ♦ Students of the College helped in registration for Electoral Roll.
- ♦ Organized Dental Camp in the College.
- ♦ Gas Safety Measures talk was organized for the Students.
- ♦ Teaching at Poti School
- ♦ Collection of empty Goa Dairy milk packets
- ♦ Visit to Old Age Homes

Name of the Community / Welfare Institution / Village adopted by NSS Unit:

- **Institution - “PotiSchool”** - this non-formal school for street children selling plastic carry bags in the fish market was started by an NSS Programme Officer of this College almost 10 years ago. The school has now grown and is managed by a local NGO “Jan Ugahi” – but NSS volunteers from the College are involved in the teaching.

- **Village** – Pedda & Kharebandh – areas adjoining the College

Annexure (iii)

6.3.5 Library, ICT and physical infrastructure/instrumentation

- ♦ **Upgradation of lab infrastructure every year**
- ♦ **New Audio- Visual Studio & Editing Room**
- ♦ **New Computer Laboratory & Language Laboratory with 21 computers & Language software is being used by BCom & Journalism students**
- ♦ **Photography, Video Recording & Editing Equipment purchased**
- ♦ **Computers & Language software purchased**
- ♦ **Laptops provided for use by teachers**
- ♦ **Wi-fi access provided to teaching and non-teaching staff and BCA students**
- ♦ **Additional computers provided in Research room for staff**
- ♦ **Online journal subscription - INFLIBNET**

Annexure (iv)

7.2 Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year -- [Annual report-11-12](#) file attached

Annexure (v)

7.3 Two Best Practices of the institution -- [best practices for aqar 2011-12](#)

Annexure (vi)

7.6 SWOT ANALYSIS

STRENGTHS	WEAKNESSES
<ol style="list-style-type: none"> 1. Good reputation 2. Supportive / forward looking management 3. Qualified, young, research-oriented teaching faculty 4. Bright students with good communication skills 5. Well placed alumni 6. IGNOU Study center in the college 7. 2 functional research centres 8. College centrally located, easy access 9. Feeder institutions of same management 10. Strong library 11. Wi-Fi enabled campus 12. Transparent Admission process 13. Campus Placements 14. Good administrative & support staff 	<ol style="list-style-type: none"> 1. Infrastructure limitations resulting in shared campus, limited hours in the college, congested staff room and preparations for college autonomy; lack of sports facilities 2. Many temporary/contract basis staff particularly in the self-financed programmes 3. Complaints from employers that curriculum is not in tune with industry requirements 4. Complaints from employers that graduates have no practical knowledge
OPPORTUNITIES	THREATS/CHALLENGES
<ol style="list-style-type: none"> 1. Well placed alumni can be tapped for industry placement 2. Scope for Innovative programmes 3. Autonomy 4. Scope for research and consultancy 5. Training for competitive examinations 6. Community outreach / extension service through NSS/NCC 7. Opportunities for live projects in collaboration with industry <p>Can be a centre for imparting courses for the entertainment, hospitality and tourism sectors</p>	<ol style="list-style-type: none"> 1. Strong competition from neighboring colleges with better infrastructure 2. Large number of professional colleges 3. Possible entry of foreign / private institutions 4. For any new programme, once aid is withdrawn, students/parents unwilling to pay higher fees 5. For any successful programme that is introduced, tendency of other colleges to adopt the programme affects student strength 6. GER already quite high; not much growth in number of potential entrants into higher education

8.Plans of institution for next year

- 1) To expand the number of programme options available to students at the postgraduate level
- 2) To strengthen the career and counselling cell and have training sessions for students to enhance their employability
- 3) To set up a centre to coach and train students wishing to appear for entrance and competitive examinations
- 4) To compulsorily involve guest faculty from industry in all the self-financing programmes and to initiate involvement of guest faculty in the aided B.Com programme.
- 5) To initiate student exchange programmes with Colleges from outside the State and to make these programmes a regular feature of the College academic calendar.
- 6) To make the entire campus wi-fi enabled
- 7) To strengthen the community outreach programmes of the College.
- 8) To ensure that at least half the full-time teachers complete their Ph.D.
- 9) To encourage teachers to present papers at international seminars/conferences and participate in international workshops
- 10) To improve the research culture in the college
- 11) To introduce MOODLE Learner management system to make learning more effective