

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

VVM'S SHREE DAMODAR COLLEGE OF COMMERCE &
ECONOMICS

1.2 Address Line 1

SHREE DAMODAR EDUCATIONAL CAMPUS, G. R.
KARE ROAD

Address Line 2

TANSOR, COMBA

City/Town

MARGAO

State

GOA

Pin Code

403601

Institution e-mail address

principal.sdcc@vvm.edu.in

Contact Nos.

0832-2714224; 0832-2732084(Fax)

Name of the Head of the Institution:

Dr. Mrs. PRITA D. MALLYA

Tel. No. with STD Code:

(0832) 2730924

Mobile:

09822103611

Name of the IQAC Co-ordinator:

Mrs. Sharmila Kunde

Mobile:

09850750939

IQAC e-mail address:

iqac.damodar@gmail.com

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

1.4 Website address:

www.damodarcollege.edu.in

Web-link of the AQAR:

<http://www.damodarcollege.edu.in/web/downloads/aqar/AQAR-15-16.pdf>

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	B	2.81	2015	5 years
4	4 th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

19/03/2005

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

2015-16

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 2014-15 submitted to NAAC on 20/07/2015 (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes UGC No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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 NO

University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other (<i>Specify</i>)	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="NIL"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	<input type="text" value="05"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="Nil"/> Faculty <input type="text" value="02"/>
Non-Teaching Staff	<input type="text" value="01"/>
Students	<input type="text" value="NIL"/>
Alumni	<input type="text" value="NIL"/>
Others	<input type="text" value="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 1

(ii) Themes

Faculty Development Programme “ Towards Quality Enhancement”

2.14 Significant Activities and contributions made by IQAC

The IQAC's suggestion / initiation of activities for the staff and students during 2015-16

- Inter-Collegiate events conducted by the Students' Council, Cultural Council , Sports Council and the Department of Computer Science
- Workshops, Guest lectures for the staff and the students organised by all Departments
- Organised One Week Faculty Development Programme for Teachers on Best Practices that can be implemented under each of the seven criterion
- Add-on Short term courses offered through the Career Cell such as Soft Skills Development, Communication skills and Practical Accounting
- Short term courses in latest technologies for BCA students
- Creativity workshops through Creativity Cell
- Designing and Offering Add-on Certificate Courses for students of all courses
- Internships introduced for B.Com students
- Academic audit introduced for B.Com Programme
- Inviting Renowned faculty to interact with teachers
- Drafting and implementation of Sports policy
- Drafting of Scholarship policy
- Digital Content creation for all courses in all Programmes

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 *

Goals	Status of achievement
<p>1) Curriculum Design</p> <p>a) CDM – 3 month Certificate Course in Digital Marketing (Dept of Comp. Sci)</p> <p>b) CEM –3 month Certificate Course in Event Management (Dept of Commerce)</p> <p>c) CIP – 3 month Certificate Course in Investment Planning (Dept of Finance)</p> <p>d) CRM - 3 month Certificate Course in Research Methodology (DCRC)</p> <p>e) 1 certificate course from Dept of Economics to be added</p> <p>f) PGDIS – 1-year Post Graduate Diploma in Information Security from 2016-17 (Dept of Comp. Sci)</p> <p>g) 1 PGDip programme from Dept of Finance to be added</p> <p>h) Very short certificate courses (1week) in photography, presentation skills, chocolate-making, mushroom cultivation, etiquettes, computer typing</p> <p>The College could offer 1 certificate course (from a to e above) in the odd semester and 1 in the even semester</p>	<ul style="list-style-type: none"> • Short term certificate course in Tally was successfully conducted for Third Year B.Com students • The Placement Cell has organised Personality Enhancement certificate courses for TY students • The Department of Computer Science designed the 1-year Post Graduate Diploma in Information Security (PGDIS), which was presented at the B.O.S meeting. B.O.S suggested changes to the content and that it could be made a B.Voc programme which is under consideration • The Department of Computer Science also designed a 3 month Certificate Course in Digital Marketing
<p>2) Teaching-Learning-Evaluation</p> <p>a) Adoption of MOODLE across programmes (BCA by end of 2015-16, M.Com & BBA by end of 2016-17; B.Com by end of 2018-19) for study material; where teachers are willing, 1 ISA could be through MOODLE</p>	<ul style="list-style-type: none"> • Internships and bridge courses were successfully conducted for the B.Com students. • CA. Satyaprakash Kamat conducted a workshop for students on the use of Excel in finance. • The language lab is ready and the English teachers have been asked to make use of the same • National Seminar organized by the Dept. of

<p>b) Academic audit of all programmes</p> <p>c) Faculty Development Programmes – 1 domain/technology-related + 1 motivational every year</p> <p>d) National (2) and international seminars (1) by 2020</p> <p>e) Commerce lab (housed in Language lab)</p> <p>f) Language lab (used for Communication Skills paper at FY/SY and Infosys Global skills program)</p> <p>g) Adoption of non-conventional Pedagogical tools - Case method (workshop to be organized on using cases in teaching), Team teaching</p> <p>h) Article review/ Book review competitions for staff and students (to be organized by Library)</p> <p>i) Continuous Internal Assessment - student internships; book/ chapter/ article reviews</p> <p>j) Compulsory Research Methodology certificate course for students in Semester V</p> <p>k) Compulsory involvement of guest faculty(Alumni) for Commerce papers</p>	<p>Economics on the theme ‘Role of MSME’s in Indian Economy’</p> <ul style="list-style-type: none"> • The Academic Audit for the B.Com programme conducted for odd semester i.e. October 2015 • Dept of Commerce was asked to design the concept of Commerce Lab • Book review competition organized for staff by Library during Library week • Students attended the Compulsory course on Research Methodology in Semester V • Guest faculty invited to interact with students of all 4 programmes
<p>3) Research, Consultancy & Extension</p> <p>a) DCRC – short-term and long-term projects; tie-ups with Govt. of Goa depts, industry, GCCI...</p> <p>b) 2 Major & 3 Minor Research Projects – must apply (all with PhD must apply for Major Research Project)</p> <p>c) 1 Faculty member recognised as guide and guiding students in the College research centres to</p>	<ul style="list-style-type: none"> • Teachers are continuously writing and publishing papers. • 4 teachers submitted research proposals under RUSA of which 1 was approved by Goa University and was put forward before the RUSA panel in Delhi. • For MoUs, the College is in discussions with Symbiosis, Pune, Podar College, Mumbai and St. Aloysius, Mangalore • Renowned researchers from Udupi and Goa University were invited to interact with teachers

<p>take up post-doctoral studies - sabbatical leave</p> <p>d) All teachers (aided + unaided) 1 compulsory publication in a quality peer-reviewed journal every year (teacher in charge of this criterion to identify list of journals)</p> <p>e) All PG teachers to compulsorily register for PhD</p> <p>f) Invite renowned researchers</p> <p>g) Lecture series by eminent persons from any field</p> <p>h) All teachers to present papers at national / international conferences / seminars</p> <p>i) 5 MoUs – with academic institutions within and/or outside Goa, industry</p> <p>j) Regular Computer literacy camps for residents of neighbouring wards</p> <p>k) Regular Financial literacy camps for residents of neighbouring wards</p> <p>l) Outreach – use ICT for education through the distance mode – reach children in remote areas</p> <p>m) Meaningful extension programmes – every year a theme (or year, e.g. Year of the Aged, Year of the Physically Challenged...)</p> <p>n) 2019 – Indira Gandhi award for Best NSS Unit; by 2020 - 2 more Indira Gandhi awards for Best NSS volunteers</p> <p>o) Value education - in activities of students rather than talks</p>	
<p>4. Infrastructure & Learning Resources</p> <p>a) 2 more smart classrooms</p> <p>b) Surveillance</p> <p>c) Paging/ Public address system</p> <p>d) Mounted projectors in all Self Financed classrooms and TY B.Com</p>	<ul style="list-style-type: none"> ● Projectors mounted in all classrooms ● Library has started subscribing to e-books and e-journals ● Improved sports facilities provided i.e. wooden Badminton court was fully re-laid, space provided for practicing outdoor games

<p>by 2020</p> <p>e) Library – e-journals, e-books</p> <p>f) Sports facilities (tie up with SAG for use of indoor facilities, outdoor games, swimming pool, sports coaches)</p> <p>g) RUSA grant</p>	
<p>5. Student Support & Progression</p> <p>a) Year book / placement brochure</p> <p>b) Local career fair/ placement week</p> <p>c) Alumni association registration</p> <p>d) Annual alumni meets</p> <p>e) Nutritious meals for sportspersons</p> <p>f) Specialized sports coaches</p> <p>g) Inter-college competitions/events</p>	<ul style="list-style-type: none"> • Alumni association registration process was initiated • Alumni meet organised • Local placement fair organised – 42 students were placed • Additional Sports allowance given to students • 5 Inter-College events organised
<p>6. Governance-Leadership Management</p> <p>a) IQAC meetings & initiatives</p> <p>- develop quality benchmarks for various areas of College functioning</p> <p>- understand and implement the concept of TQM</p> <p>b) IQAC conference</p> <p>c) Governing Council involvement</p> <p>d) Management interaction with faculty</p> <p>e) Staff Welfare measures</p> <p>f) Policies and manuals to be approved and implemented</p> <p>g) Compliance manual based on NAAC requirements</p>	<ul style="list-style-type: none"> • Regular IQAC meetings and initiatives • Active Governing Council involvement with regular monthly meetings • Regular Interaction between Management members and various College level committees • Various Policies and manuals approved and implemented and some are being reviewed
<p>Best Practices and Innovations</p> <p>a) All teachers in charge of individual criteria to suggest and introduce 1 best practice in their area</p>	<p>Best Practices under Teaching, Learning and Evaluation, Governance and Leadership and Extension Activities are being planned and in process of implementation</p>

* 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

Suggestions of the members are incorporated

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	02	01		
PG	01		01	
UG	03		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				03
Others				
Total	06	01	03	03
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: ~~CBCS~~/Core/Elective option / ~~Open options~~
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

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

Teachers in Depts. of Commerce and Economics involved in syllabus revision under CBCS; BCA Coordinator and teachers involved in programme structure and syllabus revision of BCA programme; Dept. of Finance revised syllabus for BBA(FS) programme. Lecturer in I.T involved in syllabus revision of IT paper taught at F.Y.BCOM; Workshops conducted to discuss & finalize revised syllabus in Commerce & Economics.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	10	14	-	02

2.2 No. of permanent faculty with Ph.D.

06

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
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

37

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		-	-
Presented papers	05	08	03
Resource Persons		-	01

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

Role Plays, Case Studies, Quizzes, Study Tours, Industry visits, Entrepreneurial Skill Development Programmes, Group Discussions, Case Presentations, Life Skills Development.

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

180 (90/semester)

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 Studies/Faculty/Curriculum Development workshop

03		01
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2.10 Average percentage of attendance of students

81%

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	201	22 (10.94)	71(35.32)	63(31.34)	25(12.43)	90.00 %
BCA	51	26(51)	18 (35.00)	06(12.00)	01(2.00)	100.00 %
BBA(FS)	16	0(0.00)	11(68.75)	05(31.25)	0(0.00)	100.00 %

Title of the Programme	Total no. of students appeared	Grade					E(%)	Pass (%)
		O (%)	A (%)	B (%)	C (%)	D(%)		
MCOM	42	01(2.38)	07(16.67)	14(33.33)	16(38.10)	1(2.38)	00(0.00)	92.86%

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

Review of self appraisals submitted by teachers, review of student feedback, give suggestions and recommendations, 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	03
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	37
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	21	-	-	-
Technical Staff	-	-	-	05

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC of the College organized a teacher training programme from October 3rd to 10th 2015 to provide the teachers with necessary knowledge and training to innovate and implement best practices under the various criteria wherein Colleges are evaluated by NAAC
- Staff academy and Research cell conducts workshops and lectures to create a 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
- Guest lecture on the topic ‘Introduction to Research Methodology using SPSS’ for M.Com Semester III students was held on 27th, 28th& 30th November 2015 by Asst. Prof. Vishal Chari
- All PG students had to compulsorily write one article review per course as a part of their in-semester assessment
- Research methodology workshop for the college teachers on 6th January 2016 resource person Dr. Sureshramana Mayya and Dr. Shreemathi Mayya.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	7L	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	06	-	-	-
Outlay in Rs. Lakhs	2.39 L	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	05	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

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				
Minor Projects				
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

3.11 No. of conferences organized by the Institution :

Level	International	National	State	University	College
Number		01	01		
Sponsoring agencies		College	College		

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

International National Any other

3.13 No. of collaborations

3.14 No. of linkages created during this year

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

NOT APPLICABLE

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

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level

	National level	<input type="text" value="02"/>	International level	<input type="text" value="Nil"/>
3.23 No. of Awards won in NSS:	University level	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>
3.24 No. of Awards won in NCC:	University level	<input type="text"/>	State level	<input type="text" value="20"/>
	National level	<input type="text"/>	International level	<input type="text"/>
3.25 No. of Extension activities organized				
	University forum	<input type="text"/>	College forum	<input type="text"/>
	NCC	<input type="text" value="02"/>	NSS	<input type="text" value="03"/>
			Any other	<input type="text"/>

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 2014-15	Newly created 2015-16	Source of Fund	Total
Campus area	7457 sq mts	-	Govt. grants/Mgmt	7457 sq mts
Class rooms	23		-	23
Laboratories	08			08
Seminar Halls	01			01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	704			704
Value of the equipment purchased during the year (Rs. in Lakhs)	142.36L		UGC/GOVT. grants/Mgmt	142.36 L
Others				

4.2 Computerization of administration and library

Internet access provided in office and library

During the year, additional PC's were provided in library for administrative work, Library management software implemented and used, Centralized Campus Management Software, Accounting Software used

Computerization of Library: Keeping up with the pace of advancement in technology, library software- New GenLib version Helium 3.1.2 has been upgraded

The major activities namely Cataloguing, Circulation, Serial Management have been computerised. In order to enable access to e-resources, the College Library has 10 tabs loaded with e-books (V-Granth) with wi-fi connectivity and V-Gyankosh - a 40" wall mounted TV

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20,638	52,78,506	439	1,40,018	21077	54,18,524
Reference Books	10,202	10,95,120	21	26,780	10,223	11,21,900
e-Books	-	-	100	2,84,742	100	2,84,742
Journals	26	57,250	13	26,320	39	83,570
e-Journals	11	32,500	04	17,690	15	50,190
Digital Database	01	47,191	-	-	01	47,191
CD & Video	24	23,936	-	-	24	23,936
Others (specify)	-	-	-	-	-	-

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	147	104	07			15	18	03
Added							05	
Total	147	104	07			15	23	03

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

- For BCA students, the Dept organized
 - Talks on Careers in Animation, 3D Modeling, Careers in Networking and Functional programming
 - An interactive session in the subject of Information Technology Project Management
 - Workshop on Android Programming
- Sessions were conducted for teachers on creating Effective Powerpoint Presentations and E-content to be used in classroom from the next academic year, i.e. 2016-17

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	
iii) Equipments	1.24
iv) Others	0.33
Total:	1.57 L

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 and website, Important messages sent through SMS to students and parents through the Campus Management Software, circulars sent to classrooms/displayed on notice board and TV and regular updates on College website

5.2 Efforts made by the institution for tracking the progression

Maintain 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	Total
925	84	13	-	1022

(b) No. of students outside the state

07

(c) No. of international students

NIL

	No	%
Men	489	48

Women

No	%
533	52

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
869	11	48	77	01	1006	853	12	52	91	01	1009

Demand ratio

Prg	Forms accepted	Admitted	Actual Strength	Appl Recd / Admitted
BCOM	248	248	240+10	486: 439 1.11:1
BCA	78	73	80	
BBA (FS)	80	78	80	
MCOM	80	40	40	

Dropout % **0.002%**

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

Coaching classes for competitive exams i.e CAT/XAT and bank recruitment exams
Coaching classes for MCA entrance exams by BCA faculty

No. of students beneficiaries

100

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

- **Orientation Programme on Scope of Entrepreneurship** An orientation Programme on Scope of Entrepreneurship was conducted on 23rd June 2015. Total 125 students participated
- **Business Plan Competition:** E-Cell organized “Business Plan Competition” for students
- **Session on Online Trading:** a session on online trading was conducted on 17th June 2015 for BBA(FS) students
- **Session on “Using Excel in Finance”** for BBA(FS) students by CA. Satyaprakash Kamath, on 10th September, 2015
- **Orientation Programme on “Capital Market and Behavior of Capital Market”** for BBA(FS) students by Ms. Jyoti Budhia (Trainer, Mumbai) on 23rd November 2015.
- A talk on “Positive Mental Attitude” for M.Com students organized by the Career and Placement Cell on 10th August 2015.
- A guest lecture on the topic **“Role of Stock Markets in the Development of an Economy”** on 7th September 2015 by Mr. Allan D’Souza, Senior Risk Analyst, Gravitas Technologies Ltd, Mumbai for BBA(FS) students.
- Short term courses in Tally, Global Skills enhancement and Business etiquettes organized for Second and Third year students of all programmes

No. of students benefitted

280

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
11	160	42	No record maintained

5.8 Details of gender sensitization programmes

Celebration of Women’s day; Talk on gender sensitization for NSS students

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. of 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	01	49,000
Financial support from government	69	
Financial support from other sources	4	25,000
Number of students who received International/ National recognitions	Nil	-

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

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

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

6.2 Does the Institution have a management Information System

Accounting, Payroll, Fees management, Library management system, students attendance recording, exam results, admission management, Campus Management Software (FEDENA) Implemented

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 upgradation, Teachers coordinated for subject workshops for T.Y. B.Com review and change of syllabus; encouraging staff to attend syllabus revision workshops, Co-ordinators of BCA/BBA(FS) programmes contribute by attending regular meetings organised by BOS.

6.3.2 Teaching and Learning

- Regular class activities such as Role plays, Case studies, Group Discussion, Quizzes, Case presentations, Production and sale of products twice a year within campus, Learning through management games are conducted
- Regular visiting faculty invited
- Remedial Classes were conducted on a weekly basis to develop the basic concepts and skills in Mathematics, Statistics and Financial Accounting to benefit the students with poor academic performance. Peer learning in the above subjects was introduced
- Academic Audit conducted for B.Com Programme

6.3.3 Examination and Evaluation

Role plays, Oral quizzes, Assignments--Industry related , survey based

Internal assessment schedule planned and displayed in advance to space out assignment submission dates; 2 different ISA modes implemented ; transparency in evaluation; 100% verification of answer books; timely results

6.3.4 Research and Development

Research Cell organized a Workshop on “Report writing” on major Research and Minor research projects on 6th Jan 2015. 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

Damodar College Centre for Research & Consultancy actively providing assistance to teachers pursuing their PhD and those presenting and publishing papers

Introduced Research Methodology add-on course for B.Com, M.Com students and as a regular course in BBA(FS)

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, monitoring and taking steps to improve class attendance , 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, 3 years tenure contracts given to teachers who are in service for 5 years

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/BBA(FS)/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
Non teaching	Group insurance, employees credit society
Students	Fee waiver, fees in instalments, scholarships, blood donors directory, students co-op society

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

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	Yes	Academic Audit Committee
Administrative	Yes	Directorate of Higher Education	Yes	Stock Verification Committee Budgeting and Financial audit

6.8 Does the University/ Autonomous College declare 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?

Goa University encourages affiliated colleges to apply for autonomy

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

Regular training conducted in use of Campus Management Software and Accounting Software.

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 in the markets, campus cleaning, talks on environment issues collection and recycling of E-Waste.

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.

Inviting alumni as resource persons or visiting faculty, teachers day celebrations by students, inviting retired teachers and felicitating them on teachers day, honouring students who have excelled in academics and extra curricular activities. Recognition of students who have excelled and appreciating their efforts by teachers and fellow 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)

Refer Annexure (v)

****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, beach cleanliness drive, E-waste management, paper bags making and distribution in local market

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: Mrs. Sharmila Kunde
Coordinator, IQAC

Name: Dr. Mrs. Prita D. Mallya
Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advancement 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

PART A Annexure (i)

PROGRAMME FOR THE ACADEMIC YEAR 2015-16

ACADEMIC CALENDAR 2015-16	
SEMESTERS	
Odd Semester	15.06.2015 to 31.10.2015
Even Semester	23.11.2015 to 03.05.2016
BREAKS & VACATIONS	
Ganesh Chaturthi Break	16.09.2015 to 21.09.2015
Winter Vacation	2.11.2015 to 22.11.2015
Christmas Break	24.12.2015 to 01.01.2016
Summer Vacation	04.05.2016 to 14.06.2016
EXAMINATIONS	
Odd Semester	12.10.2015 onwards
Even Semester	01.04.2016 onwards

PART B

Annexure (i)

2.8 Examination/ Evaluation Reforms initiated by the Institution

B.Com: 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, Inviting parents to meet mentors to collect results of students with poor attendance and poor performance.

Academic Audit:

i) **B.Com:** Academic Audit conducted for B.Com Programme. Experts were invited for various subjects. They verified the course files maintained by each teacher and reviewed the quality of teaching learning and evaluation. The experts gave valuable suggestions for further improvement in each area.

ii) **BCA/BBA:** Academic Audit conducted for the BCA and BBA programmes by University committees.

Annexure (ii)

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

1. Two programme officers and 15 students participated in the World Population day celebration organized by the Goa Science Centre on 11-07-2015. Ms. Deepika Vasudeva won third prize in the paper presentation on the theme “Population is a boon or a bane”.
2. Principal along with Chief programme officer attended review meeting of Sansad Aadarsh Gram Yojana held at South Goa Collectorate
3. Organised a rally on Road safety and Traffic rules from South Goa Collectorate to Colva beach and back to high the importance of wearing helmets and following traffic rules.
4. Hundred students participated on a National Skill Development Rally organized by South Goa Collectorate and Nehru Yuva Kendra on 21-07-2015
5. Two programme officers along with 30 volunteers participated in the International Youth day celebration at Shyama Prasad Mukherjee Stadium on 19-08-2015
6. NSS (National Service Scheme) organised a talk on “Disaster management” on 2nd Oct 2015 at 10.00 am. The speaker on the occasion was Shri. Nitin Raiker, Deputy Director, Directorate of Fire & Emergency Services, Govt. of Goa.
7. NSS unit of Shree Damodar College of Commerce and Economics organized a blood Donation Camp on the 27th November 2015. The camp was organized in association with Goa Medical College, Bambolim. Forty six NSS volunteers donated blood during the camp.
8. A folk play on Aids awareness was performed on 7-12-2015. Around 150 students witnessed the programme
9. Aids Awareness talk by the NSS unit was organized on 7th December 2015. Dr. Savio Faleiro who has done his Ph.D. on the AIDS epidemic in Goa addressed the students

10. NSS volunteers visited Rachol Village which was selected under SAGY scheme and participated in a tree plantation programme on 20-01-2016. NSS volunteers also performed a Street play on the theme “Provision of Essential Services Act” for the benefit of the Villagers.
11. NSS volunteers of the college actively participating in the enrollment of senior citizen for issuing senior citizenship card along with the directorate of social welfare.
12. On 2nd October 2015 as a part of social activity, NCC cadets took part in Swacch Bharat Abhiyan, conducted cleanliness drive in college campus and in surrounding areas of Comba Margao.
13. Nature club also organised an E-waste collection drive and tetrapak collection and disposition

Annexure (iii)

6.3.5 Library, ICT and physical infrastructure/instrumentation

Computerization of Library: keeping up with the pace of technological change, library software-NewGenLib version Helium 3.1.2 has been upgraded .

The major activities namely Cataloguing, Circulation, Serial Management have been computerised .Inorder to give access to e-resources we have 10 tabs loaded with e-books (V-grant) with wi-fi connectivity and V-gyankosh -a 40 inches wall mounted smart TV.

Addition of LED TV in the library -- V-gyankosh as a facility to use N-List which Gives access to thousands of e-books and e-journals and indiastat.com database, tabs provided in library for students and staff ,V-granth - a library App Developed inhouse; the first of its kind in India; e-books are loaded on these 10 tabs in various subjects, Office and library staff are provided with Laptops,One class room converted into a Smart classroom equipped with AV aids

Annexure (iv)

7.2 Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year – Refer [Annual report.pdf](#)

Annexure (v)

7.3 Two Best Practices of the institution – Refer [best practices for 2015-16.pdf](#)

Annexure (vi)

7.6 SWOT ANALYSIS

STRENGTHS	WEAKNESSES
<ol style="list-style-type: none">1. Good reputation2. Supportive / forward looking management3. Qualified, young, research-oriented teaching faculty4. Bright students with good communication skills5. Well placed alumni6. IGNOU Study centre in the college7. 2 functional research centres8. College centrally located, easy access9. Feeder institutions of same management10. Strong library11. Wi-Fi enabled campus12. Transparent Admission process13. Campus Placements14. 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 facilities2. Many temporary/contract basis staff particularly in the self-financed programmes3. Complaints from employers that curriculum is not in tune with industry requirements4. 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 placement2. Scope for Innovative programmes3. Autonomy4. Scope for research and consultancy5. Training for competitive examinations6. Community outreach / extension service through NSS/NCC7. Opportunities for live projects in collaboration with industry Can be a centre for imparting courses for the entertainment, hospitality and tourism sectors	<ol style="list-style-type: none">1. Strong competition from neighbouring colleges with better infrastructure2. Large number of professional colleges3. Possible entry of foreign / private institutions4. For any new programme, once aid is withdrawn, students/parents unwilling to pay higher fees5. For any successful programme that is introduced, tendency of other colleges to adopt the programme affects student strength6. GER already quite high; not much growth in number of potential entrants into higher education

Annexure (vii)

8. Plans of institution for next year

1. The College plans to offer short term add-on certificate courses to students of all programmes. These will be offered as compulsory courses for the final year students. Each student will have to choose one from the various courses offered
2. Teachers to create and use digital content in classrooms. The same would be shared with the students on the college intranet.
3. For smooth conduct of examinations and evaluations, the College proposes to introduce a system similar to that followed at the Goa University wherein, a team of paper setters would be appointed for every course with the senior most faculty as chairperson who would also be the moderator.
4. Enhance industry interaction through industry visits, field trips
5. Compulsory involvement of guest faculty (especially Alumni) for Commerce papers
6. Compulsory Research Methodology certificate course for students in Semester V
7. Initiate the process of signing of MoU's with reputed Institutions within and outside the State
8. Conduct Computer literacy and Financial Literacy programmes for residents of neighbouring wards.