The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

Name of the Institution	VVM'S SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS
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

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

Website address:

www.damodarcollege.edu.in

Web-link of the AQAR:

http://www.damodarcollege.edu.in/web/wp-content/uploads/2021/02/Dam_AQAR-15-16.pdf

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

Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	***	-	1999	7 years
2	2nd Cycle	B++	-	2006	5 years
3	3rd Cycle	B	2.81	2015	5 years
4	4th Cycle	-	-	-	-

Date of Establishment of IQAC :   DD/MM/YYYY   19/03/2005

AQAR for the year *(for example 2010-11)*   2015-16

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

    i. AQAR 2014-15 submitted to NAACon 20/07/2015   (DD/MM/YYYY)

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 ☐

Type of Faculty/Programme

Arts ☐   Science ☐   Commerce ✔   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering   Health Science   Management

☐   ☐   ☐

Others (Specify)   .

Name of the Affiliating University *(for the Colleges)*   Goa University

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	NO	UGC-CPE	NO
DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (*Specify*)	NO
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

No. of Teachers

05

No. of Administrative/Technical staff

02

No. of students

NIL

No. of Management representatives

02

No. of Alumni

02

2. 6 No. of any other stakeholder and

   community representatives

No. of Employers/ Industrialists

NIL

No. of other External Experts

02

Total No. of members

15

No. of IQAC meetings held

05

No. of meetings with various stakeholders: No. | Nil | Faculty | 02 |

Non-Teaching Staff | 01 | Students | NIL | Alumni | NIL | Others | NIL |

Has IQAC received any funding from UGC during the year?　　　Yes ☐　No ☑

If yes, mention the amount ☐

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"

Significant Activities and contributions made by IQAC

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

- Add-on Short term courses offered through the Career Cell such as Soft Skills Development, Communication skills and Practical Accounting
- 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
- Digital Content creation for all courses in all Programmes

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

1) Curriculum Design
 	
  a) CDM – 3 month Certificate Course in Digital Marketing (Dept of Comp. Sci)
 	
  b) CEM –3 month Certificate Course in Event Management (Dept of Commerce)
 	
  c) CIP – 3 month Certificate Course in Investment Planning (Dept of Finance)
 	
  d) CRM - 3 month Certificate Course in Research Methodology (DCRC)
 	
  e) 1 certificate course from Dept of Economics to be added
 	
  f) PGDIS – 1-year Post Graduate Diploma in Information Security from 2016-17 (Dept of Comp. Sci)
 	
  g) 1 PGDip programme from Dept of Finance to be added
 	
  h) Very short certificate courses (1week) in photography, presentation skills, chocolate-making, mushroom cultivation, etiquettes, computer typing
 	
The College could offer 1 certificate course (from a to e above) in the odd semester and 1 in the even semester
	• 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

2) Teaching-Learning-Evaluation a) Academic audit of all programmes	• 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

b) Faculty Development Programmes – 1 domain/technology-related + 1 motivational every year c) National (2) and international seminars (1) by 2020 d) Commerce lab (housed in Language lab) e) Language lab (used for Communication Skills paper at FY/SY and Infosys Global skills program) f) Adoption of non-conventional Pedagogical tools - Case method (workshop to be organized on using cases in teaching), Team teaching g) Article review/ Book review competitions for staff and students (to be organized by Library) h) Continuous Internal Assessment - student internships; book/ chapter/ article reviews i) Compulsory Research Methodology certificate course for students in Semester V j) Compulsory involvement of guest faculty(Alumni) for Commerce papers	Economics on the theme „Role of MSME‟s in Indian Economy' • 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

3) Research, Consultancy & Extension
 	
   a) DCRC – short-term and long-term projects; tie-ups with Govt. of Goa depts, industry, GCCI…
 	
   b) 2 Major & 3 Minor Research Projects – must apply (all with PhD must apply for Major Research Project)
 	
   c) 1 Faculty member recognised as guide and guiding students in the College research centres to
	• 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

take up post-doctoral studies - sabbatical leave 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) e) All PG teachers to compulsorily register for PhD f) Invite renowned researchers g) Lecture series by eminent persons from any field h) All teachers to present papers at national / international conferences / seminars i) 5 MoUs – with academic institutions within and/or outside Goa, industry j) Regular Computer literacy camps for residents of neighbouring wards k) Regular Financial literacy camps for residents of neighbouring wards	
4. Infrastructure & Learning Resources a) 2 more smart classrooms b) Surveillance c) Paging/ Public address system d) Mounted projectors in all Self Financed classrooms and TY B.Com by 2020 e) Library – e-journals, e-books f) Sports facilities (tie up with SAG for use of indoor facilities, outdoor games, swimming pool, sports coaches) g) RUSA grant	• 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

5. Student Support & Progression
 	
  a) Year book / placement brochure
 	
  b) Local career fair/ placement week
 	
  c) Alumni association registration
 	
  d) Annual alumni meets
 	
  e) Nutritious meals for sportspersons
 	
  f) Specialized sports coaches
 	
  g) Inter-college competitions/events
	• 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

6.Governance-Leadership Management a) IQAC meetings & initiatives - develop quality benchmarks for various areas of College functioning - understand and implement the concept of TQM b) IQAC conference c) Governing Council involvement d) Management interaction with faculty e) Staff Welfare measures f) Policies and manuals to be approved and implemented g) Compliance manual based on NAAC requirements	• 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
Best Practices and Innovations a) All teachers in charge of individual criteria to suggest and introduce 1 best practice in their area	Best Practices under Teaching, Learning and Evaluation, Governance and Leadership and Extension Activities are being planned and in process of implementation

* 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_

1. Curricular Aspects

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				04
Others				
Total	**06**	**01**	**03**	**04**

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	
Annual	

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

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.

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

Research Centre in Economics

Criterion – II

2. Teaching, Learning and Evaluation

Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	26	10	14	-	02

No. of permanent faculty with Ph.D.   06

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
	-	-	-	-	-	-	-	-	-	-

No. of Guest and Visiting faculty and Temporary faculty

-	-	37

Faculty participation in conferences and symposia:

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

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.

Total No. of actual teaching days during this academic year

180 (90/semester)

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

**refer Annexure(i)

No. of faculty members involved in curriculum Restructuring / revision / syllabus development as member of Board of Studies/Faculty/Curriculum Development workshop

03		01

Average percentage of attendance of students

81%

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						Pass (%)
		O (%)	A (%)	B (%)	C (%)	D(%)	E(%)	
MCOM	42	01(2.38)	07(16.67)	14(33.33)	16(38.10)	1(2.38)	00(0.00)	92.86%

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

Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
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	

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

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.

Details regarding majorprojects

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

Details regarding minorprojects

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

Details on researchpublications

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

Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

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 *(other than compulsory by the University)*				
Any other(Specify)				
Total				

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

ii) Without ISBN No.   Nil

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)

Revenue generated through consultancy

No. of conferences organized by the Institution :

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

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

International   National   06   Any other

No. of collaborations

No. of linkages created during this year

Total budget for research for current year in lakhs :

From Funding agency   From Management of University/College

Total

No. of patents received this year

NOT APPLICABLE

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

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

Total	International	National	State	University	Dist	College

No. of faculty from the Institution
who are Ph. D. Guides   03
and students registered under them   10

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

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

JRF   SRF   Project Fellows   Any other

No. of students Participated in NSS events:

University level   93   State level   265

National level   Nil   International level   Nil

No. of students participated in NCC events: University level   Nil   State level   84

| | National level | 02 | International level | Nil |

No. of Awards won in NSS: University level [Nil]   State level [Nil]

National level [Nil]   International level [Nil]

No. of Awards won in NCC: University level [ ]   State level [20]

National level [ ]   International level [ ]

No. of Extension activities organized

University forum [0]   College forum [0]

NCC [02]   NSS [18]   Any other [03]

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

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 (≥ 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				

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

Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21077	54,18,524	858	2,79,736	21935	56,98,260
Reference Books	10223	11,21,900	09	7,889	10232	11,29,789
e-books	----	-----	------	--------	--------	--------
Journals	20	42,000	19	80,040	39	1,22,040
e-Journals	-----	-----	-----	------	-------	-------
Digital Database (indiastat.com)	1	60,113	----	--------	1	60,113
CD & Video	24	23,936	-----	------	24	23,936
Others(specify) 1-(N-List) 2-(EBSCO Host)	1 -------	5,700 -------	------ 1	------- 2,84,742	1 1	5,700 2,84,742

Technology upgradation (overall)

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

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

Amount spent on maintenance in lakhs :

i) ICT	3,91,959.00
ii) Campus Infrastructure and facilities	7,22,705.00
iii) Equipments	49,39,904.00
iv) Others	NIL

Total: 60,54,568.00

Criterion – V
5. Student Support and Progression

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

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

(a) Total Number of students

UG	PG	Ph. D.	Others	Total
922	85	13	-	1022

(b) No. of students outside the state   07

(c) No. of international students | NIL |

	No	%			No	%
Men	489	48		Women	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	
BCA	78	73	80	486: 439
BBA (FS)	80	78	80	1.11:1
MCOM	80	40	40	

Dropout %   **0.002%**

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 |

No. of students qualified in these examinations

NET | | SET/SLET | | GATE | | CAT | |

IAS/IPS etc | | State PSC | | UPSC | | Others | 33 |

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

Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
11	160	41	No record maintained

Details of gender sensitization programmes

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

Students Activities

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

State/ University level | 240 | National level | 08 | International level | - |

No. of students participated in cultural events

State/ University level | 50 | National level | - | International level | - |

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

Sports : State/ University level | 11 | National level | - | International level | - |

Cultural: State/ University level | 19 | National level | - | International level | - |

Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	01	49,000
Financial support from government	55	
Financial support from other sources	4	25,000
Number of students who received International/ National recognitions	Nil	-

Student organised / initiatives

Fairs : State/ University level [ ] National level [ ] International level [ ]

Exhibition: State/ University level [ ] National level [ ] International level [ ]

No. of social initiatives undertaken by the students | 04 |

Major grievances of students (if any) redressed: 18 Exam related grievances

Criterion – VI

6. Governance, Leadership and Management

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.

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

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

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.

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

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

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)

Library, ICT and physical infrastructure / instrumentation

Refer Annexure (iii)

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

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

Industry Interaction / Collaboration

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

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

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

Total corpus fund generated   Nil

Whether annual financial audit has been done   Yes ✓   No

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	No	-	Yes	Stock Verification Committee Budgeting and Financial audit

Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes ✓   No

For PG Programmes   Yes ✓   No

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

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

> Goa University encourages affiliated colleges to apply for autonomy

Activities and support from the Alumni Association

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

Activities and support from the Parent – Teacher Association

> Internships and jobs, visiting faculty

Development programmes for support staff

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

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

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

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

> Refer Annexure(IV)

Give two Best Practices of the institution*(please see the format in theNAACSelf-studyManuals)*

> Refer Annexure (v)

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

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

Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

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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 Chathurthi 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

College Academic Calendar 2015-16 (Link: http://www.damodarcollege.edu.in/web/wp-content/uploads/2020/12/2015-16.pdf)

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)

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)

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

Annexure (v)

Two Best Practices of the institution – Refer Best practices for 2015-16.pdf

Annexure (vi)

7.6 SWOT ANALYSIS

STRENGTHS	WEAKNESSES
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 centre in the college 7. 2 functional research centres 8. College centrally located, easy access 9. Feeder institutions of same management 10. Library with good collection of learning resources 11. Wi-Fi enabled campus 12. Transparent Admission process 13. Campus Placements 14. Good administrative & support staff 15. 5 NSS and 2 NCC units	1. Many temporary/contract basis staff particularly in the self-financed programmes 2. Complaints from employers that curriculum is not in tune with industry requirements and graduates have no practical knowledge
OPPORTUNITIES	**THREATS/CHALLENGES**
1. Well placed alumni can be tapped for industry placement 2. Scope for Innovative programmes 3. Scope for research 4. Training for competitive examinations 5. Increase community outreach / extension service through NSS/NCC 6. Opportunities for live projects in collaboration with industry 7. Add on courses to impart practical knowledge & skills	1. Strong competition from neighbouring colleges with better infrastructure and new government college 2. Large number of professional colleges leading to less admissions for BCA programmes 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

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 MoUs with reputed Institutions within and outside the State

8. Conduct Computer literacy and Financial Literacy programmes for residents of neighbouring wards.