<div align="center">**The Annual Quality Assurance Report (AQAR) of the IQAC**</div>

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

<div align="center">## Part – A</div>

1. 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.

> 0832-2722500; 0832-2722511

Name of the Head of the Institution:

> Dr. Mrs. PRITA D. MALLYA

Tel. No. with STD Code:

> (0832) 2701770

Mobile:

> 09822103611

Name of the IQAC Coordinator:

> Dr. Mrs. SHAMI PAI

Mobile:

> 09823515061

IQAC e-mail address:

> iqac.sdcc@vvm.edu.in

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

1.4 NAAC Executive Committee No. & Date: | EC(SC)/06/RAR/146 dated 1-5-2015 |
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: | **www.damodarcollege.edu.in** |

Web-link of the AQAR:

http://www.damodarcollege.edu.in/web/wp-content/uploads/2021/02/Dam_AQAR-17-18.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 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	-	-	-	-

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

1.8 **AQAR for the year** *(for example 2010-11)* | 2017-18 |

1.9 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   20/07/2015   (DD/MM/YYYY)
   ii. AQAR 2015-16   10/03/2017   (DD/MM/YYYY)
   iii. AQAR 2016-17   29/03/2018   (DD/MM/YYYY)
   iv. AQAR_____(DD/MM/YYYY)

1.10 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 [ ]

1.11 Type of Faculty/Programme

Arts [ ]   Science [ ]   Commerce [✓]   Law [ ]   PEI (PhysEdu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others (Specify)   Finance, Computer Science

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

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

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

2.1 No. of Teachers `09`

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 `02`

2. 6 No. of any other stakeholder and

community representatives `01`

2.7 No. of Employers/ Industrialists `NIL`

2.8 No. of other External Experts `01`

2.9 Total No. of members `17`

2.10 No. of IQAC meetings held `07`

2.11 No. of meetings with various stakeholders: No.   Faculty `07`

Non-Teaching Staff `01`   students   Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?   Yes   No `✓`

If yes, mention the amount `NIL`

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

The IQAC"s Activities and contribution for the staff and students during the year 2017-18

Quality sustenance: There are some activities/practices initiated in 2015-16 or 2016-17, which have been continued and strengthened in 2017-18

- All Departments conduct regular **Guest lecture sessions and Industry visits**. This practice was initiated in 2015-16 and has been continued. More teachers are now inviting guest faculty to supplement their lectures, giving students a real-life understanding of what they have learned in the classroom

- In 2016-17, a **30-hour Certificate Course in Tally ERP 9** was made compulsory for Final Year B.Com students specializing in Accounting or Cost Accounting, M.Com- Part II students specializing in Accounting & Finance and all Final Year BBA(FS) students. This practice continued in 2017-18 as well.

- In 2015-16, a short course in **Research Methodology was introduced** for all Final Year B.Com students to help them complete their Semester VI Project successfully. This was continued in 2016-17 and 2017-18, with some improvements made every year in the course content.

- Final Year students who are registered with the Career and Placement Cell complete a 3-Module, 36-hour add-on **Certificate Course in Personality Enhancement**. All the modules are conducted by Soft Skills Trainers and Professional Image Consultants. This practice was initiated in 2016-17 and has been continued this year as well.

- The Academic Audit (AA) which was initiated for the B. Com programme was continued.
- As an Extension Activity, the College has introduced **Financial Literacy** programmes for the community through the Department of Finance. This practice was initiated in 2016-17 and has been continued. Last year, the teachers and students of the BBA(FS) Dept. visited Government Higher Secondary Schools and conducted Financial Literacy Programmes. They also invited ladies from the neighbouring areas to the College for a similar programme. The BBA(FS) Dept. collaborated with Mahila Mandal, Margao. This collaboration will continue in the future as well.

Quality Enhancement: Listed below are the initiatives taken during the academic year 2017-18

The **Skill Development Centre** has identified and arranged Add-on Certificate Courses for students of all programmes, some of which are listed below. All courses were conducted by professionals in the field, with faculty members acting as facilitators and coordinators. Besides the long duration courses, there were also short courses in Digital Forensics, Use of SPSS in Research, PHP and Wordpress. Course completion certificates were issued to students who attended at least 80% of the sessions and answered the test at the end of the Course.

- **Practical Banking** for Final Year B.Com students specializing in Banking and Financial Services, all Final Year BBA(FS) students and M.Com Part II students

- **Personal Financial Planning** for all Final Year BBA(FS) students

- **MS Excel – An Accounting, Auditing and Analytical Tool** for Second Year B.Com students specializing in Accounting and Computer Applications in Business and all Second Year BBA(FS) students

- **Life Skills** for all First Year students of B.Com, BCA and BBA(FS).

All the activities listed below were undertaken based on the recommendations and suggestions made by College IQAC at various meetings:

- The College set up Activity Clubs for students of FY B.Com/BCA/BBA (FS). All students joining the College registered as members of one of these clubs- Literary Club, Fine Arts Club, Performing Arts club, Creativity Club, Nature Club and Economics Club. As members, the students helped organize, conduct and participate in the activities of the club, attended workshops and certificate courses organized for members either within or outside the College.

- Teachers have created content in the form of PowerPoint presentations and videos for all subjects of all programmes and students can access these from the Intranet server.

- While summer internships are compulsory for BBA(FS) and M.Com students, B.Com and BCA students are encouraged to voluntarily take up such internships to gain practical knowledge and experience.

- A Virtual Commerce Lab was created on the Intranet server, where the teachers have uploaded documents, invoices, videos, etc. related to banking, insurance, mutual funds, audit and company annual reports. Teachers accessed these documents and videos to impart a practical component to classroom teaching.

- All books in the Library are bar-coded and check-in/check-out of books happens immediately with no waiting time. To encourage use of the Library resources, students can issue upto10 books at a time for a period of 15 days. Students are provided with tabs in the reading room to access online resources. A Digital Library tab on the College website provides access to digital content such as N-list, indiastat.com, National Digital Library, Shodh Ganga, PG Pathshala, Open access e- journals, and online reference sources like Encyclopedia Britannica, Cambridge Dictionary, Scholarpedia, SOS Mathematics, United Nations, World Bank and International Monetary Fund.

- A web page called „Career Zone‟ was designed and uploaded on the College website. Information regarding entrance tests like CAT, MAT, XAT, MCA, UPSC, CS., CA.,

NET, SLET, GRE, IELTS, NDA, SSC-CGL, RBI Officer, SBI-PO, BRPO, PG. Courses, TOEFL, GPSC, ICWA, CMA, Swayam, Eduvidya, IMA, IBPS, IGNOU is available on this page.

- Career and Placement Cell conducts regular sessions on career opportunities for all interested students and it collaborates with reputed Coaching Centre to train students for Bank Entrance Tests. Annual Local Placement Fair is organised on February 28th every year, where local enterprises participate and recruit students. The Career and Placement Cell arranges for pooled recruitments and campus recruitments by outstation companies.

- The College augmented its infrastructure by creating a gymnasium with facilities such as a treadmill and a 4-station gym for use by sportspersons, students and teachers. The campus is Wi-Fi enabled with a 30Mbps leased line, and students and teachers are provided Wi-Fi facility on their personal laptops.

- The IQAC put forth a proposal to organize an All-India Students" Colloquium every year on an economic issue of topical interest. It was decided to name the event „**Niti Samvaad**". The national level event aims at empowering student participants to contribute on issues relevant to the chosen theme and present their policy prescriptions using appropriate research designs and ethical presentation methods. The event was organised on 3rd February 2018. The themes chosen were **"GST in India: Gains or Pains?"** and **"The Role of the Manufacturing sector in India's Economic Growth"**

- Several guest lecture sessions were organized for the students from all programmes, with guest faculty being from industry

- **The following workshops were organized by the College for students:**

  1. The Cultural Council organized a **5-day Theatre workshop** for First Year students who have enrolled for the Performing Arts Club. The aim of the workshop was to enlighten the students about Theatre Art, to enhance their acting skills and also to develop a spirit of participation in them. The Resource person for the workshop was Mr. Vishnupad Barve. A total of 73 students registered for the workshop. The various topics covered at the workshop were voice culture, acting tips, group dynamics, mirror exercises, use of sound, light and costumes.

  2. The Fine Arts Club and Creativity Club of the Cultural Council of the College organized a **seven-day workshop on Fine Arts and Creativity** from September 4-17 2017 . This workshop was organized for the First Year students of B.Com, BBA(FS) and BCA programmes. 64 students participated in the workshop for which the Resource Person was Mr. Kalidas Mhamal (MFA), Assistant Professor, Vidhya Prabhodini, Porvorim Goa.

  3. The Association of Indian Universities, New Delhi, Department of Economics, Goa University, Goa and Shree Damodar College of Commerce & Economics, Margao, Goa, jointly organised a **National Level Workshop on Research**

Methodology in Social Sciences from 5-11 December, 2017. More than 300 applications were received of which a total of 60 candidates were selected.

4. The Students" Council organized a **two-day Leadership Training Camp** in association with the renowned M. R. Pai Foundation and Forum of Free Enterprise, Mumbai on 21st and 22nd June 2017. The camp was organised to build leadership skills among the youth and was attended by 62 students

5. The Students" Council of the College in collaboration with Leo Club, younger wing of Lion Club organized the inauguration and installation of Leo Club in the College. The inauguration was followed by Communication Skills and Interpersonal Relations session for the students. 60 students from B.Com, BCA and BBA(FS) have registered themselves for the Club.

6. The Literary Club of the Cultural Council of the College organized Lit Quest, an intra-college event on 7th October, 2017 from 11 a.m. to 3 p.m. Fifty students and twenty five teams participated in the event

7. Two day Annual Sports Meet on 15th & 16th December 2017 at 3 MTR, Navelim. More than 500 participants from the three institutions viz. Shree Damodar College of Commerce & Economics, G.R. Kare College of Law and RMS Higher Secondary School.

8. The Department of Mathematics & Statistics celebrated National Mathematics Day on 22nd December 2017 to mark the birth anniversary of the great Indian Mathematics Genius Srinivasa Ramanujan. The students of FY B.Com and SY B.Com prepared and presented posters on various topics related to Mathematics and Statistics. There was also a quiz conducted on the life of Srinivasa Ramanujan.

9. As a part of World Health day, a free blood check up for Diabetics was also organized for staff. Total 60 staff availed the same

Several events and competitions were organized:
1. Debate competitions
2. Poster-Making and Slogan Competition
3. 3rd Inter-Collegiate Patriotic Singing Competition
4. The Computer Science Department organized a Two-Day State Level Mega Inter-Collegiate IT Event SPECTRA2017.
5. essay writing competition,
6. photography competition
7. nature camp and bird watching session
8. Mocktail Making,
9. Garland making,
10. Rangoli and Pot painting.

The BBA(FS) students attended several subject-related seminars

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 *

Plan of Action for 2017-18

a.   Implement Peer Team Recommendations

b.   Design curriculum and offer 2 Post Graduate Diploma programmes

c.   To adopt the concept of e-learning

d.   To organize at least 2 Faculty Development Programmes

e.   To adopt non-conventional Pedagogical tools for teaching

f.   To use the Language lab regularly for enhancing students" communication &presentation skills

g.   To compulsorily involve guest faculty (preferably Alumni) for all programmes

h.   To take up short-term and long-term projects through tie-ups with Govt. departments, industry, etc.

i.   To invite renowned researchers and organize Lecture series by eminent persons

j.   To have at least 5 MoUs – with academic institutions and Industry within and/or outside Goa

k.   To conduct outreach programmes for residents of neighbouring wards

l.   To organize theme-based meaningful extension programmes every year

m.   To conduct Local career fair/ placement week

n.   To organize more Inter-college competitions/events in different areas

Outcomes for 2017-18

Goals	Status of Achievement
1.Add UG and PG programs in Economics	• The College has added a Research Center in Economics. • PG Programme in Economics will not be viable; Chowgule College is already offering MA(Econs) (which is not running at full strength) and Govt. College Quepem has applied to GU for affiliation for MA(Econs) The structure of the UG programme is such that we will have to offer other subjects as well (even if it is a 6-unit programme, 2

	more subjects will have to be offered at FY & SY) –viability is an issue
2. To offer new programs relevant to the Goan economy such as tourism, entertainment and industry	• The College has designed two 1-year PG Diploma programmes relevant to industry, viz. a. PG Diploma in Finance & Taxation – planned to introduce from June 2018; however GU approval is awaited b. PG Diploma in E-Commerce & Digital Marketing – planning to introduce from June 2019; syllabus is in the final stages of being drafted; will be sent for BoS consideration by April 2018.
3. To add more smart classrooms for Commerce and BBA programmes and sharpen faculty skills in usage of ICT in teaching and learning	• LCD projectors and speakers are mounted in all classrooms. • To provide Internet access in classrooms, Wi-Fi access points are also mounted in all classrooms. • Teachers attended Workshops organized by the College in Creating Effective PowerPoint presentations • Teachers also attended a Certificate Course in MS Excel and from June 2018, all faculty members teaching Accounting will use MS Excel. • Teachers have created PPTs for all subjects of all programmes. They have also downloaded videos relevant to their subjects. All this content is stored on the Intranet server and is used in the class • Students can also access this content through the intranet server. • Some teachers have started accepting assignments in electronic form • The BCA & BBA(FS) teachers are using the campus management software for conducting ISAs (multiple choice questions, similar to Moodle)
4. To strengthen entrepreneurship development and business incubation cells	• An E-Cell has been formed and is regularly organizing interactive sessions with young entrepreneurs, workshops and industry visits.

	• The Skill Development Centre has been created, whose primary aim is to equip students with practical skills that will increase their employability and make it easier for them to find jobs and build careers. • To start with, the Skill Development Centre has identified and arranged Add-on Certificate Courses for students of all programmes. • All such courses are conducted by professionals in the field, with faculty members acting as facilitators and coordinators To promote entrepreneurship, the College has begun the process of setting up an Incubation and Skill Development Centre through RUSA Infrastructure grant
5. Appoint qualified faculty for M.Com and BCA as per UGC norms	• All M.Com faculty (4) and 50% BCA teachers (4 of 7) are NET/SET qualified. • The College gives first preference to NET/SET qualified candidates during recruitment. However, selected candidates often do not join – they prefer contract basis appointments in aided programmes
6. Make IQAC more vibrant	• All activities and initiatives are now routed through IQAC – the IQAC takes decisions regarding initiatives to be introduced, these are approved by the College Governing Council, informed to teachers during monthly staff meetings and then implemented • IQAC meets at least once in 3 months to plan and monitor College activities. • Post NAAC visit, the College has created a vision document and is working to fulfill the objectives stated in the vision document. • Each teacher in charge of a criterion is given the responsibility of tasks under the criterion.
7. Make Language Lab operational and	The Language Lab equipped with 15 PCs, Internet access and Phonetics Software is

effective	operational and is being used by FY & SY B.Com students
8. To establish strong networking and collaborations with industry and premier academic institutions	• In April 2017, the College signed MoUs with R A Podar College of Commerce & Economics, Mumbai and Aloysius Institute of Management & Technology (AIMIT), Mangalore for student and faculty exchange • The College also has MoUs with the Entrepreneurship Cells of IIT Mumbai and IIT Roorkee for conducting certificate courses for the BCA students • The College has established connections with financial institutions such as Bombay Stock Exchange, National Stock Exchange, Securities &Exchange Board of India, Reserve Bank of India and National Securities Depository Ltd. Students annually visit these institutions as a part of Industry visits. Guest faculty from these Institutions visit the College for interacting with students. • Guest faculty are invited regularly for all programmes • Industry visits and field trips are now being undertaken for several courses in all 4 programmes • Many SY B.Com students are now voluntarily taking up summer internships (4-6 weeks) in banks, private organizations and banks; quite a few students are interning with CAs The resource persons for all the certificate courses mentioned at Point 4above, are from industry
9. To nurture and nourish research culture	• The College has 3 research centres affiliated to GU - in Commerce, Management and Economics with 4 faculty members recognized as PhD guides and a total of 15 students registered in the Centres. • From 6 teachers with a PhD degree at the time of the NAAC visit, the College now has

	11 teachers with PhD degree and 5 more are expected to be awarded before the next accreditation in 2020 • The Damodar College Centre for Research & Consultancy is formed which conducts workshops for TYB.Com, TY BBA(FS) and M.Com students on Research Methodology and Use of statistical packages for research. • The Centre has organised a State-level workshop for teachers on the Case Methodology in Research. • Teachers attend Research Methodology workshops as per their research requirements • The faculty members of the M.Com Dept. completed two short-term projects under the Damodar College Centre for Research & Consultancy. The two projects are „Health Tourism in Goa‟ and „Solid Waste Management in Goa‟. • Almost all B.Com faculty members have international and national publications to their credit. • All teachers regularly present papers at International/National conferences • A Faculty Lecture Series has been introduced in 2017-18, where teachers make presentations on the latest developments in their areas of interest. 4 presentations have been made so far
10. Establish a modern fully equipped gymnasium	• The College has recently upgraded its sports infrastructure using RUSA infrastructure grant and set up a gym, which includes a treadmill and a 4-station gym.

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

2.16 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

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	03			
PG	01		01	
UG	03		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				11
Others				
Total	07		03	06

Interdisciplinary				
Innovative				01

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

Pattern	Number of programmes
Semester	04
Trimester	NIL
Annual	NIL

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

Annexure 1a   Sample of teacher feedback (collected from students online)
Annexure 1b Exit feedback (collected from students online)

Annexure 1c   Parents feedback (manual)

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

☐ The B.Com programme entered the second year under CBCS. Teachers from the Depts. of Commerce and Economics have been involved in syllabus revision for B.Com under CBCS as members of various sub-committees and special invitees on the BoS.

☐ Teachers in the B.Com Depts. of Commerce and Economics designed and submitted to Goa University, courses in the Generic Elective category for Semesters III & IV, which were approved by the BoS & Academic Council and were introduced during the year

☐ The BCA Programme Coordinator and teachers were involved in revision of structure and syllabus of BCA programme under CBCS, which will come into force from the AY 2019-20

☐ The Dept. of Commerce has designed a 1-year PG Diploma programme in Finance & Taxation, which has been approved by Goa University. The programme will be introduced in the AY 2019-20.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	6	15	---	--

2.2 No. of permanent faculty with Ph.D.

12

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
12	0	0	0	0	0	0	0	12	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty 23	Visiting /Lecture Basis 18	Temporary Contract Basis - 20

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	16	35
Presented	04	03	0
Resource Persons	-	03	02

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

Role Plays, Case Studies, Quizzes, Group Discussions, Regular Guest Lectures and Industry Interaction, Study Tours, Industry visits, Entrepreneurial Skill Development Programmes, Internships and Field trips.

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,   Refer Annexure (i)
Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum   03   -------   05
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development

2.10 Average percentage of attendance of students   77.25%

2.11 Course/Programme wise distribution of pass percentage (2017-18)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	220	8.18	23.18	36.36	15.90	83.62
BCA	60	21.67	33.33	36.67	5.00	96.67
BBA(FS)	63	41.27	19.05	23.80	6.35	90.47
M.Com	42	16.67	45.24	38.09	---	100

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

The IQAC undertakes Review of self-appraisals submitted by teachers (PBAS forms), Review of student feedback, and makes suggestions and recommendations for improvement. It also proposes measures for improvement and reforms in teaching, learning and evaluation.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	02
HRD programmes	------
Orientation programmes	-----
Faculty exchange programme	-----
Staff training conducted by the university	-----
Staff training conducted by other institutions	----
Summer / Winter schools, Workshops, etc.	15
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	0	01	04
Technical Staff	--------	-------	----	06

*Filled on contract basis in the self-financed programmes

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 organises programmes for promoting research climate through the Faculty Development Cell and Research cell for staff and students. Some of the sessions conducted are

  ▪ The BBA (FS) Department of the College organized a two-day Workshop on Using SPSS Software for SY BBA(Financial Services) students on 11th and 12th September 2017. The resource person for the workshop was Mr. Vishal R. Chari, Assistant Professor, Department of Economics, of the College.

- The Research Cell of the College organised a 1-week certificate course in Research Methodology for all TY B.Com students from 8th to 12 August 2017. The topics covered were Research Design and Objectives, Literature review, Research Methods, Data collection Methods, Classification and Simple Analysis of Data and Report Writing.

- Faculty lecture was presented by Ms Mamta Kumari, Department of Mathematics and Statistics on the topic "Barcoding Technology" on September 22nd 2017.

- Sharmila Kunde, department of information technology as part of faculty presentation series made the first presentation on 13th July 2017. The topic was "Emerging Technologies that will Transform our World".

- The IQAC in association with the Research Cell organized a half-day workshop on Intellectual Property Rights on Friday, 13th April 2018 in the Smart classroom for the teaching staff of B.Com, BCA, BBA(FS) and M.Com Program. The workshop was attended by 33 teachers.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	08	-------
Non-Peer Review Journals	-----	-----	-----
e-Journals	----	-----	-----
Conference proceedings	-----	-----	-----

3.5 Details on Impact factor of publications:

Range | 1.61 to 6.22 | Average | 4.72 | h-index | 05 | 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 *(other than compulsory by the University)*				
Any other(Specify)				
Total	0	0	0	0

3.7 No. of books published   i) With ISBN No. [04]   Chapters in Edited Books [01]

ii) Without ISBN No. [NIL]

3.8 No. of University Departments receiving funds from **Not Applicable**

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 [Not Applicable]

3.11 No. of conferences organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons $\boxed{05}$

3.13 No. of collaborations International $\boxed{}$ National $\boxed{6}$ Any other $\boxed{}$

3.14 No. of linkages created during this year $\boxed{4}$

3.15 Total budget for research for current year in lakhs :

$\boxed{}$

From Funding agency $\boxed{\text{------}}$ From Management of University/College

Total $\boxed{\text{------}}$

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 $\boxed{04}$
who are Ph. D. Guides
and students registered under them $\boxed{15}$

3.19 No. of Ph.D. awarded by faculty from the Institution $\boxed{\text{nil}}$

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

JRF $\boxed{\text{---}}$ SRF $\boxed{\text{---}}$ Project Fellows $\boxed{\text{---}}$ Any other $\boxed{\text{---}}$

3.21 No. of students Participated in NSS events:

University level $\boxed{148}$ State level $\boxed{282}$

National level $\boxed{\text{Nil}}$ International level $\boxed{\text{Nil}}$

3.22 No. of students participated in NCC events:

University level $\boxed{\text{Nil}}$ State level $\boxed{45}$

National level | 38 | International level | Nil

3.23 No. of Awards won in NSS:

University level | Nil | State level | Nil

National level | Nil | International level | Nil

3.24 No. of Awards won in NCC:

University level | Nil | State level | 02

National level | 02 | International level | Nil

3.25 No. of Extension activities organized

| Nil | | Nil |

University forum   College forum

NCC | 05 | NSS   Any other | 05 |

| 14 |

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

- Refer Annexure (ii)

Criterion – IV

<u>4.</u> Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing 2016-17	Newly created 2017-18	Source of Fund	Total
Campus area –	7457 sq.ms.	0	Govt. Grants/Mgmt.	7457 sq.ms.
Class rooms	23	06	----	29
Laboratories	05	-------		05
Seminar Halls	01	---------		01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	809	337	Govt. Grants/Mgmt/RUSA	1146
Value of the equipment purchased during the year (Rs. in Lakhs)	372.14	53.68	Govt. Grants/Mgmt/RUSA	425.82

Others (Furniture)		13.89L	Govt. Grants/Mgmt/RUSA	

4.2 Computerization of administration and library

Administration
- All Administrative staff use computers for their regular, daily work
- All accounts are computerised
- The Office scans all documents and the same are digitised and indexed for ease of storage and retrieval. Past documents are also being digitized.
- All internal communication – Notices, instructions, orders, etc. - is done by e-mail.
- Teaching Staff leave is managed through the Campus Management Software (CMS)
- Class attendance is entered in the CMS on a daily basis, and students and their parents can access attendance records and results by logging into the CMS
- Attendance defaulters and their parents are informed about the shortage of attendance via SMS, which is sent out through the CMS

Library
- E-mail alerts of circulation transactions.
- 5 Laptops kept in the reading room to access E- Resources
- Digitization of Library
- Added media coverage of the College on the NAS server
- Housekeeping activities of library viz. Cataloguing, circulation, OPAC serial management are working smoothly in NewGenLib library management software.
- Shifted over to paperless Library transactions (Check-in & Check-out)
- Completed Automation of Serial Management Module in NewGenLib Library Management Software. (Entire Journal collection bar-coded and entered in NGL Software of library)
- E-books and sample Question papers on NAS Server.
- Added Career Zone tab on College Website->Library, which provides information on various competitive Exams and career options like MBA, C.A., UPSC, Teaching profession-NET, SET, Banking, IELTS, TOEFL, Online courses, etc. is regularly updated.
- Added Digital Library tab on College website->Library, which provides access to digital content like N-list, indiastat.com, National Digital Library, Shodh Ganga, PG Pathshala, Open access e-journals in Commerce, Management, Economics, online reference sources like Encyclopedia Britannica, Cambridge Dictionary, Scholarpedia, SOS Mathematics-an open access resource for Math review material from Algebra to Differential Equations, World Bank and International Monetary Fund.
- Updated Institutional Repository for Research Publications of faculty members.
- Updated New Arrival of Books.

4.3 Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value

Text Books	22340	58,73,500	560	2,50,578.04	22900	61,24,078.04
Reference Books	10239	11,33,475	17	30,429.31	10256	11,63,904.31
e-Books (EBSCO)	-------	---------	-----	-----	-------	---------
Journals	29	69,065	07	7,000	36	76,065
e-Journals	-------	---------	-------	------	--------	---------
Digital Database (Indiastat.com)	1	68,625	-----	------	1	68,625
CD & Video	24	23,936	------	------	24	23,936
Others (N-List)	1	5,900	------	-------	1	5,900

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	187	131	14 Mbps Bandwidth			15	23	18
Added	44	44	Upgraded to 30 Mbps bandwidth					
Total	231	175	30 Mbps Bandwidth			15	23	18

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

- TechTrendz the Technology Club of the BCA Dept. organized **Tech session on Microsoft Technologies** in association with Microsoft Developer Community on 1st July 2017. The Resource Persons for the session were Mr. Vibhav Patil, Leader of Microsoft Developer Community, Goa along with Mr. Adnan and Mr. Agraj Agranayak, Cofounder & Head of Operations, Imagine Works. 60 students along with all the faculty members attended the session.

- The Dept. of Computer Science in association with Revert Technologies, Reach Partners of EDC IIT-Roorkee, organized a **One Week National Level workshop on Big Data & Hadoop** held from 17-22 July 2017. The College is a Zonal Center for conducting National Summer Training Programmes (NSTP). 31 BCA Students, one student from Manipal Institute of Technology, one Postgraduate Student and 10 faculty members from the College & other colleges across Goa participated in this workshop.

- The BBA(FS) Department of the College organized a two-day Workshop on **Using SPSS Software** for SY BBA(Financial Services) students on 11th and 12th September 2017.

The resource person for the workshop was Mr. Vishal R. Chari, Assistant Professor, Department of Economics, of the College.

- The Department of Computer Science of the College organized a two-day **National Level Workshop on Internet of Things** on February 8th and 9th 2018, in collaboration with Innovation Cell, IIT Mumbai and Robokart. The resource person was Mr. Nabeel Qreshi, a practicing engineer and researcher at Robokart in the latest trends of Information and Technology. 54 students along with 8 faculty members participated in the workshop.

- The Department of Computer Science in association with SAP LABS, Bangalore organized a orientation on the **Scholar@SAP program** for SY and TY BCA students on 23rd June, 2017. 60 students along with faculty members attended the session.

- Through the Skill Development Centre of the College, a **Certificate Course in MS Excel in Finance** was organized for students of SY B.Com and SY BBA(FS) from 23rd January to 16th February 2018. CA. D. Shravan Swarup, Partner at Marathe Rao & Swarup, Chartered Accountants conducted the course.

- The Department of Computer Science in collaboration with Computer Society of India (CSI), Goa Chapter, organized a first of its kind workshop for school children on "**Programming with Scratch**" in two batches from 27th to 29th April and 2nd to 4th May, 2017 respectively.

- BBA (Financial Services) department organised a three days **Certificate Course in „Making Effective Power Point Presentations"** for the First Year students.

- The Skill Development Centre of the College organized a **Tally ERP 9** course in collaboration with Manipal Institute of Computer Education (MICE) for Final Year students of B.Com (students of Accounting & Finance and Cost & Management Accounting), BBA(FS) and M.Com (students of Accounting & Finance). The course was offered in four batches.

4.6 Amount spent on maintenance in lakhs:

i) ICT | 4,30,038.00

ii) Campus Infrastructure and facilities | 9,34,077.00

iii) Equipments | 53,85,188.00

iv) Others | NIL

Total : | 67,49,303.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Details of services are provided in the prospectus and on the website. Important messages sent through SMS to students and parents through the Campus Management Software, circulars sent to classrooms/displayed on notice board 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
1139	64	9	

(b) No. of students outside the state   17

(c) No. of international students   3

(d)   Men   Women

No	%
600	49.88

No	%
603	50.12

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
922	13	73	104	3	1115	1009	19	66	103	-	1203

Demand ratio %   1:1   Dropout %   0.33

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

> Coaching classes for MCA Entrance exams by BCA Faculty
> Coaching classes for competitive exams like CAT/MAT/XAT/CMAT Exam by TIME
> Coaching for IRDA/NSE/BSE/NCFM by BBA(FS) faculty

No. of student beneficiaries   333

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT 04

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others   31 (MCA 6+ NCGFM 23 + CMAT/ XAT 2)

5.6 Details of student counselling and career guidance

- The College has appointed a Counsellor. The counsellor has conducted general counselling sessions for the students. 15 students who approached the counsellor were personally counselled.

- A web page called „Career Zone" has been designed and uploaded on the College website. Information regarding entrance tests like CAT, MAT, XAT, MCA, UPSC, CS., CA. NET, SLET, GRE, IELTS, NDA, SSC-CGL, RBI Officer, SBI-PO, BRPO, PG. Courses, TOEFL, GPSC, ICWA, CMA, Swayam, Eduvidya, IMA, IBPS, IGNOU is available on this page.

- The Career and Placement Cell organized:

o a Career Guidance Talk for the final year students by T.I.M.E. on Strategies to Crack Entrance Exams targeting Bank Recruitments on 12th & 13th July 2017. The Resource Person was Mr. Malcolm Dias from T.I.M.E. The Final Year students attended the sessions in batches. The first batch was of TYBCOM (A & B) on 12th July, the second batch of TYBCOM(C & D) and BCA and the third batch of BBA(FS) & M.Com attended on 13th July.

o a Career Guidance Session –II: Strategies to Crack Entrance Exams by Maxxcell Institute on MBA - Path to Career Advancement for the Final Year students on 14th and 19th July 2017.

o an interactive session by Wing Commander Snehal Kamat, Indian Air Force on 31st July 2017.

o a Career Guidance Session on Company Secretary as a Career Option. The session was conducted on 22nd September 2017. The Resource person for the session was Adv. S Ramarao, Senior Faculty and ICSI Certified Counsellor. The Session was attended by 60 Final Year B.Com Students.

o training on Soft Skills for Final Year Students of B.Com, BCA, BBA(FS) & M.Com. The training session was from 14th August to 22nd September 2017. A Certified Trainer from Impact Training Solutions Ms. Caroline Stewart Silva conducted 4 sessions of 2 hours each of Soft skills training. A total of 200 students attended the training session.

o a pre-counseling session on Career Options in Sales and Marketing on 27th Feb. The Resource Person was Mr. Pawan Agni, Zonal Sales Manager, Diageo. The session was attended by the Final Year B.Com, BCA, BBA(FS) and M.Com students.

o the Third Annual Placement Fair on 28th February 2018. 14 recruiting companies were part of the Placement Fair and 130 students from Third Year B.Com, BCA, BBA(FS) and M.Com-II participated in the placement fair.

- o an informative session in association with Sai Education Institute Sankhali on 21st March 2018. The Talk highlighted importance of competitive exams like UPSC, GPSC, Banking, Railways & NDA. The resource person for the session was Lachman Singh Maluka. The Session was attended by about 70 students from across streams of BCOM, BBA and Mcom.

- o an Orientation Programme for the Final Year students of B.Com, BCA, BBA(FS) and Mcom II from 24th June to 1st July 2017. The aim was to explain the objectives of the Cell and the importance of students" involvement in the various activities carried out by the Cell.

- The Career and Placement Cell of the College has signed an MOU with the Goa Education Services (Licensee of T.I.M.E. Pvt. Ltd.) to help students prepare for the entrance exams of various nationalized banks. 33 students registered for training in the first batch

- A session on Entrepreneurship Development was organised for the students of TYB.Com D & F Y B Com D on 12th September 2017. The resource person for the session was Mrs. Suchita Prabhu Malkarnekar, a very successful and dynamic entrepreneur in the business of readymade garments since the last 18 years. This session was attended by 45 students.

- Session on Careers in Insurance was organized for the students of F.Y.B.Com A on 2nd January 2018. The resource persons for the session were Mr. Nagaraj Naik– Financial Advisor, and Mr. Ravindra Tomar Branch Manager of SBI Life Insurance.

No. of students benefitted   526

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
14	130	72	3

5.8 Details of gender sensitization programmes

- As part of Women"s Day celebration, a Health Camp was organized for lady staff of the College in association with Urban Health Centre Margao. 45 lady staff took advantage of the check-up facility.
- 02 students were appointed as Gender Champions of the college.
- Adv. Ms. Anwesha Singbal, engaged 6 Sessions on Gender Issues and sexual harassment for First Year students of B.Com, BCA and BBA(FS)
- The College organized a college-level competition on 13th November 2017 to create awareness about the legal rights of women.
- Ms. Samantha Noronha engaged a session to create awareness about the legal rights of women.

5.9 Students Activities

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

State/ University level   277   National level   12   International level [   ]

No. of students participated in cultural events

State/ University level   193   National level   02   International level [   ]

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

Sports : State/ University level   25   National level [   ]   International level [   ]

Cultural: State/ University level   62   National level   01   International level [   ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	93	Directly credited to students bank accounts through ECS system.
Financial support from other sources	03	2,38,620
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level   02   National level   01   International [   ]

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

5.12   No. of social initiatives undertaken by the students   18

5.13 Major grievances of students (if any) redressed: 35

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, Saral Payroll software, Fees management, Library management system, Campus Management Software (FEDENA) Implemented which covers students attendance recording and reporting, exam results, admission management, collaboration tools and employee leave records. Biometric for staff attendance

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 syllabus upgradation/curriculum development, teachers are encouraged to participate in syllabus revision workshops and contribute towards review and change of syllabus; Co-ordinators of BCA /BBA(FS) programmes were invited for the regular meetings organised by BOS. Designing of add on certificate courses, life skills and personal financial planning. Dept of BBA(FS) designed entrepreneurship development certificate course.

6.3.2 Teaching and Learning

- Regular class activities to promote student centric learning 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 from industry invited
- Add on skill based certificate courses offered and made compulsory for all students.
- Remedial Classes were conducted on a regular 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
- Bridge course conducted for BCA students.
- Academic Audit conducted for B.Com, BCA, BBA(FS) Programme
- Parents are invited to campus during open house so that they can check their ward"s performance, attendance, behaviour etc.
- Internships for students.

6.3.3 Examination and Evaluation

Role plays, Oral quizzes, Case studies – Assignments are 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; BBA,BCA and MCOM use Learner Management System(MOODLE) to conduct one of the ISA"s, 100% verification of answer books; timely declaration of results and display on the website; Assessment Grid and formation of Panel of examiners.

6.3.4 Research and Development

- Award of Ph.D. (Teachers)
- Faculty development cell is appointed for organising regular in-house paper presentations, creating conducive environment to register for PhD program, motivation to apply for minor/major research projects, encourage faculty to attend and present papers at international/national conferences and, providing technology and training to take up research work
- Shree Damodar College Centre for Research & Consultancy is actively providing statistical assistance to teachers pursuing their PhD
- 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

A human resource manual is prepared.

Teachers are involved in decision making process through committees.

6.3.7 Faculty and Staff recruitment

Recruitments are merit based, reservation quota followed for all reserved categories, paying higher remuneration than govt. stipulated salary for teachers from the self-financing programmes who are in service for longer period, 3 years tenure contracts given to teachers from the self-financing programmes who are in service for 5 years or more. Full selection panel for all posts in all programmes. Advertisement about vacancy in all leading newspapers. Short demo lectures for candidates for teaching post.

6.3.8   Industry Interaction / Collaboration

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

Industry Interaction:
- Industry Interaction Programme was held by the MCom department on the 17th July 2017. The Guest Faculty for the Programme was Mr. Satish Mishra. MCom part I and II students attended the interactive programme.
- Industry Interaction Programme for the MCom students was held on the 27th of July 2017 at 10 am in the M. Com. Department. The Resource Person for the Programme was Mrs. Aldina Vaz Mishra who is presently employed in DSV Air and Sea LLC Dubai as Finance and HR Manager. MCom part I & part II students attended.
- BBA (Financial Services) Department of the College organized an industry session for First Year BBA (FS) students by Mr. Ganesh Kothatha, Chief Financial Planner, Wealth Doctors, Margao on 16th August 2017. 35 students attended the session.
- The BBA (Financial Services) Department of the College conducted an industry interaction session for Second Year BBA (FS) students on 22nd August, 2017 at 12:00 noon. The speaker of the day was Ms. Alba D"Silva, Chief Life Insurance Advisor & Proprietor, VEL Financial Consultants, Colmorod Navelim. A total of 52 students attended the interactive session.
- Industry Interaction Programme was held on the 20th January 2018 for the M. Com students. The resource person for the Programme was Mr.Amey Gokuldas Shirodker, Recovery Head in Madgaum Urban Co- Operative Bank, Margao-Goa.

Field trips:
- A field trip for 30 students of the SY B.Com for the Retail Management course was organised. The students visited Newton"s Supermarket located at Candolim, Delfino"s Supermarket located at Porvorim and Mall De Goa.

- TY B.Com visited Letcetra Agritech on 17th July 2017. The field trip aimed at supplementing the classroom learning in the Entrepreneurship Development course with an industry visit and motivating students to take up entrepreneurship. 42 students participated in the field trip.

- The E-Cell organized a field trip to CIBA for TY B.Com students on 7th and 8th September 2017. On Day 1 the students were addressed by Amey Karmali whereas on Day 2 the address was by Tushar Sawant. The address covered an introduction to CIBA. The students were then taken around the campus and were shown a 3D printer and a food processing lab.
- An Industrial Visit to Quality Exports, Cuncolim Industrial Estate was organized for the students of M.Com Part I and II for the academic year 2017-18 on the 16th of September 2017.

- The BBA(FS) Department of the College organized a Study tour to Mumbai covring SE, NSE, SEBI and MCX from 13th to 18th November, 2017. 43 students were accompanied by 7 Faculty members for the study tour.

- A fieldtrip was organized to the Lok Utsav an annual festival that presents a blend of folk artistry and handicrafts for all T.Y.B.Com students on Monday 15th January 2018. 100 students along with 5 teachers were part of the field trip.

- The BBA(FS) Department of the college organized an industrial visit for FYBBA(FS) students to Prakash Corrugated Products, Verna industrial estate, Verna Goa on 5th March 2018. 46 students participated in the visit.

- A field trip to Sanquelim mines of Vedanta Company Pvt Limited was organised for Third Year B.Com students of Div D in the subject of Industrial Management / Human Resource Management on 9th March 2018. A group of 30 students along with Dr Lina R. Sadekar went for the trip.

- As part of the Tourism and Hospitality Management subject, 29 students of FY B.Com Division D were taken for a field trip on 10th March 2018. The places visited were Old Goa, Reis Magos Fort and Sinquerim Beach.

- A field trip was organised on March 12th for the students of SY B.Com Divisions B & C to Nirmal Vishwa - Lokvan, Ponda. Around 60 students were part of the trip.

6.3.9   Admission of Students

Admission process is monitored by admission committee, process is transparent and merit based for all programmes, counseling is done by the committee on right choice of subjects. Reservation policy is followed for admissions.

6.4 Welfare schemes for

Teaching	Group insurance, employees credit society, Additional leave for self finance staff.
Non teaching	Group insurance, employees credit society
Students	Fee waiver, payment of fees in installments, scholarships, blood donors directory, Students" co-op society

6.5 Total corpus fund generated | 2 Lakhs |

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 BCA & BBA(FS) mandatory audit; B.Com- Initiative of the College	No	
Administrative	No		Yes	Stock Verification Committee Budgeting and Financial audit

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?

NA

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

Alumni assist the college by offering Internships/ jobs, they are invited as visiting faculty and for guest lectures, endowment of prizes and scholarships, sponsorship of college events. Alumni involved in syllabus formation.

6.12 Activities and support from the Parent – Teacher Association

The PTA has resolved to extend Financial assistance of Rs. 1 lakh towards building of a boundary wall, whenever the Management decides to construct this structure

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 drive, collection of Plastic and Tetra Packs, campus cleaning, talks on environment issues, Collection 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.

- Niti Samvaad national level undergraduate student colloquium and competition initiated
- Add-on Certificate Course in MS Excel introduced
- Add-on Certificate Course in Digital Marketing introduced
- Add-on Certificate Course in Life skills introduced
- Examination Manual prepared
- Health Camp for Women Employees as well as for the students
- Creation of a matrix of functionalities to provide information to students during the placement fair
- A list of documents commonly required by students and staff uploaded on the website

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, beach cleanliness drive, Collection of E-waste, Cleanliness drive in campus & surrounding areas, cleaning of nearby residential areas, Coastal cleanup drive and Nature walk around the campus for bird counting.

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 :Ms. Shami Pai   *Name: Dr. Prita D. Mallya*

Signature of the Coordinator, IQAC   *Signature of the 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

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PROGRAMME FOR THE ACADEMIC YEAR 2017-18

GOA UNIVERSITY
Taleigao Plateau, Goa 403 206.
(Established by State Legislature by Notification No. LD/10/7/84(D) of the year 1984)
Tel. : 0832-6519096/6519019 Fax : 091-0832-2451612/2451184/2452889 E-mail: registrar@unigoa.ac.in
Ref.No.: I/101/11-ACAD-I/2017/ 1691

CIRCULAR

Date :23/8/2017

Principals of the concerned colleges are hereby informed that the revised Academic Terms (Calendar) for the Academic year 2017-2018 for the following programs shall be as follows.

Sr. No	Program	FIRST SEMESTER/TERM			SECOND SEMESTER/TERM			VACATION/BREAK		
		Commencement	End	Commencement of Examination	Commencement	End	Commencement of Examination	Type of vacation/ break	From	To
1.	B.A./B.Sc /B.Com./ B.C.A.	15.6.2017	09.11.2017	23.10.2017	01.12.2017	05.5.2018	16.4.2018	Chaturthi Break	24/8/2017	30/8/2017
								Winter Vacation	10/11/2017	30/11/2017
								Christmas Break	24/12/2017	01/01/2018
								Summer Vacation	07/5/2018	18/6/2018

To
1. Principal/Dean of the concerned college
2. COE, Goa University
3. Asst. Registrar (PG), Goa University
4. P.S. to V.C.
5. P.A. to Registrar

Prof. Y.V.Reddy
Registrar

College Academic Calendar (Link: http://www.damodarcollege.edu.in/web/wp-content/uploads/2020/12/2017-18.pdf)

PART B

Annexure (i)
   a) **Teacher Feedback Sample - Refer Teacher Feedback Sample**
   b) **Parents' Feedback Sample - Refer Parents' Feedback Sample**
   c) **Exit Feedback Analysis Sample - Refer Exit Feedback Analysis Sample**

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. Panel of examiners are appointed for paper setting and papers are checked by members of exam committee. Evaluation grid prepared by exam committee and implemented in all subjects.

Academic Audit:

i) B.Com: An Academic Audit(AA) was conducted for the B. Com programme for 2017-18. While the Audit is mandatory for the BCA and BBA(FS) programmes, the College voluntarily took up the AA of the B.Com programme. The AA Committee consisted of well-known and well-regarded retired teachers from other Colleges. The Committee perused the Course outlines, In-Semester Assessment assignments, question papers of the In & End-Semester Evaluation components, the student feedback of teachers and submitted a report. The experts gave valuable suggestions for further improvement in each area.

i) BCA/BBA: Academic Audit is annually 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. 60 NCC cadets of the College along with ANO Maj Sanjay Dessai participated in International Costal Cleanup Drive at Colva Beach and collected 50 bags (approximately 300 kg) of garbage on Saturday 16th September 2017.

2. The Red Ribbon Club of the College and the College NSS Unit organized a Blood Donation Camp on the 26th September 2017. The camp was organized in association with Hospicio, Margao. Forty five NSS volunteers, NCC cadets and faculty members donated blood during the camp.

3. On the occasion of International Coastal Cleanup day, 30 NCC Cadets (Naval Wing) along with Associated NCC Officer Dr. CA S. Bhat participated at Colva beach.

4. 65 cadets along with ANO Dr. Sanjay Dessai conducted a cleanliness drive in Comba Margao area and collected 20 bags of garbage.

5. Young Leaders is an initiative by BBA(Financial Services) Department of the College to educate youngsters in financial literacy. The programme was designed for students in schools and higher secondary schools. 11 Government Schools(NSQF students) were covered under this programme.

6. As an extension of the Young Leaders Programme, on request of Government High School, Usgao, the BBA(FS) Department conducted a session on Banking, Savings, Investment and Marketing on 15th February, for the students of the GHS, Usgao in the College Campus. 15 Students of GHS, Usgao with 2 teachers attended the same. Students from Third Year BBA(FS) conducted the programme.

7. The BBA(Financial Services) Department and the Internal Quality Assurance Cell of the College, in association with Mahila Mandal, Margao, jointly organized a Community Outreach Programme for Promoting Financial Literacy for Women on 15th January 2018. 48 women from Margao attended the programme.

8. The Dept. of Computer Science of the College conducted an Extension Activity "e- Madhyam" during the month of March & April 2018. As part of this program, students of SYBCA Div A taught the use of Excel or PowerPoint to one person in their family or neighborhood, who does not already know how to use these tools. A total of 32 students participated in the activity.

Annexure (iii)

6.3.5 Library, ICT and physical infrastructure/instrumentation

1. The major library housekeeping activities namely Cataloguing, Circulation, Serial Management and OPAC have been computerised by using NewGenLib – Library Management Software.
2. Entire collection of library books, Journals, Magazines & Project Reports have been barcoded by using Bar-One Software.
3. Shifted over to paperless Library transactions (Printed Library borrowers tickets were stopped)
4. Library book issue limit to students has been increased from 5 books to 10 books.
5. Book issue period per book has been increased from 7 days to 15 days.
6. The Library & Information Centre of the College conducted a book exhibition on the theme "Subject Dictionaries and Fiction", on 12th September 2017. The main purpose of the exhibition was to acquaint and familiarize the students with the collection available in the Library.
7. E-resources like EBSCO-Host, UGC's N-List and indiastat.com (database) made accessible to readers
8. E-books, E-journals and sample question papers are uploaded on the internal server to enable easy access.
9. Added Career Zone tab on College Website under Library section. This provides information on various competitive Exams and career options like CAT, MAT, XAT, MCA, UPSC, CS, CA., NET, SLET, GRE, IELTS, NDA, SSC-CGL, RBI Officer, SBI-PO, BRPO, PG Courses, TOEFL, GPSC, ICWA, CMA, Swayam, Eduvidya, IMA, IBPS, IGNOU.
10. Created Digital Library tab on College website under Library section, which provides access to digital content like N-list, indiastat.com, National Digital Library, Shodh Ganga, PG Pathshala, Open access e-journals in Commerce, Management, Economics, online reference sources like Encyclopedia Britannica, Cambridge Dictionary, Scholarpedia, SOS Mathematics-an open access resource for Math review material from Algebra to Differential Equations, World bank and International Monetary Fund.
11. New arrivals of books have been notified on website.
12. Teachers" publications (or links) have been uploaded in the Institutional Repository.
13. NAS server has been set up to share content.
14. Annexe building has been completed& occupied.
15. Canteen with modern furniture is functional.
16. Multi-Purpose Hall has been renovated with wooden court re-laid.

Annexure (iv)
7.2   Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year –Refer Action Taken Report above in the AQAR

Annexure (v)
7.3 Two Best Practices of the institution – Refer Best-Practices-2017-18

7.6 SWOC ANALYSIS

STRENGTHS	WEAKNESSES
- Good reputation and brand image - Representation on University bodies - Add-on Certificate Courses - Skill development courses & Hobby clubs - Use of ICT in teaching – all teachers - Students on GU merit list - Regular lectures by guest faculty from industry - Field trips, study tours, practical field-based assignments, industry internships for students - Campus Management System(Fedena) used for attendance, ISA marks for viewing by students, primary result generation, some teachers accept assignments through Fedena, 3 Research Centres – 15 students enrolled; 1 has submitted thesis - Niti-Samvaad – promoting research among UG students - Gymnasium - Surveillance system – IP cameras - IPBX system for internal and external communication - Sanitary napkin vending machines and incinerators in girls' washrooms - Laptops in Library to access e-resources - Entire Library collection is bar coded – paperless issue - Dissemination of information on various entrance examinations, recruitment notifications, etc. through Career Zone on Website - Annual Local Placement Fairs since 2016 - NCC RD parade representation - Alumni association - Campus management software - Girl students approx. 50% of enrolment - Proper E-waste disposal - Facilities for differently abled students	- The B.Com programme is the only aided programme & Permanent/regular staff is just ¼ of total staff - Diminishing attention span of students - Limited research - Complaints from employers

OPPORTUNITIES	CHALLENGES
• Additional PG programmes, certificate courses and skill development courses • Professional coaching (CA, ICWA, CS, MBA, Civil Service) • MoUs with professional bodies • Virtual Commerce lab to be optimally utilized • Student exchange programmes (state and national) • Increased association with industry • Teacher embedment/implant in industry • Skill development courses for students and general public • CSR funds for subsidizing self-financed programmes fees • Office Automation • Green audit	• Ingraining Values, soft skills and life skills • Quality of students; attention span • Student Resistance to enroll for add-on courses • Difficult to add new programmes • Research Centres cannot be continued on account of amended Statutes • Difficulty in modifying curriculum since we are an affiliated College.

Annexure (vii)
8. Plans of institution for next year

CRITERION I: Curricular Aspects
- Revive Professional Coaching for CA Examination.
- Design an add-on certificate course on Human Rights. Law teacher to do the needful.
- Design short certificate course on Women‟s Studies in association with Department of Women Studies, GU.
- Design new Feedback Forms for Employer, Parents, Teachers and Alumni. Revise Student Feedback Form.

CRITERION II: Teaching-Learning and Evaluation
- Encourage students to do MOOCs Courses. Involve Mentors.
- Conduct Workshops for teachers on Innovative and Student-Centric Teaching Methods.
- TY Students to be encouraged to carry out Literature Review in their projects, for which they should access journals available on N-List.
- Coaching for Advanced Learners and Remedial teaching to be done regularly.
- Programme Outcomes to be uploaded on the Website.
- Create awareness among students about the Student Satisfaction Survey, which will be carried out by NAAC as part of the reaccreditation exercise.

CRITERION III: Research, Innovations & Extension
- Encourage teachers to undertake Research Projects and prepare the proposal for Seed Money from the management.
- Look out for projects from GCCI, CII, FICCI, GSIA, Government Departments, etc
- Introduce Earn while you Learn Scheme for the students.
- MOUs to be made functional. Student and teacher exchange programme with the MOU institutions to be arranged.
- Organise IPR Seminar.
- Arrange talk on Plagiarism for TY students.

CRITERION IV: Infrastructure and Learning Resources
- Advanced automation of the library with the help of GU Library.
- Add more e-resources in the library particularly e books.
- Digital Library.
- Start Remote Access system.
- Start Book Review by teachers.
- Organise E-Content Development Workshops for teachers.
- Encourage teachers to undertake Lecture Capturing of their lectures
- Prepare Maintenance Policy for the college.

CRITERION V: Student Support & Progression

- Revive Language Lab.
- Conduct Yoga Workshop for students.
- Conduct Coaching for Competitive Exams and entrance exams.
- Signing MOU with CIBA and MSME for Certificate Courses.
- Create awareness of Grievance System of the college.
- Strengthen Alumni Association.
- Involve students in College Committees.
- Conduct audit of Alumni Association Accounts.

CRITERION VI: Governance, Leadership & Management

- Revise Vision and Mission Statement.
- Revise Organogram of the college.
- Generate e-governance report.
- Staff meeting to include Compliance Report.
- Introduce welfare measures for staff.
- Group Insurance and Health Insurance for staff.
- Design Performance Appraisal form for non-teaching staff.
- Mobilization of CSR Funds from the industries.
- Start Administrative Audit.

CRITERION VII: Institutional Values and Best Practices

- Arrange for Energy Audit / Green Audit. Also include in Life Skills course
- Organise workshop on Rainwater Harvesting in association with Geology Department of GU.
- Tie up with NGOs like Sangath, Jan Ugahi for extension activities. Skill Development for differently-abled children can be done by our students.
- Computer training for Panchayat members (extension activity).
- Take steps to make college campus plastic free.
- Identification of locational advantages and disadvantages of the college.
- More programs to be conducted on Gender Equality. Involve Gender Champions.
- Counselor to be available on all the days of the week.
- Plan best practices for the institution.
- Appointment of Estate Manager for the College.