

## Part – A

### **Data of the Institution**

*(data may be captured from IQA)*

**1. Name of the Institution:**

VVMs SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS

- Name of the Head of the institution : DR. (Mrs.) PRITA D. MALLYA
- Designation : PRINCIPAL
- Does the institution function from own campus : YES
- Phone no./Alternate phone no. : (0832) 2701770
- Mobile no. : 09822103611
- Registered e-mail : [principal.sdcc@vvm.edu.in](mailto:principal.sdcc@vvm.edu.in)
- Alternate e-mail : [prita.mallya@vvm.edu.in](mailto:prita.mallya@vvm.edu.in)
- Address : SHREE DAMODAR EDUCATIONAL CAMPUS, G.R.KARE ROAD TANSOR, COMBA
- City/Town : MARGAO
- State/UT : GOA
- Pin Code : 403601

**2. Institutional status:**

- Affiliated / Constituent: AFFILIATED
- Type of Institution: Co-education/Men/Women: CO-EDUCATION  
Location : Rural/Semi-urban/Urban: URBAN
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing  
(Please specify)  
UGC 2f and 12 (B)
- Name of the Affiliating University: GOA UNIVERSITY
- Name of the IQAC Co-ordinator : Dr. (Mrs.) SHAMI PAI
- Phone no. : 09823515061  
Alternate phone no.
- Mobile: same as above
- IQAC e-mail address: [iqac.sdcc@vvm.edu.in](mailto:iqac.sdcc@vvm.edu.in)
- Alternate Email address: [shami.pai@vvm.edu.in](mailto:shami.pai@vvm.edu.in)

**3. Website address:**

Web-link of the AQAR: (Previous Academic Year):

[http://www.damodarcollege.edu.in/web/wp-content/uploads/2021/02/Dam\\_AQAR-17-18.pdf](http://www.damodarcollege.edu.in/web/wp-content/uploads/2021/02/Dam_AQAR-17-18.pdf)

**4. Whether Academic Calendar prepared during the year?**

Yes

Web link: <http://www.damodarcollege.edu.in/web/wp-content/uploads/2020/12/2018-19.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	***	-	1999	from: 1999 to: 2005
2 <sup>nd</sup>	B++	-	2006	from:2006 to: 2011
3 <sup>rd</sup>	B	2.81	2015	from: 2015 to: 2020
4 <sup>th</sup>	-	-	-	

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

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular Meetings	4 <sup>th</sup> August 2018 /2 hours	22
	17 <sup>th</sup> October 2018/2 hours	14
Regular Meetings	20 <sup>th</sup> October 2018/ 2 hours	12
	13 <sup>th</sup> April 2019/ 2 hours	16
	4 <sup>th</sup> May 2019/ 2 hours	15

Timely submission of Annual Quality Assurance Report (AQAR) to NAAC: - yes

Feedback from all stakeholders collected, analysed and used for improvements: - yes

- *Participation in NIRF yes*
- *Any other Quality Audit yes academic audit*

**Note: Some Quality Assurance initiatives of the institution are: (Indicative list)**

*Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*

*Academic Administrative Audit (AAA) conducted and its follow up action*

*Participation in NIRF*

*ISO Certification NBA etc.*

*Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES

Web Link: <http://www.damodarcollege.edu.in/web/wp-content/uploads/2020/12/IQAC-2018-2020.pdf>

10. No. of IQAC meetings held during the year: 05

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... Yes

Web Link: <http://www.damodarcollege.edu.in/web/wp-content/uploads/2019/12/IQAC-Meeting-Minutes-2018-19.pdf>

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes

If yes, mention the amount: Rs. 75,000/- Year: 2018-19

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- \* A field trip for the teachers of all the programmes, at Museum of Goa which is India's largest contemporary art spaces situated at Pilerne Industrial Estate, Pilerne Bardez, Goa. It is an initiative by artist, Dr Subhodh Kerkar.
- \* Full day -High Performance Training Programme for teaching staff by Mr Jude Cardozo from Satyakam
- \* Two Day National Seminar sponsored by NAAC and co-sponsored by Guru Angad Dev Teaching Learning Centre of MHRD, Govt. of India on "Quality Sustenance and Enhancement in teaching learning Evaluation in higher education Institutions: Concerns in Digital Age"
- \* A Session on Plagiarism for teachers
- \* Outbound training programme for teaching staff at NV eco farm Dabard on the topic "Motivation and team building"

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p><b><u>On the basis of the discussion of IQAC Meetings held on 17<sup>th</sup>, 25<sup>th</sup> and 28<sup>th</sup> July 2018</u></b></p> <p><b><u>CRITERION 1</u></b></p> <ul style="list-style-type: none"> <li>• Revive Professional Coaching for CA Examination with the help of CA Anup Borkar.</li> <li>• Design an add on certificate course on Human Rights. Law teacher to do the needful.</li> </ul>	<ul style="list-style-type: none"> <li>• Process initiated</li> <li>• Syllabus prepared</li> </ul>

<ul style="list-style-type: none"> <li>• Design short certificate course on Women Studies in association with Department of Women Studies, GU.</li> <li>• Design new Feedback Forms for Employer, Parents, Teachers and Alumni. Revise Student Feedback Form.</li> </ul> <p><b><u>CRITERION II</u></b></p> <ul style="list-style-type: none"> <li>• Encourage students to do MOOCs Courses. Involve Mentors.</li> <li>• Conduct Workshops for teachers on Innovative and Student Centric Teaching Methods.</li> <li>• TY Students to be encouraged to do Literature Review in their projects.</li> <li>• Merit Coaching and Remedial teaching to be done regularly.</li> <li>• Programme Outcomes to be uploaded on the Website.</li> <li>• Train students to answer Student Satisfaction Survey.</li> </ul> <p><b><u>CRITERION III</u></b></p> <ul style="list-style-type: none"> <li>• Encourage teachers to undertake Research Projects and prepare the proposal for Seed Money from the management.</li> <li>• Look out for projects from GCCI, CII, FICCI, GSIA, Government Departments, etc</li> <li>• Introduce Earn while you learn Scheme for the students.</li> <li>• MOUs to be made functional. Student and teacher exchange programme with the MOU institutions to be arranged.</li> <li>• Organise IPR Seminar.</li> <li>• Arrange talk on Plagiarism for TY students.</li> </ul> <p><b><u>CRITERION IV</u></b></p> <ul style="list-style-type: none"> <li>• Advanced automation of the library with the help of GU Library.</li> <li>• Add more e-resources in the library particularly e books.</li> <li>• Digital Library.</li> <li>• Start Remote Access system.</li> <li>• Start Book Review for the teachers.</li> <li>• Organise E Content Development Workshops for the teachers.</li> <li>• Encourage teachers to undertake Lecture Capturing of their lectures.</li> </ul>	<ul style="list-style-type: none"> <li>• Courses to be introduced in the next academic year</li> <li>• Feedback Forms designed</li> </ul> <ul style="list-style-type: none"> <li>• Mentors are doing the needful</li> <li>• Proposal prepared</li> <li>• Literature Review is a part of TY Project</li> <li>• Merit Coaching and Remedial teaching is done regularly</li> <li>• Uploaded</li> <li>• Awareness created</li> </ul> <ul style="list-style-type: none"> <li>• Session on how to prepare research proposal organized</li> <li>• IQAC member nominated to do the needful</li> <li>• Students encouraged through innovative assignments such as stalls</li> <li>• MOUs made functional</li> <li>• IPR Seminar organized</li> <li>• Plagiarism Talk organized for Project Guides</li> </ul> <ul style="list-style-type: none"> <li>• Process initiated</li> <li>• E Content workshop planned for the next academic year</li> <li>• Maintenance Policy prepared</li> </ul>
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- To prepare Maintenance Policy for the college.

#### **CRITERION V**

- 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.
- Awareness of Grievance System of the college.
- Strengthen Alumni Association.
- Involve students in College Committees.
- Conduct audit of Alumni Association Accounts.

#### **CRITERION VI**

- 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**

- Arrange talks on Energy Audit / Green Audit.
- 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 the differently abled children can be done by our students.
- Computer training to be given for Panchayat members (extension activity).
- Take steps to make college campus plastic free.
- Identification of locational advantages and disadvantages for the college.
- More programs to be conducted on Gender Equality. Involve Gender Champions.
- Counselor to be made available on all the days of the week.
- Plan best practices for the institution.
- Appointment of Estate Manager for the college.

- English teacher to do the needful
- Yoga sessions conducted
- MOU signing process initiated
- Awareness created
- Alumni Association revived
- Students nominated in the college committees

- Vision Mission Statement revised
- Organogram revised
- E governance policy is being prepared
- Welfare measures like health checkups, trainings etc initiated
- CSR Committee formed

- Teachers were deputed for workshops on Energy/Green Audit
- Rainwater harvesting process initiated
- Steps taken to make campus plastic free
- Gender Champions appointed and are involved in programs
- Appointment process of Counselor started
- Estate Manager appointed by the management

14. Whether the AQAR was placed before statutory body? Yes /No: **Yes**

Name of the statutory body: **Governing Council** Date of meeting(s) :**27<sup>th</sup> Oct 2018**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: **NO** Date:

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year:**2019** Date of Submission:**28-02-2019**

17. Does the Institution have Management Information System?

**Yes Fedena**

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Fedena is a Campus Management Software developed on the Ruby on Rails Framework. It is developed by Foradian Technologies. Fedena is cloud based school ERP software which is used in schools or colleges for administration purposes. The project was made open source by Foradian, and is now maintained by the open source community. Fedena is now used in more than 40,000 institutions in the world. It is designed to engage teachers and parents. Logins are provided to Staff, Student and Parent to access the modules.

#### **Modules used in our College are:**

##### **1. Event Creation**

An event can be created using the Event Creation module or using the Calendar by admin or privileged employee. You can create an event that is common to all Fedena users, or for a specific batch/department. The Event is reflected in the calendar.

##### **2. Student Registration**

By using applicant registration module a student can apply for courses available in the intuition. The admin need to add the course in the applicant registration module, so that the students can apply for the course online.

##### **3. Student Management**

Student admission, deletion or search operations are available in Fedena. Also employee can edit the student details. The student and Parent Login will be able to view student marks, attendance and other details.

##### **4. Employee Data Management**

The Human Resource module is an efficient and flexible employee management system that enables you to organize your employees exactly as your institution requires. You can use the Employee Admission form to record and maintain all your employee information.

##### **5. Assignment Submission**

The Assignment plugin is designed to help teachers distribute homework and assignments to students, collect completed work, review it and provide feedback to students. When distributing work, you can attach digital content such as, word-processed documents, spreadsheets, and images.

## **6. Attendance**

The Attendance module is designed to help teachers easily mark student attendance during class. Fedena automatically considers all students as „Present“, so only students who do not attend class must be marked „Absent“. Students can be marked absent for half the day (Forenoon or Afternoon) or for the full day.

## **7. Examination Management**

Examination module in Fedena helps to create exams, schedule exams, enter and publish the result and Generate Exam reports in various formats.

## **8. Generate Report of Marks**

Once the Exam results are entered, Reports needs to be generated, for this got to Examination – Generate Reports section. Reports are generated according to the courses. This will generate the reports for all the batches under that course.

## **9. Online Exam**

Admin as well as employee having online exam privilege can create online exam in Fedena. Online exam plugin provides 4 option. Create online exam, view online exam, reset online exam and view exam result.

## **10. Class Time table**

Time table of batches can be created using this module. Here first we have to set Week days of the institution and class timings so as to assign subject to that interval of time on that day. This will help the teacher and student to view the time table of the day.

## **11. SMS Module for Employee, Guardian and Students**

The SMS module allows administrators and privileged employees receive and send text messages to other employees, students, and parents from Fedena. The SMS settings can also be customized to deliver automatic alert messages right to the mobile phones of all Fedena users.

## **12. Custom Report**

The custom report module can be used to create reports that contain fields of the user's choice. Custom Reports can be created for students or employees. It is very useful when administrative reports need to be created to view lists of students or employees.

## Part-B

<b>CRITERION I - CURRICULAR ASPECTS</b>				
<b>1.1 Curriculum Planning and Implementation</b>				
<p>1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words</p> <p>a) Teachers appointed as members of Boards of Studies/Sub-Committees participate in syllabus revision.</p> <p>b) All teachers are deputed to attend workshops organised by Goa University to discuss and give feedback on syllabus revision in respect of the courses they teach. Similarly, once any new course/syllabus is introduced, teachers are deputed to attend workshops to discuss implementation.</p> <p>c) Departmental meetings are held at the end of the academic year, and courses allotted to teachers for the following year. Department Heads (HoDs) and Programme Coordinators (PCs) ensure that</p> <ul style="list-style-type: none"> <li>• no teacher teaches a course for more than 3 years, and</li> <li>• where there is more than 1 division for a course, each division is taught by a different teacher</li> </ul> <p>d) All teachers prepare course outlines, having 2 parts: plan and implementation.</p> <ul style="list-style-type: none"> <li>• Plans are prepared for the semester and are drawn up on a weekly basis for 15-16 teaching weeks. The plans include the course objectives, course learning outcomes, teaching and learning strategies to be used i.e. pedagogy, guest lectures, industrial visits, study tours, etc. Where the University syllabus does not mention the learning outcomes, teachers draw up and include these in their course outlines. Within a week of the start of the Semester, plans are mailed to the HoD/PC, who approves or suggests changes.</li> <li>• Implementation is recorded on a daily basis and checked by the HoD/PC on a monthly basis. Since the number of sessions engaged are recorded in the course outline, it is easy to confirm that all teachers have fulfilled the minimum requirements as per the Ordinance.</li> <li>• The Principal checks and signs all course outlines at the end of the Semester.</li> </ul> <p>e) At the end of every semester, teachers submit course files containing the following documents: Course outline duly filled in and signed by the teacher as well as the HoD/PC, printout of attendance of the class for the Semester, all question papers, list of topics given as assignments or a description of the non-test component of CIE, a few selected assignments and answer books, and student feedback of the teacher. The Principal checks and signs all files. Student feedback about teachers is discussed with the individual teachers and teachers propose ways by which they can improve on areas identified as weaknesses.</p> <p>f) All the Undergraduate programmes undergo an Academic Audit (AA) at the end of the year. The BCA &amp; BBA(FS) Ordinances specify constitution of an Academic Audit Committee (AAC) and procedure for conduct of the audit. The College voluntarily undergoes an AA for the B.Com programme as well. For all programmes, the AAC goes through all course files, examines the quality of question papers and assignments, inspects answer books, checks assessment (to gauge leniency or over-strictness) and results. Some visible benefits of the audit have been an improvement in the quality of question papers, more objective assessment, use of Excel to teach Accounting, etc. This practice has now been emulated by at least two other Colleges in Goa.</p> <p>The 4-tier structure and process described above (Teacher-HoD/PC-Principal-AAC) ensures effective curriculum delivery.</p>				
1.1.2 Certificate/ Diploma Courses introduced during the Academic year				
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	NIL	NIL	NIL	NIL



<b>1.2 Academic Flexibility</b>					
1.2.1 New programmes/courses introduced during the Academic year-NIL					
<b>Programme with Code</b>		<b>Date of Introduction</b>		<b>Course with Code</b>	
<b>Date of Introduction</b>		<b>Course with Code</b>		<b>Date of Introduction</b>	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS		UG	PG	Date of implementation of CBCS / Elective Course System	
BCOM				2017	
BBA (FS)				2016	
BCA				2011	
MCOM				2013	
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
		Certificate		Diploma Courses	
No of Students		NIL		NIL	
<b>1.3 Curriculum Enrichment</b>					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction		Number of students enrolled	
Certificate Course in Life Skills		1 <sup>st</sup> July 2018		406	
Value added certificate course in transferable skills		10 <sup>th</sup> December 2018		214	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
B.Com			264(P)		
M.com			22 (P) 40 (I)		
BCA			59 (P)		
BBA			156(I)		
<i>*Note: P – Project I - Internship</i>					
<b>1.4 Feedback System</b>					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No	
Yes	Yes	No	No	yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the Institution? (maximum 500 words)					
Feedback is taken from different stake holders such as students, teachers, parents.					
<b>1. Students</b>					
<ul style="list-style-type: none"> <li>The College collects 2 types of feedback from students. One is feedback about teachers and courses, which is collected from all students. The second is Exit feedback about the institution, which is collected from Final Year students of all programmes, just before their last Semester examination.</li> </ul>					

- Student feedback about courses helps get their opinion about the usefulness of the course, its design, structure and content, and how interesting it is for them.
- Student feedback about teachers is used to determine student satisfaction with the teaching learning process, evaluation and the difficulties faced by students with respect to each teacher. Once the feedback is obtained, the analysis is mailed to all teachers. Teachers who have not received good feedback are counseled to make improvement in their class room delivery and method of teaching and to ensure fair evaluation.
- Exit feedback covers all aspects of the functioning of the College – Teaching-Learning, Office functioning, Extra- Curricular activities, Library, Infrastructure, Canteen, etc. This feedback is more comprehensive and is analyzed to understand the need and scope for improvement in the overall functioning of the College. This feedback is placed before the College Governing Council. Based on the feedback, corrective measures are taken by the College and the Management.

## 2. Parents

Parents' feedback helps the College authorities understand

- society's perception about the College
- why parents chose to send their students to Shree Damodar College
- parents' level of satisfaction with the teaching, evaluation, co-curricular and extra-curricular activities of the College
- areas of functioning of the College where parents believe improvement is needed

## 3. Teachers

The College collects feedback from teachers in respect of the courses taught during the semester; this feedback helps the College get teachers' opinion about

- the course and its implementation,
- to what extent the course has incorporated advances in domain knowledge,
- whether the course content reflects changing job requirements
- the frequency of changes in courses
- Whether course objectives are clearly stated and reflected in the syllabus.

## CRITERION II -TEACHING-LEARNING AND EVALUATION

### 2.1 Student Enrolment and Profile

#### 2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
<b>B.Com.</b>	<b>720</b>	<b>759</b>	<b>759</b>
<b>BBA(FS)</b>	<b>240</b>	<b>229</b>	<b>229</b>
<b>BCA</b>	<b>240</b>	<b>180</b>	<b>180</b>
<b>MCom</b>	<b>80</b>	<b>62</b>	<b>62</b>

### 2.2 Catering to Student Diversity

#### 2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
<b>2018-19</b>	<b>1174</b>	<b>64</b>	<b>44</b>	<b>03</b>	<b>0</b>

### 2.3 Teaching - Learning Process

#### 2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
44	44	Digital Display (TV Mounted), Interactive Podium in smart class room , Wi- fi Campus (Gwave 60 mbps line), Commerce Virtual Lab, 3 + 1 well equipped labs, Laptops are provided , All classes mounted with Projectors & speakers, Vgyankosh, 6 laptops for students in library, LAN Connectivity in classroom, collar mikes & cordless mikes for teachers to conduct lectures if required	28 [ All classes ICT enabled ]	01	N-List - Books / Journals, indiastat.com ,NAS Server : Study material - subject wise , Question Bank, Fedena used for online Quiz, Fedena Campus Management software used for online feedback from students, Marks uploading, study material uploading, attendance uploading, Result & Mark sheet. Google Classrooms – to upload assignments.

#### 2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has a Mentoring cell which provides guide lines to all faculties about the mentoring process to be followed. The mentoring cell at the beginning of the academic year decides the number of students to allot to each faculty depending on the total strength of the students and the number of faculty. The students are then allotted to a faculty .The faculty mentor has to meet the mentee formally at least once a week. The mentoring session is allotted on the timetable for every class.

The mentor has to find out about the strengths weaknesses of the mentee through personal interaction during mentoring session .The mentor helps mentee in setting benchmarks for their improvement in academics. He/she helps in identifying the subjects of their interest and guides them to pursue career. The mentor tries to guide the mentee to solve problems faced or any difficulties faced academically. The college has a Counselor to whom the mentors refer the critical cases having personal problems.

Mentoring sessions helps in identifying the slow learners. It also helps to nourish the mentees talents with supplements of additional certificate courses as and when required. Mentoring also helps to identify the financially weak students so that financial assistance can be provided. Mentors can also encourage mentees to participate in various inter department and intercollegiate events so as to bring the hidden talents of the mentees. A strong bond is developed between the mentor and mentee which helps to guide the mentees for improving his/her performance throughout the academic year.

An important activity carried out by mentors is that the statement of marks of the odd semester (June – October) is handed over by the mentor to the parents in the presence of the mentee, thereby, creating an opportunity to meet their mentee’s parents. The parents in turn get a chance to interact with their child’s mentor. At the meeting, mentors advise parents about their child’s performance, attendance, behaviour, availability of remedial classes, timings, extra-curricular activities, certificate courses, etc. Accordingly, parent

s get a better idea about their child’s performance in college both academically as well as in extracurricular activities, thus getting an in-depth awareness on the holistic growth of their child. This step has been highly appreciated by majority of the parents. Through this meet, mentors also get an opportunity to understand their mentee’s family background, through which mentors can further get valuable insights in better understanding their mentee’s behaviour.

The inputs from each mentee during such meetings are recorded by the respective mentor and are submitted in prescribed format to the mentoring cell.The action on the report submitted by the mentor is taken by concerned authorities in form of organizing the workshops/ certificate courses/ training/ bridge courses /remedial /guest lectures and soft and life skills sessions as required by the students for the betterment of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1238	44	1:28

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
44	44	nil	30	14

### 2.4.2 Honours and recognitions received by teachers-

*(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )*

<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or</i>
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			<i>recognized bodies</i>
NIL	NIL	NIL	NIL

## 2.5 Evaluation Process and Reforms

### 2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year-end examination
B.com	-	Odd semester	13 <sup>th</sup> November 2018	Semester I & III -14 <sup>th</sup> December 2018 Semester V-31 <sup>st</sup> December 2018
		Even semester	27 <sup>th</sup> april 2019	Semester II & IV -4 <sup>th</sup> may 2019 Semester VI-1 <sup>st</sup> June 2019
BCA	-	Odd semester	27 <sup>th</sup> oct 2018	Semester I & III -12 <sup>th</sup> november 2018 Semester V-31 <sup>st</sup> December 2018
		Even semester	20 <sup>th</sup> april 2019	Semester II & IV -6 <sup>th</sup> may 2019 Semester VI-1 <sup>st</sup> June 2019
BBA(FS)		Odd semester	5 <sup>th</sup> November 2018	All results declared by Goa University 12 <sup>th</sup> March 2019
		Even semester	3 <sup>rd</sup> may 2019	All results declared by Goa University 28 <sup>th</sup> June 2019
MCOM		Odd semester	22 <sup>nd</sup> November 2018	All results declared by Goa university 26 <sup>th</sup> February 2019
		Even semester	8 <sup>th</sup> may 2019	All results declared by Goa university 5 <sup>th</sup> July 2019

### 2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

- An Evaluation Grid has been prepared in order to have uniformity in evaluation of assignments(ISA-1); at the start of the Semester, this grid is shared with all teachers of all programmes. Teachers in turn inform students about this grid – this has increased the transparency aspect of assessment.
- The ISA-2answer papers are shown to students after assessment, providing sufficient transparency and accountability.
- Marks entered in Fedena can be viewed by both students and parents by using the login provided by the College; any discrepancy can be brought to the notice of the teacher before the End-Semester Examination and corrections made, if necessary.
- More teachers are now using the Online Examination Module in Fedena to conduct ISAs

**2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)**

The academic calendar is a very useful document, which contains the most important dates to guide the teachers and students. Our college is affiliated to Goa University; examination is conducted at the end of each semester as per the schedule and guidelines provided by the university. In the beginning of the academic session the students are apprised of academic calendar and same is uploaded on college website and displayed on digital boards and on notice boards at strategic locations. Only head of the institution can incorporate minor changes in academic calendar which he may deem fit considering the unforeseen circumstances. The Schedule of All Examinations is given in academic calendar. All students are well informed about the important dates relating to examination by the exam committee. Assignments are submitted by students as per the dates given in academic Calendar. Considering the academic calendar, each department functions according to the teaching plan prepared at the department level

**2.6 Student Performance and Learning Outcomes**

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

Yes <http://www.damodarcollege.edu.in/web/wp-content/uploads/2019/12/POs-PSOs-171220191.pdf>

**2.6.2 Pass percentage of students**

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	<b>BCOM</b>	<b>260</b>	<b>168</b>	<b>65</b>
	<b>BCA</b>	<b>59</b>	<b>54</b>	<b>92</b>
	<b>BBA-(FS)</b>	<b>73</b>	<b>63</b>	<b>86</b>
	<b>MCOM</b>	<b>22</b>	<b>22</b>	<b>100</b>

**2.7 Student Satisfaction Survey**

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.damodarcollege.edu.in/web/wp-content/uploads/2019/12/Student-Satisfaction-Survey-2019-20.pdf>

**CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 Resource Mobilization for Research- NIL**

3.1.1 Research funds sanctioned and received from various agencies, industry and other organizations

Nature of the Project	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects			
Minor Projects			
Interdisciplinary Projects			
Industry sponsored Projects			
Projects sponsored by the University/ College			

Students Research Projects (other than compulsory by the College)			
International Projects			
Any other(Specify)			
Total			
<b>3.2 Innovation Ecosystem</b>			
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year			
Title of Workshop/Seminar	Name of the Dept.	Date(s)	
Workshop on "Intellectual Property Rights"	Research Cell	13th April 2018	
State level Workshop on Practical Aspects of Intellectual Property rights	The Entrepreneurship Cell	25th January 2019	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year-NIL			
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year			
Incubation Centre	Name	Sponsored by	
Incubation Centre	VVM's Damodar College of Commerce & Eco. Incubation Centre	RUSA (partly) & VVM's Damodar College of Commerce & Eco.	
Name of the Start-up	Nature of Start-up	Date of commencement	
NIL	NIL	NIL	
<b>3.3 Research Publications and Awards</b>			
3.3.1 Incentive to the teachers who receive recognition/awards-NIL			
State	National	International	
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)-NIL			
Name of the Department	No. of Ph. Ds Awarded		
3.3.3 Research Publications in the Journals notified on UGC website during the year			
	Department	No. of Publication	Average Impact Factor, if any
National	Commerce & management Department of economics &	04	



	banking	01	
	Department of mathematics & statistics	01	
	MCom	02	
Inter national	Commerce & Management	28	
	Department of economics & Banking	06	
	Department of mathematics & statistics	01	
	MCom	01	

**3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year**

Department	No. of publication
Department of commerce	03
Department of Economics & Banking	01

**3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index -NIL**

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

**3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) -NIL**

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

**3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :**

No. of Faculty	International level	National	State level	Local level

		level	
Attended Seminars/ Workshops	14	12	
Presented papers	06	01	
Resource Persons	02	04	
<b>3.4 Extension Activities</b>			
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year			
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Tree Plantation	NSS	4	40
Entrepreneurship Building for Women	B.Com	2	10
Camp on the theme “Swatch Bharat Abhiyaan”.	NSS	4	23
“Swachh Bharat Summer Internship (SBSI)” programme.	BCom	Not Applicable	61
“Support Kerala” Initiative	BBA(FS)	8	56
Career Guidance	BBA(FS)	4	-
Awareness about environment and paper bag making.	NSS	2	28
How to prepare for competitive	NSS	1	3

Exams & GST Overview and Basics of Investments.			
Poverty as a Challenge. At Infant Jesus High School- Cuncolim	BCom	1	3
Election Awareness Campaign. Comba, Margao	BCom	1	16
Leadership and Team work Government High School, Morpirla, Quepem	BCom	2	4
Use of Digital Payments Systems and Security practices.	NSS	1	9
E-Banking, Mutual Funds: Starts Young Grow Big St. Joseph High School. Aquem- Margao	B.Com	1	7
Street Play and Flash Mob-Streets of Margao	B.Com	1	20

Bone Density Camp	NSS	2	3
Awareness on Gender issues and Sexual Harassment at on 08.03.2019.	BCom, Womens Cell and ICC	2	15
Awareness of business opportunities and basics on Accounting	B.Com	1	NIL
Career Guidance. At V.V high school Pajifond Margao.	B.Com	1	4
Personality Development, General Knowledge Enhancement and Creativity Comba-Margao-Goa	B.Com	2	4
Young Leaders Programme.	BBA(FS)	8	77
Community Outreach Programme for Women.	BBA(FS)	8	5
Young Leaders	BBA(FS)	8	12

Programme.			
Career Options After 10th Standard. St. Theresa's high school -Vasco	B.Com	01	4
e-Madhyam-Demo Session on Online Services.	BCA	2	10
Government Schemes for Women. Comba -Margao	B.Com	2	NIL
Importance of Child Education Malbhat, Margao child rescue centre	B.Com	1	9
Awareness about environment & paepr bag making -Government School Borim-Ponda	B.Com	2	28
Serving food to the needy Margao	BCom	1	30
Anti-Tobacco and Drug Awareness	BCom	1	12
Community Outreach Programme for	BBA(FS) and IQAC	8	8

Women			
Blood Donation	NSS	4	38
Quiz on “Life of Mahatma Gandhi”	NSS	1	60
Blind Fold Walk	NSS	4	150
Old Age Home Visit	NSS	4	100
Swachh Bharat Rally in Margao on Goa Liberation Day	NSS	2	80
Street Play	NSS	2	80
Talk on the topic “Swami Vivekananda’s Message to the Youth”	NSS	2	100
Live telecast of Drug Abuse from Chandigarh University and Art of Living	NSS	4	100
Two Days Tailoring Workshop for Girl NSS Volunteers	NSS & Mahila Mandal- Margao	2	7
Swachchata Awareness Drive	NSS	4	45
Talk on Road Safety	NSS, Rotaract club, Margao	4	75

National Deworming Day Activity	NSS,	2	200	
Swachh Bharat Pakhwada celebration from 1 <sup>st</sup> to 15 <sup>th</sup> august	NSS	4	450	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year- NIL				
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year				
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
	NSS	Tree Plantation	4	100
	NSS	Camp on the theme “Swachh Bharat Abhiyaan”.	4	23
		“Swachh Bharat Summer Internship (SBSI)” programme.	Not Applicable	61
		“Support Kerala” Initiative	20	100
		Career Guidance	1	50
	NSS	Awareness about environment and paper bag making.	2	28
	NSS	How to prepare for competitive Exams & GST Overview and Basics of Investments.	1	3
		Poverty as a Challenge.	1	3

		Election Awareness Campaign.	1	16
		Leadership and Team work	1	4
	NSS	Use of Digital Payments Systems and Security practices.	1	9
		E-Banking, Mutual Funds: Starts Young Grow Big	1	7
		Street Play and Flash Mob	3	20
	NSS	Bone Density Camp	2	20
		Awareness on Gender issues and Sexual Harassment.	2	15
		Awareness of business opportunities and basics on Accounting	1	50
		Career Guidance.	1	4
		Personality Development, General Knowledge Enhancement and Creativity	2	4
		Young Leaders Programme.	5	30
		Community Outreach Programme for Women.	2	Not Applicable
		Young Leaders Programme.	5	30
		Career Options After 10th Standard.	3	100
		e-Madhyam-Demo Session on Online Services.	2	100
		Government Schemes for Women	1	



		Importance of Child Education	1	9
		Visit to Government School	2	28
		Serving food to the needy	1	30
		Anti-Tobacco and Drug Awareness	1	12
		Community Outreach Programme for Women	8	8
	NSS	Blood Donation	4	38
	NSS	Quiz on “Life of Mahatma Gandhi”	1	60
	NSS	Blind Fold Walk	3	100
	NSS	Old Age Home Visit	4	100
	NSS	Swachh Bharat Rally	4	200
	NSS	Street Play	3	10
	NSS	Swachh Bharat Pakhwada	4	450
	NSS	Talk on the topic “Swami Vivekananda’s Message to the Youth”	2	50
	NSS	Live telecast of Drug Abuse from Chadigarh University and Art of Living	2	100
	NSS	Two Days Tailoring Workshop for Girl NSS Volunteers	1	10
	NSS	Swachhata Awareness Drive	4	45
	NSS	Talk on Road Safety	2	100

### **3.5 Collaborations**

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
Research Cluster	Government College of Arts, Science & Commerce, Sanquelim	Not Applicable	2018-19(3 years)
Research Cluster	Government College of Arts & Commerce Pernem	Not Applicable	2018-19 (3 years)

### 3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
workshop	Financial Literacy	Mahila Mandal	2018-19 till date	Mahila Mandal
Talks & activities for entrepreneurship development	Institutions Innovation council	Ministry of Human Resource Development Innovation council	2018-19 till date	Ministry of Human Resource Development

### 3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Indian Institute of Technology, Roorkee	2015	1) One-week National Summer Training Program -2017 - Big Data & Hadoop Analytics Workshop 2) Android Workshop	1) 8 teachers & 32 students
R. A. Podar College, Matunga	29/03/2017	1)BBA students participated in Moneta 2016 2)Participation in Niti Samvaad 2018 3)BBA students participated in Moneta 2018 4)Visit & Interaction (to Podar College) – 25 <sup>th</sup> Jan 2018	1) 24 students 2)1 teacher and 4 students 3)2 teachers & 20 students 4) 4 teachers & 50 students
St. Aloysius College, Mangalore	2016-17	Academic	Not Available
ROBOKART.COM, Reach partner of E-Cell, Indian Institute of	20/12/2016	1. Website Designing Workshop Using	1. 8 teachers & 32 students 2. 5 teachers & 44 students

Technology, Mumbai		Wordpress & PHP – 20 <sup>th</sup> & 21 <sup>st</sup> January 2017 2. Resource Person – Internet of Things – 8 <sup>th</sup> & 9 <sup>th</sup> February 2018 3. Augmented Reality and Android App Development – 2 <sup>nd</sup> May – 4 <sup>th</sup> May 2018	3. 29 students
Apna Formula	01/08/2018	Training for competitive exams	18 students
Manipal Institute of Computer Education	15/06/2018	Tally Training Program	125 students (2018-19)
The Consultants	01/08/2018	Practical Banking	28
Y&M Anjuman Khairul Islam's Poona College of Arts, Science & Commerce, Camp, Pune-1	18/03/2019	Visit and interaction	48 students & 3 teachers
Pune District Education Association, Waghire College of Arts, Commerce & Science, Saswad, Pune	19/03/2019	Visit and interaction	48 students & 3 teachers
<b>CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES</b>			
<b>4.1 Physical Facilities</b>			
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year			
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development	
Rs. 7,64,000.00		Rs. 1,17,80,383	
4.1.2 Details of augmentation in infrastructure facilities during the year			
Facilities	Existing	Newly added	
Campus area	7457 sq mtrs	-	
Class rooms	28	-	
Laboratories	06	-	
Seminar Halls	01	-	
Classrooms with LCD facilities	28	-	
Classrooms with Wi-Fi/ LAN	28	-	
Seminar halls with ICT facilities	01	-	
Video Centre	-----	-----	
No. of important equipments purchased ( $\geq$ 1-0 lakh) During the current year.		326	
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 23,10,212	
Others			

<b>4.2 Library as a Learning Resource</b>						
4.2.1 Library is automated {Integrated Library Management System-ILMS}						
Yes						
Name of the ILMS software	Nature of automation (fully or partially)		Version		Year of automation	
NewGenLib(NGL)	partially		Helium 3.1.4		2007( last updated in 2017)	
4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22901	61,41,567	380	1,54,393	23281	62,95,960
Reference Books	10255	11,69,071	42	56,410	10297	12,25,481
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	35	76,985.00	Nil	Nil	35	76,985.00
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	2	77,785.00	Nil	Nil	2	77,785.00
CD & Video	24	23,936.00	Nil	Nil	24	23,936.00
Library automation	-----	-----	-----	-----	-----	-----
Weeding (Hard & Soft)	6155	5,67,837.72	657	1,42,778.30	6812	7,10,616.02
Others (specify)						

<b>4.3 IT Infrastructure</b>									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	231	05	Leased line 1:1, 30mbps	-	-	15	23	30mbps	
Added	0	0	Leased line 1:1, 30mbps	-	-			30mbps	
Total	231	05	Leased line 1:1, 60mbps	-	-	15	23	60mbps	
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
.....60MBPS..... MBPS /GBPS									
4.3.3 Facility for e-content- <b>NIL</b>									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS)etc----- <b>NIL</b>									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e - Content		

<b>4.4 Maintenance of Campus Infrastructure</b>			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of Academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
7,50,000	7,59,897	36,30,000	103,60,246.80
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link)			
<p>The College has a mechanism for maintenance and promotes the optimum utilization of facilities. There are adequate classrooms and computer laboratories which are assigned to courses at the beginning of each semester. Any non-regular need is scheduled upon prior request. Facilities such as the auditorium, sports ground, etc. are shared with other VVM institutions and a Google calendar is used to utilize these shared facilities.</p> <p>The Maintenance and upkeep of the College building is ensured by Vidya Vikas Mandal (VVM). Appointed site engineer oversees the ongoing construction and civil maintenance works. Pre-monsoon maintenance is undertaken during May every year and the building is painted every 5-7 years. Fire extinguishers are refilled on a timely basis and campus firefighting system is checked periodically. The building and all durable assets are insured and campus is under surveillance.</p>			

The Cleaning of the campus is outsourced. Classrooms and IT facilities are maintained on daily basis by the office staff and the System Administrator. Issues are reported through dedicated email ids (*support.sdce@vvm.edu.in, itsupport.sdce@vvm.edu.in*) to the appropriate authority with a copy marked to the Principal.

The sports equipment and facilities are the responsibility of the VVM Sports Governing Council.

*Web link:* [Sports Policies](#)

The Library Stock Verification Process and weeding out of old/unused/damaged books/journals/magazines is carried out annually and newspapers are disposed on a monthly basis. Disposal of stocks are done after the approval of the Library Committee, and Purchase and Disposal Committee. Regular cleanliness and maintenance of books and bookshelves is carried out by the Library Multi-Tasking Staff.

*Web link:* [Library Policy](#)

All furniture is checked periodically and minor repairs carried out. The System Administrator takes care of the maintenance and minor repairs of computers, IT-related equipment; vendors are called in for major issues. Any asset that cannot be repaired is referred to the Purchase and Disposal Committee, which takes the decision to scrap the asset.

Maintenance of the 60Mbps leased line is the responsibility of the Internet Service Provider. Licenses of all software are renewed regularly.

All Computer Labs and its facilities are managed by Lab Assistants on a daily basis. Minor IT related issues are attended in-house while major problems are referred to the service providers. The IT Committee and Purchase & Disposal Committee take decision with regards to upkeep, purchase and disposal matters as per IT Policy.

*Web link:* [VVM-IT-Policy](#)

Water storage tanks, filters, RO Systems & coolers are inspected, cleaned and serviced regularly. The College canteen is maintained by the contractor and is periodically inspected by the Canteen Committee to ensure cleanliness and hygiene.

An ITI-trained Multi-Tasking Staff performs minor electrical work and technicians visit the College on call basis.

A 125 KVA diesel generator (under a 5-year warranty) has been installed.

Annual Maintenance Contracts are awarded by calling for quotations. The Genset, Photocopiers and duplicating machines, Air Conditioners, etc are under Annual Maintenance Contract and are regularly serviced.

Maintenance services of Software (*NewGenLib, Tally, Fedena, Website, Antivirus, Firewall, etc...*), CCTVs, Printers, UPS, etc... are provided by vendor and/or service providers.

**CRITERION V - STUDENT SUPPORT AND PROGRESSION**

**5.1 Student Support**

**5.1.1 Scholarships and Financial Support**

	Name /Title of the scheme	Number of students	Amount in Rupees

Financial support from institution (Support to students from College + CSR funds from Management members and other organizations)	NaveMarg Foundation & Ganesh Daivajna Educational Trust	07	Rs. 1,05,000/-
	Blue Cross Laboratories	04	Rs.60000/-
	One student of SYB.Com,was sponsored to attend entrepreneurship camp at EDI Ahmedabad	01	Rs. 27272.16/-
	Fees paid for Python Programming for BCA students	20	Rs. 10000/-
	Fees paid for personal financial planning course for BBA(FS) students	31	Rs. 29,142/-
	Prizes Instituted for achievements in academic and extracurricular activities	51	Rs. 28917/-
Financial support from other sources			
a) National	Post Matric Scholarship (SC,ST,OBC)	69	Not available
	Bursary Scheme	12	Not available
b) International			
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,			
<b>Name of the capability enhancement scheme</b>	<b>Date of implementation</b>	<b>Number of students enrolled</b>	<b>Agencies involved</b>
4th International Yoga Day	21st June 2018	153	Mr. Sudhakar Naik, Retired Sports Director
Leadership training camp	29th -30th June 2018	64	Mr. Rajiv Luv and Ms. Clarissa Jathanna, M. R. Pai Foundation and Forum of

			Free Enterprise, Mumbai
Formal Compering Workshop	21 <sup>st</sup> July 2018	76	Mr. John Silveira, Certified International Trainer, State Co-ordinator- National Skill Qualification Framework (NSQF)
Talk on usage of E-Resources (M. Com)	13 <sup>th</sup> July 2018	62	Dr. Keshav Dhuri, St.Xaviers College, Mapusa
Life Skills Cell & Women's Cell : Talk on Sexual Harassment of women at workplace	14 <sup>th</sup> July 2018	350	Adv. Sphurti Kothari, Practicing Advocate, District & Sessions Court, Margao
Workshop on Goan Folk Dance	8 <sup>th</sup> to 14 <sup>th</sup> August 2018	45	Mr. Nandan Kunkolienkar, Freelance Goan Artist
Session on Skill Development Programmes	24th August, 2018	138	Mr. Veerdhaval Talpade, Mr. Ajay Karanjekar
Certificate course in Soft Skills - Presentation Skills (M. Com)	13 <sup>th</sup> to 30 <sup>th</sup> August 2018	40	Mrs. Manika Pereira, Asst. Professor, VM Salgaocar Institute of International Hospitality Education
Art of effective communication and Interpersonal Skills	1 <sup>st</sup> September 2018	59	Ms. Caroline Stewart, Impact Traning Solutions
Litquest	14 <sup>th</sup> December, 2018	58	Ms. Gaargi Bhat, Asst.Professor, Dept. of English, Damodar College
Talk on “India First Leadership Talk Series”	8 <sup>th</sup> January 2019	31	Mr. Anand Mahindra,Chairman, Mahindra Group, organized by MHRD’s IIC
The second edition of the “India First Leadership Talk Series”	24th January 2019	101	Dr. Anand Deshpande,MD, Persistent Systems Ltd., organized by MHRD’s IIC
Two-hour Offline session by a Local Expert on Intellectual Property Rights (IPR)	10th January 2019	54	Ms. Prasanna Timple, Founder



			and Chief Legal Consultant, Legawise
2 hour Live session on “IPR for Students and Faculty Members”	10th January 2019	54	Ms. Shwetaree Majumdar, Principal, Fidus Law Chamber, organized by MHRD’s IIC
Life skills Session on Communication Skills	January 2019	406	Ms. Caroline Stewart, Impact Traning Solutions
Building Self Esteem- Life skills	February 2019	406	Mr Adrian Torres, Rotary Club of Margao
Session on Etiquettes	February 2019	406	Ms. Florence Rebello, Retired English Teacher, Damodar college and Resource Person for Commination Skills and Etiquettes
The third edition of the “India First Leadership Talk Series”	19th March 2019	29	Shri Ajit Doval,NSA, Govt. of India, organized by MHRD’s IIC
Life Skill Course in Health and Wellness	September 2018	406	Ms. Nikisha Shetye, Practicing Dietician
Life skill Session on I, You and We for Better Nation	September 2018	406	Fr. Lyndon Rodrigues,Society of Pilar, Goa
<b>Bridge Courses</b> Mathematics, Accountancy, Problem Solving & Programming concepts	June-July 2018	59	Mr Sumit Kumar, Mr Sunil Naik and Ms Namita Neurenkar, Shankari Telang, Namrata Haldankar
<b>Counselling</b> Interactive class sessions in each class, Individual Counseling and Rapport Building	July 2018 to March 2019	650	Tanushree Sharma, Counsellor appointed by College
Personal Counselling	July 2018 to March 2019	66	Tanushree Sharma, Counsellor appointed by

			College
<b>Mentoring</b> Personal Counseling was conducted and meeting with parents to discuss ward's progress by mentors.	15 <sup>th</sup> December 2018	1174	Faculty (B. Com, BCA, BBA(FS))
<b>Remedial Class in:-</b> Microeconomics	October 2018 and April 2019	17	BBA (FS) Department
Cost Accounting		4	BBA (FS) Department
Fundamentals of Accounting		13	BBA (FS) Department
Quantitative Skills		14	BBA (FS) Department
Macroeconomics		7	BBA (FS) Department
DAQT		5	BBA (FS) Department
Essentials of Management		1	BBA (FS) Department
Management Accounting		3	BBA (FS) Department
Financial statement analysis & Interpretation		72	Department of Commerce
Computer Application		37	Department of IT
Commercial Arithmetic		57	Department of Mathematics
Financial Accounting		60	Department of Commerce
General Management		50	Department of Commerce
<b>Language Lab</b> 16 sessions on use of blogs, Audio & video editing	July 2018 to March 2019 for FYBCom students	262	Department of English

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	Career Opportunities BCA Session I	---	50	---	Not available

	Career Opportunities BCA Session II	----	83	----	Not available
	Career opportunities in Commerce, Management, Banking, Finance	----	65	----	Not available
	Career Opportunities in Indian Air Force	----	107	----	Not available
	Talk on Sales as Career option	----	67	----	Not available
	<b>Campus to corporate training programme</b>	----	82	----	Not available
	<b>Soft skills training</b>	----	144	----	Not available
	Talk on Answering Government Entrance Exams	----	106	Not available	Not available
	Session on How to go about for CA and CS course	----	5	----	Not available
	MBA entrance	19	----	19	Not available
	MCA entrance exam coaching	14	----	14	Not available
	Training on Answering Government Entrance Exams	19	----	----	Not available
	NCFM Insurance Module	48	----	29	Not available

#### 5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievance s redressed	Average number of days for grievance redressal
35 (exam related grievances)	35	18

## 5.2 Student Progression

### 5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
IMPERIAL WEALTH SERVICES	14	0			
SHRIRAM TRANSPORT FINANCE CO.LTD	19	8			
ADVAITAA ITECH	20	4			
DOSHY'S LIVING CONCEPTS	10	3			

BAYWATCH RESORT	54	31	NIL		
CACULO AUTOMOBILE PVT. LTD.	39	7			
HDFC BANK LTD	32	0			
MUTHOOT FINANCE LTD	33	24			
GOA MILES	14	6			
AR CONSULTANCY	28	5			
FINISHING TOUCH	6	0			
AXIS BANK LTD	56	0			
BRAND MY BUSINESS	23	0			
ICICI BANK	16	9			
TOTAL	364	97			

### 5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-19	05	BBA(FS)	BBA(FS) Department	Goa University	MBA(FS)
2018-19	03	BBA(FS)	BBA(FS) Department	Goa University	MBA
2018-19	01	BBA(FS)	BBA(FS) Department	Osmania university	MBA
2018-19	01	BBA(FS)	BBA(FS) department	Jain college of engineering	MBA
2018-19	01	M.Com	Commerce	Goa University	Ph.d
2018-19	01	BCA	Department of IT	Annamalai University	MBA
2018-19	06	BCA	Department of IT	Karnatak University	MCA
2018-19	01	BCA	Department of IT	Karnatak University	MBA
2018-19	03	BCA	Department of IT	Jain college	MCA

				of engineer ing	
2018-19	01	BCA	Department of IT	Jain college of engineer ing	MBA
2018-19	02	BCA	Department of IT	Parvatib ai Chowgu le college	MSc –(IT)
2018-19	01	BCA	Department of IT	Goa Universi ty	MCA
2018-19	01	BCA	Department of IT	Brindav an college of engineer ing	MCA
2018-19	02	BCA	Department of IT	Gogte Institute of technolo gy	MCA
2018-19	01	BCA	Department of IT	Mumbai universit y	MCA
2018-19	01	BCA	Department of IT	Board of technica l educatio n karnatak a	MCA
2018-19	24	B.Com	Department of commerce	VVMs shree damodar college	M.com
2018-19	01	B.Com	Department of commerce	MIT- peace universit y-Pune	MBA
2018-19	01	B.Com	Department of commerce	IMDR, Pune Universi ty	MBA
2018-19	01	B.Com	Department of commerce	Karnata ka State Law Unversit y	LLB
2018-19	01	B.Com	Department of commerce	Jain College, Belgavi	MBA

2018-19	01	B.Com	Department of commerce	St. Aloysius, Mangalore	MBA
2018-19	04	B.Com	Department of commerce	GRKare College of Law	LLB
2018-19	09	B.Com	Department of commerce	Goa University	M.com
2018-19	02	B.Com	Department of commerce	S.S.Dempo College	Mcom
2018-19	01	B.Com	Department of commerce	Goa University	MBA(FS)

5.2.3 Students qualifying in state/ national/ international level examinations during the year(eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State GovernmentServices)

Items	No. of Students selected / qualifying	Registration number/roll number for the exam
NET	----	
SET	----	
SLET	----	
GATE	-----	
GMAT	---	
CAT	3	NA
GRE	-----	
TOFEL	-----	
Civil Services	---	
XAT/CMAT	5	NA
State Government Services	2	NA
Any Other	23	NA

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Debate Competition: Use of plastic: Self-regulation or Government prohibition?	College Level	08 Students
Formal Compering Workshop on "Art of Compering"		76 Students
<b>Funweek 2018 (Students council)</b>		
Friendship Day "Rang Rang Ek Sang" - Antakshari		32 Students
„Hawa Hawai - Group dance "Nachoiia Kumpasar"		34 Students
Character Day (Mr. & Ms. Damodar)		24 Students
Face Painting "Illusion"		18 Students
Treasure Hunt		12 Students
Photography "Forms of Nature"		06 Students
Counter Strike		06 Students

Collage Making "The power of Black & White"		12 Students
Strong Man		14 Students
<b>Interclass Funweek 2018 (Cultural Council)</b>		
Poetry Recitation Competition		13 Students
T-Shirt Painting Competition "Her Menstruation, Her Taboos"	Her	11 Students
Simply Salads		17 teams (33 Students)
Hairstyle & Makeup Competition		13 Teams (26 Students)
Rangoli		12 Teams (23 Students)
Wealth Out of Waste Competition		18 Teams (31 Students)
Fashion Show "Indian Weddings with a Twist"		6 Teams (90 Students)
Mime Show		4 Teams (32 Students)
Annual Singing Competition		27 Students
Workshop on Goan Folk Dance (Performing Arts Club)		45 Students
College Tour to Bhutan		62 Students & 7 Faculty Member
Gandhiji - The Mahatma Essay cum Presentation Competition "Strength does not come from physical capacity, it comes from an indomitable will"		8 Colleges (16 Participants)
Debate Competition - Reservation for general Category: A Progressive or regressive step?		10 Students
ANANTARA 2019 - Guide to the Galaxy		712 Students (10 Colleges)
Interclasses Elocution Competition - 1) Infrastructural advancement or environmental protection - The need of the hour & 2) The bleak future of Goa's economy		02 Students
<b>Investor Hub BBA(FS):</b>		06 BBA(FS) Students
Quiz Competition on the topic "Insurance"		12 BBA(FS) Students
Quiz Competition on the topic "Finance"		
<b>Commerce Club:</b>		
Students' Seminar & Paper Presentation Competition on the topic "Recent issues and developments in commerce"		28 Students (07 Teams)
<b>Commerce Wars:</b>		39 Students (21 Teams)
Business Plan Competition		70 Students (38 Teams)
Poster Making Competition		20 Students (10 Teams)
Product Design Competition		64 Students (16 Teams)
Business Quiz Competition		36 Students (21 Teams)
Product Out of Waste Competition		52 Students (26 Teams)
Mock Trading Competition		
One-Day State Level Inter-Collegiate event 'COM UEST'		6 Teams (60 Students)
Farewell for Outgoing TY Students		395 Students
Sports Activity		

Inter class Chess	College level	13
Inter collegiate Badminton Tournament	State level	40
Inter class Football Tournament	College level	216
Inter Class X country Race	College level	151
Certificate course in Weightlifting	College level	05
Athletic Meet	College level	95
Inter class Volleyball Championship	College level	91
Inter class Cricket Championship	College level	176
Inter Collegiate Sports event Helios 1.O	State level	120

### 5.3 Student Participation And Activities

#### 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Cultural	Student ID number	Name of the student
2018-19	"Net Nerds" - 1st Place - QuizBuzz, Komments & Pick-a-Click 2nd Place - liked! - NOESIS 2018	National	Cultural	17804	Mr. Shaunak Bale
	1st Place - PUBG - NOESIS 2018	National	Cultural	17841	Mr. Rohan Patil
	1st Place - Counter Strike - NOESIS 2018	National	Cultural	17841 & 17804	Mr. Rohan Patil & Mr. Shaunak Bale
	1st Place - e-waste 2 wealth - NOESIS 2018	National	Cultural	17835	Mr. Bhogesh Molagavalli
	1st Place - Morphos - NOESIS 2018	National	Cultural	17835	Mr. Bhogesh Molagavalli
	1st Place - Shop-a-Holic - NOESIS 2018	National	Cultural	17804	Mr. Shaunak Bale
	1st Place- I sing for Icing (Words Up)	National	Cultural	16017 & 16021	Ms. Lisa D'souza & Shan Fernandes
	1st Place in Singing (Group) INKARNO 2K19	National	Cultural	16102, 16091 & 16331	Mr. Deepak Ashanagar, Rudraksh Vaze & Yateen Mhapsekar
	2nd Place - Animax - NOESIS 2018	National	Cultural	17835	Mr. Bhogesh Molagavalli



	2nd Place - Need For Speed - NOESIS 2018	National	Cultural	17841	Mr. Rohan Patil
	2nd Place in Singing (Solo) INKARNO 2K19	National	Cultural	16102	Mr. Deepak Ashanagar
	Second Place (Pen Pineapple Apple Pen) Letter Writing - Words Up	National	Cultural	16021	Shanan Fernandes
	Third Place-Meme Crackers (Words Up)	National	Cultural	16013	Mr. Alistair Costabir
	Third Place-Scrabbled Eggs (E-scrabble)	National	Cultural	16035	Kanifa Cotta
	Represented Goa and Secured Second Place ( Loba 66 Kg) in 19 <sup>th</sup> junior and Senior sqay National Championship (Jan 2019)	National	sports	18206	Mr.Ravi Das
	Represented Goa and secured 3 <sup>rd</sup> position in the West zone Inter State Badminton Championship (Oct 2018)	National	sports	16316	Mr.Tejan Fallary
	Represented Goa and secured 3 <sup>rd</sup> position in the West zone Inter State Badminton Championship (Oct 2018)	National	sports	18326	Mr.Yash Kunkalienkar
	Represented Goa and secured 2 <sup>nd</sup> position in the West zone Inter State Badminton Championship ( Oct 2018)	National	sports	17968	Ms. Emilia Silveira
	Member and Runner up in the West zone Inter University Football Championship (December 2018)	National	sports	17821 17323	1) Mr. Stephen Satarkar 2) Mr. Jayson Lucas.
	Represented Goa and Secured 1 <sup>st</sup> place in kata for female above 18 category in the 9 <sup>th</sup> open National Karate Championship (2018).	National	sports	16343	Bharti Prasad
	Selected as member of Indian Men Handball Team (2019)	International	sports	16102	Deepak Ashanagar


**5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)**

The College has 3 major Student Councils, on which students are abundantly represented - the Students' Council (33 members), Cultural Council (33 members) and Sports Council (23 members) organize several activities and also ensure participation in events organised by other Colleges in the State and at All-India level. The College participates in **all Inter- collegiate games and sports** organized by Goa University. **The Activity Clubs** i.e Literary Club, CreativityClub, Performing Arts Club, Nature Club, Commerce Club, Economics Club, Investor Hub, TechTrendz, function with teams of student volunteers.

The major activities conducted by the student bodies in 2018-19 are listed below

<b>Council /Cell /Club/ Committee</b>	<b>Activities Organized in 2018-19</b>
Students' Council	Friendship Day, Teachers' Day, Anantara, Farewell
Cultural Council	Interclass Debate & elocution competitions, Intercollegiate Quiz competition, Rangoli, face painting, t-shirt painting competitions, wealth out of waste, Intercollegiate essay cum presentation on Gandhiji The Mahatma
Sports Council	Intercollegiate Badminton tournament and a sports event "Helios", Interclass football, cricket, chess, badminton, volleyball, table tennis, chess, cross country running and certificate course in weightlifting

Student members take the responsibility of planning, organizing and executing various intra-college activities. They help in mobilising funds and getting sponsorships for conduct of events. They actively participate in most Inter Collegiate activities in the state and take the lead in selecting students based on their calibre and skills to form teams to represent the College. They act as liaison between students and teachers.

**Representation on Administrative and Academic Bodies**

**Internal Complaints Committee-** The Internal Complaints Committee (ICC) of the College is constituted as per UGC guidelines, to deal with complaints relating to Sexual Harassment at the work place. It has 3 student members (LR of Students' Council, LR of Cultural Council and the General Secretary). They create awareness among students about the role and functions of the ICC and take initiative in the conduct of awareness activities.

**Anti-Ragging Committee-** The Anti-Ragging Committee of the College is constituted as per UGC guidelines, to prohibit, prevent and eliminate ragging on the College campus. It has 2 student members (1 girl and 1 boy).

**IQAC-** Student members regularly attend meetings and give valuable suggestions and feedback to improve various aspects of the functioning of the College.

**NSS Advisory Committee** – Every year the NSS advisory committee meets to plan various outreach, extension and campus level activities that are to be conducted. Student members contribute by giving their suggestions and assist in informing students about the same.

**Executive Committee of Students' Consumer Co-operative Society** has 5 student members who help in managing some of the tasks and spread awareness about items and books available in the society.

**Placement Cell** - Student Volunteers are given the responsibility to provide information about various activities organised by the Placement Cell to other students and encourage participation.

**Institutional Innovation Council** has 15 student members who participate and assist in conduct of activities of the Council.

**Women's Cell and Gender Champions:** 3 student members have been appointed Gender Champions of the College, conduct events which aim at creating awareness about sexual harassment and related issues, and how to address the same. Sensitization programs and talks by experts on the theme „Save the girl child" and „BetiPadhao, BetiBachao" are conducted.

<b>5.3 Alumni Engagement</b>
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):
<p>Shree Damodar College Ex-students Association was registered on 01st July 2016.</p> <p>It had 07 members in the Executive Committee (EC).</p> <p>The new EC was elected at the AGM held on 5<sup>th</sup> January 2019.</p> <p>In addition to 7 EC members, there are 3 co-opted members and teacher members of the Alumni Engagement Committee.</p> <p><b>Activities planned by the association:</b></p> <ul style="list-style-type: none"> <li>• A Lecture Series in memory of all the staff and ex-students who are no more. This lecture series is open for the students of the College as well as to the general public. It has been decided to invite renowned speakers as resource person for the lecture Series.</li> <li>• An annual alumni meet will be held between the months of May to August every year</li> <li>• Scholarships are to be instituted for needy students</li> </ul> <p>Many of the College teaching and non-teaching staff are alumni (12 and 9 respectively).</p> <p>Some alumni are members of the College Governing Council (4), Board of Management (3) and the IQAC (4) and they all make valuable contributions to the overall progress of the institution</p> <p>Ex-students are invited as guest faculty and also as guests and judges for various competitive events organized by the College.</p> <p>Alumni support the institution by offering internships and placements for students, visits as guest lecturers and resource persons, endowment of prizes, scholarships and sponsorships for College events.</p>
5.3.2 No. of registered/enrolled Alumni:
281
5.3.3 Alumni contribution during the year (in Rupees) :
<b>124000.00</b>
5.3.4 Meetings/activities organized by Alumni Association : 4

<b>CRITERION VI -GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>
<b>6.1 Institutional Vision and Leadership</b>
<p><b>VISION:</b> The College sees itself as a torch-bearer imparting total quality education</p> <p><b>MISSION:</b> The College stands committed to nurturing an environment for the holistic growth of our students, by imparting knowledge, skills and values, conducive to good citizenship</p>
6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)
<p>1) The Students' Council, Cultural Council &amp; Sports Council submit their proposal of activities along with the budget to the Principal at the commencement of the year. The activities are conducted as per schedule and the bills are submitted under various heads and settled promptly.</p>

2) The Self Financed Departments (BCA & BBA(FS)) submit their respective academic plans and budget to the principal at the commencement of the year. Academic plan includes activities like guest faculty interactions, visits conducted, seminars and student events. These are conducted as per schedule and the bills are submitted under various heads and settled promptly.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial: Yes

## 6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

### ❖ Curriculum Development:Curriculum Development:

- The Department of Computer Science designed B.Voc (Software Technologies) programme to be introduced in the coming academic year. The structure of the programme and Syllabi were designed by the Department in consultation with industry experts, before it was finally put up to the BoS at Goa University.
- Two courses designed by the Dept of Commerce, viz. Consumer Behaviour and Salesmanship & Sales Management as Generic Elective Courses for Semester III & IV were approved by the BoS in Commerce (UG) and introduced in 2018-19
- Two courses designed by the Dept of Economics, viz. Macroeconomics and Economic Survey & Union Budget as Generic Elective Courses for Semester III & IV were approved by the BoS in Commerce (UG) and introduced in 2018-19

### ❖ Teaching and Learning:

Along with regular class activities, Innovative Teaching methods such as Flipped Classroom Learning are adopted and implemented by teachers. Peer learning was also introduced. Teachers of the Department of Computer Science have undergone short term industry training sessions in IT companies. Besides this, frequent knowledge transfer sessions are held with Industry Personnel who impart knowledge of emerging trends and technologies in the IT Industry.

Signed an MOU with Apna Formula to conduct coaching on answering government entrance exams like GPSC, UPSC and nationalized bank entrance exams.

Add on skill based certificate courses Courses in Excel, Tally, Digital Marketing, Practical Banking, NSE (NCFM) Insurance Module offered and made compulsory for all students.

### ❖ Examination and Evaluation:

2 different ISA modes implemented i.e a test and an assignment for which Schedule is planned and displayed in advance to space out assignment submission dates. Adoption of an Evaluation Grid has increased transparency in evaluation. BBA, BCA and MCOM use Learner Management System(MOODLE) to conduct one of the ISAs. More teachers now use the Online Examination Module in Fedena to conduct ISAs.

The college has adopted a 100% verification of answer books. Results are declared timely and display on the website. The college appoints board of examiners which is made of a chair person and two paper

setters for Semester End examinations and 10% answer books are moderated by the chair person.

❖ Research and Development:

- 1) Dr. Maithili Naik and Dr. Madanant Naik were awarded PhD degree at the convocation held in November 2018.
- 2) Two-hour Offline session on IPR was organised on 10th January 2019 by the Research and Development Cell by Ms. Prasanna Timble.
- 3) A session on Plagiarism by Dr. Vishal Chari was organized by IQAC in association with the Examination Committee.
- 4) Shree Damodar College was selected for establishing Institution Innovation Council (IIC) as per the norms and directions of Innovation Cell, Ministry of HRD, and Govt. of India. The IIC of the College was graded with a 3 star rating based on the activities carried out for Entrepreneurship Development.

❖ Library, ICT and Physical Infrastructure /Instrumentation:

- 1) Session on „How to use E-Resources“ organised by the Library Committee. Mr. Keshav Dhuri, Librarian at St. Xavier College Mapusa was the resource person.
- 2) Lift for Annexe building was constructed.
- 3) Incubation Centre and Skill Development Centre was set up.

❖ Human Resource Management

- 1) “Outbound training program on motivation and team building” and “High performance team work training program by Satyakam” Training Programmes were conducted for teaching staff.
- 2) “Professionalism in an Educational Institution, Interpersonal relationships and team building” and “Developing the right attitude having good interpersonal relationships, Developing willingness and motivation” training programmes were conducted for non teaching staff.
- 3) The HR manual of the institution is a comprehensive document, which lays out the procedures and provisions in regard to all staff-related matters. The manual was reviewed and updated.

❖ Industry Interaction /Collaboration:

- 1) 44 Guest Lectures were conducted by practitioners and experts from Industry by all the Departments in the college.
- 2) 9 field trips were organized by various Departments to Industries and workplaces so as to give students deeper insights into Practical Applications.
- 3) Department of Commerce, Department of Computer Science and BBA(FS) organized study tours wherein students were taken beyond Goa to get Industrial Experiences.
- 4) Teachers Embedment: Faculties of Computer Science and Commerce Departments underwent Industrial Training in Companies

- ❖ 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. Admissions are done online for First Year of all programmes. Choice of subjects opted by students of Second Year B.Com was known using Google Form.

#### 6.2.2 : Implementation of e-governance in areas of operations:

❖ **Planning and Development:** The College has adopted “Vision 2020” for planning and development of the areas pertaining to the growth of the institution. The activities are conducted and implemented as per the plan.

❖ **Administration:** Biometric has been installed for staff attendance by Digitronics computer systems since 2014

❖ **Finance and Accounts:** Tally/Tally ERP : Payroll software provided by Reylon Softech Ltd.and is in use since 2018.Payments done using HDFC Bank

❖ **Student Admission and Support:** The campus is transformed into a smart campus by the use of our campus management software -.Fedena. Student-related functions such as admissions, attendance, result, notices are managed by this software. Students, Teachers as well as Parents have access to the tool. Through Online admission, the student details are fed to FEDENA. Notices to specific students can be conveyed using FEDENA. The teachers can upload the attendance for every lecture and the parents and students can view the same.

❖ **Examination:** Our campus management software FEDENA is equipped to conduct online quizzes and supports online submission of assignments. It also stores examination data of exams conducted offline with regard to every student. The teachers can also share study material with the help of this tool.

### 6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support Provided	Name of the professional body for which membership fee is provided	Amount of support
2018 -19	Prachi Kolamkar	International conference	IGCCIA	Rs. 2000/-
	Dr. Prita Mallya	National Seminar on Rejuvenation of undergraduate education in India	Bangalore	Rs. 5171/-
	Ruchira Naik	Rights of Children	G.R. Kare college	Rs. 400/-
	Lizette D*costa	Agricultural Sector in Goa	Govt. College, Borda	Rs. 600/-
	Mamta Kumari	Geometrical Interpretation Mathematical Concepts	NIOS Donapaula	Rs.1200/-

	Prachi Kolamkar	Goa University Ayushman Bharat Programme	Goa University	Rs.470/-
	Dr. Sheetal Arondekar	Goa University Ayushman Bharat Programme	Goa University	Rs.470/-
	Dr. Sheetal Arondekar	Workshop on Flipped Learning	Dhempe College, Miramar	Rs.1660/-
	Prachi Kolamkar	Workshop on Flipped Learning	Dhempe College, Miramar	Rs.1660/-
	Dr. Vishal Chari	Workshop on Flipped Learning	Dhempe College, Miramar	Rs.1660/-
	Prachi Kolamker	MSME meet	Institute Menezes, Panaji	Rs. 750/-
	Dr. B.P. Sarath Chandran	Workshop on Adoption, Promotion & Production of MOOCS, SWAYAM	Gujarat, Gandhinagar	Rs. 11582/-
	Prachi Kolamkar	IPR & its application	GVMS, Ponda	Rs.560/-
	Dr. B.P. Sarath Chandran	National Workshop on Econometrics for research	Goa University	Rs. 3300/-
	Prachi Kolamkar	National Workshop on Econometrics for research	Goa University	Rs. 3300/-
	Lizette D'costa	National Workshop on Econometrics for research	Goa University	Rs. 3300/-
	Mamta Kumari	International conference on modern trends in mathematics	HKRH COLLEGE Utthampalyam, Kerala	Rs4834/-
	Mamta Kumari	International Conference on frontier in industrial and applied mathematics	NIIT Harmipur HP	Rs 10,350/-
	Dr. Rodney D'Silva Ainsely Barnard Dr. Edwin Barreto	One day International Multi Disciplinary conference	CWC College of Commerce, Andheri	1500*3= 4500 Rs/-
	Dr. Rodney D'Silva	Evolving Quality paradigm in innovation and sustainable development in management	Indore college	13,361

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
Writing effective learning outcomes		23rd June 2018	47 teachers	
Session on use of Fedena		21st July 2018	40 teachers	
Demo on KopyKitab "India's 1 <sup>st</sup> digital library"		24/07/2018	15 teachers	
A session on "STAT CRAFT"		7th August 2018	42 teachers	
A session on "Online Resources"		14th August 2018	22 teachers	
A session on "How to frame a minor research proposal"		18th August 2018	29 teachers	
21 <sup>st</sup> century learning		12th October 2018	36 teachers	
High performance team work training program by Satyakam		13th October 2018	36 teachers	
A session on "Guiding Projects"- Academic writing with focus on TY Project		21st January 2019	19 teachers	
Outbound training program on motivation and team building		3rd April 2019	19 teachers	
	Professionalism in an Educational Institution, Interpersonal relationships and team building	14/11/2018		15 non-teaching staff
	Developing the right attitude having good interpersonal relationships, Developing willingness and motivation	17/11/2018		10 non-teaching staff

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
UGC Sponsored Refresher Course in Commerce & Management from Goa University	1	18/06/2018 to 08/07/2018



One Week Faculty Development Program on “ Structural Equations Modeling, Mediation and Moderation Analysis (SEMMA – 2018)”	1	13/08/2018 to 19/08/2018
UGC sponsored Refresher Course from Sardar Patel University	1	21/08/2018 to 10/09/2018
Online Refresher Course By SWAYAM ARPIT certification , Central University Kerela on Curriculum Design & E-Content Development	1	Nov 2018 – Feb 2019

#### 6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
0327Nil	Nil		

#### 6.3.5 Welfare schemes for

Teaching	Group insurance, employees credit society, additional leave for self-finance staff (8)days, Bone density camp.
Non-teaching	Group insurance, employees credit society, additional leave (15) days, Bone density camp.
Students	Fee waiver, payment of fees in installments, scholarships, blood donors“ directory, students“ co-operative society. Bone density camp and Health check up

### 6.4 Financial Management and Resource Mobilization

#### 6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each)

Institution has an established mechanism for conducting Internal and External Financial audit every year to ensure Financial Compliance. Internal Financial audit was conducted by the parent body of Shree Damodar College during the year. Financial compliance report of internal audit is submitted to Board of Management. Statutory financial audit of the Institution was conducted after the end of the financial year. Finalization of account was completed and statements were prepared and submitted to the auditor for further verification. The financial audit was completed in September 2019. The audited statement is duly signed by Principal, Chairman, Treasurer, Hon. Secretary and Chartered Accountant.

#### 6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Shri U N Bene	4,55,650	Prizes and Expenditure for U N Bene Quiz Competition

Shri Madhukar Mallya		10,000		Donation for Development Expenses
6.4.2 Total corpus fund generated: 2 lakhs				
<b>6.5 Internal Quality Assurance System</b>				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	1) University BCA & BBA (FS) mandatory audit 2) B.COM- Initiative of the college to call an external auditor, specially the retired teachers expert in the particular subject	No	-
Administrative	No		Yes	Stock Verification Committee, Budgeting and Financial Audit
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
				Nil
6.5.3 Development programmes for support staff (at least three)				
<p>1) Development Programme for Administrative staff- “Professionalism in an educational institution, interpersonal relationship and team building” on 14<sup>th</sup> November 2018 by Ms. Priyanka Row.</p> <p>2) Development Programme for Multi Tasking Staff- “Developing the right attitude having good interpersonal relationship, developing willingness and motivation” on 17<sup>th</sup> November 2018 by Mr. Vividh Pawaskar</p>				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
<p>1) ) International Conference by Department of Commerce</p> <p>2) Bone density camp in association with NSS</p> <p>3) Community outreach activities</p> <p>4) Institution Innovation council</p> <p>5) National Seminar on Intellectual Property Rights</p> <p>6) Interactive classroom pedagogy</p> <p>7) Industry Embedment</p> <p>8) Commerce Club</p> <p>9) MOOCS from Swayam</p> <p>10) Session on Plagiarism</p>				

**6.5.5**

- a. Submission of Data for AISHE portal : (Yes /No) YES
- b. Participation in NIRF : (Yes /No) YES
- c. ISO Certification : (Yes/No) NO
- d. NBA or any other quality audit : (Yes/No) NO

**6.5.6 Number of Quality Initiatives undertaken during the year**

Year	Name of quality initiative by IQAC	Date of conducting Activity	Duration(from----- to-----)	Number of participants
2018-19	Field trip for teachers at Museum of Goa at Pilerne Industrial Estate, Pilerne Bardez, Goa.	11 <sup>th</sup> October 2018	1 day	31 teachers
2018-19	High Performance Training Programme for teaching staff by Mr Jude Cardozo from Satyakam.	13 <sup>th</sup> October 2018	1 day	37 teachers
2018-19	Two-Day National Seminar sponsored by NAAC and co-sponsored by Guru Angad Dev Teaching Learning Centre of MHRD, Govt. of India. "Quality Sustenance and Enhancement in Teaching Learning Evaluation in Higher Education Institutions: Concerns in a Digital Age"	11 <sup>th</sup> and 12 <sup>th</sup> January 2019	2 days	100 teachers
2018-19	A session on Plagiarism by Dr. Vishal Chari in association with the Examination Committee	29 <sup>th</sup> January 2019	1 day	20 teachers
2018-19	Outbound training programme for teaching staff at NV Eco Farm, Dabal Sanvordem on "Motivation and Team Building"	3 <sup>rd</sup> April 2019	1 day	45 teachers
2018-19	Niti Samvaad 2.0	28 <sup>th</sup> - 29 <sup>th</sup> September 2018	2 days	
2018-19	Industry Embedment program by Dr Rodney D" Silvaat HR Dept of M/s V-Guard Industries, Kochi	20 <sup>th</sup> May to 24 <sup>th</sup> May 2019	5 days	1

2018-19	Industry Embedment program by Dr. B.P. Sarath Chandran at Bosch Limited (Packaging Technology Division) Department: CTG (costing and accounting) department	22 <sup>nd</sup> May- 05 <sup>th</sup> June2019	15 days	1
2018-19	Use of Interactive classroom pedagogy Such as 1. Peer to peer Teaching-Learning 2. Flipped classroom ( Co-operative learning strategies) 3. Debates/ Quiz/ Clubs 4. Individual and group projects/ assignments 5. Field trips / Visits to industry / Educational tour/ Outreach activities 6. Case study to impart skills and enhance student's interaction and involvement in learning process 7. Guest lectures 8. Students" seminars, Budget panel discussion 9. Aids like Virtual Commerce Lab, Power point presentations, videos, etc 10. Internships	June 2018 to October 2018 December 2018 to April 2019	Full semester	All teachers

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities****7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)**

Title of the programme	Period (from-to)	Participants	
		Female	Male
Session on Sexual Harassment of Women at the Workplace	14 <sup>th</sup> July 2018	350 <b>Note: M/F breakup Not Available</b>	
Habits of Successful People	4 <sup>th</sup> September 2018	30 <b>Note: M/F breakup Not Available</b>	
Financial education to the members of Women Self Help Group	9 <sup>th</sup> January 2019	20	NIL
BetiBachaoBetiPadhao	22 <sup>nd</sup> January 2019	76 <b>Note: M/F breakup Not Available</b>	
Workshop on Entrepreneurship Building For Women	20 <sup>th</sup> February 2019	18	NIL
<i>Difficult Dialogues Annual Forum -Gender Champions</i>	02 <sup>nd</sup> March 2019	01	01
Bone density camp for Women	8 <sup>th</sup> March 2019	163	NIL
Women's Day celebration	8 <sup>th</sup> March 2019	60	

		<b>Note: M/F breakup Not Available</b>	
Issues and sexual harassment at the workplace	8 <sup>th</sup> March 2019	<b>20</b>	<b>NIL</b>

**7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:  
Percentage of power requirement of the College met by the renewable energy sources**

**Not Applicable**

**7.1.3 Differently abled (Divyangjan) friendliness**

<b>Items Facilities</b>	<b>Yes/No</b>	<b>No. of Beneficiaries</b>
Physical facilities	<b>NO</b>	-
Provision for lift	<b>YES</b>	<b>01</b>
Ramp/ Rails	<b>YES</b>	<b>01</b>
Braille Software/facilities	<b>NO</b>	-
Rest Rooms	<b>NO</b>	-
Scribes for examination	<b>YES</b>	<b>01</b>
Special skill development for differently abled students	<b>NO</b>	-
Any other similar facility	<b>NO</b>	-

**7.1.4 Inclusion and Situatedness**

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

<b>Year</b>	<b>Number of initiatives to address locational advantages and disadvantages</b>	<b>Number of initiatives taken to engage with and contribute to local community</b>	<b>Date and duration of the initiative</b>	<b>Name of the initiative</b>	<b>Issues addressed</b>	<b>Number of participating students and staff</b>
			4 <sup>th</sup> January to 13 <sup>th</sup> January 2019	Young Leaders Programme	BBA (Financial Services) Department of the College to educate	77students 08 teachers

					<p>youngsters in financial literacy. The programme was designed for students in schools and higher secondary schools. Around 14 schools were visited Davorlim and Borda.</p>	
			9 <sup>th</sup> January 2019	Community outreach programme for women	Community outreach programme for women was organized in association with AmhiUdyoginiPratisthan Mahila Mandal Hall, Comba Margao Goa	08 students 08 teachers
			29 <sup>th</sup> January 2019	Poverty as a challenge	Community outreach & Extension activity at Infant Jesus High School, Cuncolim.	03 students 01 teacher
			20 <sup>th</sup> Feb 2019	Entrepreneurship building for women	Government schemes for entrepreneurs, procedure to actualize business through NSIC schemes. AamhiUdyoginiPr	02 students

					atasthan, Margao Comba Goa	
			04 <sup>th</sup> Feb 2019	Career Options available after 10th Standard.	St. Theresa High School Vasco da Gama	04 students 01 teacher
			18 <sup>th</sup> Feb 2019	Anti-Tobacco, drug awareness	Session on Anti-Tobacco by Art of Living	12 students 01 teacher
			25 <sup>th</sup> February 2019	How to prepare for competitive Exams & GST Overview and Basics of Investments.	Session on Career planning and preparing for competitive exams at Guardian Angel Higher Sec. School -Curhorem. Addressed the	03 students 01 teachers
			07 <sup>th</sup> March 2019	Use of Digital Payments systems and Security practices	Outreach Activity - Awareness Session on "Use of Digital Payments systems and Security practices" Adarsh High school and Popular High school Margao Goa.	09 students 01 teacher
			8 <sup>th</sup> March 2019	Bone Density Camp	Bone Density check-up	163 students
			8 <sup>th</sup> March 2019	Issues related to women addressed Community Outreach	Issues related to women addressed through mime AquemBaixo Panchayat activity	16 students 02 teacher



			11 <sup>th</sup> March 2019	Career Guidance	Career Guidance at Adarsh V.V. High school Pajifond	04 students 01 teacher
			15 <sup>th</sup> March 2019	Awareness on E-Banking, Mutual Funds.	Extension activity was conducted at St. Joseph High School, Aquem E- Banking, Mutual Funds	07 students 01 teacher
			16 <sup>th</sup> March 2019	Personality development, general knowledge enhancement and creativity	Personality development, general knowledge enhancement and creativity at Damodar primary school, Comba - Margao goa.	04 students 02 teachers
			16 <sup>th</sup> March 2019	Leadership and Motivation Community Outreach	Session on Leadership and Motivation at Govt. High School Morpila	04 students 01 teacher
			23 <sup>rd</sup> March 2019	Awareness programme on importance of child education	Awareness programme on importance of child education (at child rescue centre, El Sheddai Charitable trust, Malbhat Margao Goa	09 students 01 teacher
			24 <sup>th</sup> March 2019	Awareness programme on Government schemes for	Awareness programme on Government schemes for	06 students 01 teacher

				women	women SanvorcottoCunco lim	
			26 <sup>th</sup> March 2019	"Cancer Awareness"	Outreach activity - street play and Flash Mob on the streets of Margao on "Cancer Awareness"	20 students 01 teacher

### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
<b>Code of Conduct for Students</b>	June 2015	<b>NIL</b>
<b>Code of Conduct for Teachers and Staff</b>	June 2018	<b>NIL</b>

### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to___)	Number of participants
1. Lecture on "Leading a Balanced and Joyous Life through Yoga and Meditation"	23 <sup>th</sup> Jan 2019	<b>13 students and 4 teachers</b>
International Human Rights Day 2018 "awareness programme observing Human Rights"	10 <sup>th</sup> December 2018	<b>27 students</b>
2. Session on Importance of attitudes and values in organization	5 <sup>th</sup> March 2019	<b>26 students</b>
<b>3. Life Skills Course (30 Hours) for all First-Year students</b>	July 2018 to February 2019	<b>406 (FY BCOM, BCA &amp; BBA(FS))</b>

### 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Digitalization of Office

2. Reduced use of Plastic on the Campus

3. Tree plantation on the occasion of Vanamahotsav

4. Segregation of waste

5. Installation of Sanitary Napkin Vending Machine and Incinerator

## 7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

- **Flipped & Cooperative Learning**
- **Industry Embedment of Teachers**

**Web link:** <http://www.damodarcollege.edu.in/web/wp-content/uploads/2021/01/Best-Practices-2018-19.pdf>

## 7.3 Institutional Distinctiveness: (Summary in 500 words)

- **Teaching, Learning and Evaluation**

The College is committed to providing holistic education to its students. However, Teaching, Learning and Evaluation remain our core concern, and the College is working hard to make sure that there is continuous improvement and upgradation in this critical area.

**Listed below are some of the initiatives in this direction, some of which are continued from previous years, and some introduced in 2018-19.**

- All electives:** Semesters II & IV of the B.Com programme became part of CBCS in 2018-19; at the time of admission, the College offered students a choice of all the Skill Enhancement Courses and Generic Elective courses approved by Goa University for these Semesters.
- Course Outlines:** At the beginning of each semester, faculty members prepare course outlines, wherein they list the course objectives and learning outcomes of the course, teaching and learning strategy adopted, essential text and prepare a weekly plan for the semester.
- Flipped Classrooms:** During the second half of the Academic year, the College initiated the use of flipped classrooms as a teaching-learning pedagogy. This activity has turned out to be student-centric effective pedagogy.
- Blended learning:** The College offers courses of NISM, NCFM and IRDA Insurance certification under blended learning.
- Assignment assessment grid:** To bring about uniformity and fairness in the assessment process, the Examination Committee has designed an assessment grid, which provides parameters for assessing students such as content, structure, and editing, formatting, timely submission.

- f) 100% verification of answer books:** In order to validate the assessment and minimize errors, the College has undertaken verification of answer books prior to declaration of results. The verification is undertaken by the teachers.
- g) Mentoring – results to parents:** After results are declared, the statement of marks are handed over to parents during the Parent Mentor meet and parents get an opportunity to discuss the performance of their child with the teachers
- h) Internship:** B.Com & BCA students are encouraged to take up summer internship and the same is linked to ISA. The internship project report plays a dual role of enhancing the presentation skills and narration skills of the student.
- i) Teacher Embedment in Industry:** Teacher embedment in industry was introduced in May 2019 – 5 teachers participated; it provided work-based experience where teachers were immersed in the current operations of an organization, which helped them gain first-hand exposure of working in the real world.
- j) Implementation of Anti-Plagiarism policy for students:** The objective of the policy is to bring out the quality research from the students. The implementation of the plagiarism policy has brought about reductions in the “copy-paste” culture making the reports more original and authentic.
- k) Add-on / value added courses:** Understanding the importance of making students better prepared to meet industry demands and developing required technical skills, the college is offering various add on and value-added courses to meet the same. The courses are conducted by professionals and industry experts.

**Web link:** <http://www.damodarcollege.edu.in/web/wp-content/uploads/2019/12/institutionsl-Distinctiveness-2018-191.pdf>

**Future Plans of action for next academic year (500 words)**

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_  
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\_\_\_\_\_

**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

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