



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

VVM's 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 its own campus? Yes
- Phone no./Alternate phone no. 08322722500
- Mobile no 09822103611
- Registered e-mail principal.sdcc@vvm.edu.in
- Alternate e-mail 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
- Location Urban

- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University GOA UNIVERSITY
- Name of the IQAC Coordinator Dr. (Mrs.) SHAMI PAI
- Phone No. 09823515061
- Alternate phone No. 08322722500
- Mobile 09823515061
- IQAC e-mail address iqac.sdcc@vvm.edu.in
- Alternate Email address shami.pai@vvm.edu.in

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://www.damodarcollege.edu.in/aqar/>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.damodarcollege.edu.in/web/wp-content/uploads/2021/09/College-Academic-Calendar-2020-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	Three Star	Nil	1999	09/10/1999	08/10/2004
Cycle 2	B++	Nil	2006	17/10/2006	16/10/2011
Cycle 3	B	2.81	2015	01/05/2015	30/04/2020
Cycle 4	A	3.03	2021	30/11/2021	29/11/2026

6. Date of Establishment of IQAC

19/03/2005

7. Provide the list of funds by Central / State Government

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **8**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Collaborative Webinars, Seminars and workshops

Reporting Desk for SSR uploading

Visit to newly Accredited colleges of Goa by IQAC members

Webinars on New Education Policy

Submission of IIQA and SSR

12. 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
To conduct webinars on New Education Policy (NEP) 2020 for various stakeholders	2 Webinars conducted
Planning of IIQA and SSR Submission	IIQA submitted on 2nd March 2021 and SSR submitted on 21st April 2021
Formation of Reporting Desk	Reporting desk formed
To Plan Pre Peer-Team Visit	Pre PTV committees formed
To Plan Mock Visit	Mock Visit was conducted on 11th November 2021
To Plan Peer Team Visit	Peer Team Visited the campus on 25th and 26th November 2021

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Council	26/03/2022

14. Whether institutional data submitted to AISHE

Part A

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• Phone No.	09823515061
• Alternate phone No.	08322722500
• Mobile	09823515061
• IQAC e-mail address	iqac.sdcc@vvm.edu.in
• Alternate Email address	shami.pai@vvm.edu.in
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.damodarcollege.edu.in/aqar/
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• if yes, whether it is uploaded in the Institutional website Web link:	https://www.damodarcollege.edu.in/web/wp-content/uploads/2021/09/College-Academic-Calendar-2020-21.pdf

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Name	Date of meeting(s)
Governing Council	26/03/2022

14. Whether institutional data submitted to AISHE
--

Year	Date of Submission
2020	27/02/2020

15. Multidisciplinary / interdisciplinary
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16. Academic bank of credits (ABC):
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17. Skill development:

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18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
20.Distance education/online education:

Extended Profile

1.Programme

1.1	208
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1249
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	254
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	395
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	47
File Description	Documents
Data Template	No File Uploaded
3.2 Number of sanctioned posts during the year	47
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	30
4.2 Total expenditure excluding salary during the year (INR in lakhs)	8510847
4.3 Total number of computers on campus for academic purposes	110

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Teachers were appointed as members of Board of Studies (BoS) / BoS Sub-Committees and participated in syllabus revision. During the academic year, one teacher was the member of Board of Studies in Economics. Two teachers were special invitees to finalise the BCA Programme Structure and the syllabus of the courses.

The BBA(FS), B.Voc (Software Technologies), M.Com and PG Diploma in Finance & Taxation Programmes syllabus was updated and implemented.

Departmental meetings were held and courses were allotted to teachers for the following semester. While allotting courses, Department Heads (HoDs) and Programme Coordinators (PCs) followed the College guidelines, viz. (a) no teacher should teach a course for more than 3 years, (b) where there are multiple divisions, the course should be assigned to more than 1 teacher and (c) every teacher should teach preferably 3, or at least 2 courses.

Teachers prepared course outlines, showing weekly plans and implementation to ensure completion of syllabus and fulfilment of all requirements as per Ordinance.

These plans were approved by the HoD.

The Principal discussed student feedback with individual teachers.

The College has initiated Academic Audit for the B. Com programme to enhance the quality of teaching-learning-evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.damodarcollege.edu.in/downloads/agar/2020-21/Criterial/Index.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution had a well-planned academic calendar based on the academic term of Goa University.

The Examination Committee prepares a detailed calendar for each semester and for each programme which covers both - Intra-Semester Assessment (i.e. Continuous Internal Evaluation) and Semester End Examinations. The College uses Google Calendars to enable streamlining of activities and making the process paperless.

The calendar specifies the details of:

The mode of assessment and its process, submission of - ISA marks, lists of students eligible for entitlement marks (on account of NSS/NCC/Sports/Cultural activities), question papers for the Semester-End examination, declaration of results, personal verification and commencement of supplementary examinations.

All faculty members planned their lectures and other activities according to the calendar. This calendar was displayed on the College website and the Digital Display Boards, to make students aware of all assessment-related dates in advance.

Convenors of the various Committees/Councils/Cells/Clubs submitted their proposed plan of activities and budgets for the academic year.

The IQAC has prepared a template for reports which has to be submitted within 3 days of the activity completion, for inclusion in the college Newsletter. The Newsletter was uploaded on the College website and is an authentic record of activities conducted.

Academic calendar

<https://www.damodarcollege.edu.in/web/wp-content/uploads/2021/09/College-Academic-Calendar-2020-21.pdf>

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.damodarcollege.edu.in/college-academic-calendar/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

6

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

8

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

656

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In 2020-21, the College offered 208 courses across all its programmes. 72 courses have crosscutting issues as part of the curriculum. Of the 72 courses, 44.44% have a component related to professional ethics, 33.33% contain topics related to environment, 21.31% to health and wellness and 4.16% include gender-related issues.

All First Year students have to complete two 2-credit courses in Environmental Studies and the College offers 'Economics of Resources' (Generic Elective) at SY B.Com. In 2020-21, TY B.Com students completed projects on Work Life Balance, Agriculture, Awareness of Consumer Rights etc.

The ICC familiarized First Year students and freshly appointed staff with the major provisions of the POSH Act and sensitized them about sexual harassment.

The College conducted a 30-hour Certificate Course in Life Skills for First Year students, which covered areas such as Etiquette (Workplace and General), Gender Sensitivity, Emotional Intelligence, Values and Ethics, Nature and Environment, Health and Wellness, Exercise and Diet, etc.

During the year, NSS volunteers and NCC cadets observed International Yoga Day, World AIDS Day and Vanamahotsav. The NSS unit organized outreach programmes on Road Safety, Waste Management, Women's issues and Social Entrepreneurship.

Thus, all students of the College are sensitized on important crosscutting issues.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

507

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution **A. All of the above**

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criterial/1.4.1 Analysis.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criterial/1.4.1 Analysis.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1249

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

254

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Eight First Year Advanced learners were awarded the VVM Golden Jubilee Scholarship of Rs. 5000/-. The College joined Coursera Campus Student Plan and 44 PG students completed online certifications. Advanced learners were selected to participate in inter-college seminars, debates, quizzes, etc. -8 BCA students participated at a National Level Analytics Fest organized by St. Aloysius College, Mangalore ,1 B.Com student secured first place for the paper titled 'E-banking: A Smart Normal' presented at the One day National level e-Seminar on the theme 'Emerging Trends in Indian Banking Sector and its Economic Perspective during COVID-19 Pandemic' , 1 team secured first place in National Level Case Study Analysis Competition(Virtual) organized by Ashoka Business School, Nashik, Maharashtra and 04 PG students secured second place in the 'Business Plan Competition' organized by Dempo College. M.Com-II students held an orientation-cum-training session for 30 TY students who were preparing for the GU-ART exam. 5 advanced learners(PG) conducted Newspaper analysis sessions for 35 slow learners. Advanced learners have a book borrowing limit of 20 books as compared to the normal limit of 10 books.

College conducted remedial classes for these learners, and provided them with special guidance on one-to-one basis. Advanced learners helped slow learners through peer/buddy teaching. Sportspersons and academically weak students were counseled to opt for B.Com rather than B.Com (Hons.).

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria2/2.2.1_docs_link.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1249	47

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Teachers generally use a variety of experiential techniques, participative learning and problem-solving methodologies such as internship, project work, field trips, industry visits, etc. In 2020-21, due to the pandemic, teachers' choice of techniques was severely restricted - yet they tried to enhance students' learning to the maximum extent possible.

Thirty two Computer Science students and five M.Com students completed their internship. The Postgraduate Department organized four industry interaction sessions, one webinar, two workshops, thirteen guest lectures and one training session. The Department of Computer Science organized three industry interaction sessions, three webinars, six training sessions and three guest lectures. The Department of Commerce organized three workshops, six webinars and eleven guest lectures. The BBA(FS) program organized six webinars and twelve guest lectures.

Participative learning was practiced for ISAs - students prepared detailed financial statement analysis reports, collected primary data, carried out mock trading and prepared videos. The Computer Science students designed web pages, created theme based videos and tested codes.

Collaborative learning techniques used by teachers include newspaper analysis sessions, group projects, group assignments and research paper presentation and analysis.

Some examples of problem-solving methodologies include filing Income Tax returns, and assessing service quality of organizations using the SERVQUAL Model.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.damodarcollege.edu.in/downloads/agar/2020-21/Criteria2/additionainfolink.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College has excellent ICT infrastructure and equipment, which teachers put to good use. Teachers created digital content, which was stored on the College Network-Attached Storage (NAS) server. Question papers of past examinations are uploaded on the College website. Teachers used graphic tablets for online teaching in Mathematics, Financial Accounting, Cost Accounting and Taxation.

During the year, twenty two teachers created e-content in the 4-quadrant format for the Digital Integrated System for Holistic Teaching and Virtual Orientations (DISHTAVO) project of the Directorate of Higher Education (DHE), in areas such as Accounting, Finance, Management, Computer Applications etc.

Teachers used several platforms for teaching, learning and evaluation activities. Microsoft Teams was used to conduct lectures, upload content and accept assignment submissions. Fedena was used to upload students' attendance and marks. Google Meet was used to conduct webinars, mentoring sessions and project guidance.

B.Com students were trained to create blogs and digital storyboards. BBA(FS) students answered NISM and NCFM examinations and completed a certificate course in Digital Marketing. BBA(FS) and B.Com students completed add-on courses in Tally ERP 9 and MS Excel. M.Com students were trained to use statistical software packages such as SPSS, Gretl, Mendeley and E-views; they also completed courses from Coursera.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

43

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

47

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

16

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

488

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

At the start of the Academic year, the Examination Committee circulated the Examination Manual and Assessment Grid to all faculty members. These have been prepared by the Examination Committee to ensure uniformity in assessment and adherence to all Ordinances

Transparency was ensured in several ways. The Assessment Calendar was displayed on the College website and students made aware of all assessment-related dates well in advance. After the ISAs, students were shown their answerbooks, so that they could check their performance. ISA marks were entered on Fedena, so that students and parents could check their marks. After the SEE, students could apply for personal verification and check their assessed answerbooks.

As regards frequency, the College conducts at least as many ISAs

as are required by the relevant Ordinances (2 for B.Com, 4 each for BCA, BBA(FS) and B.Voc.); besides these, additional ISAs were arranged for students who either missed the regular ISA.

Teachers adopted a variety of modes of assessment for the non-test ISA, such as presentations, interviews, practical assignments such as analysis of annual reports, filing of tax returns, mock trading, etc.

In 2020-21, on account of the pandemic all exams were conducted internally in the online mode, using Microsoft Teams, Fedena and Google Classroom.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.damodarcollege.edu.in/web/wp-content/uploads/2021/09/College-Academic-Calendar-2020-21.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The B.Com and BCA Ordinances provide for personal verification of answerbooks at Semesters I-IV. The process of settling internal examination-related grievances is time-bound and efficient, with redressal taking less than 20 days. The Notice for personal verification was displayed the day after declaration of results, students were given 7-10 days to apply and the date for personal verification was fixed after 5-7 days. Thus the entire process of personal verification was completed within 15 days from the declaration of the result. Although not required by the Ordinance, in the interest of transparency, the examiners concerned explained to the students the marking scheme and the rationale for the marks assigned.

After Personal Verification, the student has to state whether he/she is satisfied/not satisfied. During 2020-21, six students had exam-related grievances. After personal verification of their answerbooks, they declared that they were Satisfied with the assessment; hence no further procedure was required - no case was referred to the Examination Grievance Redressal Committee. These grievances were redressed within an average time span of eighteen days.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.damodarcollge.edu.in/grievance-redressal-cell/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College has displayed all Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) on the website. At the Principal's welcome-cum-orientation address on the first day of the year, students were made aware of these outcomes. Teachers studied the POs and PSOs and drew up the Course Outcomes of the courses allotted to them in a manner so as to ensure that POs, PSOs and COs were all in alignment. They then prepared their course outlines, ensured attainment of these outcomes through their classroom sessions, assignments, projects, etc. Add-on courses were offered based on the POs.

Teachers made students aware of the Course/Learning Outcomes when they shared and discussed the Course Outlines during the first session of the semester. Teachers planned and designed their classroom sessions around these outcomes. They also used appropriate pedagogies that involved participatory learning, collaborative learning, problem-solving, practical sessions, etc. targeted towards attainment of these stated outcomes.

Flipped learning, case studies, student seminars, peer learning, - teachers used these techniques to improve students' understanding of concepts and principles. For some courses, teachers engaged students in group discussions, debates, class presentations, seminars, quizzes, blogging, digital storytelling and made students perform role plays/skits to enhance understanding of the courses.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.damodarcollege.edu.in/downloads/agar/2020-21/Criteria2/2.6.1_supporting_docs.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Teachers framed course outcomes relating to acquiring knowledge, understanding concepts, principles and practices, application of knowledge to real-world situations, analysis of situations, etc. The College assessed attainment of these outcomes through formative assessments (ISAs) & summative assessments (SEE/ESE). Teachers adopted innovative evaluation techniques for non-test assessments that were conducted in the form of practical assignments. i.e. questionnaire and survey method, application of derivatives and integration in daily life, research paper analysis, preparing business plan, analysis and interpretation of financial statements of companies, preparing contract accounts/ cost sheets for tenders and quotations floated on newspapers, product creation and advertisement, business valuation reporting etc.

Some Test-ISAs were conducted in the form of MCQs, Case study analysis, Open Book Assessment which tested knowledge, critical thinking ability, research and analytical skills.

Various co-curricular and extra-curricular activities were organized to help in the attainment of Programme Specific Outcomes.

The College also has a system of internal controls in place to ensure the achievement of learning outcomes: i.e.

1. Course outlines are checked and approved by HoD on regular basis to ensure adherence to lecture plans.
2. Regular mentoring sessions with mentees to identify academic and other issues.
3. Remedial classes for weaker students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria2/2.6.2_paste_link_for_add_info.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

375

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria2/SDCCE_Annual_Report_2020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.damodarcollege.edu.in/naac/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College promotes entrepreneurship among students and has taken several steps towards creating an environment for innovations and

knowledge creation.

The E-Cell in association with the Centre for Incubation & Business Acceleration, Goa invites entrepreneurs to ignite entrepreneurship among students. In 2020-21 the cell organized a Workshop on Social Entrepreneurship for Higher Educational Institutions and Webinar on Business Canvas Model.

During 2020-21, 14 workshops/seminars/sessions were conducted in association with IIC, these focused on exploring innovative ideas and building entrepreneurial skills, setting up a business venture and exploring innovative ideas.

The Incubation Centre was set up under RUSA for discussions, meetings with their project guides & brainstorming sessions.

On 2nd August 2021, Incubation Centre Development plan was submitted Forum for Innovation Incubation Research and Entrepreneurship (FiIRE) to invite their collaboration to assist in creation of self-employment opportunities for students, to enhance the economic health of the region and meet the demands of society and industry.

The Career Cell organized 15 career focused webinars for the students to create awareness about emerging areas of entrepreneurship.

Rs.75,000/- donated by Prof. Suhas Mulay Smriti Pratishthan is available to be utilized for innovative activities and transfer of entrepreneurship related knowledge.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria3/3.2.1_Links_for_additional_Information.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

33

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://www.damodarcollge.edu.in/naac/research/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Despite the pandemic, the NSS Unit organized a street play, health check-up, distribution of sanitary napkins, a blood donation camp, a talk on nutrition and physiotherapy, and also felicitated COVID-19 warriors at Margao railway station. The Unit organized a tree plantation drive and a plastic waste collection drive. NSS volunteers used social media platforms to share content that they created on vector-borne diseases, drug abuse and illicit trafficking, personal hygiene, water conservation, and blood donation.

At Seraulim - the adopted village - NSS volunteers undertook cleanliness and hygiene awareness programmes under the Swachh Bharat Student Internship, and the Women's Cell sponsored eco-friendly sanitary pads for 50 women, and enacted a skit on 'Online Safety for Women'.

The Women's Cell organized a National Webinar, 'Women Entrepreneurs: Untapped Reservoirs of Talent'. The BBA(FS) Department organized a Webinar, 'E-Filing of Income Tax Returns' for women entrepreneurs and a virtual session on 'Sustainable Waste Management'. BBA(FS) students created demonstration videos on using Goa Online portal's e-services and uploaded DIY videos on social media platforms to create awareness on environmental issues.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/campus-life/nss/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

15

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

644

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

16

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

A. DIRECT LEARNING FACILITIES

College has 28 ICT enabled classrooms with UPS backup. There is an air-conditioned 80-seater Smart Classroom having a smart podium and an interactive screen. During the pandemic, 7 recording rooms were set up with LAN connectivity. There are 4 computer laboratories and a UGC Network Resource Centre housing 104 systems.

College has provided teachers with 25 laptops and 9 graphic tabs. Students and teachers have access to a NAS server for storing learning resources and Library data.

B. LEARNING SUPPORT FACILITIES

The College Library houses over thirty four thousand books, periodicals, journals, CDs along with e-resource subscriptions. Students also use the PC-cum-TV Vigyankosh mounted in the Reading Room for collaborative work. The College has a well-equipped Research Room that can seat 6 research scholars. A 250-seater Auditorium is used for seminars/conferences and major activities. The College has an adequately equipped Incubation Centre, Skill Development Centre and a Meeting room. The administrative and teaching setup comprises of 4 staffrooms and space for Counsellor's Cabin, Principal's and Vice-Principal's Office, administrative Office, Examination Room, IQAC Reporting Desk and Sport Director's office.

A surveillance system covers the entire premises and a 250 KVA

Diesel Generator provides uninterrupted power backup.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/campus-life/infrastructure/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sports:

The College has a Multipurpose Hall utilized for all indoor sports and games. It houses a wooden badminton court and facilities for - table-tennis, taekwondo, carom, chess, weightlifting, power lifting, tennikoit and yoga. It is a venue for Inter-Collegiate and Intra-Mural events.

Two playgrounds are used for outdoor sports, practices, intra-mural competitions and inter-college events. The College makes arrangements for the lawn tennis, cricket and basketball teams to utilize the facilities at neighbouring clubs and a school.

Gymnasium:

The College has a well-equipped Gymnasium, including a 4-station Multi-gym, a motorized Treadmill, a weighing scale, dumb bells , dumb bell stand, bar weight plates, 25 mm thick bar, medicine balls, step board, kettle bell, Leg curl & leg extension and an exercycle.

Cultural Activities:

Intra and Inter-College activities such as singing, dance, fashion shows, skits, painting, poster-making, mehendi, wealth out of waste, Farewell function, Graduation Day etc. are organized in the Auditorium and Multipurpose Hall. The Smart Classroom is utilised for debates, elocution, quizzes and workshops for students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/campus-life/cultural-council/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

30

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/campus-life/infrastructure/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

50.97

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College has adopted NewGenLib as its Integrated Library Management System , which is regularly updated.It has several functional modules such as Technical Processing, Circulation, Acquisition, Serial Management, OPAC, Administration, Queries, and Utilities.

All books are bar-coded, for quick and error-free circulation transactions.

The Library is a member of INFLIBNET N-List Consortium and National Digital Library of India (NDLI) and Indiastat.com database. During the pandemic the NDLI Club and Readers' Club organized virtual activities such as book exhibitions, competitions,webinars, quizzes and informative videos.

The Library webpage on the College website has a knowledge portal, subject gateways, books to read, and CareerZone.

The Library has QR Codes for 10 Library applications viz. Books to Read, New Arrival of Books, Question Papers, NDLI Club, Digital Library, Subject Gateways, Knowledge Portal, Media Coverage, Syllabus and Published papers.

The library has offered internship to 3 BLIS and MLIS students of Goa University and IGNOU. The interns setup a school library in a Cuncolim village as a part of their internship project. The Library and Reading Room are Wi-Fi enabled and have a wall-mounted PC-cum-TV 'Vigyankosh' workstation and 5 laptops for students' use.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.damodarcollge.edu.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.30

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

4

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has 35 desktops and 81 laptops placed in laboratories and some are issued to teachers.The NAS server was upgraded in 2020.31 LCD projectors are mounted in all the classrooms, computer laboratories, and 1 is kept for portable use. The College has a smart podium with an interactive screen and sound system. During

the pandemic, the College acquired 9 pen tablets, 3 wide angle HD webcams and 10 noise cancellation microphones. The College has a leased line internet connection with 1:1 condition and LAN configuration speed of 100 Mbps/1000/Giga; with the bandwidth of 100 Mbps.

College campus is Wi-Fi enabled. The College CCTV system has been expanded and upgraded by adding IP cameras, IP Night vision cameras and has enhanced its printing facilities with a colour printer, Identity Card Printer and 9 Digital Display Boards (DDBs). The College has set up an Internet Protocol Private Branch Exchange (IPPBX) system, with a mix of IP Phones and analog phones. 26 UPS have been purchased to support the IT setup. College has software that is essential to use the IT equipment, antivirus software, Tally ERP, campus management software and Corel Draw.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollge.edu.in/campus-life/infrastructure/

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

73.27

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Classrooms and computer laboratories are assigned to specific classes. The smart classroom and auditorium are used for student seminars and activities, certificate courses, guest lectures, placement training, etc. Slots for the same are booked through Google Calendar.

The Library and Reading Room are open from 8:00 a.m. to 4:45 p.m. every day. Open access to the Library collection and a borrowing limit of 10 books per student has ensured optimal utilization of this invaluable resource.

The Maintenance Policy lays down procedures for various categories of movable and immovable assets. The college has fire insurance policy and has assigned the responsibility of maintenance of all assets to the college office. The college has created two dedicated email ids: support.sdcce@vvm.edu.in, itsupport.sdcce@vvm.edu.in to report non-functioning of any facility by the staff members. The designated staff carries out regular inspections and ensures timely maintenance and repair of assets. The College follows the General Financial Rules for all purchases, award of Asset Maintenance Contracts (AMCs), etc.

Vidya Vikas Mandal (VVM) and its designated committees look after the campus. The site engineer oversees the ongoing construction and civil maintenance works. Pre-monsoon maintenance is undertaken

annually during April-May. The buildings are painted every 5-7 years. Sports equipment and facilities are maintained by the VVM Sports Governing Council.

Campus security is ensured by CCTV surveillance and by outsourced security services. Cleanliness of the buildings, garden, surroundings, etc. is taken care of through outsourced housekeeping services. Inspection and maintenance of the sump, overhead tanks, and water facilities are done regularly.

The College canteen is maintained by the contractor and is periodically inspected by VVM's Canteen Committee to ensure cleanliness and hygiene. Fire extinguishers and the campus firefighting equipments are checked and maintained periodically.

The maintenance of elevators, generators, photocopiers, ACs etc. is ensured by entering into an AMC after expiry of warranty. The designated Office staff ensures timely servicing and maintenance works as per the AMC. Minor electrical repairs are carried out by the College Multi-Tasking Staff (MTS) who is ITI-trained or calls an outside electrician for major repairs.

Furniture and fixtures are inspected by the designated Office staff and repairs are attended to immediately. Unserviceable furniture items are written off and disposed, after following proper procedure.

The System Administrator and lab instructors inspect all IT equipment and repairs are attended immediately. Unserviceable equipment is disposed, after following proper procedure. Minor repairs are carried out in-house and vendors/service-providers are called for major issues. The IT Committee takes decisions with regards to upkeep, purchase and disposal matters as per the IT Policy.

Licenses of all software are renewed regularly. Maintenance of the Internet leased line, Software, CCTVs, Printers, UPS, etc is the responsibility of the vendor and/or service providers. Library Physical Stock Verification Process and weeding out of old, unused and damaged books/journals/magazines is carried out annually. Disposal of stock is done after following proper procedure. The Library MTS looks after regular cleanliness and maintenance of bookshelves.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollge.edu.in/download/s/agar/2020-21/Criteria4/4.4.2 List of Policies Manuals and their Web Links.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

46

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

56

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://www.damodarcollge.edu.in/newsletter/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1010

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1010

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

17

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

64

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

33

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

6

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The College involved students in decision-making by nominating them to various councils/committees/cells/clubs based on their proven interest and talent in the specific areas.

The Internal Complaints Committee had the Ladies Representatives of Students' Council and Cultural Council, and the General Secretary as ex-officio student-members. Along with the Gender Champions, they assisted in conducting events aimed at sensitizing students and creating awareness about gender related issues.

The statutory Anti-Ragging Committee, constituted to ensure a ragging-free campus, had 2 student-members.

The student-members on the Executive Committee of the Students' Consumer Cooperative Society helped in its functioning by undertaking various tasks.

The student members of the IQAC, Library Committee and Examination Committee offered suggestions and feedback.

Student members of the NSS Advisory Committee and Placement Cell helped in planning and conduct of various activities.

Students are abundantly represented on the Students' Council, Cultural Council and Sports Council. Due to the pandemic this year, they have innovated and organized a large variety of online events.

Student-members of the Activity Clubs and the Women's Cell helped the teachers conduct a host of activities throughout the year.

The Institution's Innovation Council has 15 student-members who have participated in activities organized to promote entrepreneurship.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/#
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

53

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Shree Damodar College Ex-Students Association was registered on July 1, 2016, with a seven-member Executive Committee (EC). The alumni have been very active and involve themselves in decision making, thus becoming an integral part of the College and its functioning. They are appointed as members of the Board of Management, College Governing Council and the IQAC. 15 teachers and 9 non-teaching staff members are also College alumni.

Alumni contribute to the College in many ways:

16 of our alumni were invited during 2020-21 to deliver guest lectures in their areas of expertise such as Accounting,

Insurance, Financial Management, Investment Planning and Cyber Security, to participate as resource persons for sessions on career counseling and life skills, industry interaction programmes and workshops.

Some of our alumni have offered placements to current students, and have contributed towards endowment of prizes and scholarships. During this year, one of our alumni has contributed an amount of Rs. 15,000/- towards payment of tuition fees of 2 needy BBA(FS) students.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/alumni-registration/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: The College sees itself as a torch-bearer imparting total quality education.

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

The overall approach to governance is one of decentralization and trust. The Board of Management (BoM) and the Governing Council (GC) provide direction for the functioning of the College and prepares plans for infrastructure upgrades and introduction of policies and SOPs.

A vision document Damodar@50 has been created for the Golden Jubilee year of the College in 2022-23

Teachers are members of various VVM Committees. The GC, consists of 12 members, who take decisions on all matters relating to the College. A nine teacher member IQAC, meet frequently to decide on various aspects of the functioning of the College.

Purchase and Disposal Committee decides on all matters relating to purchase and disposal of durable assets, purchase of software, etc.

All Committees decide and implement their plan of activities as well as their budgets for the year. A seven member Digital Teaching-Learning-Evaluation Committee was constituted after the COVID-19 outbreak, to decide upon the modalities of online teaching and evaluation.

File Description	Documents
Paste link for additional information	https://www.damodarcollge.edu.in/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Academic E-Content Development:

Due to Covid-19 and the need for quality and efficient remote learning, Digital Teaching Learning Evaluation (DTLE) Committee was created during the academic year 2020-21. The most significant outcomes of the Committee have been the creation of student-centric e-content for learning through constant feedback, improvisations and engagement of innovative teaching-learning and evaluation pedagogies for the enhancement of learning orientations.

DTLE Committee met regularly to discuss issues related to digital teaching-learning and evaluation and proposed relevant improvements and productive developments towards the same.

To implement the decisions taken by the DTLE Committee the necessary training sessions were organized by the College for its faculty members on the topics namely, 'Digital Tutorial Creation

Fundamentals and Process', 'Graphic Designing/Graphic Asset Creation Needed for the Tutorials', 'Video Creation and Editing' and 'Innovative Tools for Teaching and Learning' for the faculty members.

After completion of the training programs, all the staff members implemented the decisions taken by the Committee. Monitoring was done through feedback taken from the staff members and from students through mentoring. The identified issues were then considered in the subsequent Committee meetings and necessary decisions were taken for the improvement of the same.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/teachers-training-programme-on-digital-content-creation-for-online-classes/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has prepared a Vision document, Damodar@50 for its 50th anniversary in 2023. Several measures were taken towards deployment of this Plan.

Students completed certificate courses such as Life Skills Course (66), Practical Aspects of Income Tax for Individuals (52), Fundamentals of Digital Marketing (21), Advanced Excel (21), Research Methodology (26), GST Law and its Compliances (62), NSE Academy Certification in Financial Markets (40), NISM Online Certification Exam (98), Problem Solving and Critical Thinking (37) .

The College organized 7 industry interaction programmes, 39 Guest lectures, 16 Webinar sessions, 7 Training programs. 39 students and 4 faculty completed courses on Coursera. MOUs were signed with NASSCOM, Goa Electronics Limited, and The Magic Data. 37students completed internship.

11 teachers attended FDPs for updation of their subject knowledge.A Proposal was sent to Forum for Innovation Incubation Research and Entrepreneurship (FIIRE) for utilisation of the College incubation centre.3 NSS volunteers attended the National

Integration Camp and the National Youth Parliament .

Ramps, a lift, a disabled-friendly washroom and signages were provided for differently-abled persons.

College alumni paid the fees of 2 students amounting to Rs. 15000/-.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.damodarcollege.edu.in/campus-life/infrastructure/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Board of Management (BoM) met once in two months and took several policy decisions.

The Core Committee met as per need and deliberated on matters relating to development of infrastructure, resource mobilization, expansion, etc.

The Governing Council (GC) met 7times during 2020-21 and approved proposals for purchases, e-governance report, annual report, budget, and other such matters.

The administrative set-up and reporting within the College is as indicated in the Organogram.

In matters of appointment and service rules, the College follows Goa University Statutes for teaching staff and Recruitment Rules (RRs) of the Government of Goa for non-teaching staff. The College maintains the post-based roster for all Regular and Contract basis posts in the aided programme, which is periodically verified by the Directorate of Social Welfare and the Directorate of Tribal Welfare. During 2020-21, the College appointed one MTS (reserved for Children of Freedom Fighters) on regular basis

For self-financed programmes the College follows Goa University Statutes for appointment of teachers and Government of Goa RR for

non-teaching staff.

The College complies with GFR 2017 in respect of purchase of goods and services and disposal of assets.

The College has a Public Grievance Officer and a Grievance Redressal Cell.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria6/6.2.2_merge_pdf.pdf
Link to Organogram of the institution webpage	https://www.damodarcollege.edu.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The College has the following welfare measures for staff. Regular/Permanent employees who have availed the facilities during the period are Children Education Allowance (6), Leave Travel Concession (1), Childcare Leave (1) Earned Leave (31) and Half-Pay (Commutated) Leave (13).

VVM has extended the following benefits for staff of Self-Financed Programmes:-

Teaching Staff who have complete 3, 5 or 7 years of service with the College are granted tenure contracts . The College has extended the facility of 8 days Earned Leave for all teaching staff who complete 3 years with the College.

Non-teaching Staff are reappointed with an annual performance-based increment of 8-12%, they are eligible for 8 days Earned Leave per year after one year and subsequently 15 days per year. Their salaries were revised in 2020.

Some additional welfare measures include Health Checkup Camps have been organized for the entire staff in 2020 twice in the year.

VVM Employees' Cooperative Credit Society provides loans at a concessional rate of 10.5% and also accepts deposits at the rate of 8.5% to the members of the society.

The Recreation Cell celebrates festivals and organizes activities like farewell function for retiring members of the college.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/agar/2020-21/Criteria6/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

8

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

11

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teaching Staff

The College follows the appraisal scheme laid down by Goa University Statutes, viz. Performance Based Appraisal System (PBAS). Faculty members submit their PBAS forms at the end of the Academic year which are checked and authenticated by the IQAC, and signed by the Principal. Dr Maithili Naik's Career Advancement Scheme (CAS) was done in 2020 .

Non-Teaching Staff

1. The performance of non-teaching staff is recorded in the Confidential Reports prepared by the Head Clerk and reviewed by the Principal. The College follows the appraisal scheme laid down by Directorate of Higher Education. The Confidential reports are prepared at the end of March for every year. The time period considered is 1stApril - 31st March. After every 10 years of service, MACP (Modified Assured Career Progression) is granted to an employee (upto a maximum of 3 times in the service period).
2. In the case of non-teaching staff in the self-financed programmes, an appraisal committee comprising the Principal, Vice Principal and Executive Secretary of VVM review the performance of these staff members and recommend the quantum of increment (between 8 and 12%)

File Description	Documents
Paste link for additional information	https://www.unigoa.ac.in/uploads/content/VIth%20Pay/Not.%20FILE_3_SSA_6_Annexure%20File%202.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

An external auditor conducted the statutory financial audit of the College after the close of the financial year. The accounts of all programmes were finalized by end-June, and submitted to the auditor. The auditor audited the Income-expenditure statements and the balance sheets. The audited statements were duly signed by the Authorized signatories and the Chartered Accountant

The Audit involved checking adherence to regulations, procedures and policies, auditing receipts, journal, payments, purchase, contra vouchers, verifying the salary payments, TDS, Income Tax, GPF, NPS and other deductions from salary. There were no objections from the auditor; however some clarifications which were sought were immediately replied to and the matter closed. The audited accounts were placed before the VVM AGM and aided programme accounts were sent to DHE in October 2020.

The DHE carries out Government Audit to check utilization of salary and non-salary grants, and Office adherence to procedures. The Government administrative and financial audit for the period 2012-13 to 2019-20 began in March 2021 and the report was received in November 2021.

Although there was no formal Internal audit, all expenditures were routed through the VVM Executive Secretary before settlement, who checked adherence to procedure, admissibility, etc.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria6/SDCCE_Statement_of_accounts_20-21.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

Nil

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Resource mobilization policy encompasses:

A. Planning Infrastructural requirements:

The BoM plans financial requirements for all academic programmes to meet affiliation requirements and provide administrative support.

B. Funds Mobilization: On the basis of student intake Resource Mobilization Plan is prepared.

C. Monitoring Utilisation of funds:

For routine purchases when items are delivered and the bill presented for payment, the concerned LDC, UDC and the Accountant scrutinized, verified and send for approval of Principal and the bill is settled through Net Banking.

1. The College receives the salary grant for staff of the aided programme from the Directorate of Higher Education. Staff members appointed under the self-financed programmes are paid salaries out of fees.
2. For non-salary expenses, the College is entitled to an annual grant of Rs. 35 lakhs from the DHE in addition to the fees collected from students an additional grant of Rs. 15 lakhs are available for Housekeeping and security services.

D. Optimal Utilization

All non-routine financial transactions and purchases are made after approval by the GC/BoM. The College calls for Limited Tender Enquiries or Quotations and selects the lowest quotation.

The BoM monitors the overall utilization of funds.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria6/6.4.3_RESOURCE_MOBILISATION_POLICY.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

2 practices institutionalized as a result of IQAC initiatives are

1. Improving the Industry-Academia Connect:

Guest faculty from industry were invited to deliver lectures on a topic within the syllabus to increase students' exposure to industry and enhance their practical knowledge.

49 BCA students were mentored by industry professional Mr. Mohsin Shaikh, CEO of Haztech by engaging 02 hours online session with the students to discuss the applicability of their ideas.

14 guest lectures, 06 industry interaction sessions, 08 webinars, 05 Courses of 30 hours were conducted to provide addition skills in the areas of Advanced Excel, Life skills and various NCFM modules.

2. Use of ICT:-

The IT infrastructure is optimally utilized to support academic and administration functions.

Academic Activities:

E-content created by teachers is stored on the College NAS server. Fedena/Google Classroom / Microsoft teams are used for online learning and teaching. Students access Library e-resources through laptops in the Reading Room.

Administration

Admissions are online and payment of fees is through digital mode only. Fedena is used for student registration, timetable creation, attendance, SMS generation, examination management including online form filling. Notices for students were displayed on college website and Digital Display Boards at different locations.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria6/6.5.1_1_link_for_additional_info.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Digital Teaching Learning Evaluation / E - Content

The College established Digital Teaching Learning Evaluation Committee during the academic year 2020-21 to deal with the challenges during the pandemic. The committee conducted various training sessions on: 'Digital Tutorial Creation Fundamentals and Process', 'Graphic Designing/Graphic Asset Creation Needed for the Tutorials' and 'Video Creation and Editing'. The most significant outcomes of the Committee have been the creation of student-centric e-content for anytime, anywhere learning through constant feedback and improvisations, by engagement of innovative teaching, learning and evaluation pedagogies for the enhancement of learning orientations.

Microsoft Teams is used for teaching and learning by using a standardised Power Point presentation for each subject. The Learning Resource Management Team and the Reprographics Team were created to assist the faculty in creating e-content.

The College teaching staff has created e-content for the following number of modules: Management - 17, Accounting - 32, Marketing - 08, Costing - 12, Entrepreneurship - 05, Economics - 54, Banking & Finance - 16 and Computer Application - 02, Digital Integrated System for Holistic Teaching and Virtual Orientations (DISTAVO), the State Government launched Web portal.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/teachers-training-programme-on-digital-content-creation-for-online-classes/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://damodarcollege.edu.in/downloads/nac/criteria6/6.5.3_Annexure_1_SDCCE_Annual_Report_2020_21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender ratio is at healthy 1:0.99 among students and staff.

The College made concerted efforts towards Gender Equity and Sensitization through:

Curricular activities

Students learnt about sex ratio, missing women, women entrepreneurship in Indian economy and Entrepreneurship Development course.

Co-Curricular activities

Women's Cell conducted awareness activities on sexual harassment, women empowerment, gender equality, online safety and distribution of eco-friendly sanitary pads. Women's Cell in association with Goa State Commission for Women conducted National Webinar on 'Women Entrepreneurs: Untapped Reservoirs of Talent' by Ms. Mahalakshmi Saravanan, internationally recognized social-entrepreneur, and TEDx Speaker. Two Gender Champions were also nominated.

College enrolled girls in both NCC units. A lady Assistant Professor was appointed as Caretaker Officer of NCC(Navy). In all College committees Ladies adequately represented.

College conducted outreach activities in collaboration with Mahila Mandal on E-filing of Income Tax Returns and sustainable waste management.

Facilities on Campus

Campus is under CCTV surveillance. Code of Conduct for students is displayed on the website.

The girls common room is equipped with sanitary-napkin dispenser and incinerator.

Through mentoring system, students get individual attention from their teacher-mentors and may be referred to the counsellor, if required.

File Description	Documents
Annual gender sensitization action plan	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria7/7.1.11genderplan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria7/7.1.1relevantdocument.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College does not generate liquid waste, biomedical waste or hazardous chemical and radioactive waste.

College has 4 bins for waste collection by Waste Management Corporation. Compost bins are placed outside the canteen to house the wet waste. The amount of paper used on campus has reduced significantly due to, internal communication by email, two-sided printing and photocopying, use of Digital-Display Boards, staff leave and parents, students communication through Fedena, Digital student assignments, Past question papers stored on NAS server and Online applications for vacancies.

College follows the three Rs of environment protection- Reduce, Reuse, Recycle. College was certified as the first College in Goa to dispose of e-waste as per Govt. of India E-Waste (Management) Rules. Since then, College disposed of e-waste by handing it over

to parties authorized by Goa Pollution Control Board.

College switched from desktop computers to laptops to avoid use of keyboards, mouse, etc. College used single-large UPS instead of multiple smaller units and refilled printer cartridges are used instead of fresh ones. A centralized printer is used by all staff. Reusable parts of IT devices were retained and used to fix other similar products.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **C. Any 2 of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Admission to the College is based on merit and in accordance with the Reservation Policy of the Government of Goa. In the year 2020-21, the following number of students were admitted from the reserved category to different Programmes.

FYBBA(FS): - ST-07, OBC-08

FYBCA: - SC-03, ST-07, OBC-05

FYBVoc(ST): - ST-01, OBC-03

FYBCom: - SC-04, ST-18, OBC-36

In the Self-Financed Programmes, students from disadvantaged economic backgrounds were allowed to pay fees in four installments and the College tries to find donors to support these students financially.

While recruiting staff, the College complies with the reservation policy and the staff roster. In 2020-21, the College has made the following recruitments from the disadvantaged communities:

Contract- Basis:

Teaching staff: ST - 01, OBC - 02

MTS: 01

Under the Ek Bharat Shreshtha Bharat (EBSB) initiative, Goa has been paired with Jharkhand. The NSS Unit and the EBSB Club

observed Rashtriya Ekta Diwas, Sardar Vallabhbhai Patel birth anniversary and Matrubhasha Diwas - International Mother Language Day.

The Recreation Cell organized a Virtual Ganesh Chaturthi, Diwali, and Christmas celebrations in which all staff participated. The NCC Navy Wing conducted an Online Awareness Campaign on Atma Nirbhar Bharat Abhiyan through various social media platforms.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

On Constitution Day, all students and teachers took a pledge and read the Preamble to the constitution, messages on Fundamental duties of Citizens were posted on social media and updated as WhatsApp status.

NCC cadets, NSS volunteers, and the staff have rendered invaluable service during the COVID-19 outbreak. Two students from our college participated in the National Integration Camp organized by S.S. Jain Subodh College of Global Excellence, Sitapura, Jaipur, Rajasthan.

The Women's Cell and ICC organized a session on POSH Act, Online Poetry Writing Competition on the theme 'Women Empowerment' and Mask Painting Competition on the theme 'Gender Equality'. The EBSB Club launched a short film 'SHERNI-BRIGHT DAUGHTERS OF JHARKHAND' on International Women's Day.

To value and preserve our rich cultural heritage, two videos namely- 'GRANTHGANGA- A Virtual Exhibition of Konkani books' and 'A short film on the life of Bakibab Borkar' were launched on the occasion of Matrubhasha Diwas.

To protect and improve the natural environment, the Nature Club -Vasundhara - organized Vanamahotsav, Water Conservation Drive, session on promotion of waste management and use of medicinal plants. To develop humanism, the Value Education Cell held sessions

on HIV AIDS, Yoga for Health, Stress Management.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.damodarcollege.edu.in/download/s/aqar/2020-21/Criteria7/Details_of_activities_that_inculcate_values_necessary_to_render_students_in_to_responsible_citizens.pdf
Any other relevant information	https://www.damodarcollege.edu.in/download/s/aqar/2020-21/Criteria7/Other_Relevant_Information.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

A. All of the above

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College celebrated International Dayssuch as International

Mother Language Day, International Women's Day, International Day of Yoga, International Friendship Day, World Toilet Day, International Day against Drug Abuse and Illicit Trafficking, and International AIDS Day.

The important National Days like Independence Day, Republic Day, and Goa Liberation Day, were celebrated and activities like patriotic Quiz, online collage making and video making competitions, speeches and songs- on the theme "India @75".

The Sports Council organized a National Webinar on "Developing a Healthy Lifestyle" to mark National Sports Day. NSS Day, NCC Day and National Commerce Education Day were also observed.

National Youth Day - the birth anniversary of Swami Vivekananda, Martyrs' Day, Teachers' Day were celebrated with enthusiasm and reverence. The birth anniversary of Sardar Vallabhbhai Patel is celebrated as Rashtriya Ekta Diwas. The Department of Library and Information Science launched a Virtual Book Exhibition on Biographies to mark National Librarians' Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE I: DIGITAL TEACHING LEARNING EVALUATION COMMITTEE

1. Title of the Practice: Digital Teaching Learning Evaluation Committee

2. Objectives of the Practice

- To facilitate access to learning through use of Technology in education
- To assist faculty members design and develop creative e-

content

- To enhance the teaching and learning experience by implementing interactive methodologies.
- To promote ICT-based evaluation techniques

3. The Context

The ongoing COVID-19 pandemic has played a critical role in promoting the shift from classroom to cloud. Even before the pandemic, teachers of the College had prepared e-content, which was uploaded on the NAS (Network Assisted Storage) server. This content could be accessed by teachers as well as students. The pandemic hastened the process of digital teaching and learning in the College. In other words, the pandemic acted as a catalyst.

The College set up a Digital Teaching Learning Evaluation Committee (DTLEC) at the very start of the academic year 2020-21. The Committee was tasked with deciding how best to reach out to students by way of online classes, given that this was a totally new experience for all of them. The Committee was asked to identify training needs of teachers, suggest trainers, recommend hardware that would be required for prolonged online classes, propose learning platforms, etc.

4. The Practice

The DTLEC is headed by the Vice-Principal of the College and has as its members, the IQAC Coordinator, the Head of the Department of Information Technology, and all the Programme Coordinators. The Committee met regularly to discuss the issues related to digital teaching-learning and evaluation and made recommendations in respect of all its terms of reference.

The College implemented the following decisions of the DTLEC:

- Following sessions were conducted on recommendation of DTLEC
 1. Workshops by Mr. Roshan Raykar, an expert in graphics designing and animation on Digital Tutorial Creation Fundamentals and Process, Graphic Designing/Graphic Asset Creation Needed for Tutorials and Video Creation and Editing.
 2. A Training session on the use of software - Moviemaker, Screen Recorder, and Adobe Premiere tools.
 3. A Faculty Development Programme on 'The use of Zoom Platform for Online Classes' by Nirmala Institute of Education, our

MoU partner.

- A common Microsoft PowerPoint template has been made and used across the College. A Learning Resource Management Team (LRMT) and Reprographics Team were created to assist the faculty in creating e-content. The LRMT comprising the Online Learning Coordinator and the IT Support Team designed the template while the Reprographics Team assisted in the graphics designing. The e-content coordinator checked all the PPTs and accordingly reported to the Principal and the Online Learning Coordinators.
- The committee suggested creating email ids for all the students with college domain, this decision brought about ease and uniformity in the communication process. The email ids were used for corresponding with the students with regards to notices, conduct lectures on Microsoft Teams, conduct of online exams etc.
- During a lecture lasting for an hour, the first half an hour of the lecture was devoted to covering the syllabus whereas, during the remaining half an hour, the class was engaged through different activities like Interactive Quiz, Role Play, MCQs, Online Test, Scenario-Based Learning, Mock Ups, etc
- On the recommendation of the committee the College purchased graphic tablets, noise cancellation mikes and webcams. Seven recording rooms were created to assist teachers in online lecturing.
- The Directorate of Higher Education, Govt. of Goa, launched a Web portal - Digital Integrated System for Holistic Teaching and Virtual Orientations (DISHTAVO). As part of this initiative by the DHE, the B.Com faculty members have created e-content for several modules.

5. Evidence of Success

The decisions taken and recommendations put forth by the Committee brought ease in implementing digital teaching-learning for the students and the faculty members. The same is evident from the success of the initiatives of the Committee;

- The sessions conducted helped the teachers in content creation, lecture recording and using online platforms for successful conduct of lectures during pandemic.
- The use of common Microsoft PowerPoint template as suggested by the committee has helped in creating a standardised institutional E-content repository which can be accessed by

students and teachers.

- The creation of students email ids in College domain has helped in prompt and effective communication and smooth conduct of online examinations.
- The IT equipments purchased and reading rooms created brought about ease in conduct of online lecturing. Use of graphic tablets helped to demonstrate practical problems better.
- The use of Microsoft Teams for conduct of lectures and evaluation brought about simplicity and effectiveness in online teaching learning as the software provided has features such as online lecturing, lecture recording, attendance, whiteboard, assignments, content uploading, quizzes etc.

6. Problems Encountered and Resources Required

Several students faced connectivity issues. As a result, they had to depend on the recorded sessions. Uninterrupted internet speed is required for effective digital teaching-learning.

Some of the students do not have the devices required to attend the online lectures. It was also seen that most students used smart phones rather than laptops, which hampered learning in technical courses and courses such as Accounting. Sometimes the College itself had connectivity issues, because of problems on the side of the Internet Service Provider.

BEST PRACTICE II: VILLAGE ADOPTION -SERAULIM

1. Title of the Activity: Village Adoption -Seraulim

2. Objectives of the Practice

- To make the villagers aware of socioeconomic developments.
- To engage the youth in achieving a Clean, Green, and Hygienic India.

3. The Context

Swachh Bharat Student Internship (SBSI) aims for the holistic development of the students by having the student interns and the faculty members take up initiatives to apply their domain knowledge for solving problems covered under themes of SBSI namely - Sanitation and Hygiene, Waste Management, Water Management,

Energy Management, and Greenery.

A group of students along with a teacher in-charge visited Seraulim village. The activity was an opportunity to utilize one's professional competence for the practical utility of a community. The NSS unit of the College had taken up an uphill task of developing a village in South Goa that lacks infrastructure through various initiatives under its 'Adopt a Village' scheme. The initiative aimed to encourage adopting sustainable means of development with its full potential to make a positive transformation.

4. The Practice

At the beginning of every academic year, the NSS PO prepares the annual action plan and submits it to the Principal, and the same is then discussed with the Village Panchayat. Several activities like sessions on financial literacy for the women, education on waste management, cleanliness drives, awareness on plastic eradication, etc., were conducted under "Sanitation and Hygiene" through SBSI in the adopted village.

An online survey on the topic of 'Sanitation and Hygiene' was conducted in the village. The survey received responses from the students, employed/unemployed, retired, housewives, etc. The purpose of this survey was to help program planners and managers design, implement and evaluate water supply, sanitation, and hygiene interventions. The objectives of the activity were to examine the sanitation and hygiene practices and norms followed by the people and to underline the suggestions for improvement of conditions of the surrounding environment and personal hygiene.

The activities were conducted in two groups; comprising of seven students and one faculty member and another group of five students and one faculty member.

5. Evidence of Success:

Survey on Waste Management Practices: The objective of this activity was to know the waste management practices in Ward I and II of the Seraulim Village Panchayat. Panch Member, Mr. Kevin Joseph Jose D Souza, accompanied the College team and they covered 10 houses along with 4 shops. The team gathered data on waste segregation, disposal and related issues.

Door-to-Door Awareness on the Theme 'Clean and Green Village'

The College team conducted awareness in Ward I and II and covered 12 houses. The objective was to create awareness on waste segregation practices and effective solutions towards waste disposal. This activity was widely appreciated by the villagers and the villagers promised to immediately commence waste segregation at the ward level.

6. Problems Encountered and Resources Required

Due to the outbreak of the COVID-19 pandemic, the activities had to be conducted in online mode that affected the participation. Some villagers were not willing to cooperate. Getting students involved consistently in the online activities was a challenging task.

File Description	Documents
Best practices in the Institutional website	https://www.damodarcollege.edu.in/download/s/agar/2020-21/Criteria7/7.2_Best_Practice.pdf
Any other relevant information	https://www.damodarcollege.edu.in/download/s/agar/2020-21/Criteria7/Pictures.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Priority and Thrust area: Extension Activities

As a part of extension activities, the NSS Unit organized a Poster competition on Prevention of Vector Borne Diseases, a blood donation camp, Fit India Plog Run, tree plantation activity and water conservation drive. A Digital Poster competition on Better Sanitation Practices was conducted on the Birth Anniversary of Mahatma Gandhi. The NSS Unit observed the International Day against Drug Abuse by organising essay writing and slogan writing competitions, wherein 86 students participated. Under Swachh Bharat Student Internship (SBSI) Course, 12 students carried out "Waste Management" and "Sanitation and Hygiene" activities in the adopted village

The Women's Cell organized a National Webinar on 'Women Entrepreneurs: Untapped Reservoirs of Talent' and also an outreach

activity at Seraulim Village Panchayat where students presented a skit on 'Online Safety for Women' and sponsored sanitary pads made by a Self Help Group for the women present.

BBA(FS) students made demonstration videos of various e-services on 'Goa Online' Portal, which was appreciated by Goa Electronics Ltd. which manages the portal. 50 students also made Do It Yourself Videos on 'environmental protection measures' and released them on World Environment Day. The Department also conducted a Webinar on 'E-Filing of Income Tax Returns' and a virtual session on 'Sustainable Waste Management' for Mahila Mandal Margao.

NAAC

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Teachers were appointed as members of Board of Studies (BoS) / BoS Sub-Committees and participated in syllabus revision. During the academic year, one teacher was the member of Board of Studies in Economics. Two teachers were special invitees to finalise the BCA Programme Structure and the syllabus of the courses.

The BBA(FS), B.Voc (Software Technologies), M.Com and PG Diploma in Finance & Taxation Programmes syllabus was updated and implemented.

Departmental meetings were held and courses were allotted to teachers for the following semester. While allotting courses, Department Heads (HoDs) and Programme Coordinators (PCs) followed the College guidelines, viz. (a) no teacher should teach a course for more than 3 years, (b) where there are multiple divisions, the course should be assigned to more than 1 teacher and (c) every teacher should teach preferably 3, or at least 2 courses.

Teachers prepared course outlines, showing weekly plans and implementation to ensure completion of syllabus and fulfilment of all requirements as per Ordinance.

These plans were approved by the HoD.

The Principal discussed student feedback with individual teachers.

The College has initiated Academic Audit for the B. Com programme to enhance the quality of teaching-learning-evaluation.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.damodarcollge.edu.in/downloads/aqar/2020-21/Criterial/Index.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution had a well-planned academic calendar based on the academic term of Goa University.

The Examination Committee prepares a detailed calendar for each semester and for each programme which covers both - Intra-Semester Assessment (i.e. Continuous Internal Evaluation) and Semester End Examinations. The College uses Google Calendars to enable streamlining of activities and making the process paperless.

The calendar specifies the details of:

The mode of assessment and its process, submission of - ISA marks, lists of students eligible for entitlement marks (on account of NSS/NCC/Sports/Cultural activities), question papers for the Semester-End examination, declaration of results, personal verification and commencement of supplementary examinations.

All faculty members planned their lectures and other activities according to the calendar. This calendar was displayed on the College website and the Digital Display Boards, to make students aware of all assessment-related dates in advance.

Convenors of the various Committees/Councils/Cells/Clubs submitted their proposed plan of activities and budgets for the academic year.

The IQAC has prepared a template for reports which has to be submitted within 3 days of the activity completion, for inclusion in the college Newsletter. The Newsletter was uploaded on the College website and is an authentic record of activities conducted.

Academic calendar

<https://www.damodarcollege.edu.in/web/wp-content/uploads/2021/09/College-Academic-Calendar-2020-21.pdf>

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.damodarcollege.edu.in/college-academic-calendar/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

6

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

8

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

656

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In 2020-21, the College offered 208 courses across all its programmes. 72 courses have crosscutting issues as part of the curriculum. Of the 72 courses, 44.44% have a component related to professional ethics, 33.33% contain topics related to environment, 21.31% to health and wellness and 4.16% include gender-related issues.

All First Year students have to complete two 2-credit courses in Environmental Studies and the College offers 'Economics of Resources' (Generic Elective) at SY B.Com. In 2020-21, TY B.Com students completed projects on Work Life Balance, Agriculture, Awareness of Consumer Rights etc.

The ICC familiarized First Year students and freshly appointed staff with the major provisions of the POSH Act and sensitized them about sexual harassment.

The College conducted a 30-hour Certificate Course in Life Skills for First Year students, which covered areas such as Etiquette (Workplace and General), Gender Sensitivity, Emotional Intelligence, Values and Ethics, Nature and Environment, Health and Wellness, Exercise and Diet, etc.

During the year, NSS volunteers and NCC cadets observed International Yoga Day, World AIDS Day and Vanamahotsav. The NSS unit organized outreach programmes on Road Safety, Waste Management, Women's issues and Social Entrepreneurship.

Thus, all students of the College are sensitized on important crosscutting issues.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

507

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criterial/1.4.1_Analysis.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criterial/1.4.1_Analysis.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1249

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

254

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Eight First Year Advanced learners were awarded the VVM Golden Jubilee Scholarship of Rs. 5000/-. The College joined Coursera Campus Student Plan and 44 PG students completed online certifications. Advanced learners were selected to participate in inter-college seminars, debates, quizzes, etc. -8 BCA students participated at a National Level Analytics Fest organized by St. Aloysius College, Mangalore ,1 B.Com student secured first place for the paper titled 'E-banking: A Smart Normal' presented at the One day National level e-Seminar on the theme 'Emerging Trends in Indian Banking Sector and its Economic Perspective during COVID-19 Pandemic' , 1 team secured first place in National Level Case Study Analysis Competition(Virtual) organized by Ashoka Business School, Nashik, Maharashtra and 04 PG students secured second place in the 'Business Plan Competition' organized by Dempo College. M.Com-II students held an orientation-cum-training session for 30 TY students who were preparing for the GU-ART exam. 5 advanced learners(PG) conducted Newspaper analysis sessions for 35 slow learners. Advanced learners have a book borrowing limit of 20 books as compared to the normal limit of 10 books.

College conducted remedial classes for these learners, and provided them with special guidance on one-to-one basis. Advanced learners helped slow learners through peer/buddy teaching. Sportspersons and academically weak students were counseled to opt for B.Com rather than B.Com (Hons.).

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria2/2.2.1_docs_link.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1249	47

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Teachers generally use a variety of experiential techniques, participative learning and problem-solving methodologies such as internship, project work, field trips, industry visits, etc. In 2020-21, due to the pandemic, teachers' choice of techniques was severely restricted - yet they tried to enhance students' learning to the maximum extent possible.

Thirty two Computer Science students and five M.Com students completed their internship. The Postgraduate Department organized four industry interaction sessions, one webinar, two workshops, thirteen guest lectures and one training session. The Department of Computer Science organized three industry interaction sessions, three webinars, six training sessions and three guest lectures. The Department of Commerce organized three workshops, six webinars and eleven guest lectures. The BBA(FS) program organized six webinars and twelve guest lectures.

Participative learning was practiced for ISAs - students prepared detailed financial statement analysis reports, collected primary data, carried out mock trading and prepared videos. The Computer Science students designed web pages, created theme based videos and tested codes.

Collaborative learning techniques used by teachers include newspaper analysis sessions, group projects, group assignments and research paper presentation and analysis.

Some examples of problem-solving methodologies include filing Income Tax returns, and assessing service quality of organizations using the SERVQUAL Model.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.damodarcollege.edu.in/downloads/agar/2020-21/Criteria2/additionainfolink.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College has excellent ICT infrastructure and equipment, which teachers put to good use. Teachers created digital content, which was stored on the College Network-Attached Storage (NAS) server. Question papers of past examinations are uploaded on the College website. Teachers used graphic tablets for online teaching in Mathematics, Financial Accounting, Cost Accounting and Taxation.

During the year, twenty two teachers created e-content in the 4-quadrant format for the Digital Integrated System for Holistic Teaching and Virtual Orientations (DISHTAVO) project of the Directorate of Higher Education (DHE), in areas such as Accounting, Finance, Management, Computer Applications etc.

Teachers used several platforms for teaching, learning and evaluation activities. Microsoft Teams was used to conduct lectures, upload content and accept assignment submissions. Fedena was used to upload students' attendance and marks. Google Meet was used to conduct webinars, mentoring sessions and project guidance.

B.Com students were trained to create blogs and digital storyboards. BBA(FS) students answered NISM and NCFM examinations and completed a certificate course in Digital Marketing. BBA(FS) and B.Com students completed add-on courses in Tally ERP 9 and MS Excel. M.Com students were trained to use

statistical software packages such as SPSS, Gretl, Mendeley and E-views; they also completed courses from Coursera.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

43

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

47

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

16

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

488

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

At the start of the Academic year, the Examination Committee circulated the Examination Manual and Assessment Grid to all faculty members. These have been prepared by the Examination Committee to ensure uniformity in assessment and adherence to all Ordinances

Transparency was ensured in several ways. The Assessment Calendar was displayed on the College website and students made aware of all assessment-related dates well in advance. After the ISAs, students were shown their answerbooks, so that they could check their performance. ISA marks were entered on Fedena, so that students and parents could check their marks. After the SEE, students could apply for personal verification

and check their assessed answerbooks.

As regards frequency, the College conducts at least as many ISAs as are required by the relevant Ordinances (2 for B.Com, 4 each for BCA, BBA(FS) and B.Voc.); besides these, additional ISAs were arranged for students who either missed the regular ISA.

Teachers adopted a variety of modes of assessment for the non-test ISA, such as presentations, interviews, practical assignments such as analysis of annual reports, filing of tax returns, mock trading, etc.

In 2020-21, on account of the pandemic all exams were conducted internally in the online mode, using Microsoft Teams, Fedena and Google Classroom.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.damodarcollge.edu.in/web/wp-content/uploads/2021/09/College-Academic-Calendar-2020-21.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The B.Com and BCA Ordinances provide for personal verification of answerbooks at Semesters I-IV. The process of settling internal examination-related grievances is time-bound and efficient, with redressal taking less than 20 days. The Notice for personal verification was displayed the day after declaration of results, students were given 7-10 days to apply and the date for personal verification was fixed after 5-7 days. Thus the entire process of personal verification was completed within 15 days from the declaration of the result. Although not required by the Ordinance, in the interest of transparency, the examiners concerned explained to the students the marking scheme and the rationale for the marks assigned.

After Personal Verification, the student has to state whether he/she is satisfied/not satisfied. During 2020-21, six students had exam-related grievances. After personal verification of their answerbooks, they declared that they were Satisfied with the assessment; hence no further procedure was required - no

case was referred to the Examination Grievance Redressal Committee. These grievances were redressed within an average time span of eighteen days.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.damodarcollege.edu.in/grievance-redressal-cell/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The College has displayed all Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) on the website. At the Principal's welcome-cum-orientation address on the first day of the year, students were made aware of these outcomes. Teachers studied the POs and PSOs and drew up the Course Outcomes of the courses allotted to them in a manner so as to ensure that POs, PSOs and COs were all in alignment. They then prepared their course outlines, ensured attainment of these outcomes through their classroom sessions, assignments, projects, etc. Add-on courses were offered based on the POs.

Teachers made students aware of the Course/Learning Outcomes when they shared and discussed the Course Outlines during the first session of the semester. Teachers planned and designed their classroom sessions around these outcomes. They also used appropriate pedagogies that involved participatory learning, collaborative learning, problem-solving, practical sessions, etc. targeted towards attainment of these stated outcomes.

Flipped learning, case studies, student seminars, peer learning, - teachers used these techniques to improve students' understanding of concepts and principles. For some courses, teachers engaged students in group discussions, debates, class presentations, seminars, quizzes, blogging, digital storytelling and made students perform role plays/skits to enhance understanding of the courses.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.damodarcollege.edu.in/downloads/agar/2020-21/Criteria2/2.6.1_supporting_docs.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Teachers framed course outcomes relating to acquiring knowledge, understanding concepts, principles and practices, application of knowledge to real-world situations, analysis of situations, etc. The College assessed attainment of these outcomes through formative assessments (ISAs) & summative assessments (SEE/ESE). Teachers adopted innovative evaluation techniques for non-test assessments that were conducted in the form of practical assignments. i.e. questionnaire and survey method, application of derivatives and integration in daily life, research paper analysis, preparing business plan, analysis and interpretation of financial statements of companies, preparing contract accounts/ cost sheets for tenders and quotations floated on newspapers, product creation and advertisement, business valuation reporting etc.

Some Test-ISAs were conducted in the form of MCQs, Case study analysis, Open Book Assessment which tested knowledge, critical thinking ability, research and analytical skills.

Various co-curricular and extra-curricular activities were organized to help in the attainment of Programme Specific Outcomes.

The College also has a system of internal controls in place to ensure the achievement of learning outcomes: i.e.

1. Course outlines are checked and approved by HoD on regular basis to ensure adherence to lecture plans.
2. Regular mentoring sessions with mentees to identify academic and other issues.
3. Remedial classes for weaker students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria2/2.6.2_paste_link_for_add_info.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

375

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria2/SDCCE Annual Report 2020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.damodarcollege.edu.in/naac/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College promotes entrepreneurship among students and has taken several steps towards creating an environment for innovations and knowledge creation.

The E-Cell in association with the Centre for Incubation & Business Acceleration, Goa invites entrepreneurs to ignite entrepreneurship among students. In 2020-21 the cell organized a Workshop on Social Entrepreneurship for Higher Educational Institutions and Webinar on Business Canvas Model.

During 2020-21, 14 workshops/seminars/sessions were conducted in association with IIC, these focused on exploring innovative ideas and building entrepreneurial skills, setting up a business venture and exploring innovative ideas.

The Incubation Centre was set up under RUSA for discussions, meetings with their project guides & brainstorming sessions.

On 2nd August 2021, Incubation Centre Development plan was submitted Forum for Innovation Incubation Research and Entrepreneurship (FiIRE) to invite their collaboration to assist in creation of self-employment opportunities for students, to enhance the economic health of the region and meet the demands of society and industry.

The Career Cell organized 15 career focused webinars for the students to create awareness about emerging areas of entrepreneurship.

Rs.75,000/- donated by Prof. Suhas Mulay Smriti Pratishthan is available to be utilized for innovative activities and transfer of entrepreneurship related knowledge.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria3/3.2.1 Links for additional Information.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology,

Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

33

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://www.damodarcollege.edu.in/naac/research/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Despite the pandemic, the NSS Unit organized a street play, health check-up, distribution of sanitary napkins, a blood donation camp, a talk on nutrition and physiotherapy, and also felicitated COVID-19 warriors at Margao railway station. The Unit organized a tree plantation drive and a plastic waste collection drive. NSS volunteers used social media platforms to share content that they created on vector-borne diseases, drug abuse and illicit trafficking, personal hygiene, water conservation, and blood donation.

At Seraulim - the adopted village - NSS volunteers undertook cleanliness and hygiene awareness programmes under the Swachh Bharat Student Internship, and the Women's Cell sponsored eco-friendly sanitary pads for 50 women, and enacted a skit on 'Online Safety for Women'.

The Women's Cell organized a National Webinar, 'Women Entrepreneurs: Untapped Reservoirs of Talent'. The BBA(FS) Department organized a Webinar, 'E-Filing of Income Tax Returns' for women entrepreneurs and a virtual session on 'Sustainable Waste Management'. BBA(FS) students created demonstration videos on using Goa Online portal's e-services and uploaded DIY videos on social media platforms to create awareness on environmental issues.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/campus-life/nss/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

15

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

644

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

16

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

A. DIRECT LEARNING FACILITIES

College has 28 ICT enabled classrooms with UPS backup. There is an air-conditioned 80-seater Smart Classroom having a smart podium and an interactive screen. During the pandemic, 7 recording rooms were set up with LAN connectivity. There are 4 computer laboratories and a UGC Network Resource Centre housing 104 systems.

College has provided teachers with 25 laptops and 9 graphic tabs. Students and teachers have access to a NAS server for storing learning resources and Library data.

B. LEARNING SUPPORT FACILITIES

The College Library houses over thirty four thousand books, periodicals, journals, CDs along with e-resource subscriptions. Students also use the PC-cum-TV VigyanKosh mounted in the Reading Room for collaborative work. The College has a well-equipped Research Room that can seat 6 research scholars. A 250-seater Auditorium is used for seminars/conferences and major activities. The College has an adequately equipped Incubation Centre, Skill Development Centre and a Meeting room. The administrative and teaching setup comprises of 4 staffrooms and space for Counsellor's Cabin, Principal's and Vice-Principal's Office, administrative Office, Examination Room, IQAC Reporting Desk and Sport Director's office.

A surveillance system covers the entire premises and a 250 KVA

Diesel Generator provides uninterrupted power backup.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/campus-life/infrastructure/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sports:

The College has a Multipurpose Hall utilized for all indoor sports and games. It houses a wooden badminton court and facilities for - table-tennis, taekwondo, carom, chess, weightlifting, power lifting, tennikoit and yoga. It is a venue for Inter-Collegiate and Intra-Mural events.

Two playgrounds are used for outdoor sports, practices, intra-mural competitions and inter-college events. The College makes arrangements for the lawn tennis, cricket and basketball teams to utilize the facilities at neighbouring clubs and a school.

Gymnasium:

The College has a well-equipped Gymnasium, including a 4-station Multi-gym, a motorized Treadmill, a weighing scale, dumb bells , dumb bell stand, bar weight plates, 25 mm thick bar, medicine balls, step board, kettle bell, Leg curl & leg extension and an exercycle.

Cultural Activities:

Intra and Inter-College activities such as singing, dance, fashion shows, skits, painting, poster-making, mehendi, wealth out of waste, Farewell function, Graduation Day etc. are organized in the Auditorium and Multipurpose Hall. The Smart Classroom is utilised for debates, elocution, quizzes and workshops for students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollge.edu.in/campus-life/cultural-council/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

30

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollge.edu.in/campus-life/infrastructure/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

50.97

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College has adopted NewGenLib as its Integrated Library Management System , which is regularly updated.It has several functional modules such as Technical Processing, Circulation, Acquisition, Serial Management, OPAC, Administration, Queries, and Utilities.

All books are bar-coded, for quick and error-free circulation transactions.

The Library is a member of INFLIBNET N-List Consortium and National Digital Library of India (NDLI) and Indiastat.com database. During the pandemic the NDLI Club and Readers' Club organized virtual activities such as book exhibitions, competitions,webinars, quizzes and informative videos.

The Library webpage on the College website has a knowledge portal, subject gateways, books to read, and CareerZone.

The Library has QR Codes for 10 Library applications viz. Books to Read, New Arrival of Books, Question Papers, NDLI Club, Digital Library, Subject Gateways, Knowledge Portal, Media Coverage, Syllabus and Published papers.

The library has offered internship to 3 BLIS and MLIS students of Goa University and IGNOU. The interns setup a school library in a Cuncolim village as a part of their internship project. The Library and Reading Room are Wi-Fi enabled and have a wall-mounted PC-cum-TV 'Vigyankosh' workstation and 5 laptops for students' use.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.damodarcollege.edu.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.30

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

4

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has 35 desktops and 81 laptops placed in laboratories and some are issued to teachers.The NAS server was upgraded in 2020.31 LCD projectors are mounted in all the classrooms, computer laboratories, and 1 is kept for portable use. The College has a smart podium with an interactive screen

and sound system. During the pandemic, the College acquired 9 pen tablets, 3 wide angle HD webcams and 10 noise cancellation microphones. The College has a leased line internet connection with 1:1 condition and LAN configuration speed of 100 Mbps/1000/Giga; with the bandwidth of 100 Mbps.

College campus is Wi-Fi enabled. The College CCTV system has been expanded and upgraded by adding IP cameras, IP Night vision cameras and has enhanced its printing facilities with a colour printer, Identity Card Printer and 9 Digital Display Boards (DDBs). The College has set up an Internet Protocol Private Branch Exchange (IPPBX) system, with a mix of IP Phones and analog phones. 26 UPS have been purchased to support the IT setup. College has software that is essential to use the IT equipment, antivirus software, Tally ERP, campus management software and Corel Draw.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/campus-life/infrastructure/

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

73.27

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Classrooms and computer laboratories are assigned to specific classes. The smart classroom and auditorium are used for student seminars and activities, certificate courses, guest lectures, placement training, etc. Slots for the same are booked through Google Calendar.

The Library and Reading Room are open from 8:00 a.m. to 4:45 p.m. every day. Open access to the Library collection and a borrowing limit of 10 books per student has ensured optimal utilization of this invaluable resource.

The Maintenance Policy lays down procedures for various categories of movable and immovable assets. The college has fire insurance policy and has assigned the responsibility of maintenance of all assets to the college office. The college has created two dedicated email ids: support.sdcce@vvm.edu.in, itsupport.sdcce@vvm.edu.in to report non-functioning of any facility by the staff members. The designated staff carries out regular inspections and ensures timely maintenance and repair of assets. The College follows the General Financial Rules for all purchases, award of Asset Maintenance Contracts (AMCs), etc.

Vidya Vikas Mandal(VVM) and its designated committees look

after the campus. The site engineer oversees the ongoing construction and civil maintenance works. Pre-monsoon maintenance is undertaken annually during April-May. The buildings are painted every 5-7 years. Sports equipment and facilities are maintained by the VVM Sports Governing Council.

Campus security is ensured by CCTV surveillance and by outsourced security services. Cleanliness of the buildings, garden, surroundings, etc. is taken care of through outsourced housekeeping services. Inspection and maintenance of the sump, overhead tanks, and water facilities are done regularly.

The College canteen is maintained by the contractor and is periodically inspected by VVM's Canteen Committee to ensure cleanliness and hygiene. Fire extinguishers and the campus firefighting equipments are checked and maintained periodically.

The maintenance of elevators, generators, photocopiers, ACs etc. is ensured by entering into an AMC after expiry of warranty. The designated Office staff ensures timely servicing and maintenance works as per the AMC. Minor electrical repairs are carried out by the College Multi-Tasking Staff (MTS) who is ITI-trained or calls an outside electrician for major repairs.

Furniture and fixtures are inspected by the designated Office staff and repairs are attended to immediately. Unserviceable furniture items are written off and disposed, after following proper procedure.

The System Administrator and lab instructors inspect all IT equipment and repairs are attended immediately. Unserviceable equipment is disposed, after following proper procedure. Minor repairs are carried out in-house and vendors/service-providers are called for major issues. The IT Committee takes decisions with regards to upkeep, purchase and disposal matters as per the IT Policy.

Licenses of all software are renewed regularly. Maintenance of the Internet leased line, Software, CCTVs, Printers, UPS, etc is the responsibility of the vendor and/or service providers. Library Physical Stock Verification Process and weeding out of old, unused and damaged books/journals/magazines is carried out annually. Disposal of stock is done after following proper procedure. The Library MTS looks after regular cleanliness and maintenance of bookshelves.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria4/4.4.2_List_of_Policies_Manuals_and_their_Web_Links.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

46

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

56

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://www.damodarcollege.edu.in/newsletter/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1010

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1010

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

17

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

64

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

33

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

6

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The College involved students in decision-making by nominating them to various councils/committees/cells/clubs based on their proven interest and talent in the specific areas.

The Internal Complaints Committee had the Ladies Representatives of Students' Council and Cultural Council, and the General Secretary as ex-officio student-members. Along with the Gender Champions, they assisted in conducting events aimed at sensitizing students and creating awareness about gender related issues.

The statutory Anti-Ragging Committee, constituted to ensure a ragging-free campus, had 2 student-members.

The student-members on the Executive Committee of the Students' Consumer Cooperative Society helped in its functioning by undertaking various tasks.

The student members of the IQAC, Library Committee and Examination Committee offered suggestions and feedback.

Student members of the NSS Advisory Committee and Placement Cell helped in planning and conduct of various activities.

Students are abundantly represented on the Students' Council, Cultural Council and Sports Council. Due to the pandemic this year, they have innovated and organized a large variety of online events.

Student-members of the Activity Clubs and the Women's Cell helped

the teachers conduct a host of activities throughout the year.

The Institution's Innovation Council has 15 student-members who have participated in activities organized to promote entrepreneurship.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/#
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

53

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Shree Damodar College Ex-Students Association was registered on July 1, 2016, with a seven-member Executive Committee (EC). The alumni have been very active and involve themselves in decision making, thus becoming an integral part of the College and its functioning. They are appointed as members of the Board of Management, College Governing Council and the IQAC. 15 teachers and 9 non-teaching staff members are also College alumni.

Alumni contribute to the College in many ways:

16 of our alumni were invited during 2020-21 to deliver guest lectures in their areas of expertise such as Accounting, Insurance, Financial Management, Investment Planning and Cyber Security, to participate as resource persons for sessions on career counseling and life skills, industry interaction programmes and workshops.

Some of our alumni have offered placements to current students, and have contributed towards endowment of prizes and scholarships. During this year, one of our alumni has contributed an amount of Rs. 15,000/- towards payment of tuition fees of 2 needy BBA(FS) students.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/alumni-registration/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: The College sees itself as a torch-bearer imparting total quality education.

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

The overall approach to governance is one of decentralization and trust. The Board of Management (BoM) and the Governing

Council (GC) provide direction for the functioning of the College and prepares plans for infrastructure upgrades and introduction of policies and SOPs.

A vision document Damodar@50 has been created for the Golden Jubilee year of the College in 2022-23

Teachers are members of various VVM Committees. The GC, consists of 12 members, who take decisions on all matters relating to the College. A nine teacher member IQAC, meet frequently to decide on various aspects of the functioning of the College.

Purchase and Disposal Committee decides on all matters relating to purchase and disposal of durable assets, purchase of software, etc.

All Committees decide and implement their plan of activities as well as their budgets for the year. A seven member Digital Teaching-Learning-Evaluation Committee was constituted after the COVID-19 outbreak, to decide upon the modalities of online teaching and evaluation.

File Description	Documents
Paste link for additional information	https://www.damodarcollge.edu.in/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Academic E-Content Development:

Due to Covid-19 and the need for quality and efficient remote learning, Digital Teaching Learning Evaluation (DTLE) Committee was created during the academic year 2020-21. The most significant outcomes of the Committee have been the creation of student-centric e-content for learning through constant feedback, improvisations and engagement of innovative teaching-learning and evaluation pedagogies for the enhancement of learning orientations.

DTLE Committee met regularly to discuss issues related to digital teaching-learning and evaluation and proposed relevant

improvements and productive developments towards the same.

To implement the decisions taken by the DTLE Committee the necessary training sessions were organized by the College for its faculty members on the topics namely, 'Digital Tutorial Creation Fundamentals and Process', 'Graphic Designing/Graphic Asset Creation Needed for the Tutorials', 'Video Creation and Editing' and 'Innovative Tools for Teaching and Learning' for the faculty members.

After completion of the training programs, all the staff members implemented the decisions taken by the Committee. Monitoring was done through feedback taken from the staff members and from students through mentoring. The identified issues were then considered in the subsequent Committee meetings and necessary decisions were taken for the improvement of the same.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/teachers-training-programme-on-digital-content-creation-for-online-classes/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has prepared a Vision document, Damodar@50 for its 50th anniversary in 2023. Several measures were taken towards deployment of this Plan.

Students completed certificate courses such as Life Skills Course (66), Practical Aspects of Income Tax for Individuals (52), Fundamentals of Digital Marketing (21), Advanced Excel (21), Research Methodology (26), GST Law and its Compliances (62), NISM Academy Certification in Financial Markets (40), NISM Online Certification Exam (98), Problem Solving and Critical Thinking (37) .

The College organized 7 industry interaction programmes, 39 Guest lectures, 16 Webinar sessions, 7 Training programs. 39 students and 4 faculty completed courses on Coursera. MOUs were signed with NASSCOM, Goa Electronics Limited, and The Magic

Data. 37students completed internship.

11 teachers attended FDPs for updation of their subject knowledge.A Proposal was sent to Forum for Innovation Incubation Research and Entrepreneurship (FIIRE) for utilisation of the College incubation centre.3 NSS volunteers attended the National Integration Camp and the National Youth Parliament .

Ramps, a lift, a disabled-friendly washroom and signages were provided for differently-abled persons.

College alumni paid the fees of 2 students amounting to Rs. 15000/-.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.damodarcollege.edu.in/campus-life/infrastructure/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Board of Management (BoM) met once in two months and took several policy decisions.

The Core Committee met as per need and deliberated on matters relating to development of infrastructure, resource mobilization, expansion, etc.

The Governing Council (GC) met 7times during 2020-21 and approved proposals for purchases, e-governance report, annual report, budget, and other such matters.

The administrative set-up and reporting within the College is as indicated in the Organogram.

In matters of appointment and service rules, the College follows Goa University Statutes for teaching staff and Recruitment Rules (RRs) of the Government of Goa for non-teaching staff. The College maintains the post-based roster for

all Regular and Contract basis posts in the aided programme, which is periodically verified by the Directorate of Social Welfare and the Directorate of Tribal Welfare. During 2020-21, the College appointed one MTS (reserved for Children of Freedom Fighters) on regular basis

For self-financed programmes the College follows Goa University Statutes for appointment of teachers and Government of Goa RRs for non-teaching staff.

The College complies with GFR 2017 in respect of purchase of goods and services and disposal of assets.

The College has a Public Grievance Officer and a Grievance Redressal Cell.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria6/6.2.2_merge_pdf.pdf
Link to Organogram of the institution webpage	https://www.damodarcollege.edu.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The College has the following welfare measures for staff Regular/Permanent employees who have availed the facilities during the period are Children Education Allowance (6), Leave Travel Concession (1), Childcare Leave (1) Earned Leave (31) and Half-Pay (Commutated) Leave (13).

VVM has extended the following benefits for staff of Self-Financed Programmes:-

Teaching Staff who have complete 3, 5 or 7 years of service with the College are granted tenure contracts . The College has extended the facility of 8 days Earned Leave for all teaching staff who complete 3 years with the College.

Non-teaching Staff are reappointed with an annual performance-based increment of 8-12%, they are eligible for 8 days Earned Leave per year after one year and subsequently 15 days per year. Their salaries were revised in 2020.

Some additional welfare measures include Health Checkup Camps have been organized for the entire staff in 2020 twice in the year.

VVM Employees' Cooperative Credit Society provides loans at a concessional rate of 10.5% and also accepts deposits at the rate of 8.5% to the members of the society.

The Recreation Cell celebrates festivals and organizes activities like farewell function for retiring members of the college.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria6/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

8

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the

year

11

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teaching Staff

The College follows the appraisal scheme laid down by Goa University Statutes, viz. Performance Based Appraisal System (PBAS). Faculty members submit their PBAS forms at the end of the Academic year which are checked and authenticated by the IQAC, and signed by the Principal. Dr Maithili Naik's Career Advancement Scheme (CAS) was done in 2020 .

Non-Teaching Staff

1. The performance of non-teaching staff is recorded in the Confidential Reports prepared by the Head Clerk and reviewed by the Principal. The College follows the appraisal scheme laid down by Directorate of Higher Education. The Confidential reports are prepared at the end of March for every year. The time period considered is 1st April - 31st March. After every 10 years of service, MACP (Modified Assured Career Progression) is granted to an employee (upto a maximum of 3 times in the service period).
2. In the case of non-teaching staff in the self-financed programmes, an appraisal committee comprising the Principal, Vice Principal and Executive Secretary of VVM review the performance of these staff members and recommend the quantum of increment (between 8 and 12%)

File Description	Documents
Paste link for additional information	https://www.unigoa.ac.in/uploads/content/VIth%20Pay/Not.%20FILE 3 SSA 6 Annexure%20File%202.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

An external auditor conducted the statutory financial audit of the College after the close of the financial year. The accounts of all programmes were finalized by end-June, and submitted to the auditor. The auditor audited the Income-expenditure statements and the balance sheets. The audited statements were duly signed by the Authorized signatories and the Chartered Accountant

The Audit involved checking adherence to regulations, procedures and policies, auditing receipts, journal, payments, purchase, contra vouchers, verifying the salary payments, TDS, Income Tax, GPF, NPS and other deductions from salary. There were no objections from the auditor; however some clarifications which were sought were immediately replied to and the matter closed. The audited accounts were placed before the VVM AGM and aided programme accounts were sent to DHE in October 2020.

The DHE carries out Government Audit to check utilization of salary and non-salary grants, and Office adherence to procedures. The Government administrative and financial audit for the period 2012-13 to 2019-20 began in March 2021 and the report was received in November 2021.

Although there was no formal Internal audit, all expenditures were routed through the VVM Executive Secretary before settlement, who checked adherence to procedure, admissibility, etc.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria6/SDCCE_Statement_of_accounts_20-21.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

Nil

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Resource mobilization policy encompasses:

A. Planning Infrastructural requirements:

The BoM plans financial requirements for all academic programmes to meet affiliation requirements and provide administrative support.

B. Funds Mobilization: On the basis of student intake Resource Mobilization Plan is prepared.

C. Monitoring Utilisation of funds:

For routine purchases when items are delivered and the bill presented for payment, the concerned LDC, UDC and the Accountant scrutinized, verified and send for approval of Principal and the bill is settled through Net Banking.

1. The College receives the salary grant for staff of the aided programme from the Directorate of Higher Education. Staff members appointed under the self-financed programmes are paid salaries out of fees.
2. For non-salary expenses, the College is entitled to an annual grant of Rs. 35 lakhs from the DHE in addition to the fees collected from students an additional grant of Rs. 15 lakhs are available for Housekeeping and security services.

D. Optimal Utilization

All non-routine financial transactions and purchases are made after approval by the GC/BoM. The College calls for Limited Tender Enquiries or Quotations and selects the lowest quotation.

The BoM monitors the overall utilization of funds.

File Description	Documents
Paste link for additional information	https://www.damodarcollge.edu.in/downloads/aqar/2020-21/Criteria6/6.4.3_RESOURCE_MOBILISATION_POLICY.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

2 practices institutionalized as a result of IQAC initiatives are

1. Improving the Industry-Academia Connect:

Guest faculty from industry were invited to deliver lectures on a topic within the syllabus to increase students' exposure to industry and enhance their practical knowledge.

49 BCA students were mentored by industry professional Mr. Mohsin Shaikh, CEO of Haztech by engaging 02 hours online session with the students to discuss the applicability of their ideas.

14 guest lectures, 06 industry interaction sessions, 08 webinars, 05 Courses of 30 hours were conducted to provide addition skills in the areas of Advanced Excel, Life skills and various NCFM modules.

2. Use of ICT:-

The IT infrastructure is optimally utilized to support academic and administration functions.

Academic Activities:

E-content created by teachers is stored on the College NAS server. Fedena/Google Classroom / Microsoft teams are used for online learning and teaching. Students access Library e-resources through laptops in the Reading Room.

Administration

Admissions are online and payment of fees is through digital mode only. Fedena is used for student registration, timetable creation, attendance, SMS generation, examination management including online form filling. Notices for students were displayed on college website and Digital Display Boards at different locations.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria6/6.5.1_1_link_for_additional_info.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Digital Teaching Learning Evaluation / E - Content

The College established Digital Teaching Learning Evaluation Committee during the academic year 2020-21 to deal with the challenges during the pandemic. The committee conducted various training sessions on: 'Digital Tutorial Creation Fundamentals and Process', 'Graphic Designing/Graphic Asset Creation Needed

for the Tutorials' and 'Video Creation and Editing'. The most significant outcomes of the Committee have been the creation of student-centric e-content for anytime, anywhere learning through constant feedback and improvisations, by engagement of innovative teaching, learning and evaluation pedagogies for the enhancement of learning orientations.

Microsoft Teams is used for teaching and learning by using a standardised Power Point presentation for each subject. The Learning Resource Management Team and the Reprographics Team were created to assist the faculty in creating e-content.

The College teaching staff has created e-content for the following number of modules: Management - 17, Accounting - 32, Marketing - 08, Costing - 12, Entrepreneurship - 05, Economics - 54, Banking & Finance - 16 and Computer Application - 02, Digital Integrated System for Holistic Teaching and Virtual Orientations (DISTAVO), the State Government launched Web portal.

File Description	Documents
Paste link for additional information	https://www.damodarcollge.edu.in/teachers-training-programme-on-digital-content-creation-for-online-classes/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://damodarcollge.edu.in/downloads/nac/criteria6/6.5.3_Annexure_1_SDCCE_Annual_Report_2020_21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender ratio is at healthy 1:0.99 among students and staff.

The College made concerted efforts towards Gender Equity and Sensitization through:

Curricular activities

Students learnt about sex ratio, missing women, women entrepreneurship in Indian economy and Entrepreneurship Development course.

Co-Curricular activities

Women's Cell conducted awareness activities on sexual harassment, women empowerment, gender equality, online safety and distribution of eco-friendly sanitary pads. Women's Cell in association with Goa State Commission for Women conducted National Webinar on 'Women Entrepreneurs: Untapped Reservoirs of Talent' by Ms. Mahalakshmi Saravanan, internationally recognized social-entrepreneur, and TEDx Speaker. Two Gender Champions were also nominated.

College enrolled girls in both NCC units. A lady Assistant Professor was appointed as Caretaker Officer of NCC(Navy). In all College committees Ladies adequately represented.

College conducted outreach activities in collaboration with Mahila Mandal on E-filing of Income Tax Returns and sustainable waste management.

Facilities on Campus

Campus is under CCTV surveillance. Code of Conduct for students is displayed on the website.

The girls common room is equipped with sanitary-napkin dispenser and incinerator.

Through mentoring system, students get individual attention from their teacher-mentors and may be referred to the counsellor, if required.

File Description	Documents
Annual gender sensitization action plan	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria7/7.1.11genderplan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria7/7.1.1relevantdocument.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College does not generate liquid waste, biomedical waste or hazardous chemical and radioactive waste.

College has 4 bins for waste collection by Waste Management Corporation. Compost bins are placed outside the canteen to house the wet waste. The amount of paper used on campus has reduced significantly due to, internal communication by email, two-sided printing and photocopying, use of Digital-Display Boards, staff leave and parents, students communication through Fedena, Digital student assignments, Past question papers stored on NAS server and Online applications for vacancies.

College follows the three Rs of environment protection- Reduce, Reuse, Recycle. College was certified as the first College in Goa to dispose of e-waste as per Govt. of India E-Waste (Management) Rules. Since then, College disposed of e-waste by handing it over to parties authorized by Goa Pollution Control Board.

College switched from desktop computers to laptops to avoid use of keyboards, mouse, etc. College used single-large UPS instead of multiple smaller units and refilled printer cartridges are used instead of fresh ones. A centralized printer is used by all staff. Reusable parts of IT devices were retained and used to fix other similar products.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Admission to the College is based on merit and in accordance with the Reservation Policy of the Government of Goa. In the year 2020-21, the following number of students were admitted from the reserved category to different Programmes.

FYBBA(FS): - ST-07, OBC-08

FYBCA: - SC-03, ST-07, OBC-05

FYBVoc(ST): - ST-01, OBC-03

FYBCom: - SC-04, ST-18, OBC-36

In the Self-Financed Programmes, students from disadvantaged economic backgrounds were allowed to pay fees in four installments and the College tries to find donors to support these students financially.

While recruiting staff, the College complies with the reservation policy and the staff roster. In 2020-21, the College has made the following recruitments from the disadvantaged communities:

Contract- Basis:

Teaching staff: ST - 01, OBC - 02

MTS: 01

Under the Ek Bharat Shreshtha Bharat (EBSB) initiative, Goa has been paired with Jharkhand. The NSS Unit and the EBSB Club observed Rashtriya Ekta Diwas, Sardar Vallabhbhai Patel birth anniversary and Matrubhasha Diwas - International Mother Language Day.

The Recreation Cell organized a Virtual Ganesh Chaturthi, Diwali, and Christmas celebrations in which all staff participated. The NCC Navy Wing conducted an Online Awareness Campaign on Atma Nirbhar Bharat Abhiyan through various social media platforms.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional

obligations: values, rights, duties and responsibilities of citizens

On Constitution Day, all students and teachers took a pledge and read the Preamble to the constitution, messages on Fundamental duties of Citizens were posted on social media and updated as WhatsApp status.

NCC cadets, NSS volunteers, and the staff have rendered invaluable service during the COVID-19 outbreak. Two students from our college participated in the National Integration Camp organized by S.S. Jain Subodh College of Global Excellence, Sitapura, Jaipur, Rajasthan.

The Women's Cell and ICC organized a session on POSH Act, Online Poetry Writing Competition on the theme 'Women Empowerment' and Mask Painting Competition on the theme 'Gender Equality'. The EBSB Club launched a short film 'SHERNI-BRIGHT DAUGHTERS OF JHARKHAND' on International Women's Day.

To value and preserve our rich cultural heritage, two videos namely- 'GRANTHGANGA- A Virtual Exhibition of Konkani books' and 'A short film on the life of Bakibab Borkar' were launched on the occasion of Matrubhasha Diwas.

To protect and improve the natural environment, the Nature Club -Vasundhara - organized Vanamahotsav, Water Conservation Drive, session on promotion of waste management and use of medicinal plants. To develop humanism, the Value Education Cell held sessions on HIV AIDS, Yoga for Health, Stress Management.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria7/Details_of_activities_that_inculcate_values_necessary_to_render_students_in_to_responsible_citizens.pdf
Any other relevant information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria7/Other_Relevant_Information.pdf

7.1.10 - The Institution has a prescribed

A. All of the above

code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College celebrated International Days such as International Mother Language Day, International Women's Day, International Day of Yoga, International Friendship Day, World Toilet Day, International Day against Drug Abuse and Illicit Trafficking, and International AIDS Day.

The important National Days like Independence Day, Republic Day, and Goa Liberation Day, were celebrated and activities like patriotic Quiz, online collage making and video making competitions, speeches and songs- on the theme "India @75".

The Sports Council organized a National Webinar on "Developing a Healthy Lifestyle" to mark National Sports Day. NSS Day, NCC Day and National Commerce Education Day were also observed.

National Youth Day - the birth anniversary of Swami Vivekananda, Martyrs' Day, Teachers' Day were celebrated with enthusiasm and reverence. The birth anniversary of Sardar

Vallabhbhai Patel is celebrated as Rashtriya Ekta Diwas. The Department of Library and Information Science launched a Virtual Book Exhibition on Biographies to mark National Librarians' Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE I: DIGITAL TEACHING LEARNING EVALUATION COMMITTEE

1. Title of the Practice: Digital Teaching Learning Evaluation Committee

2. Objectives of the Practice

- To facilitate access to learning through use of Technology in education
- To assist faculty members design and develop creative e-content
- To enhance the teaching and learning experience by implementing interactive methodologies.
- To promote ICT-based evaluation techniques

3. The Context

The ongoing COVID-19 pandemic has played a critical role in promoting the shift from classroom to cloud. Even before the pandemic, teachers of the College had prepared e-content, which was uploaded on the NAS (Network Assisted Storage) server. This content could be accessed by teachers as well as students. The pandemic hastened the process of digital teaching and learning in the College. In other words, the pandemic acted as a catalyst.

The College set up a Digital Teaching Learning Evaluation Committee (DTLEC) at the very start of the academic year 2020-21. The Committee was tasked with deciding how best to reach out to students by way of online classes, given that this was a totally new experience for all of them. The Committee was asked to identify training needs of teachers, suggest trainers, recommend hardware that would be required for prolonged online classes, propose learning platforms, etc.

4. The Practice

The DTLEC is headed by the Vice-Principal of the College and has as its members, the IQAC Coordinator, the Head of the Department of Information Technology, and all the Programme Coordinators. The Committee met regularly to discuss the issues related to digital teaching-learning and evaluation and made recommendations in respect of all its terms of reference.

The College implemented the following decisions of the DTLEC:

- Following sessions were conducted on recommendation of DTLEC
- 1. Workshops by Mr. Roshan Raykar, an expert in graphics designing and animation on Digital Tutorial Creation Fundamentals and Process, Graphic Designing/Graphic Asset Creation Needed for Tutorials and Video Creation and Editing.
- 2. A Training session on the use of software - Moviemaker, Screen Recorder, and Adobe Premiere tools.
- 3. A Faculty Development Programme on 'The use of Zoom Platform for Online Classes' by Nirmala Institute of Education, our MoU partner.
- A common Microsoft PowerPoint template has been made and used across the College. A Learning Resource Management Team (LRMT) and Reprographics Team were created to assist the faculty in creating e-content. The LRMT comprising the Online Learning Coordinator and the IT Support Team designed the template while the Reprographics Team assisted in the graphics designing. The e-content coordinator checked all the PPTs and accordingly reported to the Principal and the Online Learning Coordinators.
- The committee suggested creating email ids for all the students with college domain, this decision brought about ease and uniformity in the communication process. The

email ids were used for corresponding with the students with regards to notices, conduct lectures on Microsoft Teams, conduct of online exams etc.

- During a lecture lasting for an hour, the first half an hour of the lecture was devoted to covering the syllabus whereas, during the remaining half an hour, the class was engaged through different activities like Interactive Quiz, Role Play, MCQs, Online Test, Scenario-Based Learning, Mock Ups, etc
- On the recommendation of the committee the College purchased graphic tablets, noise cancellation mikes and webcams. Seven recording rooms were created to assist teachers in online lecturing.
- The Directorate of Higher Education, Govt. of Goa, launched a Web portal - Digital Integrated System for Holistic Teaching and Virtual Orientations (DISHTAVO). As part of this initiative by the DHE, the B.Com faculty members have created e-content for several modules.

5. Evidence of Success

The decisions taken and recommendations put forth by the Committee brought ease in implementing digital teaching-learning for the students and the faculty members. The same is evident from the success of the initiatives of the Committee;

- The sessions conducted helped the teachers in content creation, lecture recording and using online platforms for successful conduct of lectures during pandemic.
- The use of common Microsoft PowerPoint template as suggested by the committee has helped in creating a standardised institutional E-content repository which can be accessed by students and teachers.
- The creation of students email ids in College domain has helped in prompt and effective communication and smooth conduct of online examinations.
- The IT equipments purchased and reading rooms created brought about ease in conduct of online lecturing. Use of graphic tablets helped to demonstrate practical problems better.
- The use of Microsoft Teams for conduct of lectures and evaluation brought about simplicity and effectiveness in online teaching learning as the software provided has features such as online lecturing, lecture recording, attendance, whiteboard, assignments, content uploading, quizzes etc.

6. Problems Encountered and Resources Required

Several students faced connectivity issues. As a result, they had to depend on the recorded sessions. Uninterrupted internet speed is required for effective digital teaching-learning.

Some of the students do not have the devices required to attend the online lectures. It was also seen that most students used smart phones rather than laptops, which hampered learning in technical courses and courses such as Accounting. Sometimes the College itself had connectivity issues, because of problems on the side of the Internet Service Provider.

BEST PRACTICE II: VILLAGE ADOPTION -SERAULIM

1. Title of the Activity: Village Adoption -Seraulim

2. Objectives of the Practice

- To make the villagers aware of socioeconomic developments.
- To engage the youth in achieving a Clean, Green, and Hygienic India.

3. The Context

Swachh Bharat Student Internship (SBSI) aims for the holistic development of the students by having the student interns and the faculty members take up initiatives to apply their domain knowledge for solving problems covered under themes of SBSI namely - Sanitation and Hygiene, Waste Management, Water Management, Energy Management, and Greenery.

A group of students along with a teacher in-charge visited Seraulim village. The activity was an opportunity to utilize one's professional competence for the practical utility of a community. TheNSSunit of the College had taken up an uphill task of developing a village in South Goa that lacks infrastructure through various initiatives under its 'Adopt a Village' scheme. The initiative aimed to encourage adopting sustainable means of development with its full potential to make a positive transformation.

4. The Practice

At the beginning of every academic year, the NSS PO prepares the annual action plan and submits it to the Principal, and the same is then discussed with the Village Panchayat. Several activities like sessions on financial literacy for the women, education on waste management, cleanliness drives, awareness on plastic eradication, etc., were conducted under "Sanitation and Hygiene" through SBSI in the adopted village.

An online survey on the topic of 'Sanitation and Hygiene' was conducted in the village. The survey received responses from the students, employed/unemployed, retired, housewives, etc. The purpose of this survey was to help program planners and managers design, implement and evaluate water supply, sanitation, and hygiene interventions. The objectives of the activity were to examine the sanitation and hygiene practices and norms followed by the people and to underline the suggestions for improvement of conditions of the surrounding environment and personal hygiene.

The activities were conducted in two groups; comprising of seven students and one faculty member and another group of five students and one faculty member.

5. Evidence of Success:

Survey on Waste Management Practices: The objective of this activity was to know the waste management practices in Ward I and II of the Seraulim Village Panchayat. Panch Member, Mr. Kevin Joseph Jose D Souza, accompanied the College team and they covered 10 houses along with 4 shops. The team gathered data on waste segregation, disposal and related issues.

Door-to-Door Awareness on the Theme 'Clean and Green Village'

The College team conducted awareness in Ward I and II and covered 12 houses. The objective was to create awareness on waste segregation practices and effective solutions towards waste disposal. This activity was widely appreciated by the villagers and the villagers promised to immediately commence waste segregation at the ward level.

6. Problems Encountered and Resources Required

Due to the outbreak of the COVID-19 pandemic, the activities had to be conducted in online mode that affected the participation. Some villagers were not willing to cooperate.

Getting students involved consistently in the online activities was a challenging task.

File Description	Documents
Best practices in the Institutional website	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria7/7.2 Best Practice.pdf
Any other relevant information	https://www.damodarcollege.edu.in/downloads/aqar/2020-21/Criteria7/Pictures.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Priority and Thrust area: Extension Activities

As a part of extension activities, the NSS Unit organized a Poster competition on Prevention of Vector Borne Diseases, a blood donation camp, Fit India Plog Run, tree plantation activity and water conservation drive. A Digital Poster competition on Better Sanitation Practices was conducted on the Birth Anniversary of Mahatma Gandhi. The NSS Unit observed the International Day against Drug Abuse by organising essay writing and slogan writing competitions, wherein 86 students participated. Under Swachh Bharat Student Internship (SBSI) Course, 12 students carried out "Waste Management" and "Sanitation and Hygiene" activities in the adopted village

The Women's Cell organized a National Webinar on 'Women Entrepreneurs: Untapped Reservoirs of Talent' and also an outreach activity at Seraulim Village Panchayat where students presented a skit on 'Online Safety for Women' and sponsored sanitary pads made by a Self Help Group for the women present.

BBA(FS) students made demonstration videos of various e-services on 'Goa Online' Portal, which was appreciated by Goa Electronics Ltd. which manages the portal. 50 students also made Do It Yourself Videos on 'environmental protection measures' and released them on World Environment Day. The Department also conducted a Webinar on 'E-Filing of Income Tax Returns' and a virtual session on 'Sustainable Waste Management' for Mahila Mandal Margao.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Besides the current and routine extension and outreach activities the College plans to achieve.

1. Increase sensitization to cultural diversity - Ek Bharat Shreshtha Bharat Campaign.

In order to sensitize the students to cultural diversity, various extension activities such as Students Exchange Programmes, food festival and video making completion on various cultural aspects of State of Jharkhand

2. Community Awareness

Awareness drive on recycling of e-waste will be conducted with an effort to have a Clean, Green and Polythene for the community around the college.

3. Activities in Adopted Villages

The College aims to perform a number of events such as Skill Development, Women Empowerment, etc for the two villages that are being adopted and also to allow students to exchange cultural and intellectual learning with the villagers.

4. Collaborations

The College will be organising various outreach activities such as e waste collection drive, plastic free campaign and sessions on social sensitization by collaborating with the local NGOs, Self help groups.

5. Student Exchange Programme

The College will also have an international student exchange programme, that will allow students to build a diverse culture and help them learn the best practices of the host institutions.

NAAC