



YEARLY STATUS REPORT - 2021-2022

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 PROF. PRITA D. MALLYA
- Designation PRINCIPAL
- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 08322722500
- Mobile no 9822103611
- 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. LINA SADEKAR
- Phone No. 8407988477
- Alternate phone No. 08322722500
- Mobile 8407988477
- IQAC e-mail address iqac.sdcc@vvm.edu.in
- Alternate Email address lina.sadekar@vvm.edu.in

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

<https://www.damodarcollege.edu.in/newsite/wp-content/uploads/2022/11/AQAR-2020-21-as-on-21-Oct-2022.pdf>

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/newsite/wp-content/uploads/2022/11/Academic-Calendar-2021-22.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)

An Orientation session by our IT Team for the faculty members

Workshop on "Measuring and Mapping Programme Outcomes and Course Outcomes" for the teaching faculty

A free medical checkup for the lady staff members of the college.

An orientation on "Using emSigner for Office Automation" for Non-Teaching staff of Vidya Vikas Mandal's Institutions

Orientation on E Resources for the Teaching Staff of B.Com, BBA, BCA, B.Voc and M.Com

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
NAAC Peer Team visit for the 4th cycle	College achieved A grade with CGPA of 3.03
As a part of preparation for the Peer Team Visit the IQAC planned various orientation sessions for the staff.	An Orientation session our by IT Team on campus management software for the faculty members.An Orientation on E Resources for the Teaching Staff of B.Com, BBA, BCA, B.Voc and M.Com
Planned a session on Foodscape: An escape from Metaverse	Organised a session on Foodscape: An escape from Metaverse
Planned a health Check up camp for lady members	A free medical check up by the IQAC for the lady staff members

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Council	29/10/2022

14. Whether institutional data submitted to AISHE

Part A

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• Designation	PRINCIPAL
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• State/UT	GOA
• Pin Code	403601
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• Affiliated /Constituent	AFFILIATED
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	GOA UNIVERSITY

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Governing Council	29/10/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	27/02/2020

15.Multidisciplinary / interdisciplinary

The College offers programmes in Commerce, Management and Computer Science disciplines. For their 4-credit projects, TY B.Com students select multidisciplinary topics and TY BCA students develop solutions to social/technical/business issues. FYB.Com and FYBBA(FS) students are offered a 30-hour interdisciplinary course in Life Skills.

The Department of Computer Science conducted a certificate course on 'Programming in Python' for B.Com and BBA(FS) students. The Post-Graduate Department conducted sessions for TYB.Com and

TYBBA(FS) students, to help them prepare for GUART (entrance test for the M.Com programme).

The Department of Computer Science organized a Creative Thinking workshop for SY B.Voc.(ST) students, which was attended by advanced learners of all programmes

Councils/Cells/Committees/Clubs have faculty members and student members from all streams and they conduct collaborative workshops, seminars and training sessions for all students and faculty members. Students form inter-disciplinary teams for competitions, such as the in-house Business Plan competition held in 2021-22.

The Departments of Economics, IT and English have submitted an inter-disciplinary research proposal to the Directorate of Higher Education titled Transforming the Skill Landscape in IT and Communication: Correlating Academia and Industry in Goa

For multidisciplinary as required under NEP 2020, the College is in talks with neighbouring colleges for forming a cluster.

16.Academic bank of credits (ABC):

The implementation of the provision of NEP 2020, that every institution will have to register itself with the Academic Bank of Credits, would require amendment of the ABC, since currently only Universities, Deemed Universities and autonomous colleges can register. Once this is done, and based upon directions and guidelines issued by Goa University and/or Directorate of Higher Education, the College will register with the ABC. In order to maintain a digital repository of credits earned by students, a centralized database will have to be established along with the database of the College.

17.Skill development:

The College has been making consistent efforts to impart skills to students.

All undergraduate programmes are following the Choice Based Credit System, and accordingly students take up two Skill Enhancement Courses before they graduate.

The College offers students skill-oriented add-on certificate courses, and organizes workshops and training for them. Soft skills are an important area of focus for the College.

During 2021-22, the College offered students add-on certificate courses in Digital Marketing, Tally ERP 9, MS-Excel for Accounting and Finance, Practical Aspects of Business Accounting, Income Tax and Stock Market Operations,

Students participated in workshops on Implementation of Data Analytics in the BFSI Sector, Blogging, Primary and Secondary Data Analysis.

As is done every year, students registered with the Placement Cell underwent a 15-hour Pre-Placement soft skill training programme and a 10-hour Campus to Corporate programme

354 students successfully completed 638 online certificate courses on platforms such as Corporate Finance Institute, Great Learning Academy, Coursera, Edx and Udemey.

Under the B.Voc(ST) programme, by the time they graduate, students are certified by NASSCOM (Sector Skill Council for the IT&ITES Sector) as Junior Software Developer (Level 4), Web Developer (Level 5), Associate Desktop Publisher (Level 6) and Software Developer (Level 7).

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

Although English is the medium of instruction in the College, teachers explain concepts, principles, etc. in local language wherever students are not able to understand these. During the mentor-mentee interactions and interactions with parents/guardians, teachers use Konkani, Hindi or Marathi for better communication and to put less-educated parents at ease.

The Department of Commerce & Management of the College has submitted a research proposal to the Directorate of Higher Education titled Socioeconomic Development of Rural Areas with Special Reference to Traditional Occupations.

The Department of Mathematics invited an expert to deliver a guest lecture on Vedic Mathematics.

The NEP envisages incorporating the Indian Knowledge System (IKS) into the curriculum in order to inculcate in students pride about India's heritage and traditions. As part of the implementation of NEP from 2023-24, the College will organize awareness and orientation sessions for teachers on various

aspects of the IKS. Some possibilities are sessions on AYUSH, Ayurveda for Health and Wellness, Yoga, etc.

The College observes International Day of Yoga and Matrubhasha Diwas and also celebrates festivals such as Ganesh Chaturthi, Navratri, Diwali, Christmas and New Year. During these celebrations, the Organizing Committee conducts short quizzes about the festival and organizes competitions in Diwali lantern-making, rangoli, Christmas star-making, etc.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Being an affiliated college, the syllabus for all programmes is received from Goa University. Very few of the courses have course outcomes. Faculty members of all departments have designed and included additional, more specific higher-order learning outcomes based on Bloom's Taxonomy, such as understanding, application of knowledge, analysis of situations and policies etc. for which they underwent training at a workshop organized by the College in 2018.

In case of the two programmes designed by the College viz. B.Voc.(Software Technologies) and Post Graduate Diploma in Finance & Taxation, every course has clearly defined objectives and Course Outcomes that address all levels of learning.

In 2021-22, the College invited an expert to conduct a workshop for all teachers on OBE. The workshop helped teachers draft their course outcomes accurately, using correct terminology. Subsequently, question papers were set for the In-Semester Assessment as per the Course Outcomes and Cognitive levels. In the next stage, teachers were taught how to carry out assessment and map marks. Teachers implemented this on a trial basis for one paper at the Semester-End Examination of May 2022. It will be done for all courses in 2022-23

20.Distance education/online education:

The College successfully conducted online classes throughout the pandemic. Realizing the opportunities provided by the online mode, the College has organized several webinars with sessions engaged by outstanding resource persons from outside the State.

During the pandemic, the DHE launched DISHTAVO - Digital Integrated System for Holistic Teaching and Virtual Orientation - an online learning initiative. DISHTAVO adopted the 4-quadrant format as prescribed by SWAYAM. Many teachers of the College have

contributed to content creation under DISHTAVO.

As mentioned above, 354 students successfully completed 638 online certificate courses on platforms such as Corporate Finance Institute, Great Learning Academy, Coursera, Edx and Udemy.

The College Library is equipped for remote access (Web-OPAC). The College is a Study Centre for IGNOU - this has opened up an opportunity for our students to take additional courses.

Under NEP, we anticipate that students may wish to take up inter-disciplinary courses in online mode. The College plans to explore such courses and propose them to the BoS for approval.

Extended Profile

1.Programme

1.1	235
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1279
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	540
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	279
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	49
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	49
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	33
Total number of Classrooms and Seminar halls	

4.2	285.22
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	110
Total number of computers on campus for academic purposes	

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

During the academic year, three teachers were Members of Board of Studies - in Financial Services, Economics and Computer Science & Technology.

Departmental meetings were held and courses to be taught 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.

At the end of each semester all teachers submitted their course files which includes the course compliance, ISA and SEE question papers with CO's and CL's, details of assignment, report of activities conducted, Guest lectures held, attendance record, marks sheet and feedback forms. These course files are duly checked by the HoD and Principal.

The Principal discussed student feedback with individual teachers.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.damodarcollege.edu.in/download/s/agar/2021-22/criterion1/Index.pdf

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

The College received the Academic Terms from Goa University, and prepared the College Calendar accordingly.

The Examination Committee had prepared a detailed template for the Examination Calendar, which has proved very useful in ensuring timely completion of examination-related work.

Using the template, the Examination Committee prepared a programme-wise, semester-wise calendar covering Intra-Semester Assessment (ISA) and Semester-End Examinations (SEE).

The calendar specified the dates for: announcement of mode of assessment for non-test ISAs, submission of question papers for

written ISA tests and Semester-End Examination, ISA and SEE marks, lists of students eligible for entitlement marks (for NSS/NCC/Sports/Cultural activities), commencement of examinations, declaration of results and personal verification. The Calendar was displayed on the College website and notice boards, to make students aware of all assessment-related dates well in advance.

Convenors of Committees/Councils/Cells/Clubs planned their activities according to the Examination calendar, and entered them in the Google Calendar of Events 2021-22. Earlier a hard copy of a calendar used to be displayed on the Staff Notice Board and Convenors would enter their planned activities for the month. The use of the Google Calendar since the past two years has made the process easier and paperless

Academic calendar

<https://www.damodarcollege.edu.in/newsite/wp-content/uploads/2022/11/Academic-Calendar-2021-22.pdf>

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.damodarcollege.edu.in/newsite/wp-content/uploads/2022/11/Academic-Calendar-2021-22.pdf

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

7

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)

9

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

626

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 2021-22, the College offered 202 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 2021-22, TY B.Com students completed projects on topics like women empowerment, Electric Vehicles 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 21st Century Life Skills for First Year students, which covered areas such as Etiquette (Workplace and General), Gender Sensitivity, Emotional Intelligence, Values and Ethics, Health and Wellness, Exercise and Diet, etc.

During the year, the Green Club, NSS volunteers and NCC cadets observed International Yoga Day, World AIDS Day, World Earth Day and Vanamahotsav. The NSS unit organized outreach programmes on Beach Cleaning, Fit India Run and Poshan Maah.

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

10

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

347

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.damodarcollge.edu.in/downloads//aqar/2021-22/criterion1/1.4.1 All Stakeholders Feedback 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.damodarcollge.edu.in/downloads//aqar/2021-22/criterion1/1.4.1 All Stakeholders Feedback 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

1279

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

259

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

6 First Year and 8 Second Year Advanced learners were awarded the VVM Golden Jubilee Scholarship of Rs. 5000/- which was introduced in 2020-21. Advanced learners can borrow 20 books from the Library as compared to the normal limit of 10 books.

Advanced learners were selected to participate in inter-college academic activities - A team of 4 BBA students secured first place at a State-Level presentation on 'Thriving on Uncertainty: Managing Change'. 3 B.Com students secured second place for their paper presented at an Intercollegiate Students Seminar and 4 B.Com students participated in an Elocution competition organized by ICAI Goa. Advanced Learners from all disciplines participated in the Business Plan Competition organized by the E-Cell. They also attended a Creative Thinking workshop where they learnt creative thinking tools and techniques. 9 M.Com-I & II students held GU-ART training sessions for 30 TY students. Advanced learners conducted Newspaper Analysis sessions for 25 slow learners.

Weaker students were identified during mentoring sessions. The College conducted remedial classes, peer learning for them. At the commencement of the academic year, bridge courses were conducted for First Year students in Mathematics for students who don't have a background in the subject and Accountancy for non-Commerce students.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2021-22/criterion2/ADDITIONAL_INFO_2.2.1.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
1279	49

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 adopted a variety of experiential learning techniques. 145 B.Com, 7 BBA(FS), 21 BCA and 28 M.Com students completed summer internships. Most TY B.Com projects were field/primary data-based projects and some TY BCA projects were live projects.

The Department of Computer Science and the PG Department conducted industry interaction sessions for their students. All departments invited guest faculty from industry and organized subject-related webinars and workshops. Besides this, the PG Department organized a session on newspaper analysis and professional writing etiquettes, the B.Com programme organized student development and awareness programmes, the Department of Computer Science organized a session on team work and communication and the BBA(FS) programme organized a session on financial planning.

Participative learning was practiced as a part of ISAs. M.Com students enacted role plays, wrote article reviews, analyzed cases and created vlogs based on observation. The B.Com programme included blog creation, advertisement, Digital Story Telling (DST) Video creation, role play, mock trading, case studies, financial statement analysis, article reviews, surveys and interviews as a part of the ISAs. The Computer Science students designed web pages, multimedia artifacts, conducted interviews, created mini

applications and tested codes as a part of their ISAs.

Teachers used collaborative learning techniques such as flipped learning, group projects, group assignments, newspaper analysis sessions, beach ball toss, research paper presentation and analysis. Problem solving methodologies included case studies and virtual quizzes.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.damodarcollege.edu.in/downloads/agar/2021-22/criterion2/2.3.1 Additional_info docs.pdf

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

The College has ICT enabled classrooms with LCD projectors and speakers mounted in all classrooms. The College campus is Wi-Fi enabled. 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 65 Mbps. The college provided 9 teachers with laptops, bringing the total number of teachers provided with laptops to 42. Recording rooms were used to conduct online lectures. Teachers were issued noise cancellation microphones and HD web cameras.

Teachers created digital content, which was stored on the College Network-Attached Storage (NAS) server. 7 teachers created e-content in the courses that they were teaching, and contributed towards the DISHTAVO project of DHE.

Teachers used several platforms for teaching, learning and evaluation activities. Microsoft Teams was used to conduct lectures, upload content and accept assignment submissions. Teachers used DHE portal (IAIMS) and Fedena to upload course plans, attendance, internal marks, etc. Google workspace was used to conduct lectures, webinars, quizzes and online competitions. Several students have completed MOOCs. Students were trained to use statistical software packages and to create blogs, digital storyboards, DST and advertisement. Students have answered National Institute of Securities Market and NASSCOM certification examinations.

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

45

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

49

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

9

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

390

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.

To ensure transparency, at the commencement of the academic year, students were made aware about the pattern of internal assessment. The eligibility criteria for SEE was clearly informed. The Assessment Calendar was displayed on the College website in advance and students were made aware of the same.

The College conducted as many ISAs as were required by the relevant Ordinances also additional ISAs were arranged for students who missed the regular ISA or wished to improve their performance.

The Examination Committee circulated the Examination Manual and Assessment Grid among all faculty members. Timely instructions for supervisors, evaluators and students were issued in to ensure robust conduct of the examinations. Teachers encouraged students to complete certificate courses, internships as an option

for ISA-1.

After the ISAs, students were shown their answerbooks. ISA marks were entered in the respective portals, as students and parents could check the marks. Students could apply for personal verification to their assessed answerbooks. TY students were shown their answerbooks before declaration of results.

In 2021-22, during the Pandemic, FY SY exams of odd semester were held via Online mode -Google Workspace. Timely instructions for students were displayed on the website for the smooth conduct of exams.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.damodarcollge.edu.in/web/wp-content/uploads/2021/04/Examination-Manual-.pdf

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

The B.Com, BCA and B.Voc. Ordinances provide for personal verification of answerbooks at Semesters I-IV. The mechanism adopted by the College with regards to grievances is preventive and student friendly. The redressal of student grievances took 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. The entire process of personal verification was completed within 15 days from the declaration of the result. In 2021-22, due to the Pandemic, TY exams were conducted internally. The corrected answerbooks were shown to the students before the declaration of the results, if the students were not satisfied they could apply within two days, the case was then referred to the Exam Related Grievance Committee.

Once the students apply, only to ensure transparency, in the presence of the Principal, the examiners concerned explained to the students the rationale for the marks assigned. After Personal Verification, the student stated whether he/she was satisfied/not satisfied. If the student was not satisfied, the case was then referred to the Exam Related Grievance Committee. The members then met and reviewed the applications.

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 prepared and 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 (COs) 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 and ensured attainment of these outcomes through their classroom sessions, assignments, projects, etc. The College conducted a workshop on OBE to help teachers draft their COs and LOs, do the mapping and the scoring.

Teachers made students aware of the COs/ LOs when they discussed the Course Outlines during the first session of the semester. During the course of the semester, as the teaching progressed, students were regularly informed about the COs/LOs. Teachers planned and designed their classroom sessions around these outcomes. They also used participatory learning, collaborative learning, problem-solving, practical sessions, etc. targeted towards attainment of these outcomes. Flipped learning, case studies, student seminars and presentations, guest lectures and role plays were some techniques used for attainment of outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.damodarcollege.edu.in/download_s/agar/2021-22/criterion2/paste link for a dditional information 2.6.1.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 and summative assessments.

1. Non-test ISAs take several forms. Teachers assign group / practical assignments, where students conducted surveys, or carried out a practical exercise, analyzed the findings and reported conclusions.

2. Some test -ISA tested the understanding of the student in coding/designing web pages and applications.

3. End-Semester examinations had questions that tested knowledge, understanding, application and analytical ability.

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

A workshop was conducted by the Department of Higher Education (DHE) for all teachers. This workshop was conducted to help all teachers create high quality course outcomes for all courses and on how to go about collecting data and mapping them to POs,PSOs and COs. A follow up session was conducted to brief teachers on how to fill the data sheet created for measuring attainment.

Teachers recorded and stored data of students to be used for mapping and attainment of CO and PO for only one Semester End Exam of their respected courses as it was being done for the first time. The Course Learning levels (CL) for the same SEE was created and mapped to each question of the paper.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.damodarcollege.edu.in/downloads/aqar/2021-22/criterion2/2.6.2_paste_additional.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

279

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/download/s/agar/2021-22/criterion2/Principals-Report-2022.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/downloads/agar/2021-22/criterion2/2.7.1_Analysis.pdf

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	View File
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	View File
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	View File
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 E-Cell, Incubation Centre and Institution's Innovation Council (IIC) of the College took several steps to create an environment for innovation and entrepreneurship. The E-Cell, IIC & Incubation Centre and the Department of Commerce jointly organized an Online Guest Session on Preparation of a Business Plan. The resource person emphasized the importance of having a proper business plan, the steps involved in preparation of the business plan, its components, etc. The E-Cell and the IIC also organized a session for students on 'Augmenting Business Vitality and addressing Market Turbulence: Diving into Design Thinking and Innovativeness' which provided insights into the importance of creativity in innovation and design for startups.

Bidtronix Pvt. Ltd., an incubatee of FiiRE (Forum for Innovation Incubation Research and Entrepreneurship) gave students of the Department of Computer Science an opportunity to test the bugs in an online app. Through the College Incubation Centre, an SY B.Com student completed a summer internship at Asier Solutions, an incubatee of FiiRE.

A visit to FiiRE was organized as an initiative towards inspiring students towards entrepreneurship. The College signed an MoU with FiiRE on 1st April 2022, aimed at creating support infrastructure and capacity building of student innovators.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollge.edu.in/download/s/aqar/2021-22/criterion3/3.2.1_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

70

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/research-page/
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	View File

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

3

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

0

File Description	Documents
Any additional information	No File Uploaded
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

The NSS Unit organized various extension activities, viz. Poshan Maah, Swacchata Pakhwara, activities to create awareness about

blood donation, eye donation and AIDS, a blood donation drive. etc.

The NCC Army and Navy wings organized Fit India Freedom Run and also took up beach cleaning activity.

The Counselling Cell conducted quizzes on heart health and autism, and put up a street play on autism.

On International Women's Day, the Women's Cell encouraged women entrepreneurship by distributing products made by women entrepreneurs.

Vasundhara (Green Club) and the Department of Environmental Studies organized a quiz on World Environment Day, held a tree plantation drive and created awareness on water conservation. Vasundharain association with GoaBirdConservation Network organized an outdoorbird-watching session for students.

The teaching and non-teaching staff took up community service such as plastic waste collection, beach cleaning and distribution of items to the needy.

The Department of Computer Science conducted a cultural activity and a talk on Nutrition and Health at Matruchhaya Balika Kalyan Ashram for girl children.

The Students' Council collected Rs. 31,277 during the Joy of Giving month, which was used to purchase items that were then distributed to an orphanage and home for the aged.

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

27

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

1093

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	
23	
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 33ICT enabled classrooms with mounted LCD projectors,	

speakers, routers for Wi-Fi connectivity, CCTV cameras and UPS backup. There is an air-conditioned 80-seater Smart Classroom having a smart podium and an interactive monitor and 7 recording rooms with LAN connectivity. There are 4 computer laboratories and a UGC Network Resource Centre housing 104 systems.

College has provided teachers with 42 laptops and 9 pentabs. Students and teachers have access to a NAS server for storing and retrieving learning resources and Library data.

B. LEARNING SUPPORT FACILITIES

The College Library houses over 34000 books, periodicals, journals, CDs and e-resource subscriptions. Students use the PC-cum-TV 'VigyanKosh' mounted in the Reading Room for collaborative work along with 5 systems. The College has a Research Room that can seat 6 research scholars. A 250-seater Auditorium is available for seminars/conferences and major activities. The College has an Incubation Centre, Skill Development Centre, Meeting room. The administrative setup comprises of 2 staff rooms, Counsellor's Cabin, Principal's and Vice-Principal's Office, Administrative Office, Examination Room, IQAC Room, Research Room 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.damodarcollge.edu.in/infrastructure/

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

The Institution has adequate facilities for extra-curricular activities.

Sports:

College has a Multipurpose Hall established on 15/11/1988 measuring 740.25 Sqmtrs, used for all indoor sports and games. It houses a wooden badminton court and facilities for table-tennis, taekwondo,

carrom, chess, yoga etc. There are two playgrounds for outdoor sports; ground measuring 1350 Sq mtrs, established on 11/6/2004 and ground 2 measuring 8450 Sq mtrs, established in the year 2021. All these facilities are used for intra-mural and inter-college events.

College makes arrangements for the lawn tennis, cricket and basketball teams to utilize the facilities at neighbouring clubs and a school.

College has a well-equipped Gymnasium measuring 50 Sqmtrs, established in 2017, with a 4-station Multi-gym, a motorized Treadmill, a weighing scale, dumb bells, bar weight plates, Leg curl & leg extension and an exercycle.

Cultural Activities:

Intra and Inter-College activities such as singing, dance, fashion shows, skits, Farewell function, Graduation Day etc. are organized in the Auditorium measuring 200 Sqmtrs, established on 08/05/2001 and Multipurpose Hall. The Smart Classroom measuring 100 Sq mtrs, established in 2014 is used for debates, elocution, quizzes and workshops.

College also has NCC/NSS rooms and a Students' Consumer Cooperative Society.

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

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

33

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

175.69

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)

College has adopted NewGenLib as its Integrated Library Management System, which is regularly updated. It has 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. Library is a member of INFLIBNET N-LIST Consortium, 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.

Library webpage on the College website has a knowledge portal, subject gateways, Books to Read, and Career Zone. There are QR

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

Library and Reading Room are Wi-Fi enabled. The Reading Room has a wall-mounted PC-cum-TV 'Vigyankosh', a browsing section with 5 laptops and 02 Digital display boards. During 2021-22, the Reading Room seating capacity was increased from 30 to 80, and 2 Discussion Zones have been created for students. The book racks have posters with notable works, awards of famous poets and authors and posters with quotes by famous personalities have been put up on the walls.

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)

4.44

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

10

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 91 laptops (some upgraded with SSD) placed in laboratories and 42 are issued to teachers for academic use. NAS server with 4TB storage capacity is used for backup and storage. 35 LCD projectors are mounted in all classrooms and computer laboratories including 2 High-end DLP Projectors. 65? Smart TV installed in Meeting Room. College has a smart podium with an interactive monitor and sound system. 9 pen tablets, 3 wide angle HD Webcams and 10 noise cancellation microphones were also acquired to support online teaching. 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 65 Mbps. College campus is Wi-Fi enabled. College CCTV system has been expanded and upgraded by adding IP cameras, IP Night-vision cameras and has enhanced its printing facilities with Printer/Copier machine and Identity Card Printer and 9 Digital Display Boards (DDBs). College has set up an Internet Protocol Private Branch Exchange (IPPBX) system, with a mix of IP Phones and analog phones. 17 UPS purchased to support the ICT and Network setup. College has softwares essential for use of IT equipment, antivirus, Tally-ERP, campus management software and CorelDraw.

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

77.70

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 Laboratories are assigned to specific classes; any request for specific use is scheduled/booked upon prior intimation. Library and Reading Room are open from 8:00 a.m. to 4:45 p.m.

The Maintenance Policy lays down procedures for movable and immovable assets. College follows GFR 2017 for purchases, award of AMC's, etc. College has Fire Insurance Policy and Campus firefighting equipment which are maintained periodically.

The Office is responsible for maintenance of all assets including fixtures and basic facilities, IT, Library and Sports facilities as per the procedures mentioned in various Policies & Manuals of the College.

Dedicated email ids, itsupport.sdcce@vvm.edu.in and support.sdcce@vvm.edu.in, are used to report non-functioning of IT and non-IT facilities. Minor faults & repairs are handled by trained staff (Multi-Tasking, System Administrator and lab instructors) and major issues are handled by Vendors/service-providers. Software Licenses are renewed regularly.

CCTV surveillance and outsourced security & housekeeping services ensures Campus security and cleanliness. VVM and its designated committees/staff look after construction & maintenance works and periodical inspection of Canteen.

Maintenance of elevators, generators, photocopiers, ACs etc. is ensured by entering into an AMC after expiry of warranty. All unserviceable items are disposed after following proper procedure.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollge.edu.in/downloads/agar/2021-22/criterion4/4.4.2 List of Policies Manuals & 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

40

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

25

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
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File Description	Documents
Link to Institutional website	https://www.damodarcollge.edu.in/e-newsletters/
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
--

1000

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

1000

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

87

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

25

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

47

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.

8

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)

Students were nominated to various councils/committees/cells/clubs based on their proven interest and talent in specific areas, and involved in the decision-making of all committees.

The Internal Complaints Committee (ICC) has the Ladies Representatives of Students' Council and Cultural Council, and the General Secretary as ex-officio student-members. The Anti-Ragging Committee (ARC) has 2 student-members.

The student-members on the Executive Committee of the Students' Consumer Cooperative Society help in its functioning like bookkeeping, selling the stationery items and making suggestions for improving society performance.

Students were also represented as members of IQAC and Library Committee and participated in all their meetings and activities. The student members of NSS Advisory Committee, Placement Cell and Career Cell helped in conducting a variety of training and awareness programmes via online and offline modes.

The Students' Council, Cultural Council and Sports Council, had many student representatives who helped in organizing in-house cultural, literary and sports and inter-collegiate sports events.

The student members of the Institution's Innovation Council (IIC) participated in activities organized to promote entrepreneurship such as visit to FiIRE Incubation Centre and participation in Business Plan activity.

Student-members of all the committees helped the teachers conduct

a host of activities throughout the year.

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

45

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 involved themselves in decision making, thus becoming an integral part of the College and its functioning. They are members of the Board of Management, College Governing Council and the IQAC. In the year 2021-2022, 20 faculty members, 6 visiting faculty and 11 non-teaching staff members were College alumni.

Alumni contributed to the College in following ways:

13 alumni were invited during 2021-22 to deliver sessions to students. 5 of these were invited to deliver guest lectures in

their respective areas of expertise. 2 were invited as panelists for the panel discussion on Careers in Commerce, 1 alumnus was invited to deliver talk on careers and 1 conducted life skill sessions on critical thinking. These sessions were held via online and offline modes. 4 of our alumni were invited as judges for the inhouse Business Plan activity conducted for the students of the College and 1 of these judges sponsored cash prizes for the winners.

File Description	Documents
Paste link for additional information	https://www.damodarcollge.edu.in/alumni/#1653032377679-079e7090-9837
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, 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 prepare plans for infrastructure upgrades. Numerous policies and SOPs have been introduced.

The College prepared a vision document Damodar@50 for the Golden Jubilee year of the College (2022-23).

Teachers are members of various VVM Committees. Three of the twelve members of the Governing Council (GC) are teachers. The GC takes decisions on all matters relating to the College. The nine teacher members of the IQAC met frequently and took decisions on various aspects of the functioning of the College. Teacher members of Digital Media Team and Business and Process Analyst Team assisted IT Applications Group.

The Purchase and Disposal Committee, which consists of 6 staff members, decided on all matters relating to the purchase and disposal of assets.

All Committees/Councils/Cells/Clubs/Departments decided and implemented their budgets and plan of activities for the year.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.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.

VVM has an IT Applications Group (ITAG) led by an alumnus and a former faculty member of the Department of Computer Science including College System Administrator and IT Lab Assistant. In July 2021, at an ITAG meeting, it was proposed to create two teams of teachers and students - the Business and Process Analyst Team (BPAT) and the Digital Media Team (DMT) to assist the ITAG. This was a deliberate effort to get students involved in real projects to help them understand the working of the College, identify areas for improvement and identify solutions.

The objective of BPAT was to work with ITAG in designing, developing and deploying next generation online platform for digitizing VVM's operations; evaluate software and identify process improvements. The BPAT suggested the structure for the creation of new college website, a common employee data updation template for teaching and non-teaching staff; various changes in inventory management.

The objective of DMT was to assist the teachers of VVM with all aspects of media management. The DMT created PDF with instructions for choosing copyright free images, assisted in editing of E-

Magazine book, preparing an OMR sheet, designing posters. These teams benefited the institution as well as the students.

File Description	Documents
Paste link for additional information	https://www.damodarcollge.edu.in/download_s//aqar/2021-22/criterion6/6.1.2_merged.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Damodar@50 is the College's strategic plan for achieving various activities. During the year 2021-22 following activities were implemented. College organized 5 industry interaction programmes, 5 Workshops, 12 Guest lectures, 21 Webinars which has improved industry institution interface. Students gained practical knowledge as 342 Students completed certificate courses, 201 students completed internship and 354 students completed courses on Coursera. MOUs were signed with Goa Management Association (GMA), Goa Technology Association (GTA), SS Technology, Umang group, GIPARD, FIIRE and Accosphere which has reduced the gap between industry & academia.

For updation of their subject knowledge 8 teachers attended FDPs. 60 students participated in Business Plan competition. 3 NSS volunteers attended National Integration Camp and 59 attended the National Youth Parliament. Under institutional development Library implemented QR Codes for 10 Library applications. Motivated college Alumni are engaged in various activities. College alumnus contributed towards payment of fees of students amounting to Rs.15000/-. For the late Suhasini Narahari Borkar award for the best research paper introduced by the management, 5 teachers sent their research paper. As implementation of Green Audit report 2020 and water audit report 2020 plastic was banned on college campus, saplings were distributed. Trees and plants were tagged with their names.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.damodarcollge.edu.in/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 3 times 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 6 times during 2021-22 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, which is displayed on the College website.

The IQAC met regularly, and all Councils/Cells/Clubs/Committees met at least twice during the year.

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 2021-22, the College appointed one MTS (post reserved for Children of Freedom Fighters) on regular basis. The College complies with GFR 2017 in respect of purchase of goods and services and disposal of assets.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2021-22/criterion6/6.2.2_link.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 adopts following welfare measures for staff. Regular/Permanent employees who have availed the facilities during the period are Children Education Allowance (5), Leave Travel Concession (1), Childcare Leave (1), Earned Leave (32) and Half-Pay (Commutated) Leave (14).

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

Teaching Staff who have completed 3, 5 or 7 years of service with the College have been granted tenure contracts, also facility of 8 days Earned Leave for all teaching staff who complete 3 years with the College & Health Insurance cover for staff.

Health Checkup Camp was organized for all staff members and various tests like Random Blood Sugar, Pap Smear Test & Breast Examination etc.

Work From Home facility extended to staff of Self Finance Programme.

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.

Members of VVM Employees' Cooperative Credit Society can get loans at a concessional rate of 10.5% and receive 8.5% interest on deposits

The Recreation Cell celebrated festivals and organized farewell function for Prem Bahaduron 30th September 2021 on his retirement.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqr/2021-22/criterion6/6.3.1_upload_any_information.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

17

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

11

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

9

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 in the Goa University Statutes, viz. Performance Based Appraisal System (PBAS). Regular 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. Ms. Preksha Chopdekar's Career Advancement Scheme (CAS) from stage 1 to stage 2 was carried out during 2021

Non-Teaching Staff

1. The performance of non-teaching staff was 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 were prepared in April 2022 for the period 1st April 2021 - 31st March 2022.

2. In the case of non-teaching staff in the self-financed programmes, an appraisal committee comprising the Principal and Vice Principal reviewed the performance of these staff members and recommended 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 accounts. Accounts of all programmes were finalized and submitted to the auditor by end-June for audit of the Income-expenditure statements and 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, salary payments, TDS, Income Tax, GPF, NPS and other deductions from salary. There were no objections from the auditor; however clarifications sought were immediately replied to.

The audited accounts were placed before the VVM AGM and approved. The accounts of the aided programme (B.Com) were sent to DHE in October 2022.

The DHE carries out periodic 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. The College replied to the audit queries and is awaiting further communication from the DHE

There was no Internal audit, but expenditures were routed through VVM Executive Secretary before settlement, who checked adherence to procedure, admissibility, etc.

File Description	Documents
Paste link for additional information	https://www.damodarcollge.edu.in/downloads/aqar/2021-22/criterion6/Merged_Accounts.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)

15000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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 collected from students.

2. The College is entitled to an annual non-salary grant of Rs. 35 lakhs from the DHE in addition to the fees collected from students; an additional grant of Rs. 15 lakhs is 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

Two practices institutionalised as a result of IQAC initiatives are

1. Physical Activities At Workplace For Staff

Different Physical Activity programmes are conducted regularly for staff of the College. One such program organized during 2021-22 was "Physical Activity at Workplace" a 30 minutes program designed to be performed on the chair in a relaxed position and included 20 minutes Dynamic and Static stretching exercises covering all the joints and Muscles focusing Neck, Shoulder, Core, Oblique, Upper & Lower leg etc, followed by 05 Minutes of breathing exercises and 05 Minutes of Meditation. Another activity was 10000 Steps Fitness Challenge for 10 days for the students and staff monitored using any Step Tracker Pedometer to make the students and staff physically and mentally active.

2. Community Service

Community outreach activities taken up by the BBA, BCA & BCOM departments. Blood Donations Camps, Beach Cleanups, Talks of Nutrition & Hygiene, Waste Collections Drives & Health Camps were organised by Teaching Staff, Non-Teaching Staff & Students of the college. The most prominent one being the "Clean India Program" initiated by Nehru Yuva Kendra Sagathan, Department of Youth Affairs, Ministry of Youth Affairs & Sports, Government of India.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2021-22/criterion6/6.5.1_paste_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

Review of teaching learning process and reforms through IQAC done using the following:-

1. Outcome Based Education

For implementation of outcome based education (OBE) the College undertook various activities right from the course level to the level of the programme. A session was held on Bloom's taxonomy and its importance for preparation of the COs for a course in line with the course structure and the syllabus. This is an important step in OBE since the same criteria would be eventually used to measure and map Course and Programme outcomes. During the year teachers set their Semester question papers as per Course outcome and cognitive level. Also assessment was carried out for one subject using OBE.

1. Use of E-Resources for teaching-learning

The college has two subscriptions in this regard, INDIASTAT & N-LIST (National Library and Information Services Infrastructure for Scholarly Content). N-LIST allows access of E-Resources from various domains. INDIASTAT provides the college with socio-economic statistical data. Students and faculty are allowed to login via their college email id and consume the above mentioned E-Resources, usage is monitored for the same. Sessions were conducted for students and teachers explaining how to use e-resources for projects and research papers.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2021-22/criterion6/6.5.2_paste_link_for_additional_info.pdf
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
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File Description	Documents
Paste web link of Annual reports of Institution	https://www.damodarcollege.edu.in/downloads/aqar/2021-22/criterion6/Annexure_1_SDCCE_Annual_Report_2021-22.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

<p>Females</p> <p>Males</p>
--

Gender Ratio(F:M)

Students

617

662

1:1.07

Academic Staff

52

20

1:0.38

Non-Academic Staff

14

19

1:1.36

Total

683

701

1:1.03

Curricular activities:Students completed a course in entrepreneurship development where women entrepreneurship is a specific topic. Second Year B.Com students learn about Gender Equity Index, and First Year students had a session on "Gender Sensitivity" as a part of Life Skills certificate course. A few Final Year B.Com projects were gender-related.

Co-curricular Activities:Internal ComplaintsCommittee and Women's Cell conducted awareness sessions for students and staff on sexual harassment, women empowerment and gender equality etc. Counselling Cell conducted an Online Monologue Competition on the theme 'Strong is the New Pretty'.

The ICC organised a session on 'Sexual Harassment at Workplace (Prevention, Prohibition & Redressal) Act, 2013". On International Women's Day, Women's Cell distributed products made by two women entrepreneurs and organised an Inter-School State-Level Video-Making Competition on the topic, 'Commemorating the Unsung Women Martyrs of the Indian Freedom Movement'

Facilities on Campus: Entire College campus is under CCTV surveillance. The College has a full-time Counsellor. College has common rooms for girls and separate washrooms for girls and lady staff members, which have sanitary napkin dispensing machines and incinerators.

File Description	Documents
Annual gender sensitization action plan	https://www.damodarcollege.edu.in/downloads/agar/2021-22/criterion7/7.1.1_Annual_Gender_plan.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/agar/2021-22/criterion7/7.1.1_Relevant_document.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.

Solid Waste management

Goa Waste Management collected the waste as and when requested by the College. Wet waste generated in the Canteen is put in two compost bins placed outside the Canteen. Old newspapers, magazines etc. were sent for recycling.

Over time, the amount of paper used on campus has reduced drastically because:

- All internal communication is by email
- College adopted two-sided printing and photocopying
- Notices are displayed on Digital Display Boards
- Communication with parents and students and leave application is done by using campus management system- Fedena
- Copies of past question papers are scanned and stored on the NAS server and are available on the Library page of the College website
- The entire admission process is online
- Application for posts is online

At functions, guests were gifted potted plants or dry fruit baskets rather than bouquets. The canteen contractor has been instructed to stop stocking single use plastic water bottles, straws etc.

E-waste management: College disposed of e-waste by handing it over to parties authorized by the Goa State Pollution Control Board. The College followed the "Reuse" in regard to e-waste - electronic equipment which was declared unserviceable, was stored separately and its working parts were used to replace damaged components of equipment that was otherwise functional.

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

C. Any 2 of the above

of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

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

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	<p>C. Any 2 of the above</p>
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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

<p>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</p>	<p>D. Any 1 of the above</p>
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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

<p>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</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>A. Any 4 or all of the above</p>
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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. As is done every year, the College admitted all students from Reserved categories who applied.

In self-financed programmes, students from disadvantaged economic backgrounds were allowed to pay fees in four installments and the College tried to arrange financial assistance for them.

While recruiting staff, the College complies with the Government reservation policy and the staff roster. In 2021-22, the College made the following recruitments from disadvantaged communities:

Permanent Basis:

- Teaching staff: ST-01, OBC-01
- MTS: Ex-servicemen-01, Children of Freedom Fighter-01

Contract Basis:

- Teaching staff: OBC - 03

Recreation Cell organized Navratri, Diwali, and Christmas celebrations in which all staff participated. Department of Computer Science observed Khadi Day and to mark the celebration all the staff members wore Khadi clothes. Readers' Club and Ek Bharat Shreshtha Bharat Club organized "Peherav Hindustani", online fashion show competition on Indian Culture. Women's Cell commemorated 'International Women's Day' and organized a solo/pair/group photography competition with the aim of creating and sensitizing gender equality among staff and students of the College. On this occasion, Women's Cell also promoted homemade products to encourage women entrepreneurship.

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. The NSS Unit and the Department of Law organized essay writing competition on the topic "Article 370 and the Implications of Revoking Article 370" and Pick & Speak one minute talk.

The Value Education Cell organized an Online Essay Writing Competition on the theme "Youth Empowerment" to commemorate "International Day of Non-violence". The Consumer Cell in commemoration of the 'Consumer Rights Day' organized an Elocution Competition for the students on the theme 'Consumers, Know Your Rights'.

The Women's Cell and Internal Complaints Committee (ICC) organized a live webinar on the topic 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 for the newly appointed staff. The Internal Complaints Committee (ICC) and the Anti-Ragging Squad organized a Slogan Writing Competition on the topics "Protection of Women against Sexual Harassment Act 2013 and UGC Draft Regulations on Curbing the Menace of Ragging in Higher Educational Institutes, 2009".

To protect and improve the natural environment, the Nature Club - Vasundhara - organized Water Awareness Video Contest on the theme "Water Conservation", a plantation drive, Photography Competition and an Online Quiz.

File Description	Documents
Details of activities that inculcate values; necessary to render students into responsible citizens	https://www.damodarcollege.edu.in/downloads/agar/2021-22/criterion7/Details_of_activities.pdf
Any other relevant information	https://www.damodarcollege.edu.in/downloads/agar/2021-22/criterion7/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. 4. Annual awareness programmes on Code of Conduct are organized.

A. All of the above

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 organized seminars, webinars, awareness programmes etc. to celebrate international days such as International Day of Non-Violence, World Sight Day, World Mental Health Day, World Tourism Day, World AIDS Day, International Day of the Girl Child, International Self-Care Day, International Women's Day, World Water Day, International Dance Day, International Migratory Bird Day & Endemic Bird Day, World Earth Day, International Day for Biological Diversity, World Environment Day, World Ocean Day and International Day of Yoga. The aim of all these was to build awareness about specific issues.

Important National Days like Independence Day, Republic Day, Goa Liberation Day, National Unity Day, Gandhi Jayanti, National Blood Donation Day, National Energy Conservation Day, National Maritime Day, Poshan Maah and Poshan Pakhwad were celebrated and awareness sessions, poster competitions, reels competition, jigsaw puzzles and an online quizzes were organized.

On the occasion of National Youth Day, the NSS unit organized an online activity where the volunteers posted a message on the topic "Swami Vivekananda's Message to the Youth" on social media.

On Goa Revolution Day, staff paid tribute to the sacrifice and valor of freedom fighters. A poem "18th June" by renowned Goan poet Shri Manohar Rai Sardesai and a short film on Goa Revolution Day were screened.

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.

1. COMMUNITY OUTREACH PROGRAMME FOR WOMEN

The role of women has been changing; enhancing and contributing to the growth of the economy. The Community Outreach Program for Women aims in providing a platform for the women to upgrade and enhance its skills. These services are offered by students and teachers through their active engagement with various Self-Help Groups by undertaking Live projects, organizing workshops, seminars, workshops, etc.

2. PHYSICAL ACTIVITIES AT WORKPLACE FOR STAFF

The Department of Physical Education & Sports took an initiative to organize a Physical Activity program for staff of the College. Special feature of this 30 minutes program was that it was designed to be performed on the chair in a relaxed position by the individuals and included 20 minutes Dynamic and Static stretching exercises, this was followed by 05 Minutes of breathing exercises and 05 Minutes of Meditation. Dynamic and Static Stretching exercises covered all the joints and Muscles. The body part focused in the exercises were Neck, Shoulder, Core, Oblique, Upper & Lower leg etc. Breathing exercise included Kapalbhati-Shudhi Kriyas and Pranayama-Anulom Vilom. The meditation the participants were asked to sit in a quiet position with eyes close and were instructed to focus on breathing.

File Description	Documents
Best practices in the Institutional website	https://www.damodarcollege.edu.in/downloads/aqar/2021-22/criterion7/2021-22_BP.pdf
Any other relevant information	https://www.damodarcollege.edu.in/downloads/aqar/2021-22/criterion7/7.2_weblink.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

The extension and outreach activities conducted by the institution aim at extending assistance and facilities to various groups of the society by promoting financial literacy for women to make them financially independent, organising blood donation camps, supporting under privileged sections of the society and conducting awareness activities for NGO- Matruchhaya Balika Kalyan Ashram which are as follows for 2021-22:

1. **Women Empowerment:** On the occasion of women's day the College promoted two women entrepreneurs by purchasing and distributing products made by these entrepreneurs.
2. **Medical camps and session:** The College organized two blood donation camps wherein students and staff donate blood for various blood banks and hospitals. AIDS and its treatment and eye donation sessions were also conducted to create awareness.
3. **Environment protection:** As contribution towards environment students, teaching and non-teaching staff organized beach cleanliness drives on various occasions and distributed and planted sapling to keep the environment green and healthy.
4. **Helping the underprivileged section of the society:** The College looks forward to helping underprivileged sections. The institution organised activities for children at Matruchhaya Balika Kalyan Ashram, donated necessities to slum areas, Joy of giving month contribution to Dr. Alfred Antao Home for the Aged, and Lokvishwas Pratishthan Special School, Goa.

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

1. Encouraging students to participate in extra-curricular activities, inter-collegiate competitions and other events to enhance skill development and personality development.
2. Faculty and students to be encouraged to undertake projects that are industry-specific, focusing on problems or opportunities.
3. Encourage faculty members to collaborate and contribute multiple author papers for publications in UGC CARE Lists Journals .
4. Industry embedment for all regular teachers of all programme.
5. Designing skill-based short term courses with the guidance of industry experts.
6. Collaboration with reputed soft-skills training institutes for certificate courses.