

PEER TEAM REPORT ON INSTITUTIONAL ACCREDITATION OF THE CUNCOLIM EDUCATIONAL SOCIETY'S COLLEGE OF ARTS AND COMMERCE Place : CUNCOLIM, SALCETE State: GOA Pin: - 403703	
Section I: GENERAL	Information
1. Name & Address of the Institution:	The Cuncolim Educational Society's College of Arts and Commerce, Shri.PIO F. Lawrence Complex, Cuncolim, Salcete-403703, GOA
2. Year of Establishment:	1987
3. Current Academic Activities at the Institution (Numbers):	
• Departments/ Centers:	08
• Programmes/ Courses offered:	B.A & B.Com
• Permanent Faculty Members:	19
• Permanent Support Staff:	18
• Students:	555
4. Three major features in the Institutional Context (As perceived by the Peer Team):	<ul style="list-style-type: none"> • Female students are more in number • ST students are in majority • First generation learners are in majority
5. Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	4 th & 5 th October 2018
6. Composition of the Peer Team which undertook the on- site visit:	
Chairman:	Prof. Mohd. Muzammil, Ex Vice Chancellor, Res: F-2260, Rajajipuram Luck now - 226017, Uttar Pradesh
Member Co-ordinator :	Prof. Ashish Kumar Srivastava, Director, Institute of Management, Pt. Ravishankar Shukla University, Raipur-492010, Chhattisgarh
Member :	Dr. Nandkumar Shrirangrao Nikam, Ex Principal, Res: E-29, Shriram Nagar, Aundh, Pune-411007, Maharashtra
NAAC Co-ordinator:	Dr. Priya Narayanan, Assistant Adviser, NAAC

[Signature]

[Signature]
5/10/18

[Signature]
5/10

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion 1 – Curricular Aspects (Key Indicator and Qualitative Metrics (Q _i M) in Criterion I)	
1.1.	Curricular Planning and Implementation :
1.1.1 Q _i M	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility:
1.3	Curriculum Enrichment:
1.3.1 Q _i M	The Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System:

Qualitative analysis of Criterion I (300 to 500 words)

The Cuncolim Educational Society's College of Arts and Commerce, Goa is located in the heart of the town. The college offers two Undergraduate Degree Program B.A & B.Com affiliated to Goa University. Since the College is under the control of the Goa University, curriculum is designed by the University itself. Two faculty members of the college are in different academic bodies of the University. The College takes steps for effective implementation of course curriculum and complete of the course as per the academic calendar of the University. For this purpose college also developed its own academic calendar in consultation with faculty members. On that basis, faculty members prepare their plan and time table. Faculty members maintain the record of their work done .

The college offers seven elective /special Subjects in B.A program and two electives in B.Com program In addition the IT certificate course is introduced by the university and it is mandatory to all the students .B.A & B.Com program is supported by English, EVS, Marathi and other co-curricular activities time to time.

The college conducts many activities related to cross cutting issues concerned with gender, environment and sustainability through syllabus and activities related to issues. Human values and professional ethics as a part of the course curriculum of the University is taught in the classes. The feed back is obtained from the students but it is not analysed for effective academic progress in the college. The College has no other feedback system from other stakeholders as parents, alumni etc.

Criterion 2 – Teaching-Learning and Evaluation (Key Indicator and Qualitative Metrics (Q_iM) in Criterion II)

2.1	Student Enrollment and Profile:
2.2	Catering to Student Diversity:
2.2.1 Q _i M	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching-Learning Process:
2.3.1 Q _i M	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 Q _i M	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality:
2.5	Evaluation Process and Reforms:
2.5.1 Q _i M	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 Q _i M	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3	Mechanism to deal with examination related grievances is transparent, time-bound and

Q _M	efficient
2.5.4 Q _M	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes:
2.6.1 Q _M	Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed on website and communicated to teachers and students
2.6.2 Q _M	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey:

Qualitative analysis of Criterion II (300 to 500 words)

The admission process at various programs is based on first come and first serve basis because poor response of the students towards higher education in the locality and seats remain vacant. There is specific policy /methodology to assess the learning levels of the students after admission. However the slow learners are identified by the subject teachers during the lectures and class performance. For them, remedial classes are conducted in the college. For advance learners the College organise special coaching and motivate them to prepare for higher education. As per the state government policy, the college has appointed a Councilor on visiting basis to counsel the students as per their problems.

For practical exposure of the students, the college has computer lab with 15 desktops with few licensed software, a geography lab with related instruments. While teaching in the classes, teachers try their best to have students centric methods such as field survey, industrial visits, peer students teaching learning. The college promotes the faculty members to participate and present research papers in state and national level seminars/conferences. The State Government encourages the research activities to the College teachers through financial assistance. Some teachers of the College availed research grant to participate in the Seminars and Conferences. Majority of the teachers use the ICT facilities to deliver their lectures. They give assignments, conduct seminars, group discussion subject wise. To make attractive class room teaching, some teachers use video clips and short films on specific topics. To enhance the practical experience of the students, college organizes industrial visit every year. The college has wi-fi facility in the campus. Out of 12 classrooms, 08 are well equipped with ICT facilities.

Teachers are appointed as per the guidelines of the UGC and state government. The higher education department of the state government sanctioned the posts as per the workload available in the subjects taught in the college. This college has nineteen faculty permanent members out of which ten are associate professor and nine are assistant professor. Recently the college has appointed full time principal who joined 1st Oct 2018. Out of all teachers, eight are Ph.D holders. Some of them have publications in research journals and conference proceeding. Time to time as per requirements faculty members attend orientation / subject refresher courses as well.

As per the directives of the university, the college has implemented CBCS for students since last year. However students of the college are not well aware about this system. The college conducts internal examination twice in a semester of 10 marks each as per university rules. The results of internal examinations are displayed on the notice board and answer scripts are shown to the students. If any grievance related to internal examination comes, the college has a Grievance Redressal Cell to deal with it. Even though no such type of grievance is reported in the college so far.

Program outcomes, program specific outcomes and course outcomes for all programs offered by the college are prepared and displayed on the notice board as well as on the website of the collage. But all these are not properly evaluated and communicated to the teachers and students.

[Signature]

[Signature]
5/10/18

[Signature]
5/10/18

Criterion 3 – Research, Innovations and Extension (Key Indicator and Qualitative Metrics (Q _i M) in Criterion III)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 Q _i M	Institution has created an eco system for innovations including Incubation center and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 Q _i M	Extension activities in the neighbourhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years
3.5	Collaborations:

Qualitative analysis of Criterion III (300 to 500 words)

Being an under graduate college the college don't have research center. The faculty member have to go some other research center for the research activity . However some of the faculty members do some research in their respective subject specialization and publish papers in research journals.

The college does not have either research innovation or Incubation Center. For the creation and transfer of knowledge no specific initiative is taken by the faculty members.

The college has made an effort to neighborhood community through NSS, Vasundhra Nature Club and some other activities to sensitize the students and society on local social issues such as blood donation camp. Some 400 students of the college are enrolled in the NSS. Tree plantation, Swach Bharat Abhiyan etc. The college does not any collaboration with industries or other reputed academic institution.

Criterion 4 – Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics (Q _i M) in Criterion IV)	
4.1	Physical Facilities:
4.1.1 Q _i M	The institution has adequate facilities for teaching - learning viz., classrooms, laboratories, computing equipment, etc
4.1.2 Q _i M	The institution has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga center etc.,) and cultural activities
4.2	Library as a Learning Resource:
4.2.1 Q _i M	Library is automated using Integrated Library Management System (ILMS)
4.2.2 Q _i M	Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment
4.3	IT Infrastructure:
4.3.1 Q _i M	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure:
4.4.2 Q _i M	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion IV (300 to 500 words)

The college has 3300 sq meters of land on lease from local society whereas construction area is 1550 sq meters. The college has 12 classrooms with sufficient space to accommodate the students. As stated earlier, Eight classrooms are equipped with ICT facilities. In addition to this, college also has computer lab with 20 computers with networking and internet facilities, separate hall, small canteen facility, geography lab. The college has girl common room but no boys common room is available. The college does not have any medical facility for the students. As per the strength of the college the computers are inadequate in number even though college has training facility with Manipal Institute of Computer Education (MICE) to train the students in IT.

College does not have indoor, outdoor games facility, however students enjoy the facility of play ground nearby the collage made available by the state authority. For Indoor games only one small room is allotted for the same with few games. Even though the college has appointed full time Director ,physical education. The college does not have Gymnasium and Yoga Center. Some cultural activities are visible among the students.

The library is housed in a separate building space and is having 8,121 books and 21 journals/ periodicals are also available in the library. The Library is semi automated and using KOHA software. Bar code system is also functional , however students are not aware about the system. The library doesn't have any collection of rare books, manuscripts and special reports. The College should encourage and motivate the students to use the library for the knowledge enrichment. The college has internet and wi - fi facilities. Managing Committee takes care of campus maintenance and creation of infrastructure but it needs improvement.

**Criterion 5 - Student Support and Progression
(Key Indicator and Qualitative Metrics (Q₁M) in Criterion V)**

5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities:
5.3.2 Q₁M	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement:
5.4.1 Q₁M	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Qualitative analysis of Criterion V (300 to 500 words)

The College has student council as per the directives of the Goa University, It has an election system where representative are elected by the students. After election the representative are nominated in different bodies of the College. Representatives belong to mainly rural background and are not very active in their representation. In the College Placement Cell, career counselling cell are not functional. There is a need of language lab for the development of the students. As per the provision of the UGC and University the College has Anti Ragging Cell, Anti Sexual Harassment Cell but no complaint yet is registered.

The College has an Alumani Association which is recently registered however the Alumani meets occasionally. They are contributing their efforts only in guiding the students. No financial assistance has been received from the Alumani to the College so far.

[Signature]

[Signature]
5/10/19

[Signature]
5/11/19

Criterion 6 – Governance, Leadership and Management (Key Indicator and Qualitative Metrics (Q_iM) in Criterion VI)	
6.1	<i>Institutional Vision and Leadership:</i>
6.1.1 Q _i M	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution
6.1.2 Q _i M	The institution practices decentralization and participative management
6.2	<i>Strategy Development and Deployment:</i>
6.2.1 Q _i M	Perspective/Strategic plan and deployment documents are available in the institution
6.2.2 Q _i M	Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 Q _i M	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	<i>Faculty Empowerment Strategies:</i>
6.3.1 Q _i M	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 Q _i M	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	<i>Financial Management and Resource Mobilization:</i>
6.4.1 Q _i M	Institution conducts internal and external financial audits regularly
6.4.3 Q _i M	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	<i>Internal Quality Assurance System:</i>
6.5.1 Q _i M	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 Q _i M	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 Q _i M	Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)

[Signature]

[Signature]
5/10/18

[Signature]
8/11/18

Qualitative analysis of Criterion VI (300 to 500 words)

The College Management is pro active and visionary with well defined vision and mission. It is a democratic setup and every three years there is an election in the society for Managing Committee. The new executive body has taken over the charge recently and has plan for the development of College. There was no full time Principal for the College from the last three and half years. The new principal has just joined the College on 1st October. The College has follows decentralized practices in taking decisions for development of the College. The Managing Committee has given the liberty to the Principal to take decisions on day to day affairs and Academic matters. Whereas, major decisions for College development, particularly on infrastructure are taken by the Managing Committee. The Managing Committee of the College provides welfare sources to teaching and non-teaching staff as per State Government norms. The performance of the teachers and non-teaching staff is measured by considering specified parameters by the College authority.

College has a system for internal audit every year however the external audit is not done on regular basis. The College is dependent upon the Government authorities for external audit. External audit of the College is not audited for last five years. The main source of the fund of College is students fees and grants received from the UGC, RUSA and other Government bodies which are mobilized by the Managing Committee of the College. The College has set QAC as per UGC norms it needs to be strengthened.

**Criterion 7 – Institutional Values and Best Practices
(Key Indicator and Qualitative Metrics (QIM) in Criterion VII)**

7.1	<i>Institutional Values and Social Responsibilities:</i>
	<i>Gender Equity</i>
7.1.2 QIM	Institution shows gender sensitivity in providing facilities such as: a) Safety and Security b) Counselling c) Common Room
	<i>Environmental Consciousness and Sustainability</i>
7.5 QIM	Waste Management steps including: • Solid waste management • Liquid waste management • E-waste management
7.6 QIM	Rain water harvesting structures and utilization in the campus
7.7 QIM	Green Practices • Students, staff using a) Bicycles b) Public Transport c) Pedestrian Friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants.
	<i>Differently abled (Divyangjan) friendliness</i>
	<i>Inclusion and Situatedness</i>
	<i>Human Values and Professional Ethics</i>
18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities.

[Signature]

[Signature]
5/10/19

[Signature]
5/10/19

7.1.19 Q1M	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices:
7.2.1 Q1M	Describe at least two institutional best practices (as per NAAC format)
7.3	Institutional Distinctiveness:
7.3.1 Q1M	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion VII (300 to 500 words)

..... The College does not have adequate safety and security measures for the students as well employees. Some areas in the College campus is monitored by CCTV cameras. The College has need-based counselling system. Girls common room exits in the campus. The College has selected gender champions as the guidelines from the Goa University. The solid waste of the College is managed through the Municipal board of Goa. Whereas liquid waste is not properly maintained. There is no ecosystem for e-waste disposal. Rural Students of the College use the Public Transport and their own Vehicle. College develops awareness through the posters among the stakeholders to make the campus plastic free. On different occasions plantation programmes are also organized in the campus with the help of NSS and Vasundhara Nature Club. It is common practice of the College that it organizes national festivals like Teachers Day, Gandhi Jayanti, National Yoga Day, International Yoga Day etc. The financial management system of the College is transparent. Management provides scholarships to meritorious students on 15th August every year. There is no provision for rain water harvesting. Some teachers contribute financial assistance to the poor students but proper documentation is not maintained. The College organizes every year blood donation camps in which students, alumnis, villagers voluntarily donate blood. The College has ARRA (Artha Shastra Rajya Shastra) cell which mainly works in interdisciplinary social and political science areas to organize workshops, field visit, poster presentations, debates etc. The Management and teachers of the College are mainly concerned towards quality education for the students. Main focus on female students of the near by Villages.

Section III: OVERALL ANALYSIS based on Institutional Strengths, Weaknesses, Opportunities & Challenges (SWOC) (300 to 500 words)

Strengths:

- The College is situated in the heart of the town.
- College has pro-active and supportive managing committee
- The college has salary and non salary grants by the state government
- College has a registered Alumni Association

Weaknesses:

- No MOUs with the industries and educational institutions.
- The college does not have any add-on courses
- Inadequate physical infrastructure in the college
- College does not have adequate sports facility and Gymnasium
- No medical and safety facility for students and employees

[Signature]

[Signature]
5/10/19

[Signature]
5/10

Opportunity:

- The college has an opportunity to interact with local industries for different vocational programmes.
- Courses for good jobs placements as CA's, Banking and Insurance Industry, etc. may be started
- Guidance and coaching for competitive examination may be started
- Other stakeholders such as alumni, parents, social activists may be involved in college development
- More academic programmes like one in science may be thought of starting.

Challenges:

- To compete with other nearby good colleges to increase enrolment ratio
- To Start skill based courses in the area
- To encourage and professionally prepare students for entrepreneurs
- To retain the talent in the particular subject at higher level
- To promote faculty towards research and publication through motivation and financial incentives
- To develop corpus fund for the development of college.

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language)

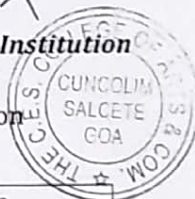
(It is not necessary to indicate all the ten bullets)

- The college has to start add on courses for student development
- The college has to establish functional career counselling and placement cell.
- The college needs well equipped seminar hall.
- There is a scope for sports facilities and to train students in particular games to compete at national and international level
- The infrastructure needs maintenance and extension of the building complex
- There is a need for modernization of computer lab with adequate number of computers,
- The college has to develop well equipped language lab, commerce lab and Up-gradation of geography lab.

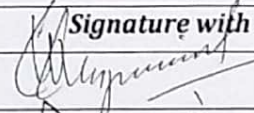
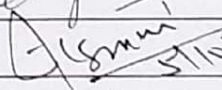
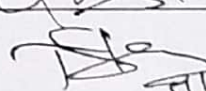
gone through the observations of the Peer Team as mentioned in this report.

Signature of the Head of the Institution

The C.E.S. College of Arts & Com
Shri Pto F. Lawrence Complex
Cuncolim, Salcete-Goa 403 703



Signatures of the Peer Team Members:

No	Name		Signature with date
	Prof. Mohd. Muzammil	Chairperson	
	Prof. Ashish Kumar Srivastava	Member Co-ordinator	 5/10/18
	Dr. Nandkumar Shrirangrao Nikam	Member	 5/10/18
	Dr. Priya Narayan	NAAC Co-ordinator	

Cuncolim
Goa

Date: 5/10/18