



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	THE CUNCOLIM EDUCATIONAL SOCIETY'S COLLEGE OF ARTS AND COMMERCE
Name of the head of the Institution	Dr. Sanjay P. Sawant Dessai
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08322865774
Mobile no.	9765569757
Registered Email	cescac21@yahoo.co.in
Alternate Email	principal@cescollege.ac.in
Address	Shri Pio F. Lawrence Complex, Cuncolim- Salcete-Goa,
City/Town	Cuncolim
State/UT	Goa
Pincode	403703

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Semi-urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. (Mrs) Apoorva A. Marathe			
Phone no/Alternate Phone no.		08322865210			
Mobile no.		9527435941			
Registered Email		iqac@cescollege.ac.in			
Alternate Email		apoorvamarathe@cescollege.ac.in			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://cescollege.ac.in/wp-content/uploads/2019/01/AQAR-2017-18.pdf">https://cescollege.ac.in/wp-content/uploads/2019/01/AQAR-2017-18.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		<a href="https://cescollege.ac.in/academic-calendar/">https://cescollege.ac.in/academic-calendar/</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.59	2013	05-Jan-2013	04-Jan-2018
2	B	2.33	2018	02-Nov-2018	01-Nov-2023
<b>6. Date of Establishment of IQAC</b>			15-Jul-2013		
<b>7. Internal Quality Assurance System</b>					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

Meeting with all teaching staff members	22-Apr-2019 03	22
Meeting with all teaching staff members	08-Apr-2019 03	17
Meeting with internal IQAC member	22-Mar-2019 03	8
Meeting with internal IQAC member	25-Jan-2019 01	8
Meeting with internal IQAC members	29-Oct-2018 02	8
Meeting with teaching and non-teaching staff members	26-Sep-2018 03	45
IQAC regular meetings	18-Aug-2018 02	28
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
College	RUSA	Central Government	2018 0	10000000
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Successful Completion of NAAC Cycle II under New guidelines in October 2018 as well as reconstitution of IQAC and presentation of revised AQAR format in April

2019. Renovation of infrastructural facilities in classrooms and staffrooms. Initiation of CAS cases of four faculty members and implementation of submission of monthly online teaching plan and compliance of the same during the second term of 2018-2019. Two Day National seminar on "Tribal Literature in Konkani" in December 2018. Coaching for PG entrance tests and national level test Know Your Economy test conducted and four day Personality Enhancement Programme for students was organised during December - March 2019.

[View File](#)

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

Plan of Action	Achievements/Outcomes
Preparations and arrangements for NAAC Cycle II were planned . It was also decided to study the inputs of the Peer Team Visit and implement the same .	Arrangements for NAAC Cycle II were completed , Criteriawise presentation for NAAC Cycle II was completed ,Peer Team Visit had been completed successfully.
A two day National Seminar in December; NSS outreach activities for women ; preparation, coaching for PG entrance and for the competitive examination .	Two day National Seminar on "Tribal Literature in Konkani" was organized on 11th and 12 December 2018. NSS in association with Goa Police organized two days Self Defense Training Camp for Female Students from 24th and 25th Jan 2019. During the academic year 2018-2019, the college organized a Personality Enhancement Programme and conducted the PG entrance coaching for M.A. in Economics and 45 CES students participated in the national test on Know your Economy.
Compiling AQAR for 2017-18	AQAR 2017-18 was uploaded on 21st February 2019.
Career Advancement Cases of teachers .	Career Advancement Cases of 04 teachers were initiated and follow up done.
Reconstitution of IQAC from April 1st 2019 was decided .	Reconstitution of IQAC from April 1st 2020 was done based on revised guidelines and presentation of revised AQAR was done to initiate NAAC CYCLE 3 through appointing criteria wise committees.
Plan of activities for other stake holders as Parents and Alumni .	PTA meeting was organized . Alumni Meet ' Ek Sham CES Ke Naam' was organized on 13th April 2019.

[View File](#)

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
CES College Governing Council	27-Jun-2020
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	04-Oct-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	19-Dec-2018
17. Does the Institution have Management Information System ?	No

### Part B

#### CRITERION I – CURRICULAR ASPECTS

##### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

• Curriculum planning was undertaken by the Board of Studies constituted by the Goa University as per the UGC regulations. • Faculty of our college were the members on the BOS and Sub - Committees at Goa University. • Workshops were organized to discuss the details of the syllabus in the subject. • In these workshops, faculty from the colleges affiliated to Goa University participated to work out the modalities of the implementation of the syllabus. • Minute details (topics and Sub-topics) were discussed in the workshop to arrive at uniformities in all given course papers/subjects/syllabi. • The course objective, course outcome, pedagogy, reading material/books recommended by the BOS are uploaded on the college website. • HOD/Teacher-in-Charge, in the subject conducted meetings and assigned course papers in the respective subject for the effective implementation of the syllabus. • Faculty prepared Teaching Plan in the course paper .

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

##### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

No file uploaded.

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	B.A General (old semester system)	15/06/2018
BCom	General (old semester system)	15/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Feedback is collected from different stakeholders of the institution. This includes: 1) STUDENTS • The College collected feedback from the B.A / B.Com. students. Two types of feedback were collected from the students: a) Feedback on teachers from all regular students. b) Feedback on Curriculum from outgoing students. • Students' Feedback was collected on college Teachers and facilities, using Google forms. Students' feedback on teachers helps the institution and the teachers for further improvements in imparting quality education. Students' feedback on Curriculum provides perceptions regarding the usefulness of the course. 2) TEACHERS The feedback was collected from the teachers on the Curriculum . Necessary changes and updates in the courses as per the demands of the society were conveyed to BOS by the faculty. 3) EMPLOYERS No Feedback was obtained from the employers. 4) ALUMNI The college collected feedback from the alumni. The inputs received from the Alumni helped</p>

in the further betterment of the institution. 5) PARENTS The parents' feedback was obtained on the Curriculum that helped in understanding parents level of satisfaction.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce	360	226	226
BA	Arts	360	365	329

[View File](#)

### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	555	0	25	0	0

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
36	36	10	9	0	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The institution has a conducive environment for free dialogue and discussion between the teachers and the students. The students contact subject teachers for any problem that they face. The institution provided a three-tier mentoring mechanism for students. To give personal attention and counsel the students, 25 students were allotted to an individual teacher mentor. The personal data of the mentees was collected by the respective mentor to discuss, guide and solve their problems. Professional Counselor has been appointed that has further helped the students in molding their personality. The inputs of the professional counseling are referred to Principal for improvement and enactment of the remedies suggested. The students freely approach individual subject teachers for resolving their subject related problems. In the third tier the Class Representatives, University Class Representatives, LR and UFRs have worked as peer counselors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
555	25	1 : 26

### 2.4 – Teacher Profile and Quality

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

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with
-------------------	-------------------------	------------------	-------------------------	---------------------

positions			the current year	Ph.D
26	26	0	6	8

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	000	Semester I	14/11/2018	19/01/2019
BA	000	Semester II	09/03/2019	14/05/2019
BA	000	Semester III	14/11/2018	19/01/2019
BA	000	Semester IV	09/03/2019	14/05/2019
BCom	000	Semester I	14/11/2018	19/01/2019
BCom	000	Semester II	09/03/2019	14/05/2019
BCom	000	Semester III	14/11/2018	19/01/2019
BCom	000	Semester IV	09/03/2019	14/05/2019
<a href="#">View File</a>				

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

The college follows the Goa university guidelines for evaluation of both continuous internal evaluation systems as well as semester end examinations (SEE). However, the nature of assignments includes written and oral tests, quiz, field studies and experiential learning reports. Some departments follow internship for students for 30 hours of work experience under CBCS. The college has moved beyond the conventional method of examination evaluation. Innovative evaluation tools such as visual arts assignments namely short films, wall painting, documentaries, group discussions and seminars have been introduced. Field based courses in Geography are evaluated on the basis of field reports. For writing project report at Sixth Semester two unique practices in the form of workshop on project report writing and pre-viva for T.Y B.A / B.Com students have been conducted before the final viva voce examination. Students are encouraged to make presentations as a part of internal evaluation.

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

The College follows academic calendar of Goa University which is sent at the end of the previous academic year. University provides guidelines for the conduct of continuous internal evaluation under Choice Based Credit System (CBCS) since its implementation in 2017-2018. During the induction programme for fresher's Principal orients students regarding the rules and regulations, facilities available and the mechanism of curricular and co - curricular



activities. These are made available in college prospectus. College Examination Committee prepares the schedule for the conduct of examination and evaluation of Intra Semester Assessment (ISA) at the beginning of each term. The responsibilities of the committee members and other faculty is prepared and notified to all concerned two weeks before the commencement of the examination. The committee prepares the examination time table well in advance and the same is displayed on notice board. The results are declared within Seven Days of the completion of the ISA Examinations. College Examination Committee prepares the schedule for the conduct of examination and evaluation of Semester End Examination (SEE). The responsibilities of the committee members and other faculty is prepared and notified to all concerned four weeks before the commencement of the examination. The committee prepares the time table for Semester I to IV examination (Regular/Repeat) and the same is displayed on notice board. The time table scheduled for the Semester V and VI (Regular/Repeat) is prepared and sent by the university and the necessary arrangements are made by the college for the conduct of the same. The results of Semester End Examination I to IV (Regular/Repeat) are declared within one month from the completion of examination.

## 2.6 – Student Performance and Learning Outcomes

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

<https://cescollege.ac.in/wp-content/uploads/2020/07/CO-PO-Website-document.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
000	BCom	Commerce	85	59	69.41
000	BA	Arts	83	59	71.80

[View File](#)

## 2.7 – Student Satisfaction Survey

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

<https://cescollege.ac.in/wp-content/uploads/2020/06/Student-Satisfaction-Survey-2018-19-Google-Forms.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
---------------------------	-------------------	------

**No Data Entered/Not Applicable !!!**

**3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year**

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
<b>No file uploaded.</b>				

**3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year**

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
<b>No file uploaded.</b>					

**3.3 – Research Publications and Awards**

**3.3.1 – Incentive to the teachers who receive recognition/awards**

State	National	International
<b>0</b>	<b>0</b>	<b>0</b>

**3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)**

Name of the Department	Number of PhD's Awarded
<b>Nil</b>	<b>0</b>

**3.3.3 – Research Publications in the Journals notified on UGC website during the year**

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Department	Number of Publication
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
<b>No file uploaded.</b>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						

No file uploaded.

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

Number of Faculty	International	National	State	Local
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">No file uploaded.</a>			

#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">No file uploaded.</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">No file uploaded.</a>			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">No file uploaded.</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

#### 4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
50	40.19

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
Seminar Halls	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

#### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Partially	19.05	2017

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5128	1457333	190	88943	5318	1546276
Reference Books	1515	561166	45	38489	1560	599655
e-Books	3135000	0	0	0	3135000	0
Journals	20	55300	5	13610	25	68910
e-Journals	6000	0	5	0	6005	0
Digital Database	1	5900	0	0	1	5900
CD & Video	50	0	0	0	50	0

Library Automation	6643	2018499	235	127432	6878	2145931
Weeding (hard & soft)	0	0	1364	145178	1364	145178
Others (specify)	16	15265	17	38391	33	53656
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	22	1	3	2	0	1	10	4	0
Added	38	0	0	30	0	0	0	10	0
<b>Total</b>	<b>60</b>	<b>1</b>	<b>3</b>	<b>32</b>	<b>0</b>	<b>1</b>	<b>10</b>	<b>14</b>	<b>0</b>

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS
---------------

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
40	36.2	6	5.76

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>The College has well established systems, procedures and mechanism for the maintenance and optimum utilization of physical, academic and support facilities like library, sports, computers, laboratory, and classrooms. After approval of the budget by the Management the academic year 2018-2019 began by</p>
---

assigning budget for the repairs and maintenance of facilities and was managed by the Purchase and Disposal Committee as well as Infrastructure and Maintenance Committee, through regular plans, executions, inspection, repairs and replacements. The proposal for purchase and maintenance of facilities is prepared by the committees and has been forwarded for approval to the Principal, IQAC and the Governing Council, before implementation. The safety and security of the college facilities have been ensured by 24 hours service by security personnel. The entry point of the college and the other crucial locations are under CCTV surveillance for safeguarding the assets. The college has nine classrooms with LCD and two laboratories with Wi-Fi facility. The class representatives look after the maintenance of class facilities. The classrooms, staff rooms, library, seminar hall, laboratories, and college campus is cleaned regularly by the MTS and NSS volunteers is monitored by the Committee. The institution has canteen facility, wash rooms for male and female staff as well as for the students with regular water supply. The college girl's common room is equipped with necessary facilities and is well maintained by MTS. Sufficient water storage tanks are placed overhead and are taken care through regular cleaning and maintenance. Water filters are cleaned and serviced after regular time intervals. The library is well equipped with necessary requirements, text books, reference books, journals, magazines, newspapers, e-journals and digital database and the librarian, library assistants and MTS manages the library. The library is partially automated with KOHA software. The library stock verification process and weeding out of old/unused/damaged stock is carried out annually. Disposal of stock is done after the approval of the library committee and purchase and disposal committee. The college is well equipped with IT Laboratory with networking and internet facilities. Minor repairs were managed internally and for major repairs it is referred to the service providers. Irreparable IT equipments were referred to the Purchase and Disposal Committee for further decision and action. IT lab is available to staff and students. Licenses of all software are renewed regularly. Sports equipment's and facilities are taken care by the sports department in support and cooperation with the sports committee. Purchases and Disposals of the sports equipments were referred to the Purchase and Disposal Committee for further decision and action. A diesel generator installed at the college helps in maintaining regular power supply in case of power failure. The fire extinguishers are placed at crucial locations and are refilled on timely basis. The technical equipments are under Annual Maintenance Contract and are regularly repaired.

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the

institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
<b>No Data Entered/Not Applicable !!!</b>		

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

## 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
------	-------------------------	-------------------------	-----------------------------	-------------------------------	-------------------	---------------------

No Data Entered/Not Applicable !!!

No file uploaded.

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

No Data Entered/Not Applicable !!!

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No Data Entered/Not Applicable !!!

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Principal distributed the academic responsibilities through departments. The Heads of the departments along with their department faculty prepare academic plan and submit to IQAC. The Statutory committees are formed as per the rules and regulations of UGC, Goa University, Government of Goa and Government of India. Councils, Committees and Cells provide input in academic and administrative functioning of the college. The committees plan and function as per IQAC activity plan. The teachers, non-teaching staff and students participate in planning, decision making, policy making and implementation of the responsibilities of these bodies. The College was in the process for NAAC Cycle II accreditation during 2018. The management actively monitored the process. The responsibilities had been assigned to teachers, non-teaching staff and students through Committees and Councils. The members of PTA and Alumni association were informed and they contributed in NAAC Cycle II accreditation. The college successfully completed the NAAC Cycle II. During the staff meetings Principal takes the input from the teaching and non-teaching staff in the form of suggestions, problems, clarifications and development of academic as well as administrative matters. Principal takes the suggestions and requirements from students during his continuous interaction. Principal places the necessary matters before the Governing Council for further actions.

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

No

#### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
---------------	---------



<p>Admission of Students</p>	<p>1. Advertisement regarding admissions is published in local newspapers, local channels, college website, visit to neighbouring higher secondaries. 2. Admissions of the students are done as per the Goa University statutes and ordinances. 3. First come first admission policy is followed. 4. Faculty available for students during admission to guide in the choice of subjects. 5. College has plans to increase the students strength as well as divisions. Accordingly the institution plans to expand infrastructural facilities.</p>
<p>Industry Interaction / Collaboration</p>	<p>1. As a part of experiential learning for the students , teachers undertake field trips , industrial visits, visit to self -help groups . 2. Organise guest lectures in association with industries . 3. Motivate students to undertake internships at industries.</p>
<p>Human Resource Management</p>	<p>1. Students as are encouraged to participate in curricular, co-curricular and sports, extension activities organised at the local/university/state /national/international level. 2. Motivate teaching staff to participate in faculty development programmes, Workshops and Conferences, contribute as resource persons, selection committee members, BOS members, Chairpersons, AC members. 3. Motivate non-teaching staff to participate in faculty development programmes and training sessions. 4. Involvement of staff and students in organising workshops /seminars/events as a part of various committees and councils of the college .</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>1. Upgrading the library facilities as per the requirement. 2. Addition and up gradation of E- Resources, E-Journals . 3. Free Wi-Fi facility for staff students. 4. Incinerators in the girls common room including Sanitary Pad dispenser 5. Additional storage facilities in the Library / administrative block , Staff room ,NSS and Sports room. 6. To provide ICT facility in all classrooms and install smart boards in the IT Laboratory. 7. Addition of new and latest equipments in Geography, Language and IT laboratories.</p>

<p>Research and Development</p>	<p>1. Encouraging teachers to undertake PhD, major/minor research projects ,participate and present papers in conferences and publish books and papers. 2. Motivating faculty to present papers at seminars, conferences, deliver guest lectures, work as resource persons and publish in books and journals. 3. Organise Inter disciplinary activities for sharing of knowledge. 4. Participation in Seminars and Workshops on Research and Paper/Book Writing for Publication.</p>
<p>Examination and Evaluation</p>	<p>1. Examination committee follows Goa University guidelines in the conduct of examination and evaluation, declares results in stipulated time and students are allowed to apply for verification of marks. 2. The college has constituted Unfair Means Committee and Grievance Committee . 3. Submission of two sets of question papers duly signed by teacher and Head of the Department . 4. The mode of conducting ISA includes written assignments,tests , Multiple choice questions, report of field trip, quiz , ppt , journal writing, surveys, Experiential learning, short film making /documentary , field and practical assignments and these papers are shown to the students and signatures are obtained .</p>
<p>Teaching and Learning</p>	<p>1. Academic calendar and Timetable is prepared and implemented. 2. Teaching plans for each Semester were prepared and submitted by faculty. 3. Departmental workload and annual plans are prepared and presented in IQAC and accordingly implemented. 4. Students are encouraged to take up research and field oriented projects in T.Y. which is monitored by Project Committee. 5. Internships and study tours / Field trips are undertaken for experiential learning. 6. The departments organise workshops, Guest lectures, Remedial teaching ,coaching for competitive examinations and train students to participate in seminars to enhance their skills. 7. Faculty is encouraged to adopt innovative ways in teaching learning process to make it more effective .</p>
<p>Curriculum Development</p>	<p>1. Faculty is deputed to participate in the proceedings of planning and implementation of curriculum by Boards of studies and their sub committees. 2.</p>

The College has a mechanism to collect feedback from all stakeholders on areas such as curriculum, infrastructure, academics, administration and overall development of the institution. It has provided inputs to take necessary steps regarding the qualitative improvement of the institution. 3. Management intends to initiate certificate/ add-on/ self-financed courses skill development courses in the forth-coming years.

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

E-governance area	Details
Planning and Development	1. To create G- Suite Accounts for Teaching , Non-teaching staff and students. 2. Implementation of Moodle in Curriculum. 3. Integration of MIS . 4. Generating online feedback forms for stake holders.
Administration	1. Online Admission Enrolment/Registration, 2. Staff data is updated on the College website ,Goa University/D.H.E. website.
Finance and Accounts	1. The college uses the Tally ERP 9 Software for e-governance for transparent functioning of Finance and Accounts section of the college office, which helps to increase the efficiency of staff towards the accuracy in financial transactions. 2. The college conducts regular audit of annual books of accounts and also the yearly inspection of the books of accounts by the Management. 3. Audit Inspection is conducted by the Auditors, Directorate of Higher Education, Government of Goa and the Central Audit, Indian Audit and Accounts Department. 4. The Accounts Department keeps all the financial records separately as per the different accounts and transactions made.
Student Admission and Support	1. The Prospectus Committee meets to finalize the printing of Prospectus for the new academic year. 2. Students admissions are done manually. 3. Online registration of students was done on Goa university portal.
Examination	1. The students enrolled for the various programmes have to register online to confirm their university registrations. 2. Semester I to VI and ISA during an academic year are conducted as per the examination ordinance of Goa University. 3.

Personal Verification of answer scripts of SEE. 4. Data regarding backlog of papers and consolidated mark sheets are maintained. 5. Results are declared online as per the schedule and students marks statements are maintained.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Ms. Chatura Sancodekar	Seminar Sexual Harassement	Govt. College of Commerce, Borda Margao.	260
2018	Ms. Chatura Sancordekar	Hindi: Rojgar Ke Vibhinn Kshatra	Dnyan Prabodhini Mandals Shree Mallikarjun College, Canacona Goa	250
2018	Dr. Prakash R. Morakar	National Conference	Shri Sant Damaji Mahavidyalaya Mangalweda, Dist Solapur Maharashtra	1310
2018	Dr. Prakash Morakar	Curriculum Learning Workshop In Geography	Dnyan Prabodhini Mandals Shree Mallikarjun College, Canacona Goa	300
2018	Dr. Prakash Morakar	Advance Innovative Practices in Commerce Management, Science Technology Humanities, Language Their Role In Achieving the Exponential Growth	Shri. Venkatesh Mahavidyalay, Ichalkarnji, Maharashtra	1000
2018	Dr. Ramlal Vernekar	Workshop: Effective Management of Inter College Tournament	Department of Physical Education Sports Management, Margao ,Goa	500

2018	Dr. Ramlal Vernekar	Role of Physical Education for Healthy Nation	Narayan Zantye College of Commerce Bicholim Goa	2864
2018	Dr.(Mrs.) Apoorva A. Marathe	One day State level Workshop	Dnyanprassarak Mandals College Resesarch Centre, Assagao Goa	1500
2018	Dr.(Mrs.) Apoorva A. Marathe	State Level Conference	Govt. College of commerce Economics. Borda margao Goa	1200
2018	Dr. Sarala V. Katageri	One day State level Workshop	Dnyanprassarak Mandals College Resesarch Centre, Assagao Goa	1500
<a href="#">View File</a>				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Course	1	22/05/2018	18/06/2018	5
Refresher Course	2	21/08/2018	19/09/2018	5
Faculty Development Programme	1	14/05/2019	25/05/2019	5
Faculty Development Programme	1	15/12/2018	24/12/2018	5
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching	Non-teaching
----------	--------------

Permanent	Full Time	Permanent	Full Time
18	5	16	2

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
LTC, Housing Allowance, Medical Allowance, Education Allowance, Financial help through the Staff Association Account	Financial help through the Staff Association Account,	Scholarships–SC, ST, OBC and Merit scholarships are given by members of faculty for meritorious students. Financial Assistance given by the faculty to the needy students. Book Bank system through PTA.

#### 6.4 – Financial Management and Resource Mobilization

##### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college conducts Internal Audit through chartered accountant appointed by the management of the college and annual audit is conducted by Directorate of Higher Education, Government of Goa before release of maintenance grants.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

##### 6.4.3 – Total corpus fund generated

0
---

#### 6.5 – Internal Quality Assurance System

##### 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No			
Administrative				

##### 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

No Data Entered/Not Applicable !!!
------------------------------------

##### 6.5.3 – Development programmes for support staff (at least three)

No Data Entered/Not Applicable !!!
------------------------------------

##### 6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. National Seminar on "Tribal Literature in Konkani" 2. Career advancement of four teachers. 3. Intercollegiate Event - 'Yuva Sangram 2019' . 4. Personality Development Programme for students.
---

##### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
--	-----

b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Initiation of CAS cases and follow-up of four members	25/01/2019	22/03/2019	07/06/2019	8
2018	National seminar on "Tribal Literature in Konkani"	29/10/2018	11/12/2018	12/12/2018	200
2018	Coaching for PG entrance	05/10/2018	19/12/2018	26/01/2019	5
2019	State level students activity	29/10/2019	09/01/2019	09/01/2019	250
2019	Personality Development Programme	29/10/2019	04/02/2019	07/02/2019	45

[View File](#)

### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Poster Competition (Protection of Human Rights)	11/09/2018	11/09/2018	8	9
Guest Lecture (Gender Equality) by Gender Champion Club	24/01/2019	24/01/2019	50	33
Collage Making Competition by Gender Champion Club	24/01/2019	24/01/2019	3	3
Slogan Coining Competition by Gender Champion Club	25/01/2019	25/01/2019	3	2

Rally	26/01/2019	26/01/2019	112	48
Street Play	26/01/2019	26/01/2019	12	8
Poster Making Competition	26/01/2019	26/01/2019	4	3

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<b>No Data Entered/Not Applicable !!!</b>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0
Any other similar facility	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
<b>No Data Entered/Not Applicable !!!</b>							
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
20 students and 2 teachers	15/04/2018	<p>The college attaches great importance to discipline and expects all students concerned to observe scrupulously the rules and regulations . Students shall do nothing either inside or outside the college premises that will interfere with its orderly administration or affect its public image.</p> <p>Whether an action involves violation of the rules is a matter to be decided by the Principal and Principal's decision in the matter shall be final. Students are expected to sign a declaration at the time of their admission that he / she will accept the disciplinary jurisdiction of the Principal and</p>



shall observe the rules of discipline. The rules and regulations in all matters of administration and discipline of the college may be modified by the college from time to time.

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

Activity	Duration From	Duration To	Number of participants
Celebration of Yoga Day	21/06/2018	21/06/2018	57
Political Feats - Indian National Identities Symbols , "Swami Vivekananda" A Youth Leader	15/08/2018	15/04/2019	32
Ghumat Aarti Competition	11/09/2018	11/09/2018	43
Swadeshi Mela	18/10/2018	18/10/2018	26
A Programme to promote Communal Harmony conducted by the Student's Council in collaboration with Inter - Religious Dialogue Cell and Solidarity Forum , Pilar -Goa	23/02/2019	23/02/2019	296
Quiz Competition on Mahatma Gandhi	25/02/2019	25/02/2019	18

[View File](#)

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

1. Flower arrangement competition (Inter-class) themed "Lets Appreciate The Beauty Of Nature." 2. The NSS unit organized 11 cleanliness Drives on the college campus and in the neighboring areas. 3. Maintaining a small garden on the campus. 4. The college campus is 'Plastic Free Zone'. 5. The campus is notified as a 'No Smoking Zone' .

## 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

The Cuncolim Educational Society's College of Arts Commerce AQAR 2018 -2019  
**BEST PRACTICE I Title : 'DONATE BLOOD - SAVE LIFE'** Objectives of the Practice:  
 1) To inculcate in students a sense of fellow feeling and make them realize that an act of generosity could help save lives. 2) To make students aware that one can remain healthy through blood donation. 3) That an act of blood donation benefits both the donor and the recipient. 4) To make students aware of their social responsibility. 5) To help blood bank ensure the ready availability of the required group of blood 24 hours a day, 365 days in a years. 6) To propagate the message of blood donation and remove the myths and misconceptions

therein. 7) To generate awareness that there is no substitute to blood. The Context: We believe that 'Service to humanity is service to God'. It is within this context the NSS unit organizes blood donation camps on regular basis. The unit undertakes the responsibility of generating awareness among the students and forming a community of service, of generous, strong and decent youngsters bound by beliefs beyond themselves. The institution also seeks to provide blood to the Blood Bank attached to the Goa Medical College, and Hospicio Hospital,

Margao. Any Patient who is in need of blood either in case of emergency or other transmission is free to contact the programme officers and volunteers.

The Practice: The unit informs the authorities of the Blood Banks about their intention to conduct a camp. Accordingly, a date convenient to the team of doctors is finalized and the unit informs the stakeholders regarding the schedule of the camp. Students willing to donate blood have to register their names. The team of doctors orients the donors regarding the do's and dont's of blood donation. The blood donation camp is carried out under the complete supervision of a team of doctors only after checking the health parameters of the donors. Through this practice the institution seeks to fulfill its social responsibility. It is worth mentioning that not only the students on the present roll of the college donate blood, even our ex-students, teaching and non-teaching staff members and local people join us in this noble cause.

Evidence of Success: The success of this practice is evident from the number of students who have donated blood. The health parameters of the students are checked and those who are anemic are given the required medical attention. The institution can fulfill its social commitment through this act. More than 50 students volunteered for blood donation and 23 students could donate because of weight and haemoglobin levels in the year 2018.

Problems Encountered and Resources Required: Sometimes students are apprehensive about donating blood fearing that it may lead to health complications. At other times there are those who are willing to donate blood and feel/appear to be healthy, but are refrained from doing so because of lower hemoglobin count or other health related issues. The blood donation camps are organized by the NSS unit of the college in association with the blood bank of the nearest government hospital/ health center. Financial liability involved is minimal as the donor students are provided only with refreshments. It is observed that about 50 volunteers registered their names for the camp. However, after the conduct of health checks, a meager 40 percent qualified for donation due to health limitations.

BEST PRACTICE II Title: 'CONDUCT OF WORKSHOPS AND GUEST LECTURES FOR IMPROVING AND ENHANCING ACADEMIA' Objectives of the Practice: Workshops are conducted and guest lectures organized with the following objectives: 1) To provide a forum for knowledge networking among participants and between participants and resource persons 2) To enhances the quality of the curriculum and to keep our stakeholders abreast of time. 3) To equip the teaching faculty with the latest advances in the disciplines relevant to the curriculum taught in the college. 4) To devise and adopt plans to make teaching -learning process more appealing.

The Context: Many students who enroll for higher education in the college are first generation learners. They are not familiar with the systems adopted at the undergraduate level. Therefore, the college organizes special sessions in the forms of workshops in the areas of Research Methodology, Devnagri Script Typing and project report writing for final year students. Guest lectures are also organized on various current topics. Workshops and guest lectures provide an opportunity to our stakeholders to engage in discussions of an academic subject with the aim of gaining a better insight into it. Workshops are also conducted in various disciplines for the teachers to re-furbish their knowledge. They are also conducted at the request of the University/ BOS with the objective of revising/updating/modifying the syllabus.

The Practice: The department/ associations/ cells make proposal according to annual plan and inform the venue and schedule of the guest lecture/workshop well in advance through the notice. Further for the smooth conduct and reporting of the

workshops/guest lectures Committees are formed. Evidence of Success: We look at this exercise as a way to make education more dynamic and enhance the intellectual level of our stakeholders. Making sure that the contents of the workshop are incorporated in the reports (in case the same was conducted on request of the BOS or any other associations) helps in meeting the curriculum requirements. Workshops can help a person gain exposure by introducing him/her to new ways of thinking. They are a way of meeting people with shared areas of interest. Thus helps in bringing out new ideas, and new ideas lead to new changes. The guest lectures were conducted on the themes such as eye donation, waste management, environmental awareness, hand on training in Devnagari script, grammar up gradation, investor awareness , career guidance and subject related areas for all students of the college. Problems Encountered and Resources Required: Since workshops and guest lectures are focused events to be attended by a number of stakeholders, a lot of time has to be invested in preparing for the same. Deciding the theme for the workshop or choosing a speaker can be a time consuming affair. Sometimes it is difficult to schedule a talk with a well-known /renowned speaker. At times the information may not reach the intended audience.

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

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Higher Education for the marginalized. The college was started with the objective of making higher education available at the doorsteps of the students from Cuncolim and nearby areas. The students enrolled are first generation learners whose families never got an opportunity even to avail elementary education. More than 60 percent students on the roll belong to ST community. Their education is supported through the Financial Assistance Scheme of the Government of Goa. Having such students on the roll makes the teaching learning process even more challenging. The exercise of identifying the academic fragilities of these learners and providing them with special coaching to enable them overcome their deficiencies and skills makes the institution distinct. The institution endeavors to provide the best opportunities to these students to help them become self-confident, responsive and responsible citizens. Teaching Learning and Evaluation: Personal attention is given to improve the students skills and learning abilities. The institution makes sure that the educational aims and techniques are suited to meet the needs and interests of students. New courses are introduced as a means of making the teaching learning process more enriching. During the academic year 2018-2019, the following skill based papers were introduced as a part of the Choice Based Credit system: Konkani Film, Travel and Tourism operation in Geography, Leadership Skills in Politics, Introduction to Political Reporting, Public Opinion and Research, Business Law, New Venture Planning, Companies Act and IPR Laws , Collective Bargaining and Negotiations Skills. Mentoring: The college has a mentoring committee which ensures that all the students are allotted a mentor-teacher with a ratio of 30:1 at the start of the academic year. Regular Mentor-Mentee meetings are held to built trust, confidence, mutual respect and sensitivity. Parent Teacher Association: With the objective of involving the parents in the pursuit of the college, to have a meaningful interaction between teachers and parents, to obtain feedback from stakeholders, so as to improve the quality of teaching-learning process the college has a pro-active Parent Teacher Association. Alumni Association: The college has an Alumni Association which is registered under the societys Act 1860. It provides a forum for

exchange of ideas on academic, cultural and social issues of the day. Reunion activities of the Alumni are organized on a regular basis. Inter-collegiate event Yuva Sangram 2019: With the objective of providing a platform for students studying in various colleges in Goa, to showcase their talent, the Student's Council organized an Inter-collegiate event. The event gave an opportunity to our students to put into use their organizational skills. It also helped them to recognize their inner talents/skills seeing the performance of their fellow students. Personality Enhancement Programme: Personality plays a crucial role in determining the outcomes of a person's life and forms an integral part of holistic education. The college prioritizes personality development of our students. During the academic year 2018-2019, the college organized a personality Enhancement Programme and conducted the PG entrance coaching for M.A. in Economics and 45 CES students participated in the national test on Know your Economy. Higher Education

Provide the weblink of the institution

### **8.Future Plans of Actions for Next Academic Year**

The plan for the academic year 2019 - 2020 included IQAC quality initiatives for all stakeholders to improve academic, administrative and social environment on the campus. The IQAC has decided to organize two meetings of complete committee annually with external members. IQAC intends to implement new programme at degree level in Marathi. The college has plans to collect feedback from all stakeholders, improve teaching learning evaluation through innovative methods, coaching for competitive examinations, peer teaching, internship programme, skill based trainings, career guidance and remedial teaching. The enhancement of quality in library resources is planned by way of extending library hours, Wi-Fi facility for all students, making e-learning material available for students, extending academic and extracurricular facilities for students, special coaching for slow learners and extra training for fast learners. IQAC has planned to frame complete and concise feedback formats for employers. The infrastructural facilities includes up gradation and construction of classrooms, ladies room, rest room, extension of ICT facilities, renovation of classroom, interactive classrooms, laboratories, sports and NSS, NCC and other facilities for complete personality development of the students. The examination reforms, research updates, career advancements, staff welfare association, placement cell strategies have been incorporated in the academic plan. Activities through Alumni Association and PTA are listed and discussed for further action. The documentation for NAAC Cycle III has been initiated and the process is planned for further actions.