Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT**
Name of the head of the Institution	**Dr. Sukhaji G. Naik**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**0832-2410500**
Mobile no.	**9422449632**
Registered Email	**info@vidyaprabodhinicollege.edu.in**
Alternate Email	**vidyaprabodhinigoa@gmail.com**
Address	**Vidya Prabodhini Educational Complex, Vidyanagar**
City/Town	**Porvorim Bardez**
State/UT	**Goa**
Pincode	**403521**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Anil T. Thosare**
Phone no/Alternate Phone no.	**08322410500**
Mobile no.	**9082412137**
Registered Email	**anilthosare@gmail.com**
Alternate Email	**info@vidyaprabodhinicollege.edu.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**http://vidyaprabodhinicollege.edu.in /VPCCECM/IQAC.php#2018-19**

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://vidyaprabodhinicollege.edu.in/VP CCECM/AcadCal.php#2019-20

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**2.73**	**2018**	**26-Sep-2018**	**25-Sep-2023**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**17-Oct-2015**

7. Internal Quality Assurance System

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
Faculty Development	**22-Jul-2019**	**29**

Programme	5	
Invited Lectures	12-Sep-2019 1	29

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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
No Data Entered/Not Applicable!!!				
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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 :	**2**
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)

1. Faculty Development Programme, 2. Invited Lectures

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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	Achivements/Outcomes
Start Certificate Courses	One Course Successfully Conducted.
Encourage Faculty to Publish Research Papers	Faculty Members published papers in UGC Care list Journals.
Faculty Development Programme	Organized Faculty Development Programme
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	26-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Institution has modules for 1. Examination 2. Attendance 3. Admission 4. Accounts 5. Library

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

Every Year, the College prepares the prospectus. The prospectus has detailed information about the structure of the program and the subjects for each year of the degree program. The admission committee is duly constituted by the College. The members of the admission committee counsel the prospective students about subjects which they have to study during the academic year. The students are requested to go through the copy of the syllabus and reference books available with the College Library. For every semester of the academic year, in the departmental meeting, subject allocation is being finalised. The list of subjects is notified and accordingly the faculty members are requested to submit the teaching plans. Teaching Plans are prepared for each subject at the beginning of the semester. The teaching plan contains Learning objectives, Learning Outcome, title of the topic/unit, number of sessions per topic/unit, tentative dates on which sessions will be engaged, outcome measurement tools etc. The Time Table Committee prepares and displays the semester-wise time table on notice boards. The copy of the class time table is displayed in each class for information of the students. The Time Table committee monitors that the time table is being strictly followed. Course-wise syllabus is made available to students through institutional website, library, and by the teachers in class. The Librarian conducts an orientation talk for new students, about the library, and referencing resources and new arrivals available in the library. Learning resource material such as reference/text books are made available in the library. The subject teacher submits the requisition for procuring new books to the Librarian. At the end of every semester, course-wise feedback about the effectiveness of subject teaching, teaching-learning and curriculum is collected from the students in the form of a survey, and analysed

and results are communicated to concerned stakeholder for improvement. Practicum forms a core element of the B.A.B.Ed. program and has four components that require a continuous inputs and close monitoring: Lesson Observation, Micro Teaching, Internships and Practice Teaching. The compulsory project paper is a part of the third year syllabus of B. Com and B.A.B.Ed. The student has to work on one research topic. One or two groups of five students each are being allotted to one project supervisor. The students continuously work under the supervision of the project supervisor. These projects are evaluated by respective project guides and external examiner appointed by Goa University. With regard to the plan of documentation of curriculum, the college has well defined procedures. The test papers, assignment, power point presentations are preserved by the College. In some subjects study material is prepared by the Faculty Members and is being provided to the students. The copy of the study material is kept in the College library. The faculty members engage lectures through online platforms and assignments and presentations are collected through online mode. Due to Covid-19 pandemic the Third Year project Viva Voce examination was conducted through google meet platform.

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
Clay Idol Making	Nil	01/08/2019	20	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Financial Accounting, Auditing and Taxation, Cost and Management Accounting, Business Management	17/06/2019
B.A.BEd	Hindi, Marathi, English, Konkani, History, Geography, Education	17/06/2019
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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
BCom	Financial Accounting, Auditing and Taxation, Cost and Management Accounting, Business Management	17/06/2019

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

	Certificate	Diploma Course
Number of Students	16	Nil

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
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Financial Accounting, Auditing and Taxation, Cost and Management Accounting, Business Management	88
B.A.BEd	Hindi, Marathi, English, Konkani, History, Geography, Education	293
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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

Every academic year, the College collects feedback on curriculum for updating and improvement. The feedback is being collected from four stake holders namely Students, Teachers, Parents and Alumni. The feedback is collected and complied and analysed using online mode. The feedback collection begins after the end of odd semesters and continues till the end of the academic year. Before obtaining the feedback from the stakeholders they are oriented with regard to curriculum. The collected feedback is analysed with the help of simple statistical tools mostly descriptive in nature. The findings for each stakeholder is compiled and systematically documented. The findings of the feedback collected are discussed with the faculty members of the College. The findings of the feedback help the institution to organise workshops and seminars which are related to the curriculum, but somehow not directly part of the curriculum. The feedback also provides the College inputs about which are the subjects where short term and certificate courses can be started by the College for providing in depth knowledge to the students. Feedback on curriculum plays an important role as it can form the basis for the improvement of the process of curriculum delivery and documentation. The feedback collected is communicated to the concerned academic bodies of the Goa University through the representatives on the body. The feedback plays a vital role in informing the College about what exactly the students want to be incorporated in the curriculum and helps in designing different certificate, skill enhancement courses etc. for quality enhancement of curriculum.

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
B.A.BEd	English, Hindi, Marathi, Konkani, Education, History and Geography	400	468	392
BCom	Accounting, Cost Accounting, Business Management	360	334	334
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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
2019	726	Nill	32	Nill	32

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	Numberof smart classrooms	E-resources and techniques used
47	47	43	18	8	11
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)

College has a very healthy mentor to mentee ratio of 1:23. Mentors constantly monitor individual students assigned to them, to ensure the mental and physical health of the students. Mentoring helps students to focus on their academic requirements and challenges more easily thus enhancing their academic performance. • As per the recommendations made by the IQAC in 2015, a well defined programme named 'Ankur' is initiated under which mentees are given personal counseling, are nurtured in conducive environment and imparted value education. • Mentor visits the houses of the final year students to monitor the students' schedule after college hours. It also helps to establish healthy relationship between the teacher, student and the parents which helps to boost the confidence of the pupil. • Mentors are trained to talk all positives about the students by purposely avoiding complaining, narrating misconducts of the pupil in the college. This practice has seen tremendous change in the students' approach, behavior and performance in the College. • Students are guided to positively take part in sports, cultural and extracurricular activities that helps the students in exploring their own potential and improve overall abilities. • Parents of the students are also guided by the mentors so as to bring parity of approach towards the students. • Students feel more comfortable to share their personal problems with his/her

mentor teacher. In such cases personal attention is given to the student by the mentor and efforts are made to resolve the problem. • Students are also mentored towards social, environmental, green initiatives, plastic free campus programmes.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
726	32	1:23

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
37	29	8	2	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
2019	Mr. Kalidas M. Mhamal	Assistant Professor	Awarded 3rd Prize in 'Sculpture Section' under the Artist category in the 45th State Art Exhibition held in 2019-2020

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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
BCom	Nill	I/III – 2019-20	04/11/2019	10/12/2019
B.A.BEd	Nill	I/III – 2019-20	06/11/2019	10/12/2019

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

In the reforms initiated by the College, students in each course are compulsorily required to take up at least one presentation, either in a group or at an individual level so as to bolster their confidence levels. • Student's performance in the first ISA is discussed one on one with the student and necessary guidance is given for improvement in the performance for the second component of the ISA. Answer books are given to students to analyze the errors. These evaluations allow the students to improve themselves before the final exams. Besides the ISA, periodic tests (written, oral, open book test) are also conducted by the faculty at their level. Question papers are also solved in class from time to time, with the students being provided with the solutions and asked to selfevaluate. Periodic checking of students' notebooks and other

study material is also conducted. Calling students to the board and asking them to solve problems makes the student more confident about his/her understanding. Students are divided into groups, and asked to make a list of questions on each assigned topic. The students then ask these questions to each other and get them answered. For practical papers like cost accounting students are asked to explain the concept and solve the exercise based on the concept, this enables the students to apply the conceptual knowledge gained from the theory. Even in B.A.B.Ed practical subjects like Fine Arts, where students present their lessons by creating their own visual language with the help of shadow puppets, story board and stop motion animations. ISA's are also conducted in the online mode for various subjects.

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

At the end of the academic year the Goa University sends the academic calendar of the next year to the College wherein the dates of commencement of the semester, vacations and the commencement of the examinations are mentioned. Accordingly the College prepare its academic calendar pertaining to the CIE, Examination and other related matters and strictly adheres to it. Further a tentative schedule of the semester examination, answer script assessment and date of declaration of the result is also decided. Students are made aware of the commencement of CIE schedule at the beginning of each semester. Detail schedule of the written test is displayed at least 15 days in advance along with the last date of completing the CIE. Further the detail schedule of Semester End Examination is displayed at least one month before the commencement of the examination. Pertaining to other matters of the College, the Principal calls a meeting of all the staff before the end of the previous academic calendar to discuss the formation of committees and organizing of activities for the forthcoming year. Based on the inputs provided, a staff member is entrusted the responsibility of drafting the academic calendar. The academic calendar is placed before the IQAC for the suggestions and approval. The approved academic calendar is circulated to all the faculty and students by publishing it in the institution's prospectus.

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)

http://vidyaprabodhinicollege.edu.in/VPCCECM/CourseOutcome.php

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
Nill	BCom	Accounting, Cost Accounting & Business Management	88	88	100
Nill	B.A.BEd	English, Hindi, Marathi, Konkani, Education,	97	97	100

	History and Geography			

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2.7 – Student Satisfaction Survey

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

 http://vidyaprabodhinicollege.edu.in/VPCCECM/StudentsSatisfactionSurvey.php

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
No Data Entered/Not Applicable !!!				
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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
NIL		

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
Gaming Approach to community based waste management system	**Rudresh Mhamal, Asst. Prof. in Commerce Deepak Naik, Student Sanket Raikar, Student**	**International Entrepreneurship Forum, UK and DHE, Govt. of Goa.**	**14/12/2019**	**Gaming Approach to community based waste management system**
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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
NIL	**Nill**	**Nill**	**Nill**	**Nill**	**Nill**
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
NIL	**Nill**

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)
National	Commerce	4	Nill
National	Social Science	2	Nill

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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
Commerce	1

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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
Impact of Social Media in Changing lifestyles of Student Teachers and Teacher Educators in Goa	Ms. Deeksha Naik Talaulikar	Education on Digital Culture and social media	2020	Nill	Nill	Nill
Application of Geospatial Technology for Village Information System (VIS) : A Case Study of Soundalga Village of Belgavi District, Karnataka (INDIA)	Sagar P. Mali	Juni Khyat Publication	2020	Nill	Nill	Nill
Working of Farmers Clubs in North Goa: An Analytical Study.	Arun R. Marathe	Journal of Information and Computational Science	2020	Nill	Nill	Nill

Product Mix of the Postal Department in India: An Overview	Sunny Pandhre	Akshara Multidisciplinary Research Journal	2020	Nill	Nill	Nill
India Post Payment Bank : SWOC Analysis	Sunny Pandhre	Studies of Indian Places Names	2020	Nill	Nill	Nill
Entrepreneural Opportunities in the State of Goa: A Study	Sunny Pandhre	Studies of Indian Places Names	2020	Nill	Nill	Nill

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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
NIL	Nill	Nill	Nill	Nill	Nill	Nill

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	9	14	39	1
Presented papers	21	13	Nill	Nill
Resource persons	Nill	Nill	Nill	3

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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
Rally on AIDS Awareness on 30th January 2020.	Directore of Sport and Youth Affairs	2	100
Blood donation Camp on 3rd February 2020.	Blood Bank, Goa Medical College	2	49

Essay competition on Water Conservation: A Need of an Hour on 11 september, 2019	Panaji	2	58
Awareness Ralley on Beti Bachavo Beti Padhavo on 24th January 2020	Directore of Sport and Youth Affairs	2	47
Fit India Cyclothon Ralley on 18th January 2020	Directore of Sport and Youth Affairs	2	75
Celebration of Road Sefty week on 18th January	Directorate of Transport	2	105
NSS students training Programme on 14th January 2020	SAKSHAYM	2	15
Rally on International Yoga Day on 21st June 2019	Directore of Sport and Youth Affairs	1	25
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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
NIL	Nill	Nill	Nill
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
AIDS Awareness	Red Ribon Cell	Rally on AIDS Awareness on 30th January 2020.	2	100
AIDS Awareness	Red Ribon Cell	Inter-Class Poster Making Competition on the topic AIDS Awareness on 28th January 2020.	2	16
Life skills	Asilo Hospital -Psychiatric department one dayworkshop	Nill	Nill	100

Gender Champions	Govt. College of Arts, Science and Commerce, Khandola Goa	Two days workshop on Gender Sensitization and Skilling of Girl Students	6	2
Gender Champions	Gender Champion Club of Vidya Prabodhini Collge of Commerce, Education, Computer and Management , Parvari - Goa	Screening of Education film - KOMAL on child sexual abuse	1	169
Gender Champions	Gender Champion Club of Vidya Prabodhini Collge of Commerce, Education, Computer and Management , Parvari - Goa	Video Series on Gender Issues	1	163
7th Economic Census	National Statistical Office(NSO)	Students were trained by CSC e-Governance Services India Limited and National Statistical Office, Parvari to work as Enumerators and Supervisors for the 7th Economic Census in the North-Goa area for a One week (24th December 2019 to 8th January 2020)	1	23

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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
Sagar Mali taken 3 sessions (6 Hours) to P.G.Diploma in Geo-informatics	Students - 22	NIL	2020

Students of Department of Geography, Parvatibai Chowgule College of Arts and Science, Margao-Goa under Faculty Exchange Program					

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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
Internship	Long term inter-institutional linkage	L.D.Samanth High School, Vidyanagar, Porvorim	01/06/2019	22/12/2020	10

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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
NIL	Nill	Nill	Nill
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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
29.78	12.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing

Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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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 patially)	Version	Year of automation
e-granthalaya	Fully	3.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1295	238266	220	17436	1515	255702
Reference Books	4808	911133	717	156927	5525	1068060
Journals	16	82310	3	17354	19	99664
Digital Database	1	5900	Nill	Nill	1	5900
CD & Video	51	Nill	6	Nill	57	Nill

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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
No Data Entered/Not Applicable !!!			
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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	73	50	73	4	0	6	8	100	5
Added	6	4	6	0	0	2	0	0	0
Total	79	54	79	4	0	8	8	100	5

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

100 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
E-Prabodhini	http://vidyaprabodhinicollege.edu.in/VPCCECM/E-Prabodhini.php

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 incurredon maintenance of physical facilites
10.73	10.61	22.24	18.89

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)

The Policy and the Procedure for maintaining and utilizing Physical, academic and the support facilities is as follows • The registered students are provided with facilities such as Classrooms, Elective rooms, Library, Computer Lab, Geography Lab, sports facilities etc. The institution makes provision in its budget from non-salary grants for maintenance of facilities that aids teaching-learning. Fees paid by students such as library, Computer lab, Gymkhana etc., are used for upgrading and maintenance of respective facilities. • The ICT enabled classrooms with its furniture are used for multiple purposes. The primary purpose is conducting regular and extra lectures for students as per pre-determined academic timetable and individual/group presentation, group discussions, experimental learning activities are conducted. The institution believes in community service and adhering by that offers' its classrooms, when not in use to various government/non-government organizations for conducting competitive exams like CA/CS/SET and other academic purposes. • The support and multi-tasking staff assist in the process of teaching learning. Cleaning and maintenance of hygienic environment in the campus is achieved by the efforts of the support staff. The classrooms, library, computer lab, office, and other facilities are cleaned on daily bases. The office in charge makes inspection of the campus on daily bases and discrepancy noticed is immediately reported. • A daily-wage worker has been appointed for maintenance of hygiene in the washrooms. • The Library is open from 8.30 am to 5.30 pm for all its stake holders. Student can visit library any time before/between/after lectures and during recess. Books, journals and newspapers can be referred physically as well as virtually and max of 3 books can be issued for a week's period. Special provision in the budget is made for library up gradation and maintenance. The Institution has appointed a full-time Librarian for the purpose. • Photocopying facility is available at free of cost/marginal cost to all stake holders. • The ICT Lab can be used by all stakeholders as per the rules and regulations of the institution. It serves a dual purpose of conducting ICT related lectures with practical's and as a virtual reference point. A fulltime Lab Attendant is appointed to look after the operation, upgrading and maintenance of the ICT lab. The staff and students can access the Wi-Fi facility by registering their devices. • The institution website is up graded and maintained by the lab attendant. • Other academic support facilities (Sports/NSS/musical instruments etc.) are available to all the students during non-lecturing hours and also to other stake holders with prior permission of the authority. Decision making

process Decisions pertaining to Purchasing/Maintenance/up gradation/usage of facilities are arrived at using following procedure: 1) Requisition is sought in writing from the faculty/department. 2) Principal thoroughly studies the requisition/proposal. 3) Invites the concerned faculty, who has moved requisition, for further clarification. 4) Principal consults senior most faculty members about the concerned proposal. 5) If the request is found to be justifiable, the same is forwarded to the Managing Board for their approval in case of non-routine/significant

http://vidyaprabodhinicollege.edu.in/VPCCECM/Infra.php#policies

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Welfare Fund	21	69000
Financial Support from Other Sources			
a) National	CENTRAL SECTOR SCHEME OF SCHOLARSHIPS FOR COLLEGE AND UNIVERSITY STUDENTS	4	40000
b)International	Nill	Nill	Nill
View File			

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 implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

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 passedin the comp. exam	Number of studentsp placed
2020	Competitive examinations	60	Nill	60	Nill
2020	Career counselling	Nill	465	Nill	Nill
View File					

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

Nill		Nill	Nill	

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	56	B.A.B.Ed	M.A. History, M.A. Hindi, M.A. Geography, M.A. Marathi, M.A. English, M.A. Konkani,	Goa University, Govt. college Khandola,Shivaji University,SSA Govt.college of Arts And Commerce, Vironda -Pednem -Goa, Govt.College Sanquelim	M.A. History, M.A. Hindi, M.A. Geography, M.A. Marathi, M.A. English, M.A. Konkani
2020	13	B.Com	Commerce	Goa Business school , St. Xaviers college, Academia , CFA Institute, Kala Academy Panaji, Institute of Advance Network Technology Computer Education (IANT) Panjim, Don Bosco college, Xanthus institute, Indian Europe	M. Com, MBA, CFA level 1, Bachelor of Performating Theatre Arts, B. P. Ed., Computer Education

View File

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
NET	1
View File	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nill	Nill	Nill	Nill	Nill	Nill
View File						

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

The Students Council is an important constituent of the college structure. An emboldened Students' Council strengthens the institution and makes it truly democratic. Vidya Prabodhini College Students Council is governed by Goa University statutes and bye-laws for transparent functioning. It functions as below: • The elections are held by ballot in accordance to the system of simple majority votes. • Every student of the college has the right to vote in the election of the various positions of Students Council like General Secretary, Ladies Representative, Class Representatives etc. • The Students Council has no political affiliation. • Student candidate contesting the election must be a regular student of the college and must fulfil the required conditions for the elections. It is constituted under the guidance of the Principal and Vice-Principal. It comprises of : 1. General Secretary 2. Lady Representatives 3. Division Representatives 4. Sports Secretary 5. Cultural Secretary At the university level, a University Class Representatives (UCR) is elected who function as the representatives of the students of this college at the affiliating University. The Students Council of the college is vibrant and dynamic. It takes the lead in extra-curricular activities of the college. It organizes a Talent Hunt programme (2 days)-"Srujanostav" which is an inter-class competition. It conducts various onstage and off stage competitions such as dance, mime, skit, drama, mehndi, nail art, hair style, best out of waste, vegetable carving etc. which promote students talent, creativity and skills and also trains them to shoulder responsibilities such as planning, organizing and executing events and competitions. Students are also responsible for maintaining discipline, spirit of co-operation and competition, budgeting, managing resources and accountability. Miss. Sneha Hasbe, student, is appointed as a member of NSS advisory committee at Goa University. The academic and administrative bodies that have student representatives are as follows: • The Students Council • NSS Advisory Committee • Internal Complaints Committee • Student's Aid Fund • IQAC

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni play an important role in academic and institutional development. The college has an active and registered alumni association with Bye-Laws. • The Alumni Association has B.Com 60 and B. A. B. Ed. 70 registered members for the academic year 2019-2020. Overall total number of alumni enrolled is 130. • The alumni meet at least once a year. The alumni support the institution and contribute to its institutional, academic and infrastructural development. Each batch has contributed a certain amount which is utilized for development of the institution. There is also active participation of the alumnus in social activities. Alumnus is actively participated in college activities like srujanotsav and other cultural and sport activities during the year. Student participated as judges for various competitions at Srujanstov talent Programme.

5.4.2 – No. of enrolled Alumni:

130

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

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)

Practice 1: The College Library committee works actively to promote reading and writing culture amongst students and teachers. The Library committee is entrusted with submitting a plan of annual activities. Besides organizing various activities for the College students, the committee had planned to organize a state-level workshop for librarians and library science students. A separate workshop committee was formed by the Principal under the convenorship of the College Librarian with other faculties as members. The College organized a State Level workshop on the topic "Academic Writing Support Services and Web 2.0" on 14th March 2020 for librarians and library science students from different academic institutions in Goa. The planning and organizing were taken care of by the committee, keeping the College Principal abreast of its activities. The workshop was organized successfully wherein a total of 54 participants across the state of Goa participated and availed the benefits of the workshop. Practice 2: The Student Council of the College comprises of elected students' representatives and the teacher members selected by the Principal. After the election, the newly formed council submitted to the Principal their plan of activities and the budget. The activities were conducted as per the schedule, and bills under various heads were settled promptly.

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

Partial

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
Curriculum Development	? This college is affiliated to Goa University. Hence, the college has to offer the programmes and Courses developed and designed by the statutory bodies like Board of Studies and academic council of the University.
Teaching and Learning	? The college has 100 classrooms with ICT facilities and all the faculty members make use of these facilities in teaching learning process. ? Learning-Teaching is also done using various online platforms including Zoom, Google meet, Google Classroom, etc. ? Students are encouraged to learn through question answer, role play, seminar presentation, Group discussion etc. and also encouraged to learn from reference books than text books to gain more knowledge. ? To gain practical knowledge, methods like peer teaching, micro teaching, practice teaching and internships are used. ? Talks by the Industry personnel are also arranged for imparting practical knowledge and recent trends of the industry.
Examination and Evaluation	? Examinations are also held in both, online and offline mode. ? Online examinations are held using the Google forms. ? Examination schedule and detail time table are displayed and communicated via different modes well in advance to the students. ? The college makes efforts in orienting students, junior supervisors, senior supervisors and MTS about conduct of examination at every examination. ? Two sets of question papers along with answer key are obtained in advance and in order to ensure accuracy, a zero defect form is obtained from the paper setter. ? Different modes of evaluation like, written test, seminar presentation, surprise test, viva-voce, group discussion etc are used. ? Examiners are given sufficient time to evaluate the answer books. ? To ensure uniformity in evaluation, answer key with marking scheme is provided. ? Results are declared as per the given schedule and performance of the students is discussed with parents
Research and Development	? The college makes continuous efforts to create research culture and promote research skills among the teachers and the students. ? Teachers

	are also encouraged to complete research/study by availing study leave provided by the Directorate of Higher Education. ? The College Research and consultancy cell and research committee are working actively towards promotion of research by conducting various workshops. ? The Project guides and students are given orientation for quality enhancement of projects and encouraged to publish the work in the UGC approved list of journals.
Library, ICT and Physical Infrastructure / Instrumentation	? Students are oriented towards library resources every year. New arrivals are displayed, and Attendance of students and teachers is monitored through bio metric machine. ? The library is fully automated and has internet facility. ? Library functions without a lunch break from 8.30 am to 5.30 pm. ? Library has a collection of rare books, book bank facility, web site. readers club. ? The college awards every year the best reader. ? The college has 100 ICT enabled classrooms with facilities like interactive board, smart board, LED TV and Speakers. ? College has physical facilities like, classrooms, IT lab, Geography Lab, Commerce Lab, Boys and girls common room, examination/NSS/Sports/Counselling/Creative art/IQAC/Research and consultancy room, health centre, plant nursery etc.
Human Resource Management	? Every year the assessment of workload is done and required posts are advertised by obtaining NOC from Goa University and Government of Goa. Posts are advertised in local newspapers, university news and college web site. College also informs other university about the same through emails. ? The college appoints screening committee to screen the applications received. The candidates are informed about the interview though call letters, emails and telephone. The selection of the candidates is done as per the norms led down in the statute of Goa University. ? Selected candidates are oriented toward mission, vision and culture of the institution and is provided with the job profile. ? The salary grants are received from the Government of Goa and the same is disbursed through electronic payment on regular basis. ? College has a mechanism of self-

	appraisal and employees are promoted based on performance appraisal and guidelines of Goa University statute. ? Adequate welfare facilities covering first aid, oven, refrigerator, restroom wash room etc are provided. ? College has in place employees' grievance redressal mechanism. College functions on open door policy. ? The college conducts workshops, training programmes, lecture series to enhance knowledgebase and professional skills of the employees
Industry Interaction / Collaboration	? IQAC has members from industry to share and induce quality initiatives in the College. ? Industry experts are invited to deliver lectures on different relevant topics to students and teachers. ? Linkage is established with the schools in the state of Goa, thereby student teachers are sent for internship, Practice teaching and placement
Admission of Students	? The college has online admission mechanism. ? The details of admission are advertised on the local newspaper and also made available on college website and college prospectus. ? Admissions to B.Com programme is done purely on first come first serve basis and that of BABED is done on merit bases. ? Reservation policy for admission is strictly followed. ? Admission committee conducts one on one counselling of candidates and parents pertaining to vision, mission, culture of the institution, rules and regulations, courses offered, discipline and other matters. ? An undertaking from the students and parents pertaining to the code of conduct is obtained. ? In case candidate desires to withdraw the admission college has transparent and robust admission withdrawal mechanism. ? The admission process remains open for one month from the commencement of the academic year. ? Wait list of candidates is maintained and in case of withdrawal of admission next on the list is informed telephonically.

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

E-governace area	Details
Administration	? Online College Activity Report generation Module: It is used to generate reports of various activities

	organised by the college. ? Staff Attendance System: College makes use of biometric fingerprint time attendance system for its teaching and non teaching staff. ? Academic Calendar is uploaded on the college website for reference. ? Reports of activities held and upcoming events are uploaded on the website. ? Updated copies of Curriculum Vitae of the faculty and administrative staff is uploaded of the college web site. ? Notices pertaining to various staff meetings, events, circulars are conveyed through emails. ? Staff salary is disbursed through electronic mode and salary slips are sent through emails.
Finance and Accounts	? Tally.ERP 9 to handle accounting, inventory management, tax management, pay roll , etc.
Student Admission and Support	? All the library transactions like issuing and receiving of books are done using this software. ? Online Teacher Evaluation System: It is used to collect and analyse student's feed back pertaining to teachers' performance. ? Automation Module: It is a learning platform designed to provide educators, administrators and learners with a system to create personalised learning environment. ? Online Admission System: The system is an internet based application which can be accessed at any time, anywhere by the applicant. ? Biometric finger print time attendance is made compulsory for students. ? Students' attendance is monitored through web based system.
Examination	? College Administration version 1.0 is used: To generate entry form, ISA attendance and mark sheet, Generate students hall ticket, To enter Activity/Earned Grace Marks Generate Consolidated Marks Statement Student Mark-sheet. The software is also used to Compile various statistical reports pertaining to students performance in the exam.

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

| 2020 | Nill | View file | Nill | 15600 |

View File

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)
2020	Nill	View File	Nill	Nill	Nill	Nill

View File

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
View File	Nill	Nill	Nill	Nill

View File

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	3	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
12	10	06

6.4 – Financial Management and Resource Mobilization

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

The institution has been conducting regular external financial audit since the financial year 2012-13. The College Accountant prepares financial and other statements and supporting documents for the financial audit under the guidance of the Internal Audit Committee and presents it to a certified Chartered Accountant for audit. The College Accountant maintains a regular communication with the Auditor so as to clarify any queries on various aspects of the statement of accounts. Correcting these queries while audit is in progress reduces the scope for objections.

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
No Data Entered/Not Applicable !!!		

View File

6.4.3 – Total corpus fund generated				
219206.00				

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	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

1. A meeting was held on 2nd February 2020 in College Campus

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

1. A certificate course on computerized accounting for clerical staff, organized in collaboration with the Directorate of Higher Education, Government of Goa

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

1. Faculty Development Programme 2. Invited Lectures

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
2020	Nill	Nill	Nill	Nill	Nill
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
Screening of Education Video- KOMAL on child Sexual Abuse	09/12/2019	12/12/2019	159	10
Video Series on Gender Issues - Child Sexual Abuse	06/01/2020	06/01/2020	49	2

Video Series on Gender Issues - Female Foeticide	13/01/2020	13/01/2020	48	3
Video Series on Gender Issues - Alternative Sexualities	20/01/2020	20/01/2020	54	4
International Women's Day	07/03/2020	07/03/2020	18	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

The institution has a Waste Management Policy, which governs the effective collection, segregation, recycling, management and disposal of all waste. Students are encouraged to inculcate eco-friendly habits such as switching off lights, fans etc. when not in use and using water sparingly. Signages are displayed across the campus to reinforce this thought in them the institution discourages the use of private vehicles among the students. Use of public transport and bicycles among the faculty and students is encouraged. Faculty members and students are also encouraged to carpool wherever possible. The students regularly participate in cycle rallies to raise youth awareness regarding health and non-usage of conventional energy. The Nisarg Club instituted by the college conducts a host of activities to sensitize students on issues that relate to environmental conservation and preservation such as nature treks, visits to recycling plants, guest talks, street plays and rallies to encourage students to be environmentally conscious. For instance, field trips to Dr. Salim Ali Bird Sanctuary to understand the mangroves ecosystem and to the fully automatic Sewage Treatment Plant at Saligao are organised by Nisarg Club are organised annually. Nisarg Club in association with National Service Scheme (NSS) conducts anti-plastic drives, wherein plastic waste is collected from the students' residences and neighbourhoods and sent to for recycling through the local governmental bodies such as the panchayat of Penha de Franca. The NSS unit of the college organises paper and cloth bag distribution drive at Shree Bodgeshwar temple Mapusa-Goa, each year. Students are encouraged to participate in cleanliness drives organised by governmental and non-governmental organisations such as the Directorate of Youth Affairs, Mandre Panchayat and Tree of Hope Challenge – Mandre, Pedne-Goa Nisarg Club, for the first time, conducted a Soil pH Analysis Workshop where soil samples collected by Nisarg Club members from North Goa were analysed to measure the pH value of soils from across a number of villages covering 8 talukas across the state. A workshop titled, "Techniques in Production of Organic Colours for Holi", was also organised by Nisarg Club. Mr. Suryakant Gaonkar, the resource person for the workshop, demonstrated the production of colours using seeds, flowers, vegetables and fruits. The Nisarg Club and the Dept. of Environment studies organised a workshop for High School teachers titled 'Innovative techniques for teaching EVS'. In the workshop the participants were given demo of segregation of waste using handy paper packs. Issues such as ways of executing environmentally friendly assignments, and tackling issues of raising students' awareness regarding bursting of firecrackers were also discussed. A presentation on topic 'Gold from Garbage' explained the process of composting. A presentation on "Green Initiatives at the Workplace" was conducted by Shri. Kedarnath Tadkod.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nill
Provision for lift	No	Nill
Ramp/Rails	No	Nill
Braille Software/facilities	No	Nill
Rest Rooms	No	Nill
Scribes for examination	Yes	Nill
Special skill development for differently abled students	Nill	Nill

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
2019	1	Nill	01/06/2019	10	Company Secretary Examination	Locational Advantage	12
2019	1	Nill	02/06/2019	1	UPSC Exam Civil Service Preliminary Exam	Locational Advantage	35
2019	1	Nill	23/06/2019	1	MH- SET exams.	Locational Advantage	17
2019	1	Nill	21/07/2020	1	Bharatiya Sanskruti Parichay Vivekanand Kendra Kanyakumari	Locational Advantage	10
2019	1	Nill	28/07/2019	1	OMR Test for the post of Laboratory Asst. DHE	Locational Advantage	44
2019	1	Nill	03/11/2019	1	UDC Post - DHE	Locational Advantage	16

2019	1	Nill	09/11/2019	1	IGNOU Post Basic B.Sc. Nursing entrance Exam	Locational Advantage	1
2019	1	Nill	20/12/2019	11	Company Secretary Examination	Locational Advantage	13
2020	Nill	1	24/01/2020	3	Sharada Vyakhyanmala	Engage with and contribute to local community	5
2020	1	Nill	02/02/2020	1	National Accounting Talent Search	National Accounting Talent Search	2

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

Title	Date of publication	Follow up(max 100 words)
Student Code of Conduct	15/06/2019	A code of conduct for students of the institution for thoughts, behaviour and action in accordance with the Vision, Mission, Objectives and ethical values of the institution.
Faculty Code of Conduct	15/06/2019	A code of conduct for students of the institution for thoughts, behaviour and action in accordance with the Vision, Mission, Objectives and ethical values of the institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Goa Revolution Day	18/06/2019	18/06/2019	80
International Yoga Day	21/06/2019	21/06/2019	78
Rally on International Yoga	21/06/2019	21/06/2019	21

Day orgnaised by Director of Sports and Youth Affairs			
Rakhi for the soldiers by Jan Shakti	17/08/2019	17/08/2019	32
Hindi Divas	14/09/2019	14/09/2019	82
Paper Bag making Session	16/09/2019	16/09/2019	232
Constitution Day celebration Day	26/11/2019	26/11/2019	36
Paper bag Distribution (3000 bags)	01/01/2020	01/01/2020	7
Road Safety week	15/01/2020	15/01/2020	105
Cycle Rally FIT India Cyclothon orgnaised by Director of Sports and Youth Affairs	18/01/2020	18/01/2020	65

[View File](#)

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

The institution endeavours to achieve a plastic free campus through measures such as discouraging the use of plastic in academics related activities like assignment submission in plastic folders, bouquets and gifts without cellophane wrapping, and preference of reusable thermos bottles over packaged drinking water. Installation of an incinerator to dispose of sanitary pads and other biowaste. Segregation and disposal of municipal solid waste (MSW) such as food waste, plastic, metal and glass, through color coded litter bins provided on campus. Along with, bins to dispose wet and dry waste are placed on each floor. The waste is later collected by the local panchayat officials. Newspapers and other paper waste are sold to scrap dealers for reuse or recycling. Disposal of e-waste generated at the institution at the state government recycling plant through a recycling agency, 'Group Ten Plus'. Provisions to channelize the rainwater collected on the rooftop to the ground are in place. The water is collected in an underground reservoir, and is utilized for gardening purpose. The Institution has associated with Rotary Club and installed a Biogas Plant in the canteen on an experimental basis. The institution has replaced all its conventional lights to LED-based lighting solutions. An energy audit has been recommended by the IQAC. The college has initiated Green Campus project, wherein students are encouraged donate one potted plant for campus beautification. Water filters have been installed to minimize the purchase of bottled drinking water by faculty and students. Use of paper is also discouraged at all levels by the Institution. Various initiatives like using social media, giving e-notes to the students and receiving online feedback for Teacher Evaluation have been taken to create a paperless environment. To implement the paperless office concept, notices, minutes of meetings, salary slips and such documents are emailed to staff members. Similarly, e-photo collages have replaced printouts of photographs of College activities. Students are encouraged to submit their assignments in a digital format using e-tools such as Google Sheets, Google Docs, Google Drive, Blogspot, DST, and PowerPoint presentations. For green landscaping, the college has set up a nursery of medicinal, ornamental and floral plants donated by teachers and students, to

nurture saplings and keep a regular stock of plants in the college premises.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: TITLE: Nurture a Sapling initiative by Nisarg Club CONTEXT: The college believes that the students are the agents of change in the society, and that if a caring attitude for nature is developed in students today, it would prove beneficial in the long run, since they would carry on such practices even at their work place in years to come. With the College running and Education program, the students who will take up teaching profession can take inspiration from their college and set up nursery at other educational institutes. The idea was thus intended as an activity to foster a responsibility in students towards environmental protection. OBJECTIVES: The Nisarg Club set up a plant nursery in the year 2017. The main aim behind setting up this nursery was twofold: 1. Create an increased awareness, proactiveness and empathy for nature, and 2. Initiate tree plantation drive with the assistance of students and teachers of VPCCECM so as to increase the local green cover. THE PRACTICE: Nisarg Club members were provided with a sapling, which they have to plant, nurture anddocument. The record of plants being nurtured is maintained in form of photos on the Nisarg Club Whatsapp group. In addition to this, saplings were provided to teachers of this institute, who wish to organise Vanmahotsav in varied localities. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: 1. Setting up of Nursery required financial backup. 2. Maintaining the nursery especially watering the saplings regularly. 3. Replenishing the stock of saplings HOW THE ISSUES WERE RESOLVED: 1. One key requirement towards setting up the nursery was the green shed. Scraps of metal rods and pipes left over from previous construction of the College building were gathered and shaped into the shed. The agro shade net was donated to the college by Vice Principal Dr. Sukhaji G. Naik. 2. Maintaining the nursery and watering of the saplings regularly was taken care of by hiring the services of a gardener on contract basis. In addition, NSS and Nisarg Club volunteers, and the Multi-Tasking Staff (MTS) members would regularly help maintain the nursery. 3. The stock of saplings was regularly replenished by the Department of Forest. EVIDENCE OF SUCCESS: From 2017 till July, 2020, around 250 individuals have planted more than 700 saplings and nurtured them. At present the Nursery has around 500 saplings of coconut, mango, chikoo and guava. UNIQUENESS: This practice of nurturing a plant by each member of Nisarg Club not only makes these students more caring towards nature but they also encourage other students of the college to nurture plants. Looking at this practice followed by college staff and students, the teachers of other sections of this institute got motivated to take up tree plantation. Best Practice 2: TITLE: Blood Donors' Directory OBJECTIVES OF THE PRACTICE • To assist needy patients in contacting voluntary Donors in emergency • To encourage people to donate blood voluntary • To create and update a directory of volunteers so that the required blood is available on request • To save lives by making the timely availability of the required group of blood CONTEXT A blood emergency can come up at any moment. Many of the blood seekers suffer because the demand for blood is much more than the number of blood donors. Moreover, at the time of emergency, people have no clue about whom to approach and how to arrange the blood. The college has attempted to build a group of self-motivated individuals who realize their responsibility towards humanity and are available as blood donors as and when required. PRACTICE Student and Faculty blood donors register their details with the Red Ribbon Club. The College maintains an up-to-date record/database of the volunteers such as blood group, their contact number, and address, and is available with the Principal and the members of the Red Ribbon Club. A blood donation camp organised on 3rd February, 2020 saw 50 volunteers donating blood. The College presently has a total of 68 volunteers

who have registered themselves as a blood donor. People from all over Goa have access to this facility on demand and can contact the College whenever the need arises. The College then contacts the blood donors, who then visit the blood bank or hospital for donating blood. This initiative is in addition to the blood donation camps organised once a year. EVIDENCE OF SUCCESS The college, till date, has helped more than 250 patients all over Goa. UNIQUENESS Blood banks and hospitals may or may not have a list of blood donors. The College blood donor's directory not only helps save time during critical moments, but also prevents panicked running from pillar to post for the relatives of the patient. The easy availability of voluntary donors also prevents the unhealthy and illegal practice of selling blood by unscrupulous individuals, and acts as a step towards building a responsible citizenry in the students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://vidyaprabodhinicollege.edu.in/VPCCECM/IQAC.php#Criterion7-2019-20

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

The College follows the true spirit in which the parent body, the Prabodhan Education Society, was founded- knowledge for all. This philosophy is embodied in the working culture of its staff members- teaching, non-teaching and the multi-tasking staff. The College attracts students from almost all talukas of the state. From Pedne to Canacona, and from Sattari to Mormugao, students travel long distances using several connecting modes of travel to reach the college every day. College offices in Goa follow timings as fixed by the state government. However, since the students of Vidya Prabodhini College have lectures from 8:45 am to 4:45 pm, if the college office follows the regular timings, students would be inconvenienced in using the services of the office for activities as application and form submissions, payment of fees, etc. To allow these students ease of access to office services, the college remains open for a total of 10 hours, from 8:00 am to 6:00 pm every day. Staff members in office work in shifts to ensure that the office does not shut down even during lunch time. The timings are also convenient for the parents of the students since the flexibility allows the parents to visit the college to meet the teaching faculty members as also to visit the college office. Along with, the multi-tasking staff, who work beyond their line of duty, also needs to find a mention here. and try to ensure that the college remains self-sufficient in maintenance and gets back on its feet without having to wait for appointments with technicians to fix small issues, be it electrical work, plumbing, gardening or masonry. The MTS have also shown themselves to be adept in cooking when the situation has demanded it such as overnight NSS camps and staff get-togethers. "Together, we are better", the unsaid motto of the college staff, thus helps the institution in achieving its vision, "Excellence, Everywhere, Everytime."

Provide the weblink of the institution
http://vidyaprabodhinicollege.edu.in/VPCCECM/

8.Future Plans of Actions for Next Academic Year

With an aim to providing the best facilities for its students and staff, the college has applied for RUSA grants, and is awaiting the disbursal of the grants to conduct a number of expansion activities such as building additional space for facilities such as for the Divyangjan, a college auditorium, Geography laboratory, smart classrooms, and an elevator. The college has also drawn up plans for buying an integrated institution-level MIS software for all its

activities. The College is also working towards getting ISO certified with the ISO 21001:2018 certification. The college made a small beginning with starting job oriented short-term certificate and diploma courses in the academic year 2019-20, such as Tally ERP9 with GST, skill-based entrepreneurship, and English Communication Skills. Going forward, the college proposes to start more hard and soft-skill skill-oriented courses such as certificate courses in book writing and auditing, e-financial services, financial modelling, e-filing of tax, stock trading, life corporate skills, attitude development, lifelong education, memory development, teaching how to learn, journalism, videomaking, etc. The College, continuing with its work of developing an environment consciousness in students and other stakeholders, will continue to organise programmes such as workshops on Environment for teachers and students, workshops on making natural Holi colours, and on waste segregation, composting and recycling, talks on various topics such as harmful effects of fireworks, conservation of energy and water, poster-making competitions on environment related topics, field trips to ecosensitive sites,etc. The College is also aiming to engage more locals by conducting a number of socio-cultural activities such as lecture series, health check-up camps, social awareness camps, sapling donation programmes in various neighbourhoods, etc. While the college campus will be utilized to capitalize on its situatedness, the college Alumni and PTA are also expected to be energised to contribute to the strengthening of the institution through fund donation and outreach activities.