YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Vidya Prabodhini College of Commerce, Education, Computer & Management
• Name of the Head of the institution	Dr. Bhushan V. Bhave
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08322410500
• Mobile No:	9673123355
• Registered e-mail	vidyaprabodhinigoa@gmail.com
• Alternate e-mail	info@vidyaprabodhinicollege.edu.in
• Address	Vidya Nagar
• City/Town	Alto-Porvorim, Bardez
• State/UT	Goa
• Pin Code	403521
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**Grants-in aid**
• Name of the Affiliating University	**Goa University**
• Name of the IQAC Coordinator	**Dr. Anil T. Thosare**
• Phone No.	**08322410500**
• Alternate phone No.	**08322413600**
• Mobile	**9082412137**
• IQAC e-mail address	**vidyaprabodhinigoa@gmail.com**
• Alternate e-mail address	**info@vidyaprabodhinicollege.edu.in**
3.Website address (Web link of the AQAR (Previous Academic Year)	**http://vidyaprabodhinicollege.edu.in/VPCCECM/AQAR.php**
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.73**	**2018**	**26/09/2018**	**25/09/2023**

6.Date of Establishment of IQAC	**17/10/2015**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

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

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	No File Uploaded

9.No. of IQAC meetings held during the year	1
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

1. Invited Lecture on Developing Quality Culture in Higher Education Institutions 2. International Yoga Day 2021

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Nil	Nil

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

Name	Date of meeting(s)
IQAC	24/11/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	26/02/2020

Extended Profile

1.Programme

1.1	**189**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1	**765**
Number of students during the year	

File Description	Documents
Data Template	No File Uploaded

2.2	**426**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	**227**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1	**31**
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	**37**

Number of Sanctioned posts during the year

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**18**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**73,63,078**
4.3 Total number of computers on campus for academic purposes	**51**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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 admission for both programs is carried out through a centralised process managed by the Directorate of Higher Education.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 and uploaded on IAIMS portal. 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, references etc. The Time Table Committee prepares and displays the semester-wise time table on the college website. A copy of the class time table is displayed in each class for information about the students. The Time Table committee monitors that the time table is being strictly followed.

Course-wise syllabus is made available to students through the institutional website, library, and by the teachers in class. The Librarian conducts an orientation talk for new students, about the library, and reference resources and new arrivals available in the library. Learning resource material such as reference/textbooks 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 stakeholders 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 to ten 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 examiners appointed by Goa University. With regard to the plan of documentation of curriculum, the college has well defined procedures. The test papers, assignments, PowerPoint presentations are preserved by the College. In some subjects study material is prepared by the Faculty Members and is being provided to the students. A 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 projectViva Voce examination was conducted through google meet platform.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://vidyaprabodhinicollege.edu.in/VPCCECM/Adm.php

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

The institution adheres to the academic calendar including for the conduct ofContinuous Internal Evaluation (CIE)The academic calendar is prepared by Goa University and sent to all the Affiliated Colleges.The commencement of classes and conduct of the semester end

examination dates arementioned in the academic calendar and the College strictly follows the Academic Calendar.The Time Table Committee prepares the Time Table and notifies the same for information offaculty members and students of the College. The Time Table is effective from day one of thecommencement of the classes for each semester as mentioned in the academic calendar.The continuous internal evaluation is planned by each College taking into consideration thelast teaching day of each semester. The ISA Monitoring Committee prepares the time-tablefor ISA and the same uploaded on the College Website. Each Faculty Members prepares aschedule of second component of ISA and informs the students about the work and also theassessment criteria.The ISA Monitoring Committee notifies the timeline to conduct of all the modes of ISAcomponents and the same is communicated to the faculty members during the staff meeting.The College Exam Committee prepares the Time-Table for Semester end examination andthe same is notified for the information of the Students and Faculty members of the College.The exam is strictly conducted only during the duration mentioned in the academic calendar.All the Curricular, Extra-Curricular and Extension Activities are planned and alsoimplemented in accordance to the Academic Calendar. The results of the Semester EndExamination are declared by the College and University as per the time frame mentioned inthe Academic Calendar. In short, each and every activity planned by the College during theacademic year is based on the timeframe mentioned by the Academic Calendar of the thatparticular year.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

| 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University | B. Any 3 of the above |

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

1.2 - Academic Flexibility

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

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

2

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

20

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during

the year

20

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institution lays emphasis on creating better citizens with moral characters and social values. This is reflected in the institution's Mission Statement and Objectives. To achieve these goals, the institution has listed focus areas that are integrated into the regular curriculum. A course titled 'Environmental Studies' is offered to the students at the First Year. Students have taken up projects such as cloth and paper bag-making for distribution in local communities. The Swacch Bharat program is also observed with lot of zest, where students, teachers and non-teaching staff participate in cleanliness drives conducted in institutional campus. The institution has an NSS unit with 100% enrolment of students as volunteers. The unit also conducts rallies and organises social awareness talks and drives such as on road safety, afforestation, AIDS awareness, anti-plastic usage, voters' awareness etc. The institution has instituted a Red Ribbon Club, which conducts a blood donation drive for students, their parents and faculty members in association with the NSS unit and Goa Medical College, every year. The Career Guidance Cell of the College organises talks by industry experts from time to time. The institution offers courses such as Guidance and Counselling, Self-Development Skills, Gender Issues in Education, Population Education, Education for Human Rights and Peace, Inclusive Education, Event Management and Disaster Management to build self-sufficiency and social awareness among students. Courses like Co-Curricular Activities, Working with the Community and Work Experience, encourage students to reach out to the community through various projects. Courses in Fine Arts and Performing Arts encourage them to explore their hobbies, learn craft-making and develop their aesthetic potential.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

10

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

429

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**B. Any 3 of the above**

from the following stakeholders Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://vidyaprabodhinicollege.edu.in/VPCCECM/Documents/AQAR/2020-21/Criterion1/Anlaysis%20of%20Feedback%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

760

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

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

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

316

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The institution has enforced an informal mechanism to assess the differential learning abilities of the students and to avoid labeling or categorization of students as slow learners. Admission Committee interacts with the student and parents during admission to know the student's background, financial status, whether the student is a first-generation learner, parent's occupation, etc. Due to Covid, most of the activities were conducted using online resources for this academic year. Principal conducts one to one interaction with the students. The interaction continues in class, with teachers using creative ways to assess the student's capabilities. ISAs are conducted with theoretical and application-oriented questions and answers analyzed to identify slow learners.Teachers conduct Remedial Classes periodically for slow learners. Slow learners are encouraged to read the daily newspaper to improve their language skills, domain knowledge and vocabulary, followed up by the faculty with quizzes, spontaneous questioning and discussions. Advanced learners are groomed by the faculty to write academic papers, articles, short stories, poems and are presented in webinars and other academic competitions. Advanced learners are identified and counseled to join professional programs and attempt competitive exams. Interactions with parents are scheduled at the time of examination results, Parent-Teacher Association meetings and telephonic calls.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
765	31

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The faculty uses multifarious techniques and online resources to ensure students exposure to a wide and diverse range of activities and to help inculcate social, environmental and moral values.

EXPERIENTIAL LEARNING:

- Students are taught topics like Banking, Business Communication and Methodologies with a hands-on approach by writing and filing RTI applications and Teaching internships at schools.
- Students are also taught craft and skills such as ceramic art, mosaic art, puppet-making, short films and documentary making.
- Students are involved in organizing college as well as state level events and competitions under various clubs.

PARTICIPATIVE LEARNING:

- Role-playing and brainstorming sessions, Debate are organised.
- Students participate in workshops, webinars, academic festivals and competitions at national and state-level, conducted by the institution and other bodies.
- Students are asked to download and analyze financial statements of various companies.
- Student-Teachers deliver micro-lectures and Peer teaching in classwhere their peers observe them, whereas for Practice teaching students visit various schools.
- Play-reading and read-aloud sessions, group and individual presentations are conducted.

PROBLEM SOLVING METHODOLOGIES: Various real-life scenarios are simulated and students ability to solve problems are tested and developed. Mock interview session, task-based group projects play

crucial role in developing students critical and creative thinking ability.

File Description	Documents
Upload any additional information	View File
Link for additional information	**Nil**

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

Teachers used ICT tools including online resources for teaching and learning processes during the academic year. Academic year 2020-2021 was completely affected by Covid-19 pandemic, hence It was not only the choice but also need of the hour to acquire, adopt and practice the ICT enabled tools. Teachers are effectively using ICT enabled tools like, writing pads, internet, video-lectures, audio-lectures, PPT presentations, virtual labs, e-contents and also contributed modules to 'DISHTAVO' .Submission of assignments, projects, ISA papers were also done through google classroom, google forms and Gmail. Students were enabled to video record their lessons and upload it on cloud storage, which the concern faculty would observe and assess. The faculty are able to conduct daily classes with the help of online conferencing software, such as Google Meet, WebEx, OBS, Zoom meet etc. to smoothen the process of submission of study materials and assessment, google classroom is used by the students as well as the teachers. WhatsApp groups have been made for all classes as well as by each subject teachers to ensure unhindered communication and transfer of data. Organizing webinars and workshops through online mode and live streaming it on the college's official YouTube channel is a regular practice.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://vidyaprabodhinicollege.edu.in/VPCCECM/About.php#OC

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

2.3.3.1 - Number of mentors

31

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

31

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

10

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

151

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

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

Three statutory committees are constituted to handle matters related to examinations of the B.Com and B.A.B.Ed. programs namely, Examination Committee, Unfair Means Inquiry Committee and Grievance Committee

Goa University ordinance OC-66(CBCS), OC-45, Section OC-45.4 deals with the Scheme of Examination for B.Com program. Similarly, Goa University ordinance OC-54, Section OC-54.3 deals with the Scheme of Examination for B.A.B.Ed. program.

The College appoints a three-member committee to monitor the ISA in the College, with one faculty appointed in-charge of each program. Under both the ordinances, the ISA is conducted twice in a given Semester for Commerce and B.Ed. Methodology components and thrice for B.A. subjects, in written as well as alternative modes.

The schedule for the ISAs is notified to all at the beginning of the semester by publishing the same in the prospectuses of the two programs. The ISA tests carry 20% or 30% weightage depending upon the paper/course.

A student who does not appear for a scheduled ISA is encouraged to answer the same at a later time. ISA papers of each component are assessed and the paper is solved and discussed in class. In case of group discussion, presentation and the like, feedback is provided after the discussion/presentation.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

The mechanism to deal with examination-related grievance is as per provisions of Goa University Ordinance OC-45 and OC-66(CBCS) clause OC-45.4.4., and Goa University Ordinance OC-54, clause OC-54.3.4, which stipulates that:

- **There shall be no revaluation of answer books of candidates at Semester-I to Semester-IV examinations. However, existing provisions in the University for revaluation/verification shall be applicable to Semesters V, VI, VII and VIII. Personal verification of marks shall be granted to the candidate in presence of the Principal/Vice-Principal and concerned Examiner, provided he has applied for the same along with payment of prescribed fees within one week of the declaration of result. Following shall be the procedure for verification of marks:**

(a) On a notified day and time, which should be not later than 10 days afterreceipt of application from the candidate, the candidate shall be shown the answer book in the chamber of the Principal/Vice-Principal in presence of the Examiner concerned.

(b) If the candidate is not satisfied with the result on personal verification of answer book, he may apply to College Grievance Committee within a week. (c) The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.

Procedure for Investigation of Grievance by the College Grievance Committee under OC-45.4.15.3and OC-54.3.13.3

1. **The committee shall consider the written complaint by a student on the conduct of examination provided that (i) the complaint is submitted by the student within 15 days after the declaration of results; (ii) the complaint is accompanied with a fee of Rs.200/- (refundable if the complaint is found genuine); and (iii) the matter is referred to the committee by the Principal. The committee shall invite a reply to the**

allegations, if any, made by the student from the concerned party.

2. After considering the reply of the concerned party, the committee shall recommend a course of action in writing to the Principal.

3. The Principal may inform the student, the findings of the committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after revaluation of the said answer book the original marks shall be retained and the student to be communicated that there is no change in his/her result.

4. A minimum fine of Rs.200/- which shall not exceed Rs.500/-, shall be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt at casting aspersions on the teacher(s) concerned. If the allegations are found to be genuine and the same is recorded giving reasons, the action shall be taken as provided under OA-5.2.6.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://www.unigoa.ac.in/uploads/content/GUOrdinance.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College has two programs, B.COM and B.A.B.Ed., the details of which are communicated to students in the following ways:

*   Course details are uploaded on the College website for the convenience of students, parents and teachers. Along with the course structures, the website carries course objectives, course outcomes and program outcomes to enable students to make an informed choice of the program they want to enroll in.
*   The faculty of the College conducts counseling sessions with the students and parents to acquaint them with course details and learning outcomes, during the time of admission.
*   The syllabus of each programme provides clear information about core courses, elective courses, fundamental courses, discipline specific courses and also the learning outcomes of different programmes. The syllabus also provides information

about scheme of instruction and evaluation.

- The College organises an orientation program 'Diksha Samaaroh 'at the beginning of the academic year to inform the students of the course details, examination pattern, student related activities, clubs etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://vidyaprabodhinicollege.edu.in/VPCCECM/CourseOutcome.php
Upload COs for all courses (exemplars from Glossary)	View File

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

The institution focuses on attainment of these objectives through regular evaluation and monitoring. The College believes that an integrated approach between academic curriculum and co-curricular/extra-curricular activities is important for the successful achievement of program and course outcomes.

Academia: The institution evaluates the students' learning and performance through a regular internal and external examination scheme, assignment submission, group discussion, teacher-student interactions etc. Final year students' projects ensure that students get a working experience of the real environment, training them for their future career opportunities. Workshops, seminars, webinars, guest lectures are regularly organised for the benefit of student's academic performance. They are also encouraged to participate in student seminars and workshop conducted by other Colleges for academic exposure and experience. Some of them are: Workshops like 'Communication Skills, C.V Writing and Interview Techniques' and 'Teaching, Learning and Evaluation of Languages in Secondary Education'. Screening of subject specific films, role plays, group discussions, poetry recitations etc. for better learning. A guest lecture on 'Career Opportunities for Graduates' Teaching students Unicode which helps them to type in Devnagari script. Visual Arts students learn creative techniques like Stop Motion Video, Shadow Puppetry, and Cold Ceramic etc.

Social Awareness activities: Through several voluntary initiatives of the College and through NSS activities, students are exposed to the social environment and are made aware of their social

responsibilities. Some of them are as follows: Voters' Awareness Drive Cleaning drive as part of Swachh Bharat Abhiyan every year on 2nd October. COVID awareness programs by teachers and students. Anti-plastic Drive encouraging the public to use cloth and paper bags.

Co-curricular and extra-curricular activities: The institution organises co-curricular and extracurricular activities which aid students to learn and hone their personality, talents and skills and help them with their peripheral awareness. The college has constituted various clubs like the Nisarg Club, Communication Club, History Club, Yoga etc. to ensure that students are exposed to these activities. The college recognizes that such involvement of students is necessary to prepare them to the challenges of the real world.

Class teachers constantly monitor and mentor 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

221

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

5

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

3

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to

social issues, for their holistic development, and impact thereof during the year

COVID-19 safety measures

The Covid-19 pandemic brought about various challenges to the education sector. Amidst the rising fear and tension created by the fake news related to Covid-19, the teachers and students took up the challenge to create awareness among the community members with regards to Covid-19 prevention and safety measures by creating various videos on the topic such as the correct use of face masks, use of sanitizers, social distancing, community isolation, etc. These videos were then uploaded onto their social media handles to create social awareness.

Yoga Asanas for Mental Health

Staying home during the pandemic induced lockdown affected their mental health. To help students cope with their health issues, the Red Ribbon Club of the college took up an initiative on World Yoga Day to make videos of various asanas and spread importance of doing these yogasanas among the studetents and community through their social media handles. This initiative was taken up for the holistic development of the students' mental health.

Face Mask Painting

Along with, to build the morale of the students, a facemask painting competition was organised by the Red Ribbon Club of the College. This activity also enthused students to wear masks without any hesitation.

File Description	Documents
Paste link for additional information	http://vidyaprabodhinicollege.edu.in/VPCCECM/ActivityReport.php
Upload any additional information	View File

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

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

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

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

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

13

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

541

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution offers excellent infrastructural facilities for a conducive learning environment.

The self-owned building, with a total built up area of 5772 sq.mt. houses the Principal's, Vice-Principal's and HoD's cabin, Administrative office, and well-furnished, well-ventilated, state-of-the-art classrooms equipped with technological aid such as ICT

facilities, free high-speed Wi-Fi, LCD projectors, smart boards, sound systems and modern two-seater tables with chairs. A separate playground admeasures 4670 sq.mt.

The Institutional Library is well-stocked Library, having 4476 titles (and 7436 copies), 24 journals, 12 magazines and 15 newspapers, provides photocopying services.

The ICT Laboratory is well-furnished and is equipped with 31 desktops with internet access and provides printing and scanning facilities.

The Geography Laboratory accommodates 20 students at a time.

The Department of Physical Education and Sports, comprising of a sports room, indoor sports hall, and a gymnasium area.

The institution currently runs 3 NSS Units.

The College also has Faculty Room, Canteen, Socially Useful Productive Work, Counselling Room, Creative Arts Room, Research and Consultancy Room, Independent Common Rooms are assigned for girls and boys, 2 Ladies and 2 Gents washrooms, 1 Bus, RO system for water purification and 2 water filters with hot and cold-water facility, Medical Response Facility, Composite Multimedia Systems.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://vidyaprabodhinicollege.edu.in/VPCCECM/Documents/Policy/The%20Policy%20and%20the%20Procedure%20for%20maintaining%20and%20utilizing%20Physical.pdf

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

The College offers following facilities for Co-curricular and Extracurricular activities.

Physical Education and Sports: The institution has adequate sports infrastructure, and consists of a sports room, indoor sports hall, a gymnasium area, and the 4000 sq.mt. play-ground.

Service Activities: The College has 3 fully functional NSS units of 100 volunteers each. The units are led by motivated and experienced NSS Program Officers who have undergone the Programme Officers Orientation Course at NSS-Empanelled Training Institute. The NSS Unit, with a well-stocked inventory of tools and equipment, has been found to be self-sufficient to successfully conduct Annual Special Camps with up to 150 volunteer capacity and other social activities.

Multimedia Facilities: The institution has Multimedia System comprising of Studio Master ER AIR-8 sound mixer, three 400-watt Studio Master B400 active speakers, 10 cordless microphones, 2 microphones, 1 handy-cam, 1 digital camera, Public Address systems etc.

Medical Response Facility: Institution has a medical response facility, and is equipped with a stretcher and basic first aid.

Socially Useful Productive Work Facility: Socially Useful Productive Work facility helps students to learn craft-making etc.

Department of Creative Arts and Performing Arts: It is equipped with musical instruments like Harmonium, Tabla and Tambourine, etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vidyaprabodhinicollege.edu.in/VPCCECM/Documents/Policy/The%20Policy%20and%20the%20Procedure%20for%20maintaining%20and%20utilizing%20Physical.pdf

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

18

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

18

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://vidyaprabodhinicollege.edu.in/VPCCECM/About.php#Infra
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

30,51,388

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Name of the ILMS software: e-granthalaya

Nature of automation: Yes (Fully automated)

Version: 0.3

Year: 2015

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	http://vidyaprabodhinicollege.edu.in/VPCCECM/Library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1,04,316

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

40

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

4.3 - IT Infrastructure

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

Institution has proactive policy for updating its IT facilities including Wi-Fi and other related facilities.

The ICT Laboratory currently houses 7 working Wi-Fi enabled and 24 LAN-based computer systems.

The Institutional Advisory Committee identifies and recommends upgrading required in ICT laboratory.

The Institution upgrades its ICT facilities (physical/virtual assets) on a timely basis. Decisions pertaining to purchase/maintenance/upgrading/usage of facilities are taken as per the Institutional policy.

The institution has appointed a Computer Laboratory Assistant, who, along with an MTS staff member, is assigned the task of operation, maintenance, and upgrading the ICT laboratory, and developing the institutional website.

The institution has opted for DNA broadband service since 2018 with a speed of 100 Mbps. Considering the increase in the workload and expanded users limit the plan has been upgraded to 300 Mbps.

The Institution has also installed Jio Wi-Fi facilities and has a functional Local Area Network (LAN), with its computers and printers logged into it via Wi-Fi.

Systems have pre-activated licensed operating systems with Linux-based Open Source operating systems including Open Source software for data entry.

The System Administrator and Laboratory Assistant conducts regular inspection of all the ICT facilities.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>http://vidyaprabodhinicollege.edu.in/VPCCECM /Documents/Policy/The%20Policy%20and%20the%2 0Procedure%20for%20maintaining%20and%20utili zing%20Physical.pdf</u>

4.3.2 - Number of Computers

62

File Description	Documents
Upload any additional information	<u>View File</u>
Student – computer ratio	<u>View File</u>

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

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

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

10,57,026

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

The Policy and the Procedure for maintaining and utilizing Physical, academic and the support facilities is as follows

The institution makes provision in its budget from non-salary grants for maintenance of facilities such as Library, Computer Laboratory, Geography Laboratory, sports facilities etc. Fees paid by students are used for upgrading and maintenance of respective facilities.

The ICT-enabled classrooms are used for multiple purposes. The primary purpose is to conduct regular and remedial lectures for students as per the academic timetable.

The institution offers its classrooms, to various government/non-government organizations for academic purposes.

The office in-charge conducts an inspection of the campus on a daily basis, and any discrepancy noticed is immediately reported.

A daily-wage worker has been appointed for maintenance of hygiene in the washrooms.

The Institution has appointed a Full-Time Librarian and an MTS staff member.

Special provision in the budget is made for library upgradation and maintenance.

The ICT Laboratory can be used by all stakeholders as per the rules and regulations of the institution.

Staff members and students can access the Wi-Fi facility by registering their devices.

Decision making process

Decisions pertaining to Purchasing/Maintenance/up gradation/usage of facilities are made as per the institutional policy.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://vidyaprabodhinicollege.edu.in/VPCCECM/Documents/Policy/The%20Policy%20and%20the%20Procedure%20for%20maintaining%20and%20utilizing%20Physical.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

41

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

2

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

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

File Description	Documents
Link to institutional website	http://vidyaprabodhinicollege.edu.in/VPCCECM/CDS.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

00

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

00

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

5.1.5 - The Institution has a transparent	A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

33

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

84

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

56

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

12

File Description	Documents
e-copies of award letters and certificates	[View File](#)
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	[View File](#)

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

The 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, and 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 executingevents and competitions. Students are also responsible for maintaining discipline, spirit of co-operation and competition, budgeting, managing resources andaccountability. 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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

21

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of

the institution through financial and/or other support services

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 100 and B. A. B. Ed. 90 registered members for the academic year 2020-2021. Overall total number of alumni enrolled is 190.**
- **The alumni meet at least once a year.**

The alumni support the institution and contribute to its institutional, academic and infrastructural development. Each batch contributes 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. But due Covid-19 pandemic these activities are restricted.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION: Excellence Everywhere Everytime

MISSION: To create and develop a quality environment through the integration of conceptual knowledge, application of skills, basic

human values and field realities, thereby nurturing competent, value based and resourceful citizens, who selflessly contribute to Nation Building by serving the nation above self.

NATURE OF GOVERNANCE

Keeping the institutional vision and mission at the forefront, the institution has strived to make its governance consultative and participative in nature. The head of the institution takes significant and routine decisions pertaining to different matters of the institution, such as purchase, organizing events, maintenance, teacher and student related issues, and institutional related matters are arrived at.

PERSPECTIVE PLANS

- To start degree courses in Bachelor of Computer Application & Bachelor of Business Administration. Necessary permission has been obtained from the concerned authorities.
- To start an M.Com program.
- To incubate a research culture in teachers and students, through formation of "Anusandhan Prabodhini" Research Centre.
- To start skill enhancement and add-on courses.
- To make the campus friendly for Person with differently able (PwD), the college has a plan to introduce lift facility, ramps at every possible place and provide PwD friendly washrooms.

File Description	Documents
Paste link for additional information	http://vidyaprabodhinicollege.edu.in/VPCCECM/About.php#VM
Upload any additional information	No File Uploaded

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

College Examination Committee:

The Principal forms a College Examination Committee by appointing members from amongst the teaching staff. Once formed the committee is allowed to work independently in confidential matters. The committee takes necessary steps to prepare question manuscripts, print question papers, supervise the conduct of examination and

publication of results.

The Examination Committee is authorized to conduct examinations and make policy decisions concerning organizing and holding examinations, improving systems of examinations, moderations, etc. and also preparing a schedule of examinations and declaring the results.

The Examination Committee deals with all the matters in relation to examinations and hears the complaints received pertaining to any matter arising out of the conduct of examinations and decides the course of action.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Situation:

Along with the health impacts of the disease, COVID-19 has led to, self and social isolation, disconnection from family and friends, quarantine, and lockdowns on movement resulting in more people than ever experiencing feelings of helplessness, isolation, grief, anxiety, and depression.

Objectives:

To debunk myths and misconceptions around Coronavirus that result in fears and stigma, and create awareness among the community members with regards to Covid-19 prevention and safety measures.

Strategy:

To use college resources and engage social media to share correct information and educate the masses on covid-19.

Action:

In a meeting held with the staff, the Principal suggested contributing proactively towards educating the community towards

safety and prevention of covid-19 and to counter the rumors. The teachers along with the students took up the challenge. To create awareness among the community members with regards to Covid-19 prevention and safety measures, the Red Ribbon club organized a competition of creating videos on the topic such as the correct use of face masks, use of sanitizers, social distancing, etc. under the title 'Stigma free COVID talks'. Further, to help students and their families cope with their health issues, the N.S.S. unit took up an initiative on World Yoga Day to make videos of various asana and spread their importance. These videos were then uploaded onto their social media handles to create social awareness.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	http://vidyaprabodhinicollege.edu.in/VPCCECM/Gallery/#yoga17
Upload any additional information	**No File Uploaded**

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

STRUCTURE OF ACADEMIC AND ADMINISTRATIVE GOVERNANCE

ACADEMIC

ADMINISTRATIVE

FINANCIAL

1. Management

1. Management

1. Management

2. Advisory Committee

2. Advisory Committee

2. Advisory Committee

3. Local Managing Committee

3. Local Managing Committee

3. Local Managing Committee

4. Principal

4. Principal

4. Principal

5. IQAC

5. IQAC

5. IQAC

6. H.O.D

6. Accountant

6. Accountant

7. Teaching Faculty

7. UDC

7. UDC

8. LDC

8. LDC

9. MTS

9. MTS

The Institution consults & seeks advice from the following governing bodies:

1. The College Managing Committee.
2. The College Advisory Committee.
3. The College Local Managing Committee

And other working Committees including Internal Quality Assurance Cell.

Service Rules, Procedures, Recruitment, Promotional Policies

The Institution is affiliated to Goa University and recognised by the Govt. of Goa and NCTE, Bhopal and UGC New Delhi. The Institution follows the following rules and regulations for smooth and effective functioning:

1. **Statutes and ordinances of Goa University.**
2. **Recruitment rules made applicable by the Goa University and Government of Goa.**
3. **Central Civil Service Rules (CCSR) rules made applicable by the Government of Goa.**
4. **NCTE norms and regulations made applicable to B.A.B.Ed course.**
5. **Government circulars, notifications and gazette as applicable.**
6. **UGC circulars/notifications as applicable.**
7. **Policies and rules of Prabodhan Education Society.**

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	<u>View File</u>
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

1. Co-operative Credit Society: The employees can avail of credit at a significantly lower interest rate in comparison to bank interest rates. Interest rate on RD and FD accounts are higher than that offered by banks.
2. The institution provides financial assistance to staff members for attending Workshops, Seminars, Symposiums and Conferences..
3. A second Reading Room, with four computers equipped with Online Public Access Catalogue (OPAC) and internet facilities, is provided in addition to the seating facilities in the Library.
4. Canteen: The institution has a canteen which provides good quality food at reasonable price.
5. Birthday Celebrations: The institution celebrates staff-members' birthdays, thereby creating belongingness amongst the staff..
6. Free internet facility is made available to teaching as well as non-teaching staff to enhance work efficiency, update knowledge as well as to pursue higher education.
7. Water purifier: The institution has provided water purifiers, which are equipped with hot and cold water facility. Along with, the institution has also installed an RO water purifier system.
8. Staffroom is provided with separate Ladies and Gents washrooms.
9. Fully air conditioned office, library and staff room.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

5

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

18

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	[View File]()

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

The following mechanisms allow the institution to gather data on staff performance:

1. Six-monthly Progress reports:

- **The teacher on probation is required to prepare and submit a report of the work executed by him/her to the Principal at the end of six months.**
- **The assessment reports of the teachers is maintained by the Principal of the College in the forms as provided in Statute SC-5 of Goa University.**

2. Self-Appraisal report:

Each regular teacher is required to submit self-appraisal report at the end of each academic year which comprises of the work done, workshops/ seminars/ conferences/ paper published by the teacher, innovations/ contributions in teaching and other information as per the norms.

3. Service Book:

A service book of each teacher is maintained by the Principal in the prescribed form as laid by the Goa Government.

4. Promotions are based on Career Advancement Scheme and Academic Performance Indicators as required by the UGC.

5. A confidential Report of all the non-teaching staff is maintained as per the Goa Government service rules.

The academic faculty is evaluated by students on various criteria, at the end of each semester, and based on the analysis, the Principal guides the concerned faculty.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

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. The justification given during the audit reduces the scope for objections.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

00

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

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

The institution had all its expenditure managed by Prabodhan Education Society, its parent institution, through optimum mobilization and utilization of resources, primarily from various private sources such as donations and sponsorships. The Institution, subsequently, was accorded the status ofGrant-In-Aid institution, and presently receives grants (salary and maintenance) from the government of Goa through its nodal agency – the Directorate of Higher Education.

The Policy and the Procedure for maintaining and utilizing physical, academic, and support facilities are as follows

The institution makes provision in its budget from non-salary grants for maintenance of facilities such as Library, Computer Laboratory, Geography Laboratory, sports facilities etc. Fees paid by students are used for upgrading and maintenance of respective facilities.

Decisions pertaining to Purchasing/Maintenance/up-gradation/usage of facilities are made as per the institutional policy.

File Description	Documents
Paste link for additional information	http://vidyaprabodhinicollege.edu.in/VPCCECM/Documents/Policy/The%20Policy%20and%20the%20Procedure%20for%20maintaining%20and%20utilizing%20Physical.pdf
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

1. Standardized Career Advancement Scheme report:

The College is required to appoint a standing committee to review the eligibility of the faculty applying for promotion under the Career Advancement Scheme. The College IQAC committee has created a format/template to submit a report on the eligibility and requirements of the faculty for promotion to the next academic level. The report comprises of the following parts: Part I Eligibility, Part II: Requirement to be fulfilled, Part III: Requirements under Appendix II Table 2, Part IV: Annual Performance Assessment Report, Part V: Overall Eligibility, and Part IV: Recommendation of the standing committee.

2. Strengthening of Feedback Mechanism:

The college has developed an effective mechanism to collect feedback from different stakeholders like students, parents, teachers, recruiters, alumni, etc. The feedback received is analyzed and action is taken to improve the teaching-learning processes and experience of the stakeholders.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

1. Remedial Classes

Based on the suggestion given by Internal Quality Assurance Cell, the academically weak students are identified from their performance in internal assessment tests. They are counseled and remedial classes are scheduled for them to improve their academic performance. During the remedial teaching, Student-Faculty Interaction, focusing exclusively on slow learners to interact with faculty and to clarify their doubts in various semesters is provided. Faculty schedule remedial classes for slow learners and student's doubts with respect to various aspects of the subject are cleared. Problems are solved during these classes.

2. Unit Wise Practice Test:

Teachers conduct unit test after the completion of each test. Students answer this test in an exam like condition. The test help teachers to evaluate students' performance and also identify slow learners for the remedial coaching.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Teachers guide and counsel the students about gender equity. Invited lectures, screening of films related to gender issues form a part of annual activity of the Gender Champion Club of the College.

A list of activities organised is given below:

SR. NO.	DATE	EVENT	NUMBER OF STUDENTS	COORDINATED BY
1.	02th December 2020 07th December 2020	Talk on child Sexual Abuse followed by screening of video 'Komal' Educational film on Child Sexual Abuse (Online Mode) S.Y.B.Com F.Y.B.Com	42 (20 Boys, 22 Girls) 69 (27 Boys, 42 Girls)	Shri Gautam Gaude Gender Champion Club
2.	09th December 2020	A talk on Women Empowerment by Ms. Santoshi Narvencar (Online Mode)		

61 (59 Girls, 02 boys)

Shri Gautam Gaude

Gender Champion Club

3.

8th March 2021

An invited lecture was organized on the topic 'Women Empowerment' by Advocate Sona Bandodkar

50

NSS Unit

4.

22nd April 2021

An invited lecture on the topic ' Protection of Children from Sexual Offences Act,2012 (POSCO Act). Members of Taleigao Legal Aid Cell of V.M. Salgaonkar College of Law, Miramar were the resource person for the session. (Online)

66

Department of Commerce

File Description	Documents
Annual gender sensitization action plan	http://vidyaprabodhinicollege.edu.in/VPCCECM/Documents/AQAR/2020-21/Criterion7/7.1.1GenderSensitizationActionPlan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://vidyaprabodhinicollege.edu.in/VPCCECM/Documents/AQAR/2020-21/Criterion7/7.1.1FacilitiesforWomen.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

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

The institution has a Waste-Management-Policy, which governs the effective collection, segregation, recycling, management and disposal of all waste. Students are encouraged to inculcate ecofriendly 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. Nisarg Club conducts and participates in activities like talks, street plays and rallies to encourage students to be environmentally conscious. Talks are focused on topics such as "Environmental Pollution: Issues and Concerns", 'Biodiversity in Goa", and "The importance of Nature and Environment". Anti-Plastic Drives are conducted, wherein plastic waste is collected from the students' residences and neighborhoods and sent to for recycling

through the local governmental bodies such as the panchayat of Penha de Franca. Rallies and competitions on environment related themes are conducted to inculcate sensitivity towards nature. Students are encouraged to participate in cleanliness drives organised by governmental and NGOs such as the Directorate of Youth Affairs and the NSS.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	http://vidyaprabodhinicollege.edu.in/VPCCECM /Documents/AQAR/2020-21/Criterion7/7.1.3Faci litiesforWasteManagement.pdf
Any other relevant information	View File

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

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

The College through its NSS unit and Nisarg Club organises programs on environment protection and tree plantations. The departments of Konkani, Hindi and Marathi celebrate the respective language day and organise various competitions for the students. There are invited lecture held to make the students aware about the rich cultural heritage of the State of Goa. The national days are celebrated like national festivals with pride and the eminent persons from the filed of education and social work are felicitated on the occasion of the national day. There are number of programs organised to promote tolerance and harmony among the students. A list of activities organised is given below

SR. NO.

DATE

EVENT

NUMBER OF STUDENTS

ORGANISED BY

1.

14th September 2020

National level Webinar on the Topic ' Gandhiji aur Nayi Talim' on the occasion of Hindi Diwas. Dr. Narayan Dessai was the resource person.

Ms. Priya Gosavi

Hindi Department

2.

02nd October 2020

Screening of video 'Nai Talim' – A film based on Anand Niketan

Shri. Gautam Gaude

3.

02nd October 2020

A talk by Shri. Kuldeep Kamat on occasion of Gandhi Jayanti (Online)

85

NSS Unit

4.

19th February 2021

A talk on the topic ' The life of the Chattrapati Shivaji Maharaj' by Shri. Aditya Watve

80

Ms. Yogita Gauns

History Department

5.

28th February 2021.

Celebrated Jagatik Marathi Bhasha Din. Mr. Pandurang Gaonkar was the Chief Guest

56

Ms. Yogita Chodankar

Marathi Department

6.

12th March 2021

A talk by Shri. Rajendra Kerkar on the topic 'India's Struggle for Freedom'

100

Ms. Yogita Gauns

History Department

7.

27th March 2021

On the occasion of World Theatre Day students were felicitated

Mr. Amar Kulkarni

Fine Arts and Performing Arts Department

8.

16th April 2021

Konkani Day was celebrated

56

Mr. Darshan Kandolkar

9.

18th June 2021

Goa's Revolution Day

30

Ms. Yogita Gauns

History Department

10.

21st June 2021

International Yoga day (Online)

Invited lecture cum demonstration of Asanas

NSS Unit

IQAC

Departmentt of Physical Education and Sports

11.

23rd June 2021

Shenoi Goembab Jayanti

Shri. Darshan Kandolkar

Department of Konkani

12.

12th August 2020

National Librarians Day

Department of Library

13.

29th August 2020

National Sports Day celebrated

Department of Physical Education and Sports

14.

Competition - One minute Promotional video- Stigma free HIV and COVID Talks

Shri. Shailesh G. Chodankar

Red Ribbon Club

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

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

The College celebrates all important national days during each academic year. The students are made aware of their rights and duties as a responsible citizen by organisation of programs on the occasion of Constitution Day. A list of Programs organised during the academic year 2020-21. The employees take oath on joining of the institution about integrity and responsible discharge of their duty. A voters awareness campaign is organised with regard to issue of new EPIC card to eligible voters. Value Education lectures are conducted.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is	**A. All of the above**

a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

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

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

SR. NO.

DATE

EVENT

NUMBER OF STUDENTS

ORGANISED BY

1.

14th September 2020

National level Webinar on the Topic ' Gandhiji aur Nayi Talim' on the occasion of Hindi Diwas. Dr. Narayan Dessai was the resource person.

Ms. Priya Gosavi

Hindi Department

2.

02nd October 2020

Screening of video 'Nai Talim' – A film based on Anand Niketan

Shri. Gautam Gaude

3.

02nd October 2020

A talk by Shri. Kuldeep Kamat on occasion of Gandhi Jayanti (Online)

85

NSS Unit

4.

26th November 2021

Constitution Day Celebration

Shri. Darshan Gaonkar

NSS Unit

5.

19th February 2021

A talk on the topic ' The life of the Chattrapati Shivaji Maharaj' by Shri. Aditya Watve

80

Ms. Yogita Gauns

History Department

6.

28th February 2021.

Celebrated Jagatik Marathi Bhasha Din. Mr. Pandurang Gaonkar was the Chief Guest

56

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Marathi Department

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8th March 2021

An invited lecture was organized on the topic 'Women Empowerment' by Advocate Sona Bandodkar

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NSS Unit

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27th March 2021

On the occasion of World Theatre Day students were felicitated

Mr. Amar Kulkarni

Fine Arts and Performing Arts Department

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16th April 2021

Konkani Day was celebrated

56

Mr. Darshan Kandolkar

10.

18th June 2021

Goa's Revolution Day

30

Ms. Yogita Gauns

History Department

11.

21st June 2021

International Yoga day (Online)

Invited lecture cum demonstration of Asanas

NSS Unit

IQAC

Departmentt of Physical Education and Sports

12.

23rd June 2021

Shenoi Goembab Jayanti

Shri. Darshan Kandolkar

Department of Konkani

13.

12th August 2020

National Librarians Day

Department of Library

14.

29th August 2020

National Sports Day celebrated

Department of Physical Education and Sports

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

1. Title of the Practice

Nurture a Sapling initiative by Nisarg Club

2. Objectives of the Practice

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.

3. The 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.

4. 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.

5. Evidence of Success

From 2017 till date around 167 individuals have planted more than 700 saplings and nurtured them.

6. 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.

7. Notes (Optional)

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.

2. Title of the Practice

Blood Donors' Directory

http://vidyaprabodhinicollege.edu.in/VPCCECM/Documents/Committees/VPCBLOODDONORSLIST.pdf

2. 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

3. The 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.

4. The 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. The College presently has a total 68 volunteers who have registered themselves as a blood donors. 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.

5. Evidence of Success

The college, till date, has helped more than 250 patients all over

Goa.

6. Problems Encountered and Resources Required

1. Volunteers hesitated to donate blood due to the Covid epidemic.
2. Issues in traveling during the lockdown

How the issues were resolved:

1. Donors were counselled and convinced by faculty members.
2. Travel arrangements were made using the goodwill of other citizens to transport them to the hospital for blood donation.

7. Notes (Optional)

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.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

The Vidya Prabodhini College Mission states that the aim of the college is to create and develop a quality learning environment through the integration of conceptual knowledge, application of skills, basic human values and field realities, thereby nurturing competent, value based and resourceful citizens, who selflessly contribute to Nation Building by serving the nation above self. Along with, the core values of Vidya Prabodhini College include, among other values, the providing of Sanskarmai Shikshan through a holistic development of Value and Culture-based education that will result in them imbibing national values and philosophy and ensuring welfare of the society as responsible citizenry, willing to

upholding work ethics and professionalism, while at the same time, fostering a global competitiveness through a scientific temper, a research culture and a spirit of inquiry using technology and collaborating with other societal stakeholders.

Hence, each year, the college conducts a number of academic, co-curricular and extra-curricular activities for the multidimensional personality development of the student. Along with, the faculty members keep in close touch with the parents to ensure that everyone is on the same page with the development and progress of the ward. The Covid pandemic brought about new challenges, and the focus shifted to the mental and physical well-being of the student. Students could participate neither in academic activities nor in competitive events. Faculty members donned the hats of counsellors and kept in regular touch with students to inquire about their health and studies. Online lectures, competitions and activities were therefore conducted to ensure continuity is the students' development.

Five College faculty members also signed up for national duty and played a role as Covid Warriors. Faculty members also conducted socio-economic surveys in five village panchayats and one municipal corporation surrounding the college during the Covid 19 pandemic under the State Economic Revival Plan and submitted a report to the government.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

With an aim to providing the best facilities for its students and staff, thecollege has applied for RUSA grants, and is awaiting the disbursal of the grantsto conduct a number of expansion activities such as building additional space forfacilities such as for the Divyangjan, a college auditorium, Geographylaboratory, smart classrooms, and an elevator. The college has also drawn upplans for buying an integrated institution-level MIS software for all itsactivities. The College is also working towards getting ISO certified with theISO 21001:2018 certification. The college made a small beginning with startingjob oriented short-term certificate and diploma courses in the academic year 2019-20, such as Tally ERP9 with GST, skill-based entrepreneurship, and EnglishCommunication

Skills. Going forward, the college proposes to start more hard andsoft-skill skill-oriented courses such as certificate courses in book writing and auditing, e-financial services, financial modelling, e-filing of tax, stocktrading, life corporate skills, attitude development, lifelong education, memorydevelopment, teaching how to learn, journalism, videomaking, etc. The College,continuing with its work of developing anenvironmentconsciousness in studentsand other stakeholders, will continue to organise programmes such as workshops onEnvironment for teachers and students, workshops on making natural Holi colours, and on waste segregation, composting and recycling, talks on various topics suchas harmful effects of fireworks, conservation of energy and water, poster-makingcompetitions on environment related topics, field trips to ecosensitive sites,etc. The College is also aiming to engage more locals by conducting anumber of socio-cultural activities such as lecture series, health check-up camps, social awareness camps, sapling donation programmes in variousneighbourhoods, etc. While the college campus will be utilized to capitalize onits situatedness, the college Alumni and PTA are also expected to be energised to contribute to the strengthening of the institution through fund donation andoutreach activities.

Proposed Infrastrural Projects:

Recreational-cum-Seminar Hall

With the student strength growing, and the academic needs of the institution increasing along with, the need to add one more storey to the building is being keenly felt. The storey will include a recreational cum seminar hall with equipment, classrooms, laboratories, restrooms and storage facilities.

Estimated project cost: Approximately Rs. 55,00,000 (Rupees Fifty Five Lakh).

Passenger Elevator

With the institutional building spread over three floors, a requirement of an elevator to cater to the needs of students, especially of Divyang students, parents and visitors, has been severely felt. Hence, infrastructural provisions, such as construction of an elevator well, have already been made during the construction of the building. The proposed elevator, having a passenger capacity for 15 persons, will facilitate easier access to the services and facilities of the institution.

Estimated project cost: Approximately Rs. 20,00,000/- (Rupees Twenty Lakh).

Solar panels for self-reliance in energy

Educational institutions have high energy requirements, and since most of this energy comes from coal and other thermal power plants, the institutional carbon footprint is quite large. As a part of a larger initiative to go green and to contribute its bit to environmental sustainability, the institution plans to create a total generation capacity of 35KVA from solar energy to meet all its electricity needs.

Estimated project cost: Approximately Rs. 18,00,000/- (Rupees Eighteen Lakh).

Other infrastructural projects are listed in the Appeal that is also posted on the college website:

http://vidyaprabodhinicollege.edu.in/VPCCECM/Documents/Appeal/CollegeAppeal.pdf

Proposed Academic and Co-curricular Activities

Sr. No. Name of the Department Activity Head National/ State/Local Title of the activity 1 Research and Consultancy Cell Webinar National Level Two-Day National Webinar on Navigating the Pathways of Research Publishing in Scopus-indexed journals 2 Research and Consultancy Cell Webinar National Level National- Level Webinar on Literature Review 3 Research and Consultancy Cell FDP State-Level Three Days FDP on Data Analytics using Excel and SPSS 4 Research and Consultancy Cell Workshop State-Level State-Level workshop on Research Paper writing using LaTeX 5 Research and Consultancy Cell FDP Local Use of Mendeley in Research Writing 6 Research and Consultancy Cell Certificate Course (30 hours) National Level Certificate Course on Open-source GIS (30 hours) 7 Department of English Certificate Course (30 hours) Local English for Competitive Exams 8 Department of English Workshop Local Five-day Workshop on Translation from Konkani to English. 9 Department of English Workshop Local Workshop on Communication Skills 10 Department of English Conference National Level 2-Day National Conference titled, "Gender Writes" - A Dialogue on Rewriting the Gender Narrative 11 Department of English MOU State-Level 1. Government College, Sankhali 2. Government College, Khandola 12 Department of English Study Tour/ Field Trip National Level 1. Goa University Language Laboratory 2.Kala Ghoda Art Festival 3. Jaipur Literary Festival 4.

Goa Art & Literary Festival (GALF) 5. Central and GU libraries 13 Department of English Invited Guest Lectures State-Level 1. Tiatr and Goan Folklore 2. American Literature 3. Goan Literature 4. Teaching Drama 5. Creative Writing 14 Department of English Competitions Inter-class Activity 1: 1. Intercollegiate Newsletter Making competition Activity 2: Inter-class English Literature Festival, "Nava Rasa" 15 Fine Arts & Performing Arts Workshop Local Pottery making workshop 16 Spic Macay Workshop Local Semi classical choreography Workshop 17 Library Committee Exhibition Local Celebration of Librarians Day/ Book Exhibition 18 Library Committee Orientation Local Library Orientation for fresher's 19 Library Committee Exhibition Local Display of Diwali Ank in stilt 20 Library Committee Talk Local Sessions for First Year students on the usage of E-resources (N-List) 21 Library Committee Invited Guest Lectures Local Inviting a Guest speaker 22 CAREER GUIDANCE, INTERNSHIP & PLACEMENT CELL Invited Guest Lectures Local Talk on EDC Schemes 23 CAREER GUIDANCE, INTERNSHIP & PLACEMENT CELL Invited Guest Lectures Local Talk on Biodiversity for self employment 24 CAREER GUIDANCE, INTERNSHIP & PLACEMENT CELL Invited Guest Lectures Local Talk by Jan Shikshan Sanstan on vocational training 25 Gender Champion Club Invited Guest Lectures Local Talk on Men's Right 26 Gender Champion Club Invited Guest Lectures Local Talk on Child Sexual Abuse 27 Gender Champion Club Competitions Inter class Competition – Poster Making, PPT presentation. 28 Gender Champion Club Workshop One Week Workshop on Self Defence (Offline Mode) 29 Gender Champion Club Video Telecasting Video series on Gender issues and sensitization (Offline Mode if regular classes starts, if not than you tube link will be shared to students) 30 Department of Konkani Webinar National Level Covid Kalant Vidyarthya khatir Sampumdeshan- Ek Garz National Webinar 31 Department of Konkani Competitions State-Level "Kavyfulor" Multilingual – Kavita Sadrikaran Sart- 32 Department of Konkani Workshop Local Konkani Wikipedia workshop Focus Area –Creating account, creating articles, Editing Articles. Certificate Course of 40 Hours Duration 33 Department of Konkani Book analysis Local Grantha Manthan- (Pustak Parikshan) Vhodle Ghar- Laxmi Kalangutkar Kaliz Usavala – Melissa Dcruz 34 Department of Konkani Study Tour/ Field Trip Local Ek Bhet Konkani Sansthek- Konkani Bhasha Mandal Physical or Virtual Meet (History-Activities and overall working) 35 Department of Konkani Invited Guest Lectures Local Sutra Sanchalan – Ek Kasab Resource Person- Mr. Anant Agni (Skilled based Course) 36 Women's Cell Invited Guest Lectures Local Talk on Rights of Women in 21st Century 37 Women's Cell Invited Guest Lectures Local Talk on Women's Health & Hygiene 38 Guidance and Counselling Cell Invited Guest Lectures Local Talk on Mental Health 39 Mentoring Committee Invited Guest Lectures Local Talk on The Importance of Mentoring 40 Mentoring Committee Study Tour/ Field

Trip Local Visit to any two Colleges in Goa to gain input about their Mentoring Programs 41 Department of Economics Competitions State-Level State Level Quiz on Indian Economy 42 Department of Economics Workshop National Level One week Online National Level Workshop on Data Analysis Using SPSS 43 Department of Economics Invited Guest Lectures Local Awareness Programme on Need for Investment in NPS 44 Department of Economics Invited Guest Lectures Local Investment in Mutual Funds Awareness among Students 45 Department of Economics Invited Guest Lectures Local Talk on Entrepreneurship/Start-Ups by CIBA 46 Department of Economics Study Tour/ Field Trip Local Field Trip to Dr. Malik's Farm, Hasapur-Pernem 47 Department of Marathi Invited Guest Lectures Local Vachak Katta Program 48 Department of Marathi Invited Guest Lectures Local ?????? ????? ???? ??? 49 Department of Marathi Seminar State-Level ????? ?????? ??????????? ????????? ????(????????) 50 Department of Marathi Competitions Local ????? ??????? ??????? 51 Department of Marathi Competitions Local ??????????? ??????? 52 Department of Marathi Competitions Local ???????? ???? ??????? 53 Study Circle Seminar Local India's Relevance in the evolving geo-strategic environment 54 Study Circle Seminar Local 26/11 Commemorative - Indian Constitution and Indian Democracy 55 Study Circle Seminar Local India's Growth Story 56 Study Circle Seminar Local National Heroes and Indian Nationalism 57 Study Circle Seminar Local Gender Rights 58 Study Circle Seminar Local Sustainable Development Goals (SDG) and UN - Relevance 59 Study Circle Seminar Local CSR and Corporate India 60 Wall Paper and Communication Club Invited Guest Lectures Local LekhakTumachyaBhetik (Konkani) 61 Wall Paper and Communication Club Workshop Local How to Write Administrative Letters? – A Session 62 Wall Paper and Communication Club Workshop Local Bahu Bhashik Kavi Samelan (kavyakur) 63 Wall Paper and Communication Club Workshop Local Sutrasanchalan : A Session 64 Wall Paper and Communication Club Invited Guest Lectures Local EkMulakhat (Marathi) Dr. Rupesh Patkar 65 Medical Centre Invited Guest Lectures Local Invited lecture on Health Education 66 Medical Centre Others Local Eye Check-up Camp 67 Medical Centre Others Local Blood Pressure and Diabetes Check-up Camp 68 Parent Teachers' Association Others Local Annual General Meeting 69 Parent Teachers' Association Others Local Governing Council Meeting --1 70 Parent Teachers' Association Others Local Governing Council Meeting - 2 71 Internal Complaint Committee Others Local Meeting - 1 72 Internal Complaint Committee Others Local Meeting - 2 73 Medical Centre Invited Guest Lectures Local Talk or workshop (in collaboration with Gender Champion) 74 Department of Geography Invited Guest Lectures Local Talk on the 'Interdisciplinary Nature of Geography' 75 Department of Geography Certificate Course (30 hours) State-Level Certificate Course in "QGIS Open Source software" (30 Hours) 76 Department of

Geography Others Local Celebration of Geography Day 77 Department of Geography Seminar State-Level A State-Level Seminar/Webinar on "Innovative Techniques of Flood Management in Goa: A Sustainable Approach" 78 Department of History Study Tour/ Field Trip Local Field Trip to Kushavati river Valley 79 Department of History Talk Local Celebration of Constitutional Day 80 Department of History Study Tour/ Field Trip Local Field Trip to Mhadei river Valley 81 Department of History Talk Local Celebration of Opinion Poll Day in collaboration with Konkani department. 82 Department of History Talk Local Celebration of Shiv Jayanti 83 Department of History Study Tour/ Field Trip Local Field Trip to Ela Goa 84 Department of Sports Competitions Local Inter – Collegiate Competitions 85 Department of Sports Competitions Local Inter Class Competitions 86 Department of Sports Competitions Local National Sports Day 87 Department of Sports Competitions Local Quiz Competition 88 Department of Sports Competitions Local Online Chess Competition 89 Department of Sports Competitions Local Poster Making (Health) 90 Department of Sports Competitions Local Webinar Sports Psychology 91 Department of Sports Competitions State-Level Best Individual Sports Skill (Video) 92 Department of Sports Competitions State-Level Women's Volleyball Tournament 93 Department of Sports Competitions Local Importance of Physical Fitness (Guest Lecture) 94 Department of Sports Competitions Local Yoga Workshop in collaboration with Department of Education 95 Department of Sports Competitions State-Level Workshop on Sports Psychology 96 Department of Sports Competitions Local Lecture Series on Career options in Sports 97 Department of Sports Competitions Local Inter-Institutional Cricket 98 Department of Education MOU Chembur Comprehensive College of Education Chembur – Mumbai 99 Department of Education MOU Mahavir Mahavidyalaya, Kolhapur 100 Department of Education Certificate Course (30 hours) Local Certificate course in Early Childhood Education 101 Department of Education Seminar National Level Seminar/Webinar on Mental Health – Stress / Mental Conflict (National /State) 102 Department of Education Seminar State-Level State level Seminar/ Webinar on Gender Sensitization 103 Department of Education Short term course Local Short term course in Drawing 104 Department of Education Invited Guest Lectures Local Guest lecture on Educational Philosophy of Swami Vivekananda 105 Department of Education Invited Guest Lectures Local Guest lecture on Inclusive Education 106 Department of Education Invited Guest Lectures Local Micro Teaching Skill Competition – Use of teaching aid (Activity) 107 Department of Education Invited Guest Lectures Local Teaching Aid Competition (Activity) 108 Department of Education Invited Guest Lectures Local Practice Teaching Competition (Activity) 109 Department of Commerce MOU Local Jan Shikshan Saunstha, Porvorim-Goa 110 Department of Commerce MOU Local Board of Industry Academia Partnership, Mumbai

111 Department of Commerce Certificate Course (30 hours) Local Certificate course in e-financial services 112 Department of Commerce Certificate Course (30 hours) Local Certificate Course In Auditing And Book Writing 113 Department of Commerce Seminar State-Level Seminar/Webinar on Basics of Capital Market- State level 114 Department of Commerce Seminar State-Level State Level Seminar / Webinar - Vedic Mathematics for Competitive Exams 115 Department of Commerce Seminar National Level Interdisciplinary Two day National level Seminar on Sports Entrepreneurship 116 Department of Commerce Others Local Study camp on Financial Literacy for local community of Porvorim 117 Department of Commerce Others Local Study camp on Financial Literacy for students 118 Department of Commerce Short term course Local Short term course in Flower making etc 119 Department of Commerce Short term course Local Short term course – Basics of electrical 120 Department of Commerce Short term course Local Short Term course in Dance – Classical 121 Department of Commerce Invited Guest Lectures Local Auditing : Practical Approach 122 Department of Commerce Invited Guest Lectures Local Event Management 123 Department of Commerce Invited Guest Lectures Local Basics of Stock Market 124 Department of Commerce Invited Guest Lectures Local Guest Lecture on GST and/or on ITR Filing 125 Department of Commerce Invited Guest Lectures Local Orientation about the Project Paper 126 Department of Commerce Invited Guest Lectures Local Invited Lecture on Project Work 127 Department of Commerce Invited Guest Lectures Local Field trip - ICAR-Old Goa 128 Department of Commerce Invited Guest Lectures Local Entrepreneurship Development 129 Department of Commerce Invited Guest Lectures Local Employment opportunities in Marketing sector in Goa 130 Department of Commerce Invited Guest Lectures Local Self – employment opportunities in Tourism sector in Goa. 131 Department of Commerce Invited Guest Lectures Local Resume Building 132 Department of Commerce Invited Guest Lectures Local Investment Awareness Programme 133 Department of Commerce Invited Guest Lectures Local Lecture Series