Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT**
Name of the head of the Institution	**Dr. M. R. Patil**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**08322413600**
Mobile no.	**9420979228**
Registered Email	**info@vidyaprabodhinicollege.edu.in**
Alternate Email	**vidyaprabodhinigoa@gmail.com**
Address	**Vidya Prabodhini College, Near Goa Board, Vidyanagar,**
City/Town	**Parvari**
State/UT	**Goa**
Pincode	**403521**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Sukhaji G. Naik**
Phone no/Alternate Phone no.	**08322410500**
Mobile no.	**9422449632**
Registered Email	**naiksukhaji@gmail.com**
Alternate Email	**vidyaprabodhinigoa@gmail.com**

3. Website Address

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

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://vidyaprabodhinicollege.edu.in/VPCCECM/Documents/Academic%20Calendar/2018-19/2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**B+**	**2.73**	**2018**	**25-Sep-2018**	**24-Sep-2023**

6. Date of Establishment of IQAC

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

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Capacity Building Workshop	13-Jul-2018 1	29
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

? Internship for B.Com students. ? Faculty Development Programs held. ? Final Year students presented papers with faculty members of the College. ? Faculty members published research papers in UGCListed Journals ? Database with regard to employment and higher education of students of the First Batch of Four Year integrated B.A.B.Ed course created, updated and maintained by the College. ? Certificate Courses successfully held for the students of the College.

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

Plan of Action	Achivements/Outcomes
The Faculty Members will publish papers in UGC listed Journals	20 research papers are published by faculty members in UGC listed journals

The College will start certificate courses for students	The College started 03 certificate courses for students
The Faculty Members will attend and/or present research papers at Seminars and Conferences	14 faculty members presented research papers at seminars and conferences
The College will prepare and maintain database of ex-students of B.A.B.Ed.	The database of B.A.B.Ed. students is created and maintained by the College
The College will organise Faculty Development Program	The College has orgainsed a Faculty Development Program
The College will encourage faculty members to enrol for doctoral degree	09 Faculty Members have registered for doctoral degree
The College will sign MOU with Colleges in Goa	The College has signed MOU with V.M's Salgaoncar College of Law in April 2019
The College will apply for NIRF and India Today Ranking for the Year 2018-19	The College applied for both the rankings and also figured in top 150 Commerce Colleges as per India Today Survey
The College should start internship for Commerce Students	Five Students of F.Y.B.Com completed internship during the A.Y. 2018-19
The College will organise Workshops for Students	The College has organised three workshops for students during the Academic Year 2018-19
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
IQAC	**16-Dec-2019**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**Yes**
Date of Visit	**04-Sep-2018**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**19-Feb-2019**
17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

? Every Year, the College prepares the prospectus. The prospectus has detailed information about the structure of the program and the subjects for each year of the degree program. The admission committee is duly constituted by the College. The members of the admission committee counsel the prospective students about subjects which they have to study during the academic year. The students are requested to go through the copy of the syllabus and reference books available with the College Library. ? For every semester of the academic year, in the departmental meeting, subject allocation is being finalised. The list of subjects is notified and accordingly the faculty members are requested to submit the teaching plans. ? Teaching Plans are prepared for each subject at the beginning of the semester. The teaching plan contains Learning objectives, Learning Outcome, title of the topic/unit, number of sessions per topic/unit, tentative dates on which sessions will be engaged, outcome measurement tools etc. ? The Time Table Committee prepares and displays the semester-wise time table on notice boards. The copy of the class time table is displayed in each class for information of the students. The Time Table committee monitors that the time table is being strictly followed. ? Course-wise syllabus is made available to students through institutional website, library, and by the teachers in class. ? The Librarian conducts an orientation talk for new students, about the library, and referencing resources and new arrivals available in the library. Learning resource material such as reference/text books are made available in the library. The subject teacher submits the requisition for procuring new books to the Librarian. ? At the end of every semester, course-wise feedback about the effectiveness of subject teaching, teaching-learning and curriculum is collected from the students in the form of a survey, and analysed using Google forms. ? Practicum forms a core element of the B.A.B.Ed. program and has four components that require a continuous inputs and close monitoring: Lesson Observation, Micro Teaching, Internships and Practice Teaching. ? The compulsory project paper is a part of the third year syllabus of B.Com and B.A.B.Ed. The student has to work on one research topic. One or two groups of five students each are being allotted to one project supervisor. The students continuously work under the supervision of the project supervisor. The process begins with finalisation of the title of the project and ends with submission of Project report followed by Viva-Voce examination. ? With regard to the plan of documentation of curriculum, the college has well defined procedures. The test papers, assignment, power point presentations are preserved by the College. In some subjects study material is prepared by the Faculty Members and is being provided to the students. The copy of the study material is kept in the College library. In case of any change in the curriculum the faculty members and students are made aware about the changes. The new copy of the syllabus is kept in the College library.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Short Term Course on Co mmunication Skills		27/02/2019	27	Yes	Yes
Tally Course		02/05/2019	12	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BCom	Financial Accounting, Auditing and Taxation, Cost and Management Accounting, Business Management	19/06/2018
B.A.BEd	Hindi, Marathi, English, Konkani, History, Geography, Education	19/06/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Financial Accounting, Auditing and Taxation, Cost and Management Accounting, Business Management	19/06/2018
B.A.BEd	Hindi, Marathi, English, Konkani, History, Geography, Education	19/06/2018

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

	Certificate	Diploma Course
Number of Students	74	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Financial Accounting, Auditing and Taxation, Cost and Management Accounting, Business Management	136
B.A.BEd	Hindi, Marathi, English, Konkani, History, Geography, Education	97
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.	
Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
? Every academic year, the College collects feedback on curriculum updating and improvement. The feedback is being collected from four stake holders namely Students, Teachers, Parents and Alumni. The feedback is collected and complied with the help of Google forms. ? The feedback collection begins after the end of odd semesters and continues till the end of the academic year. Before obtaining the feedback from the stakeholders they are oriented with regard to curriculum. ? The collected feedback is analysed with the help of simple statistical tools mostly descriptive in nature. The findings for each stakeholder is compiled and systematically documented. ? The findings of the feedback collected are discussed with the faculty members of the College. ? The findings of the feedback help the institution to organise workshops and seminars which are related to the curriculum, but somehow not directly part of the curriculum. The feedback also provide the College inputs about which are the subjects where short term and certificate courses can be started by the College for providing indepth knowledge to the students. ? The feedback from the alumni and students on curriculum helps the institution to finalise about the introduction of the generic elective, skill enhancement courses, and discipline specific courses and electives subjects for the academic year. Accordingly, the structure of the program is being revised every academic year. ? The feedback also plays an important role taking inputs from the stakeholders and taking the points discussed at various academic bodies of the University. The entire process of orientating the stakeholders on curriculum, collection of feedback, compilation of the feedback, analysis of the feedback is a very important as it provides basis for improvement of the entire process of curriculum delivery and documentation. ? The feedback plays a vital role in informing the College about what exactly the students want to be incorporated in the curriculum and which aspects according to the various stakeholders can be ignored by giving less weightage. It also helps the College to understand about the effectiveness of the curriculum.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Accounting, Cost Accounting & Business Management	360	376	376
B.A.BEd	English, Hindi, Marathi, Konkani, Education,	400	462	374

	History and Geography				

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	750	0	37	0	37

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
37	37	42	18	1	9
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

• College has a very healthy mentor to mentee ratio of 1:20. • Mentors constantly monitor individual students assigned to them, to ensure the mental and physical health of the students. Mentoring helps students to focus on their academic requirements and challenges more easily thus enhancing their academic performance. • As per the recommendations made the IQAC in 2015, a welldefined programme named 'Ankur' is initiated under which mentees are given personal counseling, are nurtured in conducive environment and imparted value education. • Mentor visits the houses of the final year students to monitor the students' schedule after college hours. It also helps to establish healthy relationship between the teacher, student and the parents which helps to boost the confidence of the pupil. • Mentors are trained to talk all positives about the students by purposely avoiding complaining, narrating misconducts of the pupil in the college. This practice has seen tremendous change in the students' approach, behavior and performance in the College. • Students are guided to positively take part in sports, cultural and extracurricular activities that helps the students in exploring their own potential and improve overall abilities. • Parents of the students are also guided by the mentors so as to bring parity of approach towards the students. • College has full time professional councilor appointed, however sometimes students find more comfortable to share their personal problems with his/her mentor teacher. In such cases personal attention is given to the student by the mentor and efforts are made to resolve the problem. • Students are also mentored towards social, environmental, green initiatives, plastic free campus programmes

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
750	37	1:20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
42	37	5	4	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National,

International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	BCOM	EVEN/2018	27/04/2019	04/05/2019
B.A.BEd	BABED	EVEN/2018	25/04/2019	08/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• In the reforms initiated by the College, students in each course are compulsorily required to take up at least one presentation, either in a group or at an individual level so as to bolster their confidence levels. • Student's performance in the first ISA is discussed oneonone with the student and necessary guidance is given for improvement in the performance for the second component of the ISA. Answer books are given to students to analyze the errors. These evaluations allow the students to improve themselves before the final exams. • Besides the ISA, periodic tests (written, oral, open book test) are also conducted by the faculty at their level. • Question papers are also solved in class from time to time, with the students being provided with the solutions and asked to selfevaluate. • Periodic checking of students' notebooks and other study material is also conducted. • Calling students to the board and asking them to solve problems makes student more confident about his/her understanding. • Students are divided into groups, and asked to make a list of questions on each assigned topic. The students then ask these questions to each other and get them answered. • For practical papers like cost accounting students are asked to explain the concept and solve the exercise based on the concept, this enables the students to apply the conceptual knowledge gained from the theory. • Online test are conducted in the papers like computer application.

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

• At the end of the academic year the Goa University sends the academic calendar of the next year to the College wherein the dates of commencement of the semester, vacations and the commencement of the examinations are mentioned. Further it also prescribes the last of completing the CIE. • Accordingly the College prepare its academic calendar pertaining to the CIE, Examination and other related matters and strictly adheres to it. Further a tentative schedule of the semester examination, answer script assessment and date of declaration of the result is also decided. • Students are made aware of the commencement of CIE schedule at the beginning of each semester. Detail schedule of the written test is displayed at least 15 days in advance along with the last date of completing the CIE. Further the detail schedule of Semester End Examination is

displayed at least one month before the commencement of the examination. • Pertaining to other matters of the College, the Principal calls a meeting of all the staff before the end of the previous academic calendar to discuss the formation of committees and organizing of activities for the forthcoming year. • Based on the inputs provided, a staff member is entrusted the responsibility of drafting the academic calendar. The academic calendar is placed before the IQAC for the suggestions and approval. The approved academic calendar is circulated to all the faculty and students by publishing it in the institution's prospectus.

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
	BCom	Accounting, Cost Accounting & Business Management	137	70	51.47
	B.A.BEd	English, Hindi, Marathi, Konkani, Education, History and Geography	78	70	89.74
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2.7 – Student Satisfaction Survey

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

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Intellectual Property Rights	Dept. of Commerce	05/04/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Library Science	1	0
National	Commerce	2	0
International	Commerce	14	0
International	Konkani	2	0
International	Marathi	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Challenges for	Nitesh Naik	International	2018	0	0	0

Academic Libraries in Digital Era		Journal of Multifaceted and Multilingual studies				
Evaluating the tracking performance of index mutual funds and exchange traded funds in India	Pinkesh Dhabolkar	The IUP Journal of Financial Risk Management	2019	0	0	0
Supply Chain Management and its Key Components: A Study	Darshan Gaonkar	International Journal of Management and Economics	2019	0	0	0
Customers' Perception towards Patanjali Products: A study with reference to Ponda Taluka	Darshan Gaonkar	Ajanta an International Multidisciplinary Quarterly Research Journal	2018	0	0	0
Supply Chain Management and its Key Components: A Study	Darshan S. Gaonkar	International Journal of Management and Economics	2018	0	0	0
Performance Analysis of Nationalized Banks in India: A Study	Sunny S. Pandhre	Research Journey	2018	0	0	0
Challenges and Opportunities for Electronic Payment System in India: A Study	Sunny S. Pandhre	Ajanta an International Multidisciplinary Quarterly Research Journal	2018	0	0	0

2010 Nantrychya marathi strivadi kavitetel atmabhan(Navdhak Ka viyatrichya Sandhrbhan	Yogita Chodankar	Ajanta an Internatio nal Multid isciplinar y Quarterly Research Journal	2019	0	0	0
'Chetanyak math naNat kantli Pra tikatmkati aani Samaj Darshan'	Darshan Kandolkar	Ajanta an Internatio nal Multid isciplinar y Quarterly Research Journal	2019	0	0	0
'Konkani W ikipediach i Survat and Garaz'	Darshan Kandolkar	Ajanta an Internatio nal Multid isciplinar y Quarterly Research Journal	2019	0	0	0
Transforma tional Leadership Behaviour in Select IT companies in India	Ms. Ujvala Madhukar Hanjunkar	ZENITH Int ernational Journal of Multidisci plinary Research	2018	0	0	0
Relationsh ip of Tran sformation al Leadership and Emotional Intelligen ce among Team Leaders in IT (Software) Companies in India	Ms. Ujvala Madhukar Hanjunkar	Internatio nal Journal of Management Studies	2019	0	0	0
Costal EcoTourism Developmen t in Goa A Case Study of Anjunem Village	Dr. Sukhaji G. Naik	Ajanta an Internatio nal Multid isciplinar y Quarterly Research	2018	0	0	0

		Journal				
EcoTourism A Case Study of Carambolim Lake, Goa	Dr. Sukhaji G. Naik	Ajanta an Internatio nal Multid isciplinar y Quarterly Research Journal	2018	0	0	0
Growth and progress of CooPera tives Inst itutions in Goa: A Study	Dr. Sukhaji G. Naik	Ajanta an Internatio nal Multid isciplinar y Quarterly Research Journal	2018	0	0	0
Modern Management Trends in Academic A dministrat ion	Dr. Sukhaji G. Naik	Ajanta an Internatio nal Multid isciplinar y Quarterly Research Journal	2019	0	0	0
Collaborat ive and Co operative Learning:I nnovative ways to Effective Learning	Dr. Sukhaji G. Naik	Ajanta an Internatio nal Multid isciplinar y Quarterly Research Journal	2019	0	0	0
Banking Scenario in India: A comparit ive Study	Dr. Sukhaji G. Naik	Internatio nal Journal of Advanced and Innovative Research	2019	0	0	0
Cooperatii ve Movement in the State of Goa: Different CoOperativ es and Membership STrenght Analysis	Dr. Sukhaji G. Naik	Internatio nal Journal of Advanced and Innovative Research	2019	0	0	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	9	4	0
Presented papers	1	3	0	0
Resource persons	0	1	3	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantation Drive	Mandre Village Panchayat	4	20
Blood donation	GMC	2	9
Public Database of Blood Donors	GMC	2	240
Blood donation drive	GMC	12	55
Cleanliness drive	Directorate of Youth Affairs	40	300
Anti Plastic drive	College	6	300
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Gender Issues	Goa University	Participated in Inter College	1	29

| | MEAR 2019 organized by Department of womens studies at Goa Univeristy | | |
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty was invited as a Resource Person for 6 Week training on QGIS Open Source Software to the S.Y. and T.Y. B.Sc. Geology Students of Dhempe College of Arts Science, Miramar, Panaji from February, 2019 to March, 2019	14 students	0	3
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Linkage with the institution for project work	Summer project on Study of Urban Utiility Services of the Ponda city Using Geospatial Techniques	Collabration work with Parvatibai Chowgule Collge of Arts and Science and Vidya Prabodhini College of Commerce, Education, Computer and Management and Savitribai Phule Pune University, Pune	01/12/2018	31/01/2019	1
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
V.M.Salgaoncar College of Law, MiramarGoa	18/04/2019	Exchange Programs and lecture series	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2249400	2184395

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
egranthalaya	Fully	3.0	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1000	200000	295	38266	1295	238266
Reference Books	3388	582730	1420	328403	4808	911133

Journals	16	61305	0	21005	16	82310
Digital Database	1	5000	0	5900	1	10900
CD & Video	51	0	6	0	57	0
Weeding (hard & soft)	0	0	0	0	0	0
Others(specify)	33	0	5	0	38	0

[View File](#)

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

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	56	37	56	4	0	5	6	12	4
Added	17	13	17	0	0	1	2	100	1
Total	73	50	73	4	0	6	8	112	5

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
EPrabodhini	http://vidyaprabodhinicollege.edu.in/VPCCECM/E-Prabodhini.php

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
1314000	1249563	1392900	1340561

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

• The registered students are provided with facilities such as Classrooms, Elective rooms, Library, Computer Lab, Geography Lab, sports facilities etc. The institution makes provision in its budget from nonsalary grants for maintenance of facilities that aids teachinglearning. Fees paid by students such as library, Computer lab, Gymkhana etc., are used for upgrading and maintenance of respective facilities. • The ICT enabled classrooms with its furniture are used for multiple purposes. The primary purpose is conducting regular and extra lectures for students as per predetermined academic timetable and individual/group presentation, group discussions, experimental learning activities are conducted. The institution believes in community service and adhering by that offers' its classrooms, when not in use to various government/nongovernment organizations for conducting competitive exams like CA/CS/SET and other academic purposes. • The support and multitasking staff assist in the process of teaching learning. Cleaning and maintenance of hygienic environment in the campus is achieved by the efforts of the support staff. The classrooms, library, computer lab, office, and other facilities are cleaned on daily bases. The office in charge makes inspection of the campus on daily bases and discrepancy noticed is immediately reported. • A dailywage worker has been appointed for maintenance of hygiene in the washrooms. • The Library is open from 8.30 am to 6.30 pm for all its stake holders. Student can visit library any time before/between/after lectures and during recess. Books, journals and newspapers can be referred physically as well as virtually and max of 3 books can be issued for a week's period. Special provision in the budget is made for library up gradation and maintenance. The Institution has appointed a fulltime Librarian for the purpose. • Photocopying facility is available at free of cost/marginal cost to all stake holders. • The ICT Lab can be used by all stakeholders as per the rules and regulations of the institution. It serves a dual purpose of conducting ICT related lectures with practicals and as a virtual reference point. A fulltime Lab Attendant is appointed to look after the operation, upgrading and maintenance of the ICT lab. • The staff and students can access the WiFi facility by registering their devices. • The institution website is up graded and maintained by the lab attendant. • Other academic support facilities (Sports/NSS/musical instruments etc.) are available to all the students during nonlecturing hours and also to other stake holders with prior permission of the authority. Decision making process Decisions pertaining to Purchasing/Maintenance/up gradation/usage of facilities are arrived at using following procedure: 1) Requisition is sought in writing from the faculty/department. 2) Principal thoroughly studies the requisition/proposal. 3) Invites the concerned faculty, who has moved requisition, for further clarification. 4) Principal consults senior most faculty members about the concerned proposal. 5) If the request is found to be justifiable, the same is forwarded to the Managing Board for their approval in case of nonroutine/significant matters. 6) On approval of the management, head sends the proposal to the concerned authority for necessary action.

http://vidyaprabodhinicollege.edu.in/VPCCECM/Documents/Policy/The Policy and the Procedure for maintaining and utilizing Physical.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	welfare fund	11	11165
Financial Support from Other Sources			

a) National	Merit Based Award and recognition of High Performance in Board Exams of SSC and HSSC in the state of Goa. Post Matric Scholarship (OBC/SC/ST) Gangan Bharari Shiksha Yojana , Late Govind Alias Babu Panvelkar Memorial Child Welfare Scheme, Scholarship	40	401950
b)International	0	0	0

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
1. Guidance for Competitive Examinations a) Talk on Preparations for the Competitive Exam (Banking)	30/01/2019	65	Rupesh Maulingkar, Proprietor, Vision Academy
2. Career Counselling a) Career opportunities in Company Secretary	06/07/2018	64	Adv. S. Rama Rao ,The Institute of Company Secretaries of India
b) Talk on Career Opportunities after Graduation	06/12/2018	65	Dr. Vishal Agarwal, CEO, Lakshya Academy Goa
c) Talk on Post Office saving	12/01/2018	138	Chetankumar Tadankar, Branch Manager, IPPB, PanajiGoa
d) Lecture on the actual practice of Audit	07/07/2018	32	Mrs. Swatee Charudutta, Chartered Accountant, Panaji
e) A Talk on Tally Software	10/08/2018	57	Ms. Kalpana Chaudhari, Xanthus Computer Institute.
f) Voice culture workshop	21/12/2018	23	Dr. Ajay Vaidya, Directorate of Official Language Goa.
3. soft skill a) Hastkshar	13/02/2018	70	Raghoba Lau Pednekar, Asst.

Karyashala (workshop)			Librarian at Goa Institute of Management.
4. Bridge Course a) Tally ERP 9 Certificate Course	14/05/2019	38	Tally Institute of Learning
5. Yog Meditation a) Celebration of International Yog Day (21st June)	21/06/2019	543	Vidya Prabodhini College Department of Physical Education, NSS Unit
6. Personal Counselling of College Students	10/12/2019	21	Ms. Vidhi Dand and class counsellor
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Competitive examinations	65	0	0	0
2019	Career counselling	0	414	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
On Campus	0	0	Off Campus	214	31
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	49	B.A. B. Ed	M.A. History, M.A.	Goa University, IGNOU, Govt.	M.A. History, M.A.

| 2019 | 21 | B.Com | Commerce | Goa University , SSA govt college pernem, parvatibai chowgule collge , Salgaonkar Law college | M. Com, MBA(FS), Post Graduation Diploma In Computer Application, LLB, D. Ed, Diploma in Typewriting |

| | | | Education, M.A. Hindi, M.A. Geography, M.A. Marathi, M.A. English, M.A. Konkani, M. Ed | college Khandola, Parvatibai Chowgule College Madgaon, Shivaji University , Damodar coll ege,Margao, G.V.M.Colleg e of Education | Education, M.A. Hindi, M.A. Geography, M.A. Marathi, M.A. English, M.A. Konkani, M. Ed |

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

Items	Number of students selected/ qualifying
NET	0

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

Activity	Level	Number of Participants
Sports	Interclass/Intercollegiate	950
Cultural	Interclass/Intercollegiate	136

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Awards/Med als	National	7	30	0	Template uploaded

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

The Students Council is an important constituent of the college structure. An emboldened Students' Council strengthens the institution and makes it truly

democratic. Vidya Prabodhini College Students Council is governed by Goa University statutes and byelaws for transparent functioning. It functions as below: • The elections are held by ballot in accordance to the system of simple majority votes. • Every student of the college has the right to vote in the election of the various positions of Students Council like General Secretary, Ladies Representative, Class Representatives etc. • The Students Council has no political affiliation. • Student candidate contesting the election must be a regular student of the college and must fulfil the required conditions for the elections. It is constituted under the guidance of the Principal and VicePrincipal. 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 extracurricular activities of the college. It organizes a Talent Hunt programme (2 days)"Srujanostav" which is an interclass competition. It also conducts various activities which promote students talent, creativity and skills and also trains them to shoulder responsibilities such as planning, organizing and executing events and competitions. Students are also responsible for maintaining discipline, spirit of cooperation and competition, budgeting, managing resources and accountability. The academic and administrative bodies that have student representatives are as follows: • The Students Council • Internal Complaints Committee • Student's Aid Fund • IQAC

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni play an important role in academic and institutional development. The college has an active and registered alumni association with ByeLaws. • The Alumni Association has 135 (6966) registered members for the academic year 20182019. Overall total number of alumni enrolled is 248. • The alumni meet at least once a year. The alumni support the institution and contribute to its institutional, academic and infrastructural development. Each batch has contributed a certain amount which is utilized for development of the institution. There is also active participation of the alumnus in social activities. A group of exstudents are associated with NAYA SWARGNGO. Alumnus is actively participated in college activities like srujanotsav and other cultural and sport activities during the year.

5.4.2 – No. of enrolled Alumni:

135

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

13500

5.4.4 – Meetings/activities organized by Alumni Association :

Annual meet of the alumni association was held on 15th December 2018 (Saturday). The total of 66 members of the association attended the meeting. Overall total alumni enrolled are 248. Alumnus also actively participate in the college activities.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Practice No 1 Working of College Examination Committee: • College has in place an examination committee, unfair means enquiry committee, ISA monitoring committee and students' grievance redressal committee constituted as per the ordinance of Goa University. • Chairperson of the examination is empowered to take decisions pertaining to the schedule of examination, time table, appointing senior supervisors, understudy and MTS, assessment and declaration of results. • Chairperson of the examination seeks valuable inputs in the matters pertaining to examination from the committee members, teachers, Principal and VicePrincipal. • Senior supervisors are assigned the tasks of preparing examination schedule, time table, supervisors chart, seating arrangement, printing of question papers etc. • While preparing the supervision chart and time table, inputs are sort from the faculty members and are incorporated accordingly. • The ISA monitoring committee is empowered to prepare and Monitor the schedule of the ISA. After the completion, the ISA monitoring committee submits a detail report to the examination committee. • Whatever decisions taken are being approved by the Principal. • Unfair means enquiry committee and students' grievance redressal committee functions independently and submits the final report to the Principal. Practice No 2 Working of National Service Scheme (NSS) • College has an active NSS cell comprising of Convenor and programme officers. • NSS convenor is entrusted the task to prepare the yearly plan of activities related to NSS. • The convenor prepares the schedule of the NSS activities by seeking inputs from programme officers, faculty members and volunteers. • Inputs are taken pertaining to installation of the NSS cell, various projects to be conducted, target beneficiaries etc. • Further the functioning of the project is finalised in consultation with the volunteers and the programme officers. • Day wise schedule of 7 days NSS residential camp is prepared by the NSS Cell. • Along with the volunteers and the programme officer, all the other faculty members participate in the residential camp. • The activities and the schedule of NSS camp is approved by the Principal.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	• This college is affiliated to Goa University. Hence, the college has to offer the programmes and Courses developed and designed by the statutory bodies like Board of Studies and academic council of the University. • However, recognising the present day requirement of industry, the college sincerely makes an effort to develop and implement certificate courses to enhance the employability of the students. These courses include communications skills, entrepreneurship skills, accounting skills etc. • To enrich the curriculum, college supplements with additional relevant learning resources. From the academic year 2018 19, College has started internship programme for the BCOM

	students which is not prescribed in the curriculum.
Teaching and Learning	• The college has 100 classrooms with ICT facilities and all the faculty members make use of these facilities in teaching learning process. • Students are shown videos of professionals and experts like, CA, CS, Managers etc. relevant to different topics from the curriculum. • Free video conferencing mobile apps are used to give extra coaching to the students. • Students are encouraged to learn through question answer, role play, seminar presentation, Group discussion etc. and also encouraged to learn from reference books than text books to gain more knowledge. • To gain practical knowledge, methods like peer teaching, micro teaching, practice teaching and internships are used.
Examination and Evaluation	• Examination schedule and detail time table are displayed and communicated via different modes well in advance to the students. • The college makes efforts in orienting students, junior supervisors, senior supervisors and MTS about conduct of examination at every examination. • Two sets of question papers along with answer key are obtained in advance and in order to ensure accuracy, a zero defect form is obtained from the paper setter. • Different modes of evaluation like, written test, seminar presentation, surprise test, vivavoce, group discussion etc are used. Examiners are given sufficient time to evaluate the answer books. • To ensure uniformity in evaluation, answer key with marking scheme is provided. • Results are declared as per the given schedule and performance of the students is discussed with parents. • Examination manual is prepared and made available. • Open Book examination is conducted. • Orientation is done for students to build their confidence prior to the examination.
Research and Development	• The college makes continuous efforts to create research culture and promote research skills among the students and the teachers. Out of 30 regular teachers 8 are with PhD, 12 are reading for PhD and 10 are preparing for enrolment. • Teachers are encouraged to publish in the UGC listed and Scopus

		index journals and more than 15 papers have been published in UGC listed journals. All the publications undergo plagiarism test. • Research and consultancy cell and research committee are working actively towards promotion of research. • Students' project titles, objectives and methodology are closely monitored. Project guides and students are given orientation for quality enhancement of projects.
Library, ICT and Physical Infrastructure / Instrumentation		• Students are oriented towards library resources every year. • New arrivals are displayed. • Attendance of students and teachers is monitored through bio metric machine. • The library is fully automated and has internet facility. • Library functions without a lunch break from 8.30 am to 5.30 pm • Library has a collection of rare books, book bank facility, web site. readers club. • The college awards every year the best reader. • The college has 100 ICT enabled classrooms with facilities like interactive board, smart board, LED TV and Speakers. • College has physical facilities like, classrooms, IT lab, Geography Lab, Commerce Lab, Boys and girls common room, examination/NSS/Spor ts/Counselling/Creative art/IQAC/Research and consultancy room, health centre, plant nursery etc.
Human Resource Management		• Every year the assessment of workload is done and required posts are advertised by obtaining NOC from Goa University and Government of Goa. • Posts are advertised in local newspapers, university news and college web site. College also informs other university about the same through emails. • The college appoints screening committee to screen the applications received. • The candidates are informed about the interview though call letters, emails and telephone. • The selection of the candidates is done as per the norms led down in the statute of Goa University. • Selected candidates are oriented toward mission, vision and culture of the institution and is provided with the job profile. • The salary grants are received from the Government of Goa and the same is disbursed through electronic payment on regular basis. • College has a mechanism of selfappraisal and employees are promoted based on

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

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

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

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

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Mr. Pinkesh Dabolkar	Workshop on "Integrating Analytics in Management and Commerce Education "	NIL	500
2019	Mr.Rahul Gawas	National Conference on "Wetland Conservation:Approaches and threats"	NIL	500
2019	Dr. Varsha Ingalhalli	National Level Workshop on "Econometrics for Research"	NIL	2000
2019	Ms.Shamal Dessai	National Level Workshop on "Econometrics for Research"	NIL	2000
2019	Dr.Sagar Mali	National Seminar on "Globalisation and its dynamics in History, Geography and Polity"	NIL	2000
2019	Mr. Nitesh Naik	National Conference on "Re Inventing the Academic Libraries of Higher Education"	NIL	1000
2019	Mr.Rahul Gawas	State Level seminar on "Plagarism and its prevention in higher education Institutions "	NIL	250
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching	Number of participants (non-teaching

	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2018	A one day workshop on "Capacity Building"	N.A.	13/07/2018	13/07/2018	29	0
2018	A one day demonstration drill on fire extinguishing techniques	A one day demonstration drill on fire extinguishing techniques	31/08/2018	31/08/2018	17	9
2018	N.A.	A One day workshop on appropriate use and handling of sound system	19/10/2018	19/10/2018	0	13
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	5	12/11/2018	10/12/2018	29
Refresher Course	1	05/03/2019	26/03/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	1	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
12	10	6

6.4 – Financial Management and Resource Mobilization

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

- College has in place, internal audit committee to guide, support and monitor functioning of accounts. • Every year college gets the financial statements audited from the Chartered Accountant. • Government of Goa conducts financial

	audits periodically.	

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
STAFF MEMBERS	503650	Towards Student Welfare

No file uploaded.

6.4.3 – Total corpus fund generated

658605

6.5 – Internal Quality Assurance System

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

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

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

• During the academic year 20182019, the PTA donated a total of one hundred fifty LED tube lights to be installed in the classrooms and corridors. • The PTA also donated a green net for the beautification of the garden maintained by the college at its entrance. • Parents also contributed an amount of Rupees One lakh eighty nine thousand only for the painting of the college building.

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

• A one day mock drill demonstration regarding the use of different types of fire extinguishers was held on 31st August 2018, on the terrace of Vidya Prabodhinin College, ParvariGoa, for the teaching and the non teaching staff. Mr. Babu Aangade and his team from Agni Rakshak conducted the demonstration. A total of 17 teaching and 09 non teaching staff members benefitted from the same • A one day workshop on the appropriate use and handling of the sound system was held for the non teaching staff on 19th October 2018, at the Vidya Prabodhini College, ParvariGoa. Mr. Ashay Naik demonstrated the needful. A total of 13 nonteaching staff members participated and gained knowledge from the same.

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

• Internship Program for B.Com students has been arranged. • Faculty development Programs are held. • Database with regard to employment and higher education of students of the first batch of the four year integrated B.A.B.Ed course is created, updated and maintained by the college . • Faculty members published research papers in UGC Listed Journals. • Final Year students presented papers with faculty members of the college. • Certificate Courses have been successfully held for the students of the college.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	A one day workshop on "Capacity Building " for teachers .	20/06/2018	13/07/2018	13/07/2018	29

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Talk on Gender Issues and Challenges by Dr. Bharati Falari (Teacher, Grade 1, DIET) at the inaugural function of the Gender Champion Club	03/10/2018	03/10/2018	90	10
One day Gender Sensitization Workshop	19/01/2019	19/01/2019	39	10
Inter Class Poster Making Competition	28/01/2019	28/01/2019	9	1
Inter Class Poster Making Competition	28/01/2019	28/01/2019	5	1
Inter Class Poster Making Competition	28/01/2019	28/01/2019	2	1
Participated in Inter College MEAR "2019" organized by Department of Women's Studies at Goa University	08/03/2019	08/03/2019	19	10

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

Percentage of power requirement of the University met by the renewable energy sources

The institution has a Waste Management Policy, which governs the effective collection, segregation, recycling, management and disposal of all waste. Students are encouraged to inculcate 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. The 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". AntiPlastic 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 environmentrelated themes are conducted to inculcate sensitivity towards nature. The college 'Nisarg Club' forms the vehicle through which the institution associates with various organizations such as Nisarg NGO and housing society associations such as "Satellite Township Residents AssociationColvale", to provide landscaping and shadegiving saplings for plantation under its Vanamahotsav programme. Students are encouraged to participate in cleanliness drives organised by governmental and nongovernmental organisations such as the Directorate of Youth Affairs, Mandre Panchayat and Tree of Hope Challenge – Mandre.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	Yes	0
Ramp/Rails	No	0
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	0	01/06/2019	10	Centre for Company Secretary Exam	Locational Advantage	390

| 2018 | 1 | 0 | 20/12/2018 | 1 | Centre for Company Secretary Exam | Locational Advantage | 474 |
| 2018 | 1 | 0 | 16/12/2018 | 1 | IGNOU Exam Open MAT44 B. Ed Entrance Exam | Locational Advantage | 123 |

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

Title	Date of publication	Follow up(max 100 words)
Student Code of Conduct	18/06/2018	A code of conduct for students of the institution for thoughts, behaviour and action in accordance with the Vision, Mission, Objectives and ethical values of the institution.
Faculty Code of Conduct	18/06/2018	A code of conduct for students of the institution for thoughts, behaviour and action in accordance with the Vision, Mission, Objectives and ethical values of the institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day	05/06/2018	05/06/2018	23
International Yoga Day	21/06/2018	21/06/2018	46
Yoga Week	21/06/2018	27/06/2018	509
Guru Pournima	27/07/2018	27/07/2018	110
National Sports Day	29/08/2018	29/08/2018	150
Hindi Day Celebration	10/09/2018	10/09/2018	138
Gandhi Jayanti	02/10/2018	02/10/2018	700
Vishwa Hindi Divas	10/01/2019	10/01/2019	55
National Blood Donor's Month	01/01/2019	31/01/2019	70
Geography Day	14/01/2019	14/01/2019	71

| Women's Day | 08/03/2019 | 08/03/2019 | 15 |

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

The college campus is moving towards being plasticfree and the usage of plastic by staff and students is discouraged by the college. The institution endeavors to achieve a plasticfree campus through measures such as discouraging the use of plastic in academics related activities like assignment submission in plastic folders, bouquets and gifts without cellophane wrapping, and preference of reusable thermos bottles over packaged drinking water.

Installation of an incinerator to dispose of sanitary pads and other biowaste.

Segregation and disposal of municipal solid waste (MSW) such as food waste, plastic, metal and glass, through color coded litter bins provided on campus. Along with, bins to dispose wet and dry waste are placed on each floor. The waste is later collected by the local panchayat officials. Newspapers and paper waste is sold to scrapdealers for reuse or recycling. Disposal of ewaste generated at the institution at the state government recycling plant through a recycling agency, 'Group Ten Plus'.

Provisions to channelize the rainwater collected on the rooftop to the ground are in place. The water is collected in an underground reservoir, and is utilized for gardening purpose.

The Institution has associated with Rotary Club to install a Biogas Plant on an experimental basis.

The institution has initiated the process of shifting to LED lighting, and energy efficient electronic and electric equipment.

The college has initiated Green Campus project, wherein students are encouraged donate one potted plant for campus beautification.

Water filters have been installed to minimize the purchase of bottled drinking water by faculty and students.

Use of paper is also discouraged at all levels by the Institution. Various initiatives like using social media, giving enotes to the students and receiving online feedback for Teacher Evaluation have been taken to create a paperless environment. To implement the paperless office concept, notices, minutes of meetings, salary slips and such documents are emailed to staff members. Similarly, ephotocollages have replaced printouts of photographs of College activities. Similarly, students are encouraged to submit their assignments in a digital format using etools such as Google Sheets, Google Docs, Google Drive, Blogspot, DST, and PowerPoint presentations.

For green landscaping, the college has set up a nursery of medicinal, ornamental and floral plants donated by teachers and students, to nurture saplings and keep a regular stock of plants in the college premises.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

CASE STUDY 1: TITLE: Nurture a Sapling initiative by Nisarg Club CONTEXT: The college believes that the students are the agents of change in the society, and that if a caring attitude for nature is developed in students today, it would prove beneficial in the long run, since they would carry on such practices even at their work place in years to come. With the College running and Education program, the students who will take up teaching profession can take inspiration from their college and set up nursery at other educational institutes. The idea was thus intended as an activity to foster a responsibility in students towards

environmental protection. OBJECTIVES: The Nisarg Club set up a plant nursery in the year 2017. The main aim behind setting up this nursery was twofold: 1. Create an increased awareness, proactiveness and empathy for nature, and 2. Initiate tree plantation drive with the assistance of students and teachers of VPCCECM so as to increase the local green cover. THE PRACTICE: Nisarg Club members were provided with a sapling, which they have to plant, nurture anddocument. The record of plants being nurtured is maintained in form of photos on the Nisarg Club Whatsapp group. In addition to this saplings were provided to teachers of this institute, who wish to organise Vanmahotsav in varied localities. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED: 1. Setting up of Nursery required financial backup. 2. Maintaining the nursery especially watering the saplings regularly. 3. Replenishing the stock of saplings HOW THE ISSUES WERE RESOLVED: 1. One key requirement towards setting up the nursery was the green shed. Scraps of metal rods and pipes left over from previous construction of the College building were gathered and shaped into the shed. The agro shade net was donated to the college by Vice Principal Dr. Sukhaji G. Naik. 2. Maintaining the nursery and watering of the saplings regularly was taken care of by hiring the services of a gardener on contract basis. In addition, NSS and Nisarg Club volunteers, and the MultiTasking Staff (MTS) members would regularly help maintain the nursery. 3. The stock of saplings was regularly replenished by the Department of Forest. EVIDENCE OF SUCCESS: From 2017 till date around 167 individuals have planted more than 500 saplings and nurtured them. At present the Nursery has around 1500 saplings of coconut, mango, chikoo and guava. UNIQUENESS: This practice of nurturing a plant by each member of Nisarg Club not only makes these students more caring towards nature but they also encourage other students of the college to nurture plants. Looking at this practice followed by college staff and students, the teachers of other sections of this institute got motivated to take up tree plantation. CASE STUDY 2: Name of the Practice: Blood Donors' Directory Objectives of the Practice • To assist needy patients in contacting voluntary Donors in emergency • To encourage people to donate blood voluntary • To create and update a directory of volunteers so that the required blood is available on request • To save lives by making the timely availability of the required group of blood Context A blood emergency can come up at any moment. Many of the blood seekers suffer because the demand for blood is much more than the number of blood donors. Moreover, at the time of emergency, people have no clue about whom to approach and how to arrange the blood. The college has attempted to build a group of self motivated individuals who realize their responsibility towards humanity and are available as blood donors as and when required. Practice Student and Faculty blood donors register their details with the Red Ribbon Club. The College maintains an uptodate 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. Evidence of Success The college, till date, has helped more than 240 patients all over Goa. A few cases: Three volunteers Mr Nishant Shukla, Mr Akhil Bhat and Mr. Kisan Patil donated blood at Goa Medical College on 20th August 2018 during a medical emergency. On 26th September 2018 five volunteers Mr. Dayanand Rane, Mr. Rohan Rolt, Mr. Rahul Khadpe, Mr. Sameer Shet, Mr. Omkar Gaonkar and two faculty members Asst. Prof. Kedarnath Tadkod. and Asst Prof. Rudresh Mhamal donated blood for heart bypass surgery of Mr. Gajanan Mandrekar, resident of Mandrem Goa. Mr. Vasant Narulkar donated blood at Goa Medical College on 28th September 2018. Uniqueness Blood banks and hospitals may or may not have a list of blood donors. The College blood donor's directory not only helps save time during

critical moments, but also prevents panicked running from pillar to post for the relatives of the patient. The easy availability of voluntary donors also prevents the unhealthy and illegal practice of selling blood by unscrupulous individuals, and acts as a step towards building a responsible citizenry in the students.

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

http://vidyaprabodhinicollege.edu.in/VPCCECM/IQAC.php#Criterion7-2018-19

7.3 – Institutional Distinctiveness

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

The College, as part of the Prabodhan Education Society, endeavours to live up to the noble legacy of the parent organisation. The College therefore encourages active participation of students and teachers in outreach and community development activities. One such activity has been the Swachch Bharat Abhiyaan. Keeping in mind the core objective of the SBM, the College staff and students reach out to various corners of Goa with the message of Swachh Bharat Nital Goem (Clean India, Clean Goa). The College organised cleanliness drives in five talukas of North Goa viz. Pedne, Sattari, Bardez, Ponda and Tiswadi on 2nd October, 2018 as a part of Swachh Bharat Abhiyan. 600 students of B.Com. and B.A.B.Ed. and all the staff members of the College took part in Swachh Bharat Abhiyan. The places that were included are Vidya Probodhini Educational Complex, ParvariGoa, areas around Directorate of Higher Education, ParvariGoa, Swami Vivekanand Hall, ParvariGoa, area near Dhargal Village Panchayat, Socorro Junction and around Holy Family School, Socorro, Parvari, Goa, area near Panaji Forest garden Panaji Goa, Bodgeshwar Temple, Mapusa, Goa, areas near Village Panchayat, Mandre, and Forest Garden Junaswada Mandre, Goa, public places at Valpoi in Sattari Taluka, Goa and Area around Mangesh Temple, Mangeshi, Ponda, Goa. Apart from this NSS volunteers also cleaned the surrounding area of Vidya Prabodhini Educational ComplexParvari, Goa. The NSS volunteers also cleaned all the class rooms and the terrace of the College.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

• Keeping the academic needs of the students and the professional requirements of the industry, the College proposes to start joboriented short term certificate and diploma courses that will make the students more employable in the job market such as: o Certificate course on Open Source GIS software o Tally ERP9 with GST o English Communication Skills o Workshop on administering First Aid • The College is also working towards being ISO certified with the ISO 21001:2018 certification by the next academic year. • With a focus on Environment, the College proposes to continue with its work of developing an environment consciousness in students and other stakeholders. Consequently, a number of activities for students have been chalked up such as: o Workshops on Environment for teachers and students o Workshops on making natural Holi colors, and on waste segregation, composting and recycling o Talks on various topics such as harmful effects of fireworks, especially on humans and animals, conservation of energy and water o Poster making competitions on environment related topics o Field trips to ecosensitive sites such as, Mhadei River Basin and Salim Ali Bird Sanctuary. The College is also aiming to expand the plant nursery with the addition of medicinal plants along with educating students and locals on their uses. The plants will then be distributed among students and the local community members. • The College aims to continue with its Lecture and Video Series on various topics such as o Social

Impact issues o Right to Education o Readers' Club o Professional Konkani Drama o Importance of protecting Goan Heritage • The College, having achieved the B Grade, and getting permanent affiliation for its B.Com. and B.A.B.Ed. programs, has been listed under 12(b) and 2(f) clauses. The NAAC accreditation has also made it eligible for RUSA grants, for which it has already applied. With this, the College aims to initiate a number of key projects, including building of an auditorium with a capacity for 600 persons, and installing an elevator and generator once the funds are sanctioned.