SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT

PRABODHAN EDUCATION SOCIETYS VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT, VIDYA NAGAR, ALTO PORVORIM, BARDEZ, GOA. 403521
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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Prabodhan Education Society was founded in 1988 and caters to educational needs of learners from pre-primary to college. Vidya Prabodhini College is the latest edition started in 2012. The Management of this college is highly experienced, dedicated and committed to the cause of education. This college offers two undergraduate programmes, B.Com and B.A.B.Ed. The college has ICT enabled classrooms with multimedia. The library with internet facility serves the learning needs of students and faculty members. The highly qualified and dedicated young faculty members along with administrative colleagues have been constantly working for the holistic development of the students. The students have achieved excellence in academics, with an average result of **93%** of all the three outgoing batches of B.Com**.** The students have performed excellent in sports and achieved **22 National medals besides 47 university medals**. The N.S.S. unit has been strongly working for the social cause, to make a mention it has **contributed Rs. 1,44,200 and Rs. 54,000 towards the Liver Transplant treatment of Ms. Akshara and Uttarakhand Relief Fund, respectively**. The students have also made a remarkable achievement in cultural events and secured several championships. The college takes the pride of organizing **26th Biennial International Conference in Association with the Asian Association for Biology Education**.

Working beyond working hours, teaching beyond curriculum, innovations in inventions, are some of the special features of this institution apart from academic counseling, personal attention, imparting human values and optimum use of resources to achieve excellence in its every endeavour.

Vision

When Prabodhan Education Society decided to set up a college, it was envisaged that the college would not be merely an additional college on the academic landscape in Goa. But, it would meet a social and educational need of the society, particularly for students with average and below average academic record, who were denied admission in other institutions. The Society felt that excellence could be achieved even with these challenges, if these students could be provided with sanskarmay (value-based) and quality education supported by a dedicated faculty and quality infrastructure.

This idea was the genesis of the Institutional Vision,

"Excellence, Everywhere, Every time!"

Mission

Fulfilment of the Institutional Vision is channelized through the following Mission Statement:

"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."

To achieve the institutional Vision and Mission, the following objectives were formulated:

- Design and develop skill based and practical oriented curriculum.
- Increase students' learning through classroom teaching-learning process.
- Inculcate basic human values in students through curriculum.
- Develop application oriented students' performance evaluating mechanism.
- Promote teaching of topics of current relevance beyond the syllabus.
- Promote a research culture and spirit of inquiry among teachers and students.
- Develop abilities and competencies in research through workshops and training programmes.
- Inculcate employability skills of students and thereby promote their overall personality development.
- Increase placement opportunities for students through linkages with business houses and educational institutions/organizations.
- Promote collaborations and interactions with industry and research institutions for the benefits of institution.
- Sustain an Institution-Neighbourhood network to enhance learning opportunities.
- Promote participation of students and teachers in outreach and community development activities.
- Seek feedback from stakeholders for the improvement of the institution's performance.
- Create industrial and entrepreneurial outlook for self employment and Employment generation.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Participative and Proactive Management highly devoted and committed to the cause of education.
- Commitment and belongingness.
- Good rapport with the P.T.A., Alumni and Society.
- Flexibility to try out innovations.
- Young, energetic, hardworking, multitalented and highly qualified faculty members.
- Full-day College.
- Balanced mix of youth and experienced faculty members.
- Positive workplace culture.
- Institution with a learning attitude.
- Availability of faculty members around the clock.
- Open door policy.
- Participative decision making process.
- Working beyond office hours.
- Recognized Centre for Company Secretary and SET examinations.
- Strong event management skills.
- IGNOU Distance Education Study Centre.
- Student participation across activities.
- Good infrastructure and Learning resources.
- 100 % ICT enabled classrooms.
- Increasing student strength.
- CLEAN campus.
- Student Centric.
- Student Welfare Fund.
- Morning Assembly.

- Admissions on First Come First Serve Basis (Commerce)
- Pioneer in offering B.A.B.Ed. professional course.
- Vibrant NSS unit providing excellent opportunity to the students.
- Faculty participation in various workshops and seminars.
- Counselling and problem solving.
- Cordial relationship among members of the management, staff, students and parents.
- Excellence in sports, curricular and co-curricular activities.
- Library with efficient learning resources.
- Programmes on Health, Music, Dance etc.
- Theatre Club and Nisarg Club.
- E-Governance
- Centrally located campus

Institutional Weakness

- Lack of funding for Research Projects.
- No additional financial support.
- Absence of interdisciplinary network.
- Lack of provision for in-service training for staff (teaching and non-teaching).
- Lack of industry – academia Interface.
- Lack of skill-based courses.
- Lack of provisions for the differently-abled (Divyangjan).
- Inadequate playing ground.
- Absence of hostel facility.
- No Power backup facility.

Institutional Opportunity

- Scope for expansion and development.
- In-service training for staff.
- Introduce vocational training programmes.
- Introduce short term and skill-based courses.
- Introduce interdisciplinary value-added courses.
- Start B.B.A, B.C.A, B.Sc.B.Ed, B.Com.B.Ed and post-graduate programs.
- Involve industry experts in enriching curriculum.
- Research and publication.
- Start a research journal.
- Private participation in research funding.
- Develop Industry-Academia interface.
- Inter-institutional cooperation through faculty and student exchange programs.
- Build a vibrant alumni network and PTA.
- Energy-efficient campus.
- Enhancing Community Extension Services.
- Creating e-resources.
- Introduce internship for Commerce students.
- Create job opportunities for students

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- Linkages with government-aided & unaided schools for better employability and placement.
- Introduce Faculty Development Programme.

Institutional Challenge

- New institutions may come up.
- Sustaining intake of students.
- Modern infrastructure is costly and not easily available.
- Generation of additional financial resources.
- Keeping pace with the rapid changes and best practices in Higher Education.
- Employability of students.
- Practicability of the curriculum.
- Quality academic results.
- Attaining green campus status.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The B.Com and B.A.B.Ed. programs, together offer 150 (100%) new courses under the Elective course system. The institutional student strength has risen from 58 students in 2012-13 to 486 in 2016-17. Around 185 students (31.68%) have undertaken field projects/internships.

Curriculum delivery is ensured through a planned and documented process that includes syllabus, course-wise teaching plans, monthly reports, timetable, and a rigorous practicum component. Student-centric teaching techniques such as experiential learning, problem solving method and presentations ensure effective curriculum delivery. Course-related reference material is made available in the library. To impart transferable skill among the students, the institution **offers add-on diploma courses**. Curriculum-related feedback, collected from stakeholders, is analyzed to make recommendations to related Boards of Studies.

The institutional emphasis on creating better citizens with a strong moral character, environmental consciousness and social values (Sanskarmay Shikshan) is reflected in its activities such as a distinctive morning assembly. Courses to sensitize students to issues of gender, environment and sustainability, human values and professional ethics, build self-sufficiency and appreciation for the aesthetics are offered. **The NSS unit** and **the Nisarg Club** together instill values of patriotism, social and environmental responsibility, ethics and dignity of labor through a range of programs. **The Red Ribbon Club** annually conducts blood donation camps and also maintains directory of blood donors.

Around 24% full-time faculty members have been **nominated to bodies such as Boards of Studies, Academic Council, Central Assessment Program, Screening and Selection committees, etc., contributing to curriculum enrichment and development of higher education in the state**.

Teaching-learning and Evaluation

The Institution envisions a country with trained and literate youth who can steer our nation to an economically

and socially progressive future. The college consciously caters to diverse student learners from different economical, regional, social, cultural and linguistic backgrounds. It follows the reservation policy advocated by the State Government with **31.39%** students given admissions between the years 2012-17**. (The admissions, since the inception of the college in 2012-13, have spiraled from 48.33% to 86.79 %.)**

The college boasts of **well-qualified teachers** with an average of 9.5 years of teaching experience. 05 faculty members have been awarded PhD and 13 are pursuing Ph.D. from different Universities. The teacher-student ratio has improved from **1:32** in 2012 to a **1:19** by 2016-17. **The institution has mentoring program with a mentor: mentee ratio of 1:22 by the year 2016-17.**

Slow learners are given remedial teaching and personal attention and advanced learners are given further exposure by encouraging and motivating them for academic related activities, competitions. Students are evaluated through Continuous Internal Evaluation and Semester End Examination with Goa University prescribed syllabus and evaluation guidelines. **Course and Learning outcomes** are achieved through academic, co-curricular/extra-curricular activities, social awareness programs and mentoring. To ensure this, the college has instituted **NSS Unit, Career Guidance Cell, and Clubs**. Faculty employs experiential and innovative techniques to make the teaching learning process a healthy endeavor. The average **passing percentage of the students' is 93%.** Corrective measures are taken based on the students' feedback related to every aspect of the college.

Research, Innovations and Extension

The college recognizes Research**, Consultancy and Extension** as three key aspects for improving the Teaching-Learning process. The college has a **Research and Consultancy Cell**, which provides guidance to faculty members and teachers from affiliated colleges of Goa University to take up doctoral research, research projects, research proposal and research paper writing. During the last five years, **the college has organized 01 International conference, 01 National conference and 08 State Level workshops/seminars.**

The college has 01 faculty member as a registered guide for Ph.D., 05 with Ph.D., 05 with M.Phil., and 08 faculty members pursuing their Ph.D. from different Universities. **During the last five years, 03 books, 67 research papers in reputed international and national journals, and 29 Chapters in books and conference proceedings with ISBN and ISSN have been published, which is an average of three papers per faculty**. The college is in the process of publishing its peer reviewed and multi-disciplinary research journal, "*Prabodhan Journal of Applied Research in Commerce, Management and Education"*.

The college has **signed three MoUs** with Parvatibai Chowgule College (Goa), Mahaveer College of Commerce and Education (Kolhapur) and Emerge Vocational Skills India Private Limited (Tamil Nadu). A number of seminars and workshops have been organized in collaboration with Directorate of Official Languages, Government of Goa and other governmental departments, colleges and other organizations.

Extension programs like Voters' Enrolment drive, Anti-plastic Awareness Campaign, Polio Awareness Drive, Swachh Bharat Abhiyan and Mission Rabies are organized **by NSS Cell and Nisarg Club** involving **41.66 %** of students.

Infrastructure and Learning Resources

The institution offers excellent infrastructural facilities for a healthy learning environment which is in line with the Institution's vision **"Excellence Everywhere Everytime".** Along with a spacious campus, the college has 100% ICT enabled classrooms equipped with multimedia. The faculty room has comfortable seating with required facilities.

The library is well stocked with 2,245 titles, 14 journals, 8 magazines and 13 newspapers. It also has independent reading room with 05 desktops and photocopying services. The library uses **e-Granthalaya** and has a good collection of rare books. On an average, ?1,16,000 per annum is spent on books and journals during the past five years. The ICT Laboratory has 26 desktops with internet access and provides printing, scanning and e-content development facility. A **full-time qualified Computer Laboratory Assistant with M.C.A.** is appointed for operation, maintenance and upgrading the laboratory and website. The Institution has **12:1 student-computer ratio.**

The institution uses the **'Swami Vivekanand Hall'** for Conferences/Seminars/Curricular/Extra-curricular/Co-curricular activities. The Sports Department **has a full-time Director of Physical Education and Sports** and is well-equipped with sports facilities. The College boasts of **17 national, 22 state, 47 University medals and 2 intercollegiate championships**. Since 2012-13, **18 NSS volunteers have attended national camps**. The institution has a canteen, geography laboratory and rooms for counseling, SUPW, creative arts, research and consultancy, common rooms for boys and girls, medical response facility and potable hot and cold water facility. During holidays and vacations, the Institution offers its classrooms to various government/non-government organizations for conducting competitive exams such as SET, CS.

Student Support and Progression

The college provides good support system to empower students learning and progression. The prospectus includes important circulars from UGC and Goa University. SC/ST/OBC students are identified and are **urged to avail of different scholarships/freeships provided by the government. Through 'Students Welfare Fund', economically backward students are given financial assistance**. The college has instituted gold medals for meritorious students.

The capability developmental schemes include **Career Counseling, yoga and meditation camps, Counseling Cell**. The **Vocational Education Training** was organized to make students capable of self-employment. The institution has a transparent mechanism for timely redressal of students' grievances including sexual harassment and ragging cases. (SGC, ICC, RTI)

The percentage of alumni pursuing higher studies is 37.14%, while others are employed in Government/Private sector and some are self employed.

The college received **22 national, 22 state and 47 university medals and awards** for outstanding performance in sports. **Leadership roles** are created through **Students' Council** and Council members take a lead in organizing intra-college activities like *'Srujanotsav'*.

The **Alumni Association** has **113 members** and meets annually. It has donated money to purchase a *Samai,* Idol of Goddess Saraswati and a Tabla. Nagesh Marathe, Rajasab Satgund and Raju Attar, the alumni of the college, have formed an NGO*, NayaSwarg* to help the needy. College has assured and helped them in

organizing different activities.

Governance, Leadership and Management

The effective governance of the College is achieved through decentralized and participative efforts of the management and other stakeholders. The same is facilitated by regular joint meetings of management and the staff, and best executed through the efforts of **Local Management Committee, College Committees** and **Internal Quality Assurance Cell. Visits to students' residences, mentoring of students, and establishment of student welfare fund**, are some of the best examples of the collaborative effort of the management and staff.

Since the institution is one of the youngest in the state, **different strategies are employed to promote goodwill and academic identity among the local community**. Students are sent for competitions and events in other colleges increasing the visibility of the talented students of the college among their peer group, which in turn puts focus on the academic excellence of the college. Publicity thus achieved further improves the visibility of the college, enhancing the student admission percentage each year.

Faculty Development Programs, appropriate sanctions of leaves, FIP, study, duty, maternity / fraternity, sabbatical and financial assistance for research endeavors, good infrastructure and promoting goodwill among staff, make this College a healthy place to work. Performance Appraisal System of the college promotes quality enhancement. E-governance in examination, admissions, biometric attendance has enhanced the quality of the governance and management.

Institutional Values and Best Practices

With more than 50% of its students and staff together comprising of girls and women, the college has laid a consistent emphasis on inculcating gender-sensitivity in its actions, and offers courses such as Gender Issues in Education, Education for Human Rights and Peace, and Population Education, along with talks on gender sensitization. Safety and security measures include a security guard, CCTV cameras, provision of medical response facility, and fire safety equipment.

A Green Policy and a Waste Management Policy have codified the working of staff and conduct of students, purchase, usage, management and disposal of equipment, infrastructure and other resources. Talks, rallies and competitions on environmental issues are held from time to time. The institution engages with the community through projects under the Swachh Bharat Abhiyan, and also to increase the green cover of the state; the 'Green Campus' project is aimed at greening the campus. Other community programs include health and dental check-ups, and collecting money towards Relief Funds amongst other activities. Transparency is ensured through the setting up of the different working committees. To take locational advantage, the institution offers its campus to conduct different examinations like national accounting talent search exam, Company Secretary, SET exam, training programmes and many others.

To awaken consciousness of the national identity, national symbols, and fundamental rights and duties, and to inculcate universal values in students, the college has operationalized three programs: **Swayam Siddhah, C.L.E.A.N,** and **Ankur**.

The college, thus, continues to take forward the legacy of its parent body.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Vidya Prabodhini College of Commerce, Education, Computer and Management
Address	Prabodhan Education Societys Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto Porvorim, Bardez, Goa. 403521
City	Porvorim Bardez
State	Goa
Pin	403521
Website	www.vidyaprabodhinicollege.edu.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Mallanagouda R. Patil	0832-2410500	9420979228	0832-2413600	info@vidyaprabodhinicollege.edu.in
Associate Professor	Sukhaji G. Naik	0832-9422449632	7888041519	0832-2413700	naiksukhaji@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	19-06-2012

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Goa	Goa University	View Document

Details of UGC recognition

Under Section	Date
2f of UGC	15-05-2015
12B of UGC	

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
NCTE	View Document	03-03-2015	48	

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Prabodhan Education Societys Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto Porvorim, Bardez, Goa. 403521	Rural	2.105	5772

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Department Of Commerce	36	XII PASS	English	360	303
UG	BA,Department Of Education Babed	48	XII PASS	English	200	183

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				3				21
Recruited	0	0	0	0	3	0	0	3	14	5	0	19
Yet to Recruit				0				0				2
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				20
Recruited	14	1	0	15
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	0	0	2	0	0	5
M.Phil.	0	0	0	1	0	0	4	0	0	5
PG	0	0	0	3	0	0	14	5	0	22

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	2	7	0	9

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	167	0	0	0	167
	Female	318	1	0	0	319
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	1	0	0
	Female	0	1	1	2
	Others	0	0	0	0
ST	Male	0	1	1	1
	Female	1	4	4	10
	Others	0	0	0	0
OBC	Male	4	6	10	13
	Female	5	10	17	41
	Others	0	0	0	0
General	Male	26	60	84	129
	Female	22	45	88	161
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		58	128	205	357

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 150

Number of self-financed Programmes offered by college

Response : 0

Number of new programmes introduced in the college during the last five years

Response : 2

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
486	357	205	128	58

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
226	192	144	96	48

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
70	67	48	1	1

Total number of outgoing / final year students

Response : 185

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
22	18	15	11	9

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
22	14	8	4	1

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
24	15	10	6	3

Total experience of full-time teachers

Response : 219

Number of full time teachers worked in the institution during the last 5 years

Response : 23

3.4 Institution

Total number of classrooms and seminar halls

Response : 19

Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
40.74543	51.46687	34.84967	42.44277	7.79236

Number of computers

Response : 46

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.36045

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.04123

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.36045

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

- Course-wise **Teaching Plans** are prepared for each Program before each semester; course teachers keep track of lesson plan execution to ensure effective curriculum delivery. At the end of the semester, the course teacher submits a self declaration on syllabus completion in accordance with the submitted teaching plan.
- The teaching plan has distinct components such as **Program Outcome, Learning Outcome,** title of the topic/unit, number of sessions per topic/unit, 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 and on the institutional website well in advance.
- Course-wise **syllabus** is made available to students through institutional website, library, and by the teachers in class.
- A **preliminary discussion on the content** of the syllabus is conducted by the teacher at the commencement of the semester.
- 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. He ensures that these books are procured and made available at the beginning of each semester.
- Innovative and student-centric teaching techniques such as **group learning, experiential learning and problem solving methods** are used to ensure delivery of the curriculum.
- Movie, video clips and documentary screening, along with field and industrial trips, aid in curriculum reinforcement.
- The institution emphasizes on digital presentations using ICT-enabled teaching aid such as multimedia systems and smart boards to strengthen curriculum acceptance among students.
- The **Librarian** conducts an **orientation talk** for new students, about the library, and referencing resources and new arrivals available in the library.
- **Course-wise monthly reports** on the number of lectures allotted, conducted, missed, and extra lectures taken, are prepared and submitted by each teacher to the Principal.
- 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 to make improvements.
- Practicum forms a core element of the B.A.B.Ed. program and has four components that require continuous inputs and close monitoring: Lesson Observation, Micro Teaching, Internships and Practice Teaching.
- B.A.B.Ed. students are required to record their observation on lesson delivery by school teachers. The faculty coordinate with schools to arrange for **Lesson Observation** for the same, and prepare Lesson Observation Sheets for the students to record their observations.
- The faculty conduct an orientation and demo-lesson on ten **Micro Teaching skills** identified by

* them. Each student is then asked to teach and re-teach the skills in the class.
* The faculty interface with schools at different places in the state of Goa to arrange for Practice Teaching and School Internships for its students. Student-teachers are required to visit the assigned schools, collect units for Practice Teaching, create Lesson Plans and execute them in school. College faculty are deputed to schools to observe students' lesson delivery and internship training.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 23.51

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	5	2	1	0

File Description	Document
Details of participation of teachers in various bodies	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 100

1.2.1.1 How many new courses are introduced within the last five years

Response: 150

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 2

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 8.08

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	0	30	29	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

- The institution lays tremendous emphasis on creating **better citizens** with strong **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. To supplement the Environmental Studies course, students are taken on field trips and **nature trails**, where students are given a first-hand exposure to environmental issues.
- Teacher and student, under the auspices of the *Nisarg Club*, have undertaken the '**Green Campus**' project, under which they have donated one medicinal or flowering plant to the institution. Along with beautifying the campus, this has resulted in them learning more about the bounties and the salubrious nature of our ecosystem.
- The institution has taken up the **Community Greening** project, with over 1500 saplings being distributed to locals, and 600 saplings planted along Mandre beach in north Goa.
- 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 as well as other places **across six talukas** of the state.
- The institution has an **NSS unit** with 100% enrolment of students as volunteers. The NSS unit conducts Annual **Special Camps**, where values of **patriotism**, **social responsibility**, **ethics** and **dignity of labour** are instilled through talks and activities. 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 Red Ribbon Club maintains a record of all the donors, their blood groups and contact details, if required in case of emergencies. Students, faculty members, their families, friends and the local inhabitants of Parvari have availed of this facility.
- The institution takes pride in conducting the **morning assembly**, wherein students sing the 'Saraswati Vandana' and the national anthem, read out daily news, important articles related to their areas of study, poems, sing patriotic songs, etc.
- 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.

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 1

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five

years

Response: 1

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 31.68

1.3.3.1 Number of students undertaking field projects or internships

Response: 185

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: C. Feedback collected and analysed

File Description	Document
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 2.62

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	11	6	5	1

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 64.21

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
486	357	205	128	58

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
560	472	360	240	120

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 31.38

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
120	68	34	23	10

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

- The institution has enforced an informal mechanism to assess the differential learning abilities of the students to avoid labeling and categorizing students into such groups, as that may lead to stigma for the slow learners.
- The Admission Committee interacts with the student and parents during admission in order to know the student's background, such as financial status, whether the student is a first generation learner, parent's occupation, etc.
- 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 the answers analyzed to identify slow learners. The teachers also assess the inclination of each student in their subject.
- Slow learners are assisted by the faculty in learning and are encouraged to participate at College-level competitions. They are gradually urged to participate in intercollegiate/state-level competitions, and workshops/seminars to boost their self-confidence.
- Students are nudged to take up various roles and responsibilities in college activities such as participating in the democratic process of electing the Students' Council, conducting morning assemblies, conducting and participating '*Srujanotsav*' and other interclass cultural competitions, to aid their holistic development.
- Motivational videos, talks, documentaries etc. are periodically screened to develop soft skills such as interpersonal skills, leadership and group dynamics in students.
- Remedial Classes are periodically scheduled for slow learners in subjects like Economics, Accounting, and Mathematics, with students showing heartening results.
- The Career Guidance & Placement Cell also organizes talks, workshops and seminars for its students, such as Communication Skills, CV-writing, and Interview techniques.
- Slow learners are encouraged to read the daily newspaper to improve their language skills, domain knowledge and vocabulary, with quizzes, spontaneous questioning and discussions on topics in the newspaper taken up in an incidental way by the faculty.

- The institution has a Mentoring system which gives individual attention to its students. Performance of the students in the examination and other related issues are discussed at the time of mentoring.
- The Sports Committee has been successful in helping academically slow learners, in exploring their potential, with several students, who have previously never participated in sports, winning medals for the institution.
- The College has instituted a Student Welfare Fund. All teaching and non-teaching staff of the College voluntarily contributes monthly to the student welfare fund. Financial assistance is extended to the needy students through the Student Welfare Fund.
- Advanced learners are groomed by the faculty to write academic papers, articles, short stories, poems etc. These articles and papers are displayed on the College wallpaper and are presented in Seminars and other academic competitions.
- Advanced learners are identified and counseled to join professional programs such as Associate Company Secretary, ICWA, Chartered Accountantship, Management etc.
- The Internship Committee identifies opportunities for students who show leadership qualities or have a willingness to learn something new.
- Interactions with parents are scheduled at the time of examination results, Parent-Teacher Association meetings, over telephonic calls, and through home visits. Additional sessions are held with the parents of slow learners.

2.2.2 Student - Full time teacher ratio

Response: 15.37

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.17

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

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

Response:

The faculty use multifarious techniques to ensure effective curriculum delivery and student-centric teaching. Students are exposed to a wide and diverse range of activities to help them grasp academic fundamentals better, while inculcating social, environmental and moral values in them. For instance:

- **EXPERIENTIAL LEARNING**
  - Students are taught topics like Banking by making them open and operate bank accounts, and subjects like Business Communication by writing and filing RTI applications. Students of Entrepreneurship are taken to sculpting workshops, where they try their hand at sculpting. Students participate in Students' Parliament competition organized by the Goa Legislative Assembly, wherein they experience firsthand, the democratic process of conducting House proceedings.
  - Students undergo internships at organizations and events, such as the International Center-Goa
  - Students are also taught craft and skills such as ceramic art, mosaic art, puppet-making, short films and documentary making.
  - The NSS, through Special and National camps, offer unique opportunities to live a life away from the daily humdrum and reinforce human bonds and values.
  - Students are involved in organizing events and competitions under the Students Council and various clubs such as Communication Club, Nisarg Club and History Club.
  - Going beyond classroom teaching on environment, and to inculcate love for nature, students are encouraged to not merely plant, but also nurture at least one sapling over the three years that they are in College. The activity is monitored in the form of photo-documentation of the plant's growth.
  - Students are taken on field trips to places around Goa such as on the Kushawati heritage trail, Goa Biodiversity Board and the Garbage Treatment Plant.Similarly, students were taken to a *GauShala*(cow shelter), where they helped clean, wash and feed the cattle.
  - Secondary experiential learning is facilitated by screening movies, documentaries and television panel discussions.

- **PARTICIPATIVE LEARNING**
  - Group discussions, subject-related case-study discussion, role-playing and brainstorming sessions are conducted to encourage students to participate in classroom sessions.
  - Students attend seminars, academic festivals and competitions at national and state-level.
  - Play-reading and read-aloud sessions, group and individual presentations instill in students, team work, reading & interactive skills, and self-confidence.
  - Students participate in workshops conducted by the institution and other bodies to improve their professional skills.
  - Students are asked to download financial statements of various companies and analyze them using tools taught.
  - Student-Teachers deliver micro-lectures in class, and their batch-mates turn observers.

- **PROBLEM SOLVING METHODOLOGIES**
  - Live and hypothetical case-studies are discussed in class and students are encouraged to work on them.
  - In subjects like Mathematics and Accounting, students are invited to the black board to solve problems and provide explanation of the same.

- Group discussion and brain storming sessions, with presentation of solutions by students on hypothetical and real-case scenarios are held.
- Remedial classes and mentoring helps students overcome learning obstacles.

Students are encouraged to identify subject-related beyond the curriculum, and approach the faculty for discussion.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 84.21

2.3.2.1 Number of teachers using ICT

Response: 32

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 26.55

2.3.3.1 Number of mentors

Response: 22

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

An idea is the genesis to any invention. Inculcating creative appetite in students as well as using the same for effective teaching and learning is an important aspect of education. Some methods we follow are as below:

- Visual Arts students learn audio-visual creative skills like stop motion videos, lesson illustrations, story boarding and shadow puppetry.
- Economics teachers regularly conduct quizzes to assess the learning abilities of the students. Students are taught to access, download and analyze data from electronic databases of RBI websites.
- Visual and creative techniques such as adaptation of texts, Story boarding, Vocabulary games, Just-

a-Minute sessions, Dumb Charades, etc. are adapted to teach grammar, verbal and non-verbal communication etc.

- Reverse order techniques, creative walls such as 'Kaleidoscope' and '*Urba*', and social media resources like blog-making hone the writing skills of students.
- Screening of videos of conversations, Ted Talks, panel discussions from news channels, award-winning documentaries impart creative and intellectual appetite in students.
- Students are taught typing in Unicode for Indian Languages, as an add-on to the syllabus, which is useful for translation, and preparing assignments, dissertations and reports in the Devanagri script.
- Collaborative and Cooperative learning techniques such as group discussions and class-based activities encourage students' participation.
- Role play is used in subjects like Accounting and Human Resources Management to relate them to usage in daily life.
- Regular lectures are sometimes reinforced in the native tongue, especially for students who are slow learners or when students' second language is an obstacle in learning efficiently.
- Internal assessments of students are based on skills of performing arts such as poetry enactment, storytelling etc. The Withholding Information principle is used, wherein students also listen to audio clips of poems and fill in the blanks of the missing lyrics provided to them on a worksheet. Plays are enacted, in order to improve their skills of reading, speaking and expression.
- Fine Arts students are taught to gather and combine all their teaching-learning activities and learn the art of making a Portfolio, an essential presentation skill.
- Assignments given to the students connect their classroom lectures to their daily lives and help inculcate social responsibility in them. Examples include clearing of garbage in the vicinity of their homes, wherein they segregate the garbage by themselves, clean that area and also plant a sapling if possible. Such activities of students are recorded in form of photographs and a small write up, which is then e-mailed by each student to the teacher. Another similar activity includes making of disposal dustbin bags made out of old newspapers.
- Mock test peer evaluation introduces students' experience towards assessment and evaluation.
- Other faculty members beyond the subject teacher also contribute with their domain knowledge to provide a holistic teaching-learning experience. For instance, a Commerce faculty member, also an accomplished singer, helps students compose songs and music for competitive events the students participate in, while the Creative Arts faculty regularly assist students for academic events with choreography, song composition and visual art.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 73

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 7.4

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	2	0	0	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	[View Document](#)

2.4.3 Teaching experience of full time teachers in number of years

Response: 5.76

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	[View Document](#)

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 24.19

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
16	5	1	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 3.33

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document]

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

- In the reforms initiated by the College, students in each course are compulsorily required to take up at least one presentation, either in a group or at an individual level so as to bolster their confidence levels.

- Student's performance in the first ISA is discussed one-on-one with the student and necessary guidance is given for improvement in the performance for the second component of the ISA. Answer books are given to students to analyze the mistakes. 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.
- Previous years' question papers are also solved in class from time to time, with the students being provided with the solutions and asked to self-evaluate.
- 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.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Three statutory committees are constituted to handle matters related to examinations of the First Year and the Second Year of the B.Com and B.A.B.Ed. programs:

1. Examination Committee
2. Unfair Means Inquiry Committee

3. Grievance Committee

- The CIE component of the Bachelor of Commerce program is governed by Goa University ordinance OC-45, under which, Section OC-45.4 deals with the Scheme of Examination for the B. Com. Program.
- Similarly, the CIE component of the integrated Bachelor of Arts Bachelor of Education program is governed by Goa University ordinance OC-54, under which, Section OC-54.3 deals with the Scheme of Examination for the. 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 (Intra-Semester Assessment) is conducted twice in a given Semester, once through a written test and the other by using alternate modes of evaluation such as assignments, group and individual presentation, orals, open book tests, role play, debates, field activities, field trips, participation in activities, etc. The other mode of ISA is completed as decided by the teacher but before the end of the semester.
- The ISA for the given course is conducted by the teacher/s teaching that paper. ISA is not conducted for the practical component of a paper.
- 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 marks of ISA are communicated to the students within two weeks. The ISA tests carries 20% of maximum marks allotted for the paper/course.
- The test is generally completed by the end of July for odd Semesters and end of January for even Semesters.
- Students, who fail to appear for the test due to genuine reasons such as due to a medical emergency or due to the student being deputed on College duty, are given another opportunity by the end of August/February on a date pre-determined by the College.
- A student who does not appear for a minimum of two ISA of a paper is considered ineligible to answer the SEE of that paper.
- The Written ISA schedule incorporates:
  - Declaration of subject-wise time-table 10 days before the ISA begins
  - Two sets of question papers for two batches of each class
    - Time table for students
      1. Time table
      2. Question paper drafting with evaluation parameters and deadline
      3. Time bound evaluation
  - Drafting of a systematic student attendance sheet, ISA mark sheets, which are handed over to concerned faculty.
  - Declaring the dates of completing ISA component and submitting results
- Once the ISA papers are assessed, the paper is solved and discussed in class.
- Each student is then individually shown their assessed ISA test paper and assignment report and their performance discussed. In case of group discussion, presentation and the like, feedback is provided to the students after the discussion/presentation.

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

Response:

The mechanism to deal with examination-related grievance is as per the provisions of Goa University Ordinance OC-45, 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 the candidates at Semester-I to Semester-IV examinations. However the 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 the presence of the Principal/Vice-Principal and the concerned Examiner, provided he has applied for the same along with payment of prescribed fees within one week of the declaration of result. The following shall be the procedure for the verification of marks:

(a) On a notified day and time, which should be not later than 10 days after the receipt of application from the candidate, the candidate shall be shown the answer book in the chamber of the Principal/Vice-Principal in the 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. [sic]

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

- The Institute has a well- defined standard operating process to develop academic plans and follow the same through a well–defined annual academic calendar.

- 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. This is then circulated among all the staff members for inputs and suggestions. The approved academic calendar is circulated to all the faculty and students by publishing it in the institution's prospectus before the academic year commences.

- The activity calendar shows the start and end of each semester, technical events, expert talks, camps, commemorative days, sporting, co-curricular and extracurricular activities, activities planned, and holidays. The internal evaluation schedule and the tentative schedule of external evaluation are also displayed.
- The institution endeavours to adhere to the academic calendar for the conduct of the CIE, with class tests conducted as per the schedule.

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 on website and communicated to teachers and students

Response:

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 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.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The college follows a clearly stated syllabus with course structure, course objectives and program objectives displayed on the institutional website for easy access to students and parents. 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.

Academics: 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, 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'.
- Field trips, 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.
- Blood Donation camp in association with Goa Medical College.
- Anti-plastic Drive encouraging the public to use cloth and paper bags.

Co-curricular and extra-curricular activities: The institution organises co-curricular and extra-curricular 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 etc. to ensure that students are exposed to these activities.
- The annual three-day annual students' fest "Srujanotsav" is one more initiative by the College to encourage students' participation and involvement.
- Apart from the intra-class activities, the college regularly sends students for various inter-collegiate events. The college recognises that such involvement of students is necessary to prepare them to the challenges of the real world.
- Students participated in a One-Act play competition organised by Kala Academy, Panaji. The play 'Gaaj' (Konkani) and 'System' (Marathi) got awards for best actor, music, script, set, makeup etc. Both the plays were directed and scripted by teachers.

Mentoring/counselling: 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.

2.6.3 Average pass percentage of Students

Response: 88.65

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

Response: 164

2.6.3.2 Total number of final year students who appeared for the examination

Response: 185

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

- The College has created inter-institutional network of resources through MOU's
- The college provides a conducive Environment for Teaching and Learning process.
- The Teachers motivate the students to take up assignments, where in outcomes of the assignments are shared through a display of findings on notice boards and college website.
- In the morning assembly, information about moral values, ethics and important news of the day is

shared with faculty and students on a daily basis.

- The college, during the last five years has organized **12 seminars and workshops** for students and teachers. The list is as under:

International Events

1. The college in Association with Asian Association for Biology Education organized **26th Biennial Conference on "Trends in Biology Education and Research: Practices and Challenges"** at International Centre Goa (ICG), 20th- 23rd September, 2016. 125 researchers from seven countries participated.

National Events

1. Workshop on **"Teaching, Learning and Evaluation of Languages in Higher Education Institutions"** in association with the Directorate of Official Languages, Govt. of Goa, was held (10th December, 2016). 40 different language teachers participated.

State Level Events

1. Workshop on **"Time Series Econometrics"** (30th and 31st January, 2017). 10 faculty members availed of the benefit.
2. Workshop on **"Communication Skills, C.V. Writing and Interview Techniques"** (28th September, 2016). 36 students from different colleges participated.
3. Workshop on **"Research in Social Science Disciplines"** in association with Vidya Bharti, Goa (30th August, 2016). 32 High School teachers participated.
4. Workshop on **"Teaching, Learning and Evaluation of Languages in Secondary Education: Issues and Innovations"** in association with the Directorate of Official Languages, Govt. of Goa, Goa (03rd March, 2016). 71 high school teachers availed of the benefit.
5. Workshop on "**Writing Effective Research Proposal in Commerce and Management for Ph.D Registration and for Research Projects"** (09th October, 2015). 24 participated.
6. Workshop on **"Practical Skills for Getting Industry Ready"** (11th September, 2015). 73 Undergraduate and Postgraduate students participated.

Local Events

1. Talk on **"Positive Thinking"** (26th April, 2017). 21 teaching and 12 non-teaching staff participated.
2. Talk on "**Academic Performance Indicators**" (12th April 2017). 22 faculty members participated.
3. Talk on **"Relevance and Objectives of IQAC**" (15th March, 2016). 20 faculty members availed the benefit.
4. Four Day Workshop on **"Project Paper for T.Y.B.Com. Students"** organized (18th to 23rd August, 2016). 36 T.Y. B.Com students participated.

MOUs

- The College has **three MOUs** with other Colleges and Industrial Training Institutes.
- Press notes of each activity are regularly prepared and the same are to different local newspapers there by knowledge is shared with community.

- The College provides full support to faculty members and students for organizing state and National level events, competitions.
- The Physical Education and Sports Department of the College provides training to students for participating in different games and sport activities by inviting professional coaches from the respective fields.

Others

- The faculty members are invited as Resource Persons at National Workshops, Seminars and Conference organized by Colleges and Universities in the state of Goa and other States
- The important functions and programme videos of the College are uploaded on the College website.
- The Library through its website provides links of different websites for e-learning resources.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
List of Awardees and Award details	[View Document]
e- copies of the letters of awards	[View Document]

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.75

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	6	8	4	1

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document]
Any additional information	[View Document]

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.71

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
8	6	6	4	1

File Description	Document
Any additional information	[View Document]
List books and chapters in edited volumes / books published	[View Document]

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The College provides holistic education concerned with the development of every student's intellectual, emotional, social, physical and spiritual potentials. It emphasizes on relationships and primary human values within the learning environment. Towards this , the College provides platforms through various clubs and associations for students to participate in various activities mentioned below

- Voters Enrolment Drive for students and people from the neighborhood community are organized, wherein all the stakeholders are made aware about their voting rights and how the enrollment process strengthens democratic process.
- The NSS volunteers undertake projects where in they prepare paper and cloth bags for distribution to commercial establishments and residents in the neighborhood community as a part of anti-plastic awareness campaign.
- The students and NSS volunteers participate in Polio Awareness Drive and Mission Rabies Programme where they work in association with International Non-Government Organization and Primary Health Centre for creating awareness among community.
- The NSS unit is actively involved in social service and welfare and tries to promote better relations with community through an efficient network. The students have been actively involved in campaigns such as health check-up programs, eye check-up programs, etc.
- The College has established Nisarg Club as an initiative to generate, create and ensure adequate awareness about environment among youth and community. The Club organizes talks, competitions, field trips, for sensitizing students on social and environmental issues faced by the society. The Nisarg Club works with the motto "We Nurture Nature"
- The Students' Council and Theatre Club provide a platform to students to display their talents. It also encourages students to participate in cultural activities organized within and outside the State. The participation in such activities leads to holistic development of the students.
- Street plays are organized by the College to create awareness about social issues. Rallies are also organized by the students for creating awareness about important issues relating to welfare and wellbeing of the Community.
- The College through NSS unit has raised and donated funds to Uttarakand Relief Fund and Jammu and Kashmir Relief Fund.
- **As a part of Swacch Bharat Abhiyan students and teachers have organized massive cleanliness drives in north Goa.**
- The NSS unit of the College in association with Directorate of Transport, Mapusa-Goa has organized awareness programme on Road Safety and Traffic Rules for students
- Every year, the Red Ribbon Club of the College, in association with NSS unit organizes Blood Donation Camp, where students, teachers, non-teaching staff, ex-students and parents donate blood. **The total participants in blood donation camps are 41, 32, 53 and 70 for the years 2013-14, 2014-15, 2015-16 and 2016-17 respectively.** A list of bloods donors is also maintained by the College and the same information is provided to individuals who are in urgent need of blood.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 5

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	02	01	01	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 25

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
09	06	06	03	01

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)
Reports of the event organized	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 41.66

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
124	94	71	50	48

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 14

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	1	0	1	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	[View Document](#)
Any additional information	[View Document](#)

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 3

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

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**, admeasuring 162.40 sq.mt., serves the need of students and faculty with a diversity of reading resources. The well-stocked Library, having 2,245 titles (and 3,603 copies), 14 journals, 8 magazines and 13 newspapers, provides photocopying services to students at a nominal price. An independent Reading Room, equipped with 5 desktop computers with high speed internet, gives students access to the latest of e-resources from around the world.
- The **ICT Laboratory** is well-furnished and is equipped with 26 desktops with internet access and modern specialized independent computer tables with modern revolving office chairs, and provides printing and scanning facilities.
- The **Geography Laboratory** accommodates 20 students at a time, and is adequately furnished with apparatus and equipment, such as 2 GPS receivers, 18 Pocket Stereoscopes, 6 Mirror stereoscopes and two tracing tables, required for the Geography Graduate Programme.
- **'Swami Vivekanand Hall'**, a self-contained multipurpose hall admeasuring 474 sq.mt., has a total seating capacity for 300 people.
- The **Department of Physical Education and Sports,** comprising of a sports room, indoor sports hall, and a gymnasium area, is equipped to respond to the needs of almost 600 students.
- The institution currently runs **6 NSS Units**, and has an NSS Room, and a store-room adequately stocked with tools and equipment.
- A room is set aside for **Socially Useful Productive Work**.
- The **Counseling Room** provides privacy, confidentiality, quietude, and a comfortable space for counseling students.
- A **Creative Arts Room,** equipped with musical instruments, also serves as a rehearsal space for theater and performing arts activities.
- The Institution provides a fertile environment to encourage research amongst its stakeholders through a **Research and Consultancy Room.**
- The **Canteen** provides students and staff with healthy snacks and meals during working hours.
- The Wi-Fi enabled **Faculty Room** is provided with tables and modern office chairs, individual lockers and attached independent washroom facility for Ladies and Gents staff.
- Independent **Common Rooms** are assigned for girls and boys. A wooden cot with fresh linen, mattress and pillow is made available in the Girls Common Room. Seating facilities, with tables are available in both the Common Rooms.
- **2 Ladies** and **2 Gents**washrooms admeasuring 60 sq.mt. each, serves the need of students and visitors.

- **1 bus** caters to the transportation needs of the students.
- **Potable Water** is made available to students through RO system for water purification and 2 water filters with hot and cold water facility.
- **Medical Response Facility** equipped with a stretcher and basic first aid.
- An integrated **Biometric System** is installed to record daily attendance of students and staff alike.

Composite **Multimedia Systems** support the teaching-learning process and helps in documentation.

File Description	Document
Any additional information	[View Document](#)

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

Response:

With an aim to fulfill the Institution's vision, *"Excellence Everywhere Everytime,"* students are offered facilities for Co-curricular and Extracurricular activities for their all-round development.

- **Swami Vivekanand Hall:** The institution has a multipurpose hall named, "Swami Vivekanand Hall" admeasuring 474 sq.mt. that is used for conferences, seminars, as well as curricular, extra-curricular and co-curricular activities. The hall has a seating capacity of 300, and is furnished with 200 portable chairs, 2 rest rooms and 2 changing rooms with attached washrooms. The space also serves as a venue for indoor competitions.
- **Physical Education and Sports:** The Institution has appointed a full time **'College Director of Physical Education and Sports'** to look after the Sports Department. The institution has adequate sports infrastructure catering to the almost 600 students enrolled in the college, and consists of a sports room, indoor sports hall, a gymnasium area, and the 4000 sq.mt. play-ground. The Institution has made available the best of sports equipment for its students. This is evidenced through the 22 National Medals, 22 State Medals, 47 University Medals and 2 intercollegiate championships won since inception.
- **Service Activities:** The institution has implemented the **National Service Scheme(NSS)** right from its first year of inception. It has 6 fully functional units of 100 volunteers each, working dedicatedly to serve society, and in the process shaping the lives of the volunteers through social service. The units are led by motivated and experienced NSS Program Officers, 4 of whom 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 120-volunteer capacity and other social activities. The institution has made available, the best of camping and working equipment that have made our volunteers to participate in community service activities. Volunteers have made the Institution proud on many occasions, with over 18 of them having attended national level camps in a short span of time.
- **Multimedia Facilities:** The institution has **Multimedia System** comprising of Studio Master ER AIR-8 sound mixer, two 400-watt Studio Master B400 active speakers, 2 cordless microphones, 6 microphones, 1 handy-cam, 1 digital camera, Public Address systems from Ahuja, with 4 output

units, 1 tripod, 4 microphones stand etc. Students and staff alike have excelled in the field of short film-making and multimedia presentations with this support.

- **Medical Response Facility:** Institution has a **medical response facility,** and is equipped with a stretcher and basic first aid.
- **Socially Useful Productive Work Facility:** Institution has set a room aside for **Socially Useful Productive Work** for students to learn craft-making under the Work Experience subject.
- **Department of Creative Arts and Performing Arts:** The Institution has excelled in theater, singing, creative arts and other performing arts, all of which have its roots in the Creative Arts and Performing Arts Room. It is equipped with musical instruments like Harmonium, Tabla and Tambourine, etc. and also serves as a rehearsal space for theater and performing arts activities.

File Description	Document
Any additional information	[View Document](#)

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 19

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 54.46

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
11.05	21.05	21.05	33.55	5.05

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

The institutional library uses **e-Granthalaya** (an Integrated Library Management Software version 3.0 (2007) developed by National Informatics Centre). The Library is equipped with one server and one client machine. The software has eight important modules:

1. **Admin :** to take backup and import catalogue records in the software
2. **Book Acquisition:** to Check Duplicate titles before new purchase, and get approval from Library Committees
3. **Cataloguing:** for data entry of books. All the details of a book like Authors name, Title of the book, Sub title , Edition, ISBN, Publisher, Publishing Place, Publishing Year, Subjects of the book, Keywords, Series, Classification number , Number of copies etc. are entered
4. **Circulation:** for entering users records. All the details of students and staff members are entered. Books are issued, received, and renewed using this module.
5. **Serials:** to enter details of journals available in library.
6. **Micro Documents:** to enter newspaper clipping indexing from newspapers.
7. **Budget:** to enter Library budget data.
8. **Search:** to search details of books available in library and the status of books.

At present the library is using Admin, Cataloguing, Circulation, Serials and Search Modules. The library books are registered online using **Cataloguing module**. Till date, more than 3600 copies and 2200 titles have been entered registered. The process of issuing and receiving of books is done by using **Circulation module**. All the books are barcoded using **Generate Barcode Labels**.

Online Public Access Catalogue (OPAC) access is given to students through computers from the Digital Library. The Link of OPAC is available on the institutional website.

Year	Name of the ILMS	Nature of automation (fully or partly)	
2012-2013	Nil	Nil	
2013-2014	Nil	Nil	
2014-2015	e-Granthalaya: A digital agenda for Library automation and networking	Partly	3
2015-2016	e-Granthalaya: A digital agenda for Library	Partly	3

	automation and networking			
2016-2017	e-Granthalaya: A digital agenda for Library automation and networking	Partly		3

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Year	Name of the Book/Manuscript	Name of the Publisher	Name of the Author	No. of copies	Year of publishing
2012-2013	-	-	-	-	-
2013-2014	-	-	-	-	-
2014-2015	JeevanJyot	ChinmayPrakashan	Chinmayananda, Swami	1	1980
	Goa Daman Diu SwatantryaladhyachaIthihas	Goa Daman and Diu Sarkar	Sardessai, ManoharHirba	1	1986
	Speeches and writings	Tipografia Rangel	Furtado, Antonio	1	1980
	Youth of the USSR and India: Friendship cooperation solidarity	Novosti Press Agency Publishing House	Blagonravova, M	1	1974
	Educational Psychology	VinodPustakMandir	Mathur, S. S.	1	1975
	Six English Poets: Tennyson, Browning, Arnold, Hopkins, Yeat, Eliot	Macmillan India Ltd.	Ed. Sachithanandan, V.	1	1978
2015-2016	Kavyafullam	MitraPrakashan	Gaonkar, Bhalchandra	1	2008
	Swati	JaagPrakashan	Nayak, Vishnu	1	1992
	Kavaso	Ajay Prakashan	Danayat, Jaimala	1	1978
2016-2017	Stories for Colleges	Macmillan	-	5	-

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.16

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
2.34853	1.58512	0.79600	0.76709	0.30479

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 7.23

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 45

File Description	Document
Details of library usage by teachers and students	<u>View Document</u>

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

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

- The institution believes in providing the best facilities to its stakeholders. The institution began its journey with its very first lecture being delivered in an ICT enabled classroom. The ICT Laboratory was established in the year of inception itself, and with student base growing, the Laboratory was also upgraded. The current Laboratory currently houses 26 working Wi-Fi enabled and LAN-based computer systems with three printers.
- 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 arrived at using the following procedure:

1. Needs/opportunities/challenges/issues are identified by the Principal /other stakeholders.
2. Requisition/proposal/application is sought from the stakeholders.
3. Principal studies the requisition/proposal, and seeks further clarification if required.
4. Principal consults the Vice-Principal, senior faculty members and other stakeholders about the feasibility and viability of the concerned proposal.
5. In case of non-routine/significant matters, the same is forwarded to the Managing Committee for their approval; in case of routine matters, decisions are taken by the Principal.
6. On approval, the Principal sends the proposal to the concerned officials for necessary action and execution.

- The institution has appointed a **Full-Time 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 had opted for BSNL broadband connection through its three landline connections in 2013; this was upgraded to G-Wave broadband with 6MBps plan. Since 2017, the plan has been upgraded to 8MBps considering the increase in the workload and expanded users limit.
- The Institution has also installed Jio Wi-Fi facilities, adding it as a backup internet facility to both, students and staff.
- The Institution has a functional Local Area Network (LAN), with its computers and printers logged into it via Wi-Fi.
- Access points and Wi-Fi routers are placed at periodic intervals throughout the building thereby offering internet access in across the campus.
- Systems have pre-activated licensed operating systems with Linux-based Open Source operating systems including Open Source software for data entry and audio-video editing.

- Accounting transactions are carried out through a licensed copy of Tally ERP 9.
- As a part of the automation process, the institution has installed a biometric attendance system; using this, the institution is able to generate monthly reports and monitor employee attendance.
- The automation system also allows the staff to upload and generate activity reports.
- The Faculty Feedback survey for students has been upgraded from manual to online system.
- The Laboratory Assistant conducts regular inspection of all the ICT facilities and troubleshoots minor issues; major issues are reported to the office.

4.3.2 Student - Computer ratio

Response: 12.7

File Description	Document
Any additional information	[View Document]
Student - Computer ratio	[View Document]

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	[View Document]

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document]
Link to photographs	[View Document]

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 100

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
40.74543	51.46687	34.84967	42.44277	7.79236

File Description	Document
Audited statements of accounts.	View Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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.

Response:

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 believes in community service and so offers its classrooms, when not in use, to various government/non-government organizations for conducting competitive exams like CA/CS/SET and other academic and instructive purposes.

- The support and Multi-Tasking Staff assist in the process of teaching-learning. Maintenance of a salubrious and positive environment in the campus is achieved by the efforts of the support staff. The classrooms, library, computer laboratory, office, and other facilities are mopped and swept on a daily basis.
- 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.
- The Library is open from 8.30 am to 5.30 pm for all its stakeholders. Books, journals and newspapers can be referred to physically as well as virtually, with a maximum of 3 books being issued to each student for a week's period.
- Special provision in the budget is made for library upgradation and maintenance.

- Photocopying facility is available to all the stakeholders.

- A **Fulltime Laboratory Assistant** and an MTS staff member are appointed to look after the operation, upgrading and maintenance of the ICT Laboratory.
- The ICT Laboratory can be used by all stakeholders as per the rules and regulations of the institution. It serves a dual purpose of conducting ICT-related lectures with practical and as a virtual reference point.
- Staff members and students can access the Wi-Fi facility by registering their devices.

- The institution website has been upgraded and maintained by the Laboratory Assistant.

- Other academic support facilities (Sports/NSS/Creative Arts etc.) are available to all students during non-lecturing hours, and to other stakeholders with prior permission of the authority.

Decision making process

Decisions pertaining to Purchasing/Maintenance/up gradation/usage of facilities are arrived at using the following procedure:

1. Needs/opportunities/challenges/issues are identified by the Principal /other stakeholders.
2. Requisition/proposal/application is sought from the stakeholders.
3. Principal studies the requisition/proposal, and seeks further clarification if required.
4. Principal consults the Vice-Principal, senior faculty members and other stakeholders about the feasibility and viability of the concerned proposal.
5. In case of non-routine/significant matters, the same is forwarded to the Managing Committee for their approval; in case of routine matters, decisions are taken by the Principal.
6. On approval, the Principal sends the proposal to the concerned officials for necessary action and execution.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 9.95

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
80	37	15	20	0

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 7.01

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	2	5	0	18

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 30.54

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
153	271	0	58	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 8.28

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	53	0

File Description	Document
Details of the students benifitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 70.53

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
28	35	29	1	1

File Description	Document
Self attested list of students placed	View Document
Any additional information	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 37.14

5.2.2.1 Number of outgoing students progressing to higher education

Response: 26

File Description	Document
Any additional information	View Document
Details of student progression to higher education	View Document
Upload supporting data for student/alumni	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 20

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

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) during the last five years.

Response: 22

5.3.1.1 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 wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
06	07	08	01	0

File Description	Document
Any additional information	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The Students' Council is an important constituent of the college structure. An emboldened Students' Council strengthens the institution and makes it truly democratic. Vidya Prabodhini College Students' Council is governed by Goa University statutes and bye-laws for transparent functioning. It functions as below:

- The elections are held by ballot in accordance to the system of simple majority votes.
- Every student of the college has the right to vote in the election of the various positions of Students' Council like General Secretary, Ladies Representative, Class Representatives etc.

- The Students' Council has no political affiliation.
- Student candidate contesting the election must be a regular student of the college and must fulfil the required conditions for the elections.

It is constituted under the guidance of the Principal and Vice-Principal. It comprises of :

1. General Secretary

2. Lady Representatives

3. Division Representatives

4. Sports Secretary

5. Cultural Secretary

At the university level, a University Class Representatives (UCR) is elected who function as the representatives of the students of this college at the affiliating University.

The Students' Council of the college is vibrant and dynamic. It takes the lead in extra-curricular activities of the college. It organizes a Talent Hunt programme (3 days)-"Srujanostav" which is an inter-class 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 co-operation 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

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 18.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
24	20	22	21	7

File Description	Document
Any additional information	<u>View Document</u>
Number of sports and cultural activities / competitions organised per year	<u>View Document</u>

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

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 113 registered members.
- 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 was utilized for purchasing Samai, idol of goddess Saraswati and Tabla. There is also active participation of the alumnus in social activities. A group of ex-students are associated with NAYA SWARG-NGO.

5.4.2 Alumni contribution during the last five years
<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	<u>View Document</u>

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 2

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	00	00	00

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

OUR VISION: Excellence Everywhere Everytime

OUR 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, and the stages that are followed in decision making are as under:

1. Needs/opportunities/challenges/issues are identified by the Principal /other stakeholders.
2. Requisition/proposal/application is sought from the stakeholders.
3. Principal studies the requisition/proposal, and seeks further clarification if required.
4. Principal consults the Vice-Principal, senior faculty members and other stakeholders about the feasibility and viability of the concerned proposal.
5. In case of non-routine/significant matters, the same is forwarded to the Managing Committee for their approval; in case of routine matters, decisions are taken by the Principal.
6. On approval, the Principal sends the proposal to the concerned officials for necessary action and execution.

The institution takes following measures to maintain positive work culture in consonance with the institutional Vision & Mission:

1. Management convenes joint staff meetings to keep abreast of the institutional functioning, while infusing the staff members with new ideas and motivation.
2. The Principal, in co-ordination with Vice-Principal and faculty, looks after the smooth functioning of the regular activities of the Institution.
3. Meetings are held with committees/bodies comprising of representatives of staff, student, parent, industry and alumni of the institution to conduct curricular, co-curricular and extra-curricular activities.
4. The Principal consults and seeks advice from the College Advisory Committee, Parent-Teachers Association and Local Managing Committee of the Institution in formulation of institutional policies.

PERSPECTIVE PLANS

1. To start degree courses in Bachelor of Computer Application & Bachelor of Business Administration. Necessary permission has been obtained from the concerned authorities.
2. To start an M.Com program.
3. To incubate a research culture in teachers and students, through formation of "Anusandhan Prabodhini" Research Centre.
4. To start skill enhancement and add-on courses.
5. To start "Natya Prabodhini", "Sangeet Prabodhini" and "Vyavsay Margdarshan Prabodhini".
6. To start IGNOU Center for undergraduate and post graduate programs.

TEACHERS IN DECISION MAKING BODIES

1. The Principal and Vice-Principal execute the institutional roadmap through different committees and bodies.
2. The teachers actively participate in various academic, co-curricular, extra-curricular activities and administrative functions.
3. Conveners/Chairperson of various cells/committees such as Discipline Committee, Examination Committee, NSS Unit, Sports Council, Students' Council, Research & Consultancy Cell are empowered to formulate plans and guide committee in accordance with the UGC/University guidelines and the Institutional vision and mission.

6.1.2 The institution practices decentralization and participative management

Response:

The management believes in collaborative and co-operative work culture and the Institutional practices are designed along these lines. The process of de-centralization has helped the Institution in nurturing healthy management practices.

The process of **participative management** is achieved through the induction of teaching and non-teaching members in the Local Managing Committee. Suggestions and views put forth by the teaching and administrative staff and other stakeholders are given due place in the decision-making process. Joint meetings of the management, staff members and other stakeholders provide forums for consensus oriented discussions on major issues. Decisions are subsequently taken by the Managing Committee.

CASE:

Student Welfare Fund

Situation:

The Institution was set up and is managed by common citizens mostly from the field of education, who have no financial might. The issue of a lack of funds, especially with regard to student welfare fund, posed

a great challenge to the college.

Objectives:

1. To facilitate the welfare and development of the students particularly for those coming from economically weaker sections as well as socially backward classes.
2. To support infrastructure development of the institution.

Strategy:

Create an alternate source of funds for students and institution.

Action:

The then Officiating Principal took the initiative in holding a staff meeting. The members put forth their candid views, giving suggestions to achieve the goal of establishment of a student welfare fund. The deliberations, carried out in a democratic and participative manner, led to a decision based on consensus wherein, it was decided that the teaching and administrative staff would contribute a fixed amount every month from salary, towards the setting up of the student welfare fund. The teaching faculty volunteered to contribute Rs. 200 each month and the non-teaching faculty volunteered to contribute Rs. 100 every month towards the student welfare fund. As on today, the same stands at Rs. 600, Rs. 400 and Rs. 200. The total corpus generated for the purpose is Rs. 2,36,000/- as on 31st December, 2017.

Measurement of Success:

From the date of inception of the fund till 31st December, 2017, **Six students** have availed benefit to pay their **admission fees**. Students' welfare Fund was also utilize to provide facilities like **Backdrop curtain and window curtains**, **Cupboards for Examination Section and Geography laboratory** , **Digital Point & Shoot camera**, **Video Camera with Tripod** and **Sofa set**.

This approach of **jointly working towards helping the students** further strengthens the Institutional **esprit de corp**.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

CASE:

STRENGTHENING STUDENT ENROLLMENT

Situation:

The institution is the youngest college in the region, and is located between two major cities of Panaji and Mhapsa. Along with, the institution is flanked by four established and reputed colleges in the district. Due to these reasons, students have traditionally gravitated towards these urban centres and colleges. Hence, building upon the reputation of the institution and attracting students to the college was a challenging proposition.

Objectives:

1. To build institutional reputation and goodwill.
2. To increase and sustain the number of students' admission.
3. To make the institution centre of excellence for learning.

Strategy:

To build up the institutional reputation and academic goodwill, and In order to create a unique identity for the College by creating contact points between the institution and the local communities by undertaking wide-ranging outreach activities.

Tactics:

1. Participate in intercollegiate events and competitions, and organize community-oriented events with an aim to make a mark.
2. Use the success to focus the limelight on the college by getting the print/social/electronic media to cover the activities, achievements and events of the college.
3. Approach journalists for exclusive college-centric articles
4. Exploit the locational advantage of the institution thereby increasing its visibility.
5. Leverage the buzz thus created to attract more students and parents to the educational and co-curricular opportunities the college offered

Action:

1. The National Service Scheme is the bedrock of its **community outreach program**, with volunteers participating in several community-service activities. **18 NSS volunteers** have attended **national-level camps**.
2. The institution provides the best of coaching and equipment for students; **22 National Medals, 22 State Medals, 47 University Medals and 2 inter-collegiate championships** testify to the results**.**
3. The Institution, through its Students' Council and Department of Sports organizes **state-level competitions** for students and faculty; and also motivates and trains its own faculty and students to

    participate in various inter-collegiate and state-level events.

4. The institution is an established **Hub of Exam and Study Centre,** being recognised as a Centre for Company Secretary Examination conducted by Institution of Company Secretaries of India; State Eligibility Test (SET) conducted by Savitribai Phule Pune University; National Accounting Talent Search Examination conducted by Indian Accounting Association. The institution is also a Study Centre for IGNOU and National Institution of Open Schooling of MHRD.

5. The institution has organized over ten international, national and state-level **workshops, conferences/seminars, talks, and certificate courses** for academic staff and students of different institutions, unfurling the institution's standard in the academic and research arena.

6. **Press & Publicity:** The institution disseminates press-releases in news media in Goa. Advertising media like banners, pamphlets and newspaper advertisements, social media like Facebook is judiciously used to upload activity reports of the institution tagging students. Faculty members have visited higher secondary schools to orient students on various institutional, academic and extra-curricular activities.

Measurement of Success:

The strategy has achieved success, as can be seen in the rise in the number of admissions so much so that aspiring candidates are today on the waiting-list.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

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.

Other Working Committees:

1. **Admission Committee:** Counsels applicants & their parents, and serves as a source of information, helping them with the admission process.
2. **Students' Council Committee:** The Institution encourages self-governance for growth & leadership through a representative body of the student community.
3. **Examination Committee:** The Committee is in-charge of all matters pertaining to the intra semester assessment (ISA) and the semester end examinations (SEE) of the First and Second Years of the B.Com and B.A.B.Ed. programs. The committee is also well supported by **Unfair Means Committee, Grievance Committee:**
4. **ISA Monitoring Committee:** The Committee monitors conduct of ISA.
5. **Time Table Committee:** The Committee prepares & monitors the allocation of class hours and structures the academic program.
6. **Anti-Ragging Squad:** Constituted as per statutory norms.
7. **Research & Consultancy Cell:** The Cell promotes research culture amongst teachers and students by conducting varied research related activities.
8. **Internal Quality Assurance Cell (IQAC):** Formed as per the guidelines, the institution has a proactive IQAC cell.
9. **Career Guidance and Placement Cell:** The purpose of this Cell is to apprise students of the emerging work related/job opportunities and impart to them sound counsel for effective career planning.
10. **Parents Teachers Association (PTA):** The Association provides the parents a forum to voice their opinions and participate in policy making of the Institution.
11. **Alumni Association:** It provides a forum to our ex-students to share their experiences, information and views in pursuit of further strengthening of the institution.
12. **Committee for Other Backward Class (OBC):** The Committee looks into all matters related to OBC students.
13. **Committee for SC/ST:** The Committee looks into all matters related to SC/ST students.
14. **Internal Complaint Committee:** Constituted as per statutory norms.
15. **Anti-Ragging Committee:** Constituted as per statutory norms.
16. **Discipline Committee:** The students who engage in academic misconduct or violate the discipline of the Institution are brought before the Discipline Committee.

Service Rules, Procedures, Recruitment, Promotional Policies

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

1. Statutes and ordinances of Goa University, Goa.

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.

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination
A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
Screen shots of user interfaces	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

CASE:

A case of student indiscipline pertaining to three students of the F.Y.B.Com program arose in the college. The students displayed arrogant behaviour, flaunted a careless and casual approach, used abusive language, creating nuisance in the class and showing disrespect to teachers, thereby setting a bad example to peers. As the Institution believes in transforming the students' behaviour through a process of counseling and not by punishing, the authorities decided to look into this issue, and find a solution which would help to bring positive change in the students. The Principal had an informal interaction with the Attendance and Discipline committees and requested their conveners to look into the issue.

A special meeting of the Attendance and Discipline committees was convened to study the case. The members were clear that for the efforts to bear fruit, parents and teachers would have to go hand-in-hand.

The members decided to take recourse to a humane and positive approach by attempting to understand the root cause of the behaviour, over delivering retributive punishment, to transform the students' behaviour.

The following measures were recommended:

1. Home visits to interact with parents, and inviting parents to college on a regular basis.
2. The students were to be counseled by the members of the two committees every week to keep a check on their progress.
3. Consistent effort to create self-realization about the consequences of their behaviour and to bring about transformation in behaviour and attitude through a friendly and informal approach was to be focused on.
4. A clear picture regarding the university requirements pertaining to the attendance was to be given to the students.
5. The students were to be explained about the consequences of their actions such as absenteeism.
6. Moderate warning to be given to the students regarding the consequences of their action.
7. An undertaking from the parents and the students was to be taken to ensure that the present undisciplined behaviour of the students did not continue. However, the focus was on getting the students to commit to a change in behaviour, rather than just the written undertaking.
8. The students were to be given a clear picture of the possible adverse consequences of their actions.

Impact of the implementations of the decision of the above two Committees:

1. The students showed marked improvement in their behaviour in class and also towards other students and teachers
2. The parents-child relationship became more affectionate and caring.
3. Their attendance showed improvement as they began to attend college regularly
4. These students attended remedial classes
5. The results of the students improved over their previous semesters.

These Committees worked in a co-ordinated manner and were effective in achieving the objectives for which they were set up. The resolutions adopted by the Committees and as recorded in their minutes have been effectively implemented with positive result and outcomes which have helped the institution in functioning as per its vision and mission.

6.3 Faculty Empowerment Strategies

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

Response:

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. **All leaves** (Earned Leave, Casual Leave, Maternity Leave, Child Care Leave, Paternity Leave, Study Leave, leave for Faculty Improvement Program - FIP, Extraordinary Leave, Medical Leave, Duty Leave, Sabbatical, Leave Not Due), **Lien on posts, allowances** (Dearness Allowance, Traveling Allowance, House Rent Allowance) and **concessions** (Leave Travel Concession) are made available to employees as per Goa University statutes, Government of Goa and Central Government regulations.

4. 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.

5. **Canteen:** The institution has a canteen which provides good quality food at reasonable price.

6. **Birthday Celebrations:** The institution celebrates staff-members' birthdays, thereby creating belongingness amongst the staff.

7. **Wedding Gift**: Staff members contribute towards a common wedding gift.

8. **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.

9. The Management organizes **staff lunches** during joint staff meetings and celebrates festivities for the faculty members, to keep up the spirit of camaraderie amongst them.

10. **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.

11. Staffroom is provided with separate **Ladies and Gents washrooms**.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 42.37

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

2016-17	2015-16	2014-15	2013-14	2012-13
3	5	5	4	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.8

6.3.3.1 Total number of professional development / administrative training programs organized by the

Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	3	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 33.67

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	4	1	4	0

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Performance Appraisal for Staff

Performance appraisal of the staff helps the institution to measure the Key Performance Area of the faculty, map the career progression of staff members, and evaluate the contribution of each staff member to the institution. This allows the institution to guide them to overcome their deficiencies and improve upon their performance. The following mechanisms allow the institution to gather data on faculty 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 to its employee.

4. **Promotions** are based on Career Advancement Scheme **(CAS)** and Academic Performance Indicators **(API score)** as required by the University Grants Commission**.**

5. **Confidential Report for Performance Appraisal of Non-Teaching Staff:** A confidential Report of all the non-teaching staff is maintained as per the Goa Government service rules.

6. **Student Feedback:** 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.

7. **Teaching Plan:** At the beginning of each term, each teacher prepares and submits a course-wise academic plan to the Principal, who appraises it at the end of each semester. A self-declaration on syllabus completion as per the teaching plan is submitted by the faculty to the Principal.

8. **Monthly Report:** Course-wise monthly reports on lectures scheduled, engaged and missed, along with extra lectures taken are submitted to the Principal.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution has been conducting regular external financial audit since the financial year 2012-13. The College Accountant prepares financial and other statements and supporting documents for the financial audit under the guidance of the Internal Audit Committee and presents it to a certified Chartered Accountant for audit. The College Accountant maintains a regular communication with the Auditor so as to clarify any queries on various aspects of the statement of accounts. Correcting these queries while audit is in progress reduces the scope for objections. Audit reports for the years 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17 were found satisfactory by the Chartered Accountant.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)

Response: 1.19

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.5	0	0.5	0	0.189

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The institution, being amongst the youngest colleges in Goa, in the year of its inception, had all its expenditure managed by Prabodhan Education Society, its parent institution, through optimum mobilization and utilisation of resources, primarily from various private sources such as donations and sponsorships.

The Institution, subsequently, was accorded the status of **Grant-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 Institution has also explored various approaches to mobilize resources from other sources to fulfill its short term and long term needs. The following strategies are adopted for mobilization of resources for the Institution:

1) Renting out of the College Premises (Class Rooms): The college rents out its premises, when they lie vacant such as during holidays and Sundays, to various other educational bodies for academic purposes. Our institution is a recognised Centre of Company Secretary Examination conducted by Institution of Company Secretaries of India; State Eligibility Test (SET) for Assistant Professor accredited by U.G.C. and conducted by Savitribai Phule Pune University; National Accounting Talent Search Examination conducted by Indian Accounting Association.

2) Student Welfare Fund: The members of the teaching and the non-teaching faculty contribute every month from their monthly salaries towards a student welfare fund, which helps in easing the educational expenditure of those students belonging to the financially weaker sections of society.

The funds generated have been spent on achieving various developmental works for the Institution in order to achieve educational excellence for the students as well as for the expansion of infrastructural facilities for teaching purposes. The following was purchased from the amount generated through resource mobilization during the last five years.

1. Cupboards for Examination Section and Geography laboratory
2. Digital Point & Shoot camera
3. Video Camera with Tripod
4. P.A. sound system
5. Sofa set
6. Backdrop curtain and window curtains
7. Air conditioner

As can be seen from above, the institution managed to mobilize sufficient funds in spite of various constraints faced by the relatively new Institution, and the same has been utilized to bring about the necessary infrastructural development of educational facilities in the Institution.

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

Response:

The IQAC Cell strives to promote measures for the Institutional functioning towards quality enhancement through improvement of internal quality culture, and by institutionalizing best practices. The IQAC of the College has arranged talks and introduced several practices to enhance quality of existing work culture. Following are two of the best practices recommended by the IQAC, which highlights the innovative and proactive nature of the Cell:

Student Home Visit Program:

Students' academic success speaks volumes about the institutional quality. Besides developing a strong teacher-student relationship, the institution also believes in having a healthy teacher-parent rapport for encouraging healthy teaching-learning process; keeping this in mind, the IQAC suggested measures to create a formal framework for the nascent student home visit program. The Home Visit Program (HVP) is a unique practice wherein the teachers, after office hours, visits students' homes to build rapport with their parents and to update them about their ward's progress, since many students are first generation learners. The faculty members consciously avoid using a complaining tone while discussing their ward's performance. The home visits play a key role, helping the institution achieve its objective of seeking feedback from stakeholders for the improvement of the institution's performance.

Felicitation of Staff on Academic Achievements

The quality of any organisation rests upon the quality of its human resource. The Institution takes pride not only in having highly qualified quality teaching staff but also in the quality of its non-teaching staff. The IQAC strives to enrich the quality of the Institutional human resource, not only by ensuring an environment conducive for further education, but also by nurturing a learning attitude through felicitation programs on academic achievements. The institution has a firm belief that the thrust of any college depends not only on quality of its teaching staff but also on the role played by its support staff; thereby initiating activities to groom teaching and non-teaching staff. The institution, based on IQAC suggestions, felicitates teaching as well as non-teaching staff for their academic achievements. The institution, besides planning felicitation programs, also invites esteemed dignitaries from academic field for felicitating the staff. Along with inspiring many of the teaching and non-teaching staff to pursue their further education, this thirst for education also motivates students to pursue their careers with zeal.

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

Response:

Multimedia-enabled Classrooms:

In pursuit of quality education, the institution has provided the best of facilities which include modern chair tables, LCD projectors, interactive smart boards, and free internet facility, to mention a few.

The aim to enhance the teaching-learning process through sensory experience got an impetus, when IQAC recommended installing multimedia systems permanently in each class. The multimedia systems allow the teachers to show course related documentaries, interviews, movies and other related matter there by enhancing the learning experience of the students.

Online Student Feedback on Teacher Evaluation:

The institution followed a manual system of collecting and analyzing the feedback, which was not only time-consuming but also an environmentally unfriendly practice. The IQAC proposed that the institution adopt an online feedback system, which would, along with saving paper and resources, make the process easier to implement, and simplify the analytic process. The institution took up on the suggestion, and using the resources available in-house, developed the software, giving the institution proprietary control over the software. The institution proposes to copyright the software in the near future.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0.6

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	[View Document](#)

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

1. Professional Development Program organized for the Teaching Staff and Non-Teaching staff

The institution understands that creation and implementation of training and development strategies is essential in order to develop the efficiency and quality of human resources. The institution organizes training and development programs for its teaching staff every year to boost the morale of the staff, and also motivate them towards successfully achieving their tasks. Workshops, conferences and talks on practical skills such as writing effective research proposal, academic performance indicators, and positive thinking are periodically organized. The institution invites experienced resource persons from various disciplines. Such workshops help the staff to face the educational and environmental challenges, improve efficiency, smoothens the communication flow, and motivates them to learn and give their best for overall development of students.

2. E-Governance in Exam Administration:

The Institution has introduced 'College Administration ver 1.0' software to take care of examination-related work such as generating ISA attendance and mark-sheets, inputting NSS, Sports and general grace marks, and generating consolidated and individual mark-sheets for First Year and Second Year examinations. The software also helps to generate exam-related statistics such as the gender-wise breakup of students appearing for the examinations, result analysis and keeping track of students' progression.

3. Online Admissions

The institutional website, along with providing institutional information and details, also facilitates MIS through the e-admission facility. Prospective students can fill out admission forms, scan related documents such as mark-sheets, and submit the same to the institution while downloading a copy for themselves, all at a click of a button. This not only enables the institution to maintain student data in a more organized manner, but also increases efficiency of the admission process.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 4

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	1	1	1

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)
Report of the event	[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:
    1. Safety and Security
    2. Counselling
    3. Common Room

Response:

With more than 50% of its students and staff comprising of girls and women, Vidya Prabodhini College has laid a consistent emphasis on inculcating gender-sensitivity in its actions. Utmost care is taken to provide safety and security to the students of the college. Faculty members are sensitized on the need to handle issues on a case-by-case basis, especially while counseling and catering to the medical needs of the students.

- Lady faculty members are charged with handling issues related to female students, whether in personal or academic matters. A qualified lady counselor is appointed for student counseling, to make girl students more comfortable with divulging their personal details.
- Besides providing immediate medical aid to a student, who falls ill while in college, s/he is taken to her/his home and is accompanied by a faculty and MTS staff; in the case of girl students, a lady teacher accompanies the student. In case of extreme medical emergencies, students have been taken to the State hospital, either in ambulance, or in personal cars of the faculty.
- Lady teachers are appointed as NSS Program Officers, and are deputed to the NSS Special Camps for the entire duration of the camp. Special counseling sessions are held for female volunteers by

lady teachers before NSS Special camps.

- Teachers accompany students for cultural and other activities outside the college; lady teachers are deputed in case girl students are participating. Once the event concludes, the teacher follows up on whether the student has reached home; in certain cases, the institution arranges transport for the student.
- Ladies Representatives are elected/nominated to the Students' Council, with one girl representative for First, Second and Third years each of B.Com and B.A.B.Ed programs.
- Talks on health and hygiene are periodically conducted by faculty and gynecologists; girls are addressed separately to help them overcome any shyness or embarrassment.
- A sanitary pad dispensing machine and an incinerator has been installed in the girls' washroom to achieve the twin purposes of providing affordable access to sanitary care and providing a hygienic disposal mechanism. A lady sweeper has been appointed on a daily-wage basis for cleaning the girls' washroom.
- Separate **common rooms,** one for the boys and for the girls, cater to the students requirements. The rooms are spacious and well-ventilated rooms, and have provisions for resting and dining, with a wooden cot, and seating facilities being made available. Other facilities include curtains, medical response facility, stretcher, and first aid.
- The institution has appointed a security guard; the campus is also under CCTV coverage.

Students are imparted training in judo and karate after college hours, with the college appointing qualified instructors in each discipline. The institution has organized a demonstration on self-defense techniques, with more to be scheduled as part of co-curricular activities.

7.1.3 Alternate Energy initiatives such as:

1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 47.26

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 21.2

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1.84

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 8.68

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The institution has formulated a Waste Management Policy, which governs the effective collection, segregation, recycling, management and disposal of all waste.

Under this policy, the college complies with all central and state legislative requirements governing the disposal of waste to dispose of waste in a responsible and legal manner. Procedures are in place to facilitate compliance. Staff and students co-operate and support the College Waste Management Policy by reducing the volumes of waste produced on campus, re-using products wherever possible, and using the facilities provided to segregate waste at source to facilitate recycling.

Measures implemented include:

- 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.
- Selling of newspapers and paper waste to scrap-dealers for reuse or recycling.
- Disposal of e-waste generated at the institution at the state government recycling plant through a recycling agency, '**Group Ten Plus'**.
- Installation of an incinerator to dispose of sanitary pads and other bio-waste.
- Construction of a septic tank to dispose of sewage sludge.

Garbage collected and segregated during the cleanliness drives initiated in localities under the Swachch Bharat Abhiyan was disposed of by coordinating with local governmental bodies.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The college is conscious of the necessity of having a rainwater harvesting mechanism within its campus. 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 high financial costs and heavy manpower required to cut into the rocky terrain of the area, however, prevents the college from implementing measures such as building groundwater recharging pits. Keeping these challenges in mind, the institution is exploring innovative measures to achieve the objectives.

However, this has not deterred the college from its goal to enforce water management and harvesting techniques. During tree-plantation drives conducted by the institution around the state, volunteers dig extra pits around the area to trap rainwater. Students are also encouraged to take up similar activities in their localities. Field trips to sites, where water harvesting measures have been implemented, are conducted to give students a first-hand experience of the techniques. Similarly, the college makes efforts to raise public awareness on the need for water conservation and rainwater harvesting through a range of activities such as street plays, rallies and poster-making competitions.

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The institution undertakes a number of measures to ensure an eco-friendly campus and to promote an eco-friendly attitude in students and other stakeholders.

- Students are encouraged to inculcate eco-friendly habits such as switching off lights, fans etc. when not in use and using water sparingly.
- The institution discourages the use of private vehicles among the students. Almost 60% of the students travel by **public transport** to the college; a few students travel on bicycle. Faculty members are encouraged to carpool wherever possible.
- The institution has initiated the process of shifting to LED lighting, and energy efficient electronic and electric equipment.
- Since the college is situated in a semi-urban area, the local government authorities have constructed wide, well-lit, pedestrian-friendly roads, with speed breakers and footpaths.
- The institution endeavors to achieve a plastic-free campus through measures such as discouraging the use of plastic in academic-related activities like assignment submission in plastic folders.
- Water filters have been installed to minimize the purchase of bottled drinking water by faculty and students.
- **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. The NSS Unit has successfully collected and sent for recycling more than 250 Kg of plastic waste. The college campus is plastic-free and the usage of plastic by staff

and students is discouraged by the college.

- Use of paper is also discouraged at all levels by the Institution. Various initiatives like using social media, giving e-notes to the students and receiving online feedback for Teacher Evaluation have been taken to create a paperless environment. To implement the **paperless office concept,** notices, minutes of meetings, salary slips and such documents are e-mailed to staff members.
- 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. The college also has initiated **Green Campus** project, wherein students donate one potted plant for campus beautification.
- 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 Association-Colvale", to provide landscaping and shade-giving saplings for plantation under its *Vanamahotsav* programme.
- The club also 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"**. An exhibition of Goa's unique biodiversity, with exhibits of an array of medicinal plants, was also held for students of the college and schools.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.07

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.040	0.018	0.055	0.028	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**

7.Special skill development for differently abled students

8.Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 17

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	5	1	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document](#)

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 22

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	6	5	5	1

File Description	Document
Report of the event	[View Document]
Details of initiatives taken to engage with local community during the last five years	[View Document]

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	[View Document]
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document]

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	[View Document]
Provide URL of website that displays core values	[View Document]

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document]

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	[View Document]
Provide link to Courses on Human Values and professional ethics on Institutional website	[View Document]

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	[View Document]
Provide URL of supporting documents to prove institution functions as per professional code	[View Document]

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 35

File Description	Document
List of activities conducted for promotion of universal values	[View Document]

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

To harness and attune the potent energy of the students towards the right direction to create a progressive and prosperous nation, the college has rigorously pursued the motto of *Excellence Everywhere Everytime*. The college also celebrates national festivals and birth and death anniversaries of great Indian personalities with equal zeal.

National days, like Independence Day, Republic Day and Goa Liberation Day are celebrated with fervor. Birth and death anniversary celebrations of renowned Indian leaders like Chhatrapati Shivaji, Mahatma Gandhi, Swami Vivekananda, and Sardar Vallabhbhai Patel are organized with equal zeal.

Notified days such as Shiv Jayanti, Gandhi Jayanti, NSS Day, National Librarian's Day, Rashtriya Ekta

Saptah, are observed by conducting various events and activities for the students of the college. **National Youth Day** is celebrated every year in which Swami Vivekanada's philosophy on education is highlighted and its importance to the students is foregrounded. A special talk on the occasion of Sharda Shanti Samaroh (150th birth anniversary celebration of Swami Vivekanand) was organized in the college. Similarly, **National Sports Day,** marked to commemorate the birthday of Major Dhyanchand, is celebrated with a day-long sports activities being conducted.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The College is affiliated to Goa University under Statute SC-1 (Section 5(7) of Goa University Act, (1984), and is also recognized by University Grants Commission under Section 2(f) of the UGC Act, (1956). The Bachelor of Commerce program is governed by Ordinance OC-45, while the integrated Bachelor of Arts Bachelor of Education program is governed by Ordinance OC-54.

In the case of **staff recruitment**, the college follows the procedure laid out by the Government of Goa, and Union HRD ministry. In the case of a reserved category post, a representative from the same category is appointed on the Selection Committee. Advertisements are published in local and national newspapers, University News and on the college website. The entire process of recruitment is documented and submitted to the Directorate of Higher Education and Goa University.

The college comes under the purview of the Right to Information Act (2005), and has appointed a Public Information Officer (PIO), an Assistant Public Information Officer (APIO) and the First Appellate Authority (FAA) as mandated in the Act. Along with, the institution has implemented various provisions including proactive disclosure of certain kind of information such as information about the institution and the names of the PIO, APIO and the FAA on the institutional website. Additionally, the names of the PIO, APIO and the FAA are prominently displayed in the office, for the benefit of every citizen.

Administrative transparency is ensured by formulating standard operating practice manuals for all the committees constituted to ensure a smooth functioning of the college. Meetings are documented, and all administrative decisions are duly recorded.

To maintain **financial transparency,** an internal audit committee is constituted to look after the financial aspects of the college. The annual financial budget is prepared by the Principal, Vice-Principal, HoD, one teaching staff member and one non-teaching staff member and the Accountant. This is placed placed before the Local Managing Committee for consideration, which submits it to the Managing Committee for approval and utilization. The Accountant prepares the financial statement and other supporting documents for the external financial audit under the guidance of the Internal Audit Committee and presents it to a certified Chartered Accountant for audit.

Student admissions in B.A.B.Ed. are as per merit lists; seats are filled according to the reservation quota and as per statutory requirement. Along with the fee structure, the total number of available seats as per

reservation quota is published in the prospectus.

Academic transparency is achieved with the formation of the Examination, Grievance Redressal, and Unfair Means Inquiry committees, which follow standard operating practices. Setting of the exam question papers, conducting the examination process, and assessing answer books is executed under a well-laid out process. Transparency in curriculum execution is implemented with faculty submitting teaching plans and syllabus completion reports.

Student attendance is monitored using a manual roll call and bio-metric attendance; an attendance register along with biometric attendance is used for the teaching and non-teaching staff.

Records of staff are maintained in the form of service books and personal file.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice 1:

Title of the practice: Swayam-Siddhah (**??????????:)** incorporating 'Deeksha' samaroh, the Morning Assembly and the 'Deekshant' samaroh.

The attainment of wisdom begins with 'Deeksha', or the initiation ceremony. Here, students commit themselves to follow the path laid down by the teachers. It is a spiritual experience to the student where they are addressed by the eminent personalities from the field of education, who guides them to keep positive and creative approach for lifetime learning. Students are oriented towards the institution, rules, regulations, norms and practices they must follow during their journey of learning.

The Morning Assembly is conducted everyday which helps to create healthy environment for teaching learning. It motivates students as well as faculty members to focus on teaching learning process. It has an organized structure that has been designed to facilitate the holistic growth of the student, and set a positive tone for the hectic day in the life of the student.

At the end of the degree program, the 'Deekshant' Samaroh (ceremony) is conducted. Here students are asked to share the experience about their journey during the degree program. On this day, the students are guided to take the first footstep towards their career and are urged to take every positive thing that they learned during their student life to create a footprint while walking on the path of their career, profession and social life.

Best practice 2:

Title of the practice: *Ankur* – **Personalized Student Care and Support**

When the college was instituted, faculty members, with their experience in previous colleges, foresaw

several student-related issues that were likely to surface. To take preventive measures, the institution implemented a series of steps. These measures, while aimed at achieving common goals, however, seemed disparate. The IQAC, formed in 2015, recommended that these measures be streamlined and a structured approach be adopted for their implementation. The execution of the program is divided into three distinct parts i.e. Personalized Counseling, Value Education and Fostering a Conducive Environment.

Best Practice 3

Title of the practice: **C.L.E.A.N. (Conducive, Litter-free, Eco-friendly and Ambient Neighborhood)**

- The idea first germinated, when, observing the youth of the state show a feeling of apathy and disinterest towards environment, the college felt that higher education had not adequately addressed this issue.
- Rather than cursing the darkness, the college decided to light the proverbial lamp.
- By awakening an environment-friendly consciousness among students and other stakeholders, the college hoped to create love and care for environment in the students of the institution.
- It was hoped that any measures taken would induce behavioral change in stakeholders, and thereby create a ripple effect, effectively turning the tide in the long term.
- To achieve the goal set forth above, the institution conceptualized the C.L.E.A.N. Project.

Note: The detail explaination of each Best practice as per NAAC Format has been uploaded in Any Additional Information.

File Description	Document
Any additional information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Service to Society

The Prabodhan Education Society, under whose aegis the college functions, has its basis in service to the society. The Prabodhan Education Society began as an institute for slum children to bring them on par with regular school goers. This noble legacy has been carried forward to all its institutions.

Any college aims at an all-round development of its students which includes academic, sports cultural and spiritual areas. But Vidya Prabodhini College shows its distinctiveness by having all round development of its students at not only academic, sports, cultural and spiritual level but also in fulfilling their social responsibilities. **This is in sync with its vision of Excellence Everywhere Everytime.**

This concept of inculcating a habit in every student to be responsible not just towards their family but also

to the society, definitely helps in transforming a student into a responsible citizen of the country.

Life is precious and saving human life by donating blood is indeed a service/act which the teachers and students at Vidya Prabodhini College perform by organizing and participating in **blood donation camps** every year. The **Red Ribbon Club** maintains a register of all donors, so that donors can be reached out in case of emergencies.

"Cleanliness is next to Godliness" is a thought **that is deeply imprinted in the minds of our students through various talks and cleanliness drives.** Also the democratic importance of voting rights is highlighted. The students are also encouraged to reach out to the poor sections of the society and contribute towards providing relief to people affected by natural calamities. Some of the social initiatives in this direction are:

- Cleanliness encouraged within the campus.
- A massive cleanliness drive under Swachh Bharat Abhiyan was conducted across **the** state of Goa.
- **Voter's awareness rally.**
- **"Joy of Giving"**
- **Uttarakhand Relief fund** and **Jammu and Kashmir relief fund.**

Vidya Prabodhini College promotes active participation of all staff in social activities. This in turn motivates the students to accomplish their individual social responsibilities. These are some of the instances where students have contributed to the society after gaining training from the college:

- Ramnath Gaonkar, provides training for the students of the institute in Rope Skipping.
- Nilufer Javali, a student of T.Y.B.Com trains the Girl students at Anjooman Nurul High School Panaji, in Judo.
- Ex-students, Nagesh Marathe, Rajasab and Raju Attar, have come up with an NGO Naya Swarg to help the needy of the society. Vidya Prabodhini College has also assisted these students to organize a National Integration Song competition.

This distinctive quality of service to society - defines the very ethos of Vidya Prabodhini College. The various social activities demonstrate its **performance** in the distinctive area of being socially responsible. Through such achievements, the social commitment that the Prabodhan Society envisioned is fulfilled.

5. CONCLUSION

Additional Information :

The institution, when not used for the academic purpose, forms the **pivot of a social ecosystem**, and is a **hub of community activities**. This can be seen in the way the local community including local citizens, academic and other organizations use the premises in the early mornings, evenings, weekends and holidays for an array of social, spiritual, cultural, sporting and co-curricular activities. Consequently, the campus remains open from 5:00 am to 10:00 pm, seven days a week. Several clubs such as Laughter Club and Senior Citizens' Club , use the facilities. Satsangs, Sanskrit classes, Yoga Classes, activities of Kreeda Prabodhini, services of the Legal Aid Cell of Salgaoncar Law College, and activities of Hindustan Scouts and Guides, and Bharat Scouts and Guides, are also regularly held here. Jan Shikshan Sansthan (a union government funded body) and Vidya Bharati NGOs working in the field of education regularly use the premises to conduct activities such as science exhibition and shibirs. The campus is also used as a campsite by different schools and organizations.

Concluding Remarks :

The strength of the college is in the commitment, dedication and unwavering efforts of its management, staff and students, to achieve its dreams. The success achieved by the college in the last five years has set a pace for future endeavours. The college proposes to start B.B.A and B.C.A. programmes. Add-on courses that supplement the elective courses offered by the college are in the pipeline. College constantly makes efforts to upgrade the infrastructure to facilitate productive and effective learning environment. Teaching staff is motivated to attend Faculty Development Programs to enhance their skills and learning. College is on its way to start a Research Centre and Journal. Students' achievements are acknowledged and highlighted during the morning assembly to set a demonstrative effect among the peer group. Helmed by the NSS Cell, the college inculcates a service-oriented character in its students through community extension activities. Over the years, projects like planting trees, garbage disposal awareness drive, Swachh Bharat Abhiyan, blood donation, anti-plastic drive, voters' awareness drive have been organised, many of which are taken-up as annual activities. National festivals and birth anniversaries of national leaders are celebrated with great fervour. Having a strong belief in the teachers' role in the academic and personal growth of the students, the institution has incorporated the **Mentorship program and home visits**. The institution shares an excellent rapport with the parents and care-givers of the students through an active Parent Teacher Association. Prabodhan Education Society's vision thus continues with its committed service to the society.