

Vidya Prabodhini College of Commerce, Education, Computer &  
Management. Parvari, Goa. 403 521

**Internal Quality Assurance Cell (IQAC)**

**Action Taken Report (Year 2021-22)**

## **Action Taken Report of Meeting held on 24<sup>th</sup> November, 2021**

### **1. Organize Yoga and Certificate courses for Community)**

- A Certificate course on “Basics of Banking Services” held from 15<sup>th</sup> November to 14<sup>th</sup> December.
- A Certificate courses on Yoga and Skill development will be held in Even Semester for the community in association with Chinmayee Vishwa Vidyapeeth, Kerala.

### **2. Role of PTA and Alumni in development of the College**

- A joint meeting of PTA, Alumni, Management and Staff was held in January 2022.
- The College will generate funds in form of donation (by ways of donation coupons) in association with PTA and Alumni Association.

### **3. Organize Blood Donation Camp**

- Blood Donation Camp was successfully held in December 2021. Total 46 Blood Bottles were collected.

### **4. Organize Workshop on skills to improve drafting of official correspondence**

- A course is designed for the non-teaching staff of the various colleges with regard to documentation of official correspondence.

### **5. Organize Workshop on GU ART Examination**

- A workshop on preparation of GUART Examination will be held for final year students.

### **6. Gap Analysis of previous year**



- Gap Analysis of first SSR is completed and Mock SSR for Second cycle of NAAC will be prepared.
7. AQAR & PAR Submission
- AQAR & PAR for the year 2020-21 had been submitted to NAAC & NCTE on 23<sup>rd</sup> December 2021 & 24<sup>th</sup> January 2022 respectively.

## **Action Taken Report of Meeting held on 3<sup>rd</sup> March 2022**

Suggestions received from the Hon'ble members in the meeting held on 3<sup>rd</sup> March 2022.

1. Organize courses on Vedic Mathematics and Coastal Tourism Management.
2. Conduct Workshops on Provisional Accreditation by NAAC in association with DHE, Goa.
3. Mobilization of funds if undertaken by the College, It should be done by PTA and Alumni Association separately
4. Conduct Workshop on Outcome based Learning.
5. Encourage Faculty Members to Publish in Scopus Indexed Journals.
6. Start B.Voc. Program in accordance with NSQF Guidelines.
7. Register the College on Academic Bank of Credit
8. Proposals to conduct the activities in association with the industry should be invited from the faculty members.
9. Talk on Mental Health and Physical Hygiene must be organized by the College
10. Workshop on Disaster, Fire and Emergency Management must be held by the College
11. Programs on social issues and awareness campaign about ill effects of Tobacco must be organized by the College.
12. Special and dedicated transport facility should be made available to the College Students the College.



1. Organize courses on Vedic Mathematics and Coastal Tourism Management.
  - The Suggestion is noted. Proposal under consideration. Our Maths faculty is working on Vedic mathematics.
2. Conduct Workshops on Provisional Accreditation by NAAC in association with DHE, Goa.
  - The College has submitted proposal to DHE to sponsor and organize five days FDP Programs in our college.
  - It has been in Principal by Director of Higher Education.
3. Mobilization of funds if undertaken by the College, It should be done by PTA and Alumni Association separately
  - The College has already opened two separate account of PTA and Alumni Association and they are functioning.
  - Alumni Association started fund collection for the development of the college.
4. Conduct Workshop on Outcome based Learning.
  - The Workshop will be conducted in next Academic year.
5. Encourage Faculty Members to Publish in Scopus Indexed Journals.
  - 7 faculty members published 8 Papers in Scopus/ UGC care list/ Referred Journals.
6. Start B.Voc. Program in accordance with NSQF Guidelines:
  - It is under consideration.
7. Register the College on Academic Bank of Credit
  - Waiting response from University
8. Proposals to conduct the activities in association with the industry should be invited from the faculty members.
  - Separate presentation will be done in this regard.
9. Talk on Mental Health and Physical Hygiene must be organized by the College
  - A talk was conducted on Mental Health on 4<sup>th</sup> May 2022 with collaboration with NSS & IQAC for T.Y. B.Com & T.Y.B.A.B.Ed. Students by Dr. Peter Castelinho.



10. Workshop on Disaster, Fire and Emergency Management must be held by the College

- The Govt. of Goa in Association with NDMA Govt. of India organized training for First aid, disaster relief, early warning & Communication. 14 students from our college participated in three days disaster management training programmes from 4<sup>th</sup> to 6<sup>th</sup> May 2022 at science park, pundalik nagar Parvari. We are in process of Tie-up with The Alpha Ascension Safety Consultant India (Pvt. Ltd.) Bangalore to start courses in Airport rescue and fire fighting.

11. Programs on social issues and awareness campaign about ill effects of Tobacco must be organized by the College.

- It is under consideration

12. Special and dedicated transport facility should be made available to the College Students the College.

- The college has contacted to Kadamba Transport authorities to start buses from major cities like Panaji, Mapusa to College.

## **Action Taken Report of Meeting held on 24<sup>th</sup> May 2022**

Suggestions received from the Hon'ble members in the meeting held on 24<sup>th</sup> May, 2022.

1. PTA and Alumni Association should play major role in fund collection for infrastructure development of the college.

2. Scholarship for deserving students should be provided.

3. College should conduct activities for community.

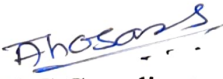
4. Activities should be conducted under the Research Development and innovation cell of the college.

1. PTA and Alumni Association should play major role in fund collection for infrastructure development of the college.

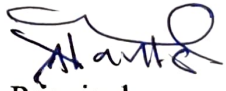




- Fund collection drive was conducted by PTA for infrastructure (Elevator) facility at the college. Approx. fund mobilized Rs. 50,000/-
2. Scholarship for deserving students should be provided.
- Scholarships are provided by the college through Student aid fund, Rotary club of Panaji and various departments of State/central government 8 state government Schemes – 94 students, National – 3 schemes- 36 students Private Institutions/ Club- 4 schemes – 15 students
3. College should conduct activities for community.
- The college has organised the following activities for the community  
Plantation drive Campus cleaning.
  - Visit to old age home
  - Beach Cleaning Drive Awareness drive on social issues.
4. Activities should conduct under the Research Development and innovation cell of the college.
- A Proposal is conducted to conduct 5 days FDP on Research Methodology is sent to DHE.
  - We also sent proposal to NAAC for 2 days workshop on the changing criteria of NAAC.
5. The Standing Committee of IQAC successfully scrutinize 9 files for promotion from level 10 to level 11.
- DHE has approved all the promotions.

  
IQAC Coordinator  
(Dr. Anil T. Thosare)

**IQAC Coordinator**  
**Vidya Prabodhini College of Commerce,**  
**Education Computer & Management**  
**Vidyanagar, Parvari - Goa.**

  
Principal  
(Dr. Bhushan V. Bhave)

**PRINCIPAL**  
**Vidya Prabodhini College of Commerce,**  
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**Internal Quality Assurance Cell (IQAC)**

**Action Taken Report (Year 2022-23)**

**Action Taken Report of Meeting held on 12th August 2022**

Suggestions received from the Hon'ble members in the meeting held on 12th August 2022.

1. Training programs and workshops on the revised guidelines of NAAC should be organized by the College.
2. College should conduct Green Audit and Energy Audit of the campus.
3. The staff should actively contribute to the Project Dishtavo of DHE regarding recording in Konkani.
4. The College should go for NIRF ranking in December, 2022.
5. More certificate courses and short-term courses should be started during 2022- 23.
6. Courses and lectures about entrepreneurship development must be organized by the College.
7. Audio Books should be available in the College Library.

1. Training programs and workshops on the revised guidelines of NAAC should be organized by the College.

- Workshop on "Understanding NAAC Assessment & Accreditation framework under new guidelines" was held on 14th & 15th October 2022 at Neo Majestic Parvari.

2. College should conduct Green Audit and Energy Audit of the campus.

- Work Assigned to Head clerk.

3. The staff should actively contribute to the Project Dishtavo of DHE regarding recording in Konkani.

- 25 Faculty members are engaged in recordings in English & Konkani as a part of DISHTAVO. In English total 174 modules were recorded and 45 modules were recorded in Konkani Language.

4. The College should go for NIRF ranking in December, 2022.

- The Registration for NIRF 2022 has submitted on the Portal.

5. More certificate courses and short-term courses should be started during 2022- 23.

Ongoing certificate courses are mentioned below

- Certificate course on fundamental analysis in capital market, organized in association with BSE institute & PARC



- Certificate course on Basics of Banking services 2.0 in association with TJSB Goa.
6. Courses and lectures about entrepreneurship development must be organized by the College.
- A session on entrepreneurship development was held on 30th July 2022.
  - A session on entrepreneurship as a career was held on 20th October 2022.
7. Audio Books should be available in the College Library.
- 10 Audio books are available in the college library. 3 Hindi 2 Marathi 5 English
- The process of uploading audio books on college website is in process.
8. Others – Workshops, Guest lectures and Training programmes –
- Vedic Mathematics Workshop 27th Oct, to 3rd Nov, 2022
  - Faculty Development Programme on Outcome Based Education held on 11th Nov, 2022.
  - Certificate course on Computer Literacy, E-content Development and Social Media handling held from 31st Oct, to 3rd Nov, 2022
9. Water harvesting plant has been installed in the college.
10. Solar panel have been installed.
11. Water conservation, Waste management & Development of green campus have been initiated by the college.

## **Action Taken Report of Meeting held on 29th November, 2022**

1. Approve Institutional Developmental Plan of the College
  - The IDP has been submitted to DHE on 30th November, 2022.
2. Approve AQAR for the Academic Year 2021-22
  - The Members of IQAC approved the AQAR 2021- 22. and it was submitted in December 2022

Suggestions received from the Hon'ble members in the meeting held on 29th November, 2023.

1. College should conduct Green Audit and Energy Audit of the campus.
  - Nodal officer for conduct of Audits has been appointed and agency to conduct audits have been identified and audits are conducted.
2. Prepare Self Study Report by February 2023.



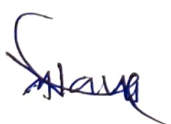
- The Draft of Self Study Report for second cycle of NAAC has been prepared and circulated among IQAC members.
3. Orient students about the student satisfaction survey.
    - Orientation Session for the students has been conducted and Mentors have been interested with the responsibility to take follow up.
  4. Conduct Certificate courses for Community.
    - Two courses in collaboration with Jan Shikshan Sansthan and TJS Bank have been completed and Two are under progress.
  5. Prepare Graduation outcomes for both the Programmes.
    - The work of preparing Graduation outcomes for both the programmes have been assigned to Education faculty.

## **Action Taken Report of Meeting held on 1st March, 2023**

1. Decision about Finalization of Standard Operating Procedures of the College
  - Received SOPs from working committees and office and submitted to a committee for review & Approved.
  - 1) 2. Inputs and suggestions from IQAC Members.
    1. College should conduct Administrative and Academic Audit, Structural, Gender & Divyagjan audit.
      - The process to conduct Audit has been initiated by the college.
2. College should have at least three research projects in association with the industry
  - No Action taken.

## **Action Taken Report of Meeting held on 5th May, 2023**

- AQAR 2022-23 has been approved by the IQAC for submission on the NAAC Portal.
  - All audits have been completed
1. Organize FDP on research, and education technology.
    - Proposal has been sent to DHE for Approval
  2. POs and COs should be uploaded on College Website.





- POs and COs have been uploaded on College Website.
- 3. Atmospheric Water Generator should be installed in the College.
  - Installed in the college
- 4. Courses with regard to waste management, sustainable development should be introduced by the College
  - The courses will be held in A.Y. 2023-24.
- 5. College should go for smart garden, smart navigation, butterfly garden, use of electronic bike by administrative staff for office work.
  - The work of Smart Garden has been completed. Smart navigation work is in progress.



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