

ACADEMIC YEAR 2016-2017

The Annual Quality Assurance Report (AQAR) 2016-17 of the IQAC (For Affiliated/Constituent Colleges)

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution Sant Sohirobanath Ambiye Government College of Arts and Commerce

- Name of the Head of the institution : Dr Gervasio S.F.L. Mendes
- Designation: Acting Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 0832-2201210/0832-2201276
- Mobile no.: 9422456220
- Registered e-mail: gcacpg@yahoo.co.in
- Alternate e-mail : ssagcaciqacl@gmail.com
- Address : Virnoda
- City/Town : Pernem
- State/UT : Goa
- Pin Code : 403512

2. Institutional status:

- Affiliated / Constituent:
- Type of Institution: Co-education/Men/Women: Co-education
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing

(please specify) : UGC 2f and 12(B)

- Name of the Affiliating University: Goa University
- Name of the IQAC Co-ordinator : Mr. Oscar de Noronha
- Phone no. : 2201210
- Alternate phone no: -
- Mobile: 9422456220
- IQAC e-mail address: gcacpg@yahoo.co.in
- Alternate Email address:

3. Website address: www.govtcollegepernem.org

4. Whether Academic Calendar prepared during the year?

Yes/No....**YES**.

if yes, whether it is uploaded in the Institutional website: No

Weblink: No

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B	2.85	2010	from: 2010 to: 2015
2 nd	B	2.74	2015	From 2015 to: 2020

6. Date of Establishment of IQAC: DD/MM/YYYY: 16/10/2015

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1. Proposal to Setup Research center	2016-2017	PG students of Commerce
2. Continue focus on research and publication	2016-2017	5
3. Introduction of Career focus and skilled based short term courses	2016-2017	23
4. Planning of extension of MOODLE program to all Department	2016-2017	All faculty members
5. Planning to sign MOU with public organization and NGO	2016-2017	2
6. Planning to introduce new courses	2016-2017	All Students

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
RUSA	RUSA1	RUSA	0	Rs. 10000000/-
NIL	0	0	0	0
NIL	0	0	0	0

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: YES

*upload latest notification of formation of IQAC : YES

10. No. of IQAC meetings held during the year: 3

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website..... YES

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

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

* MOU sign by Goa Institute of Public Administration and Rural Development (GIPARD)

* Short term Courses introduce

* 1 PhD registration and 4 Research Publication

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

Plan of Action	Achievements/Outcomes
Signing of MOU	MOU with GIPARD
Introduction of Short term Certificate Courses	Soft toy making and Macron course
Research Culture	1 PhD registration and 4 Research Publication

14. Whether the AQAR was placed before statutory body? Yes

Name of the Statutory body: Directorate of Higher Education, Government of Goa

Date of meeting(s): 24/12/2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date: NIL

16. Whether institutional data submitted to AISHE: Yes/No: YES

Year: 2016-2017

Date of Submission: 10/03/2017

17. Does the Institution have Management Information System?

No

PART B 2016-2017

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words The college receives course syllabus from Goa University. The concerned subject teacher needs to follow the guidelines prescribed by Goa University in delivering their respective curriculum. On the basis of Time Table prepared, the teacher delivers the number of lectures as mentioned in course syllabus.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
Nil	Nil	Nil	Nil	Nil	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
Nil	Nil	Nil	Nil		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
	Nil			Nil	
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate	Diploma Courses			
No of Students	Nil	Nil			
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses	Date of introduction	Number of students enrolled			
Nil	Nil	Nil			
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
Nil			Nil		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	No	No	No	No	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
The feedbacks from the students are collected and analyzed manually. The findings were discussed with the concerned subject teachers and suggestions for improvement have been made.					

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year 2016-2017

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
Bachelor of Arts	120	101	92
Bachelor of Commerce	120	76	69

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016-17	425	Nil	21	Nil	35

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
Regular-15 Contract – 20	Regular -13 Contract -11	LCD projector-15 Interactive boards-02 Computers-32 Laptops- 4	15	Nil	Nil

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

College doesn't have a formal mentoring system right now.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
425	21	Nil

2.4 Teacher Profile and Quality					
2.4.1 Number of full time teachers appointed during the year 2017-2018					
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D	
18	15	03	Nil	05	
2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)					
Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies		
2016-17	Mr. Sam Braganza (National level)	Director of Physical Education	awarded Director General Baton as the best cadet cops.		
2.5 Evaluation Process and Reforms					
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year 2016-2017					
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination	
F.Y/S.Y.BA F.Y/S.Y.B.Com		I&III	27/10/16	06/12/16	
F.Y/S.Y.BA F.Y/S.Y.B.Com		II&IV	28/04/17	03/05/17	
T.Y.BA T.Y.B.Com		V V	21/11/16 26/10/16	21/12/16 21/12/16	
T.Y.BA T.Y.B.Com		VI VI	03/05/17 21/04/17	29/05/2017 23/05/2017	
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)					
Institution doesn't have the freedom to initiate any reforms on their own since it has to follow the university evaluation system strictly. College does not enjoy academic autonomy. However teachers uses various methods like group discussion, book reading, field survey, presentation, etc. to evaluate the students.					
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)					

Academic calendar is prepared by Goa University to which the college is affiliated and it is followed by all affiliated colleges. However, as per the University notification College prepare its own calendar to conduct various activities as well as examination. College also maintains the time limit given to declare the result of FY/SYBA/BC.om.

2.6 Student Performance and Learning Outcomes

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

2.6.2 Pass percentage of students 2016-17

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	BA	46	44	95.6
	BCom	47	41	87.2

2.7 Student Satisfaction Survey

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

STUDENT SATISFACTORY SURVEY IS CONDUCTED FOR FY/SY/TY STUDENTS OFFLINE. THE FEED BACK FORMS ARE ATTACHED.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION 16-17

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant Sanctioned	Amount received during the Academic year
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored Projects	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students Research Projects (other than compulsory by	Nil	Nil	Nil	Nil

<i>the College)</i>				
International Projects	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Nil	Nil	Nil

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
Nil	Nil	Nil

Name of the Start-up	Nature of Start-up	Date of commencement
Nil	Nil	Nil

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
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Nil	Nil	Nil
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3.3.2 Ph. Ds awarded during the year (*applicable for PG College, Research Center*)

Name of the Department	No. of Ph. Ds Awarded
Nil	Nil

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

	Department	No. of Publication	Average Impact Factor, if any
National	Commerce	01	4.6052(UIF)
International	Nil	Nil	Nil

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication			
	books	ISN No.	Journals	ISN No.
Physical Education	Nil	Nil	01	2229-7049(Print)
				2229-7316(Online)
Hindi	Nil	Nil	01	2349-9273
Commerce	Nil	Nil	01	2349-5537

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	NIL	NIL	NIL

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars-02+01	Nil	02	01	Nil
Workshops	Nil	01	Nil	Nil
Presented papers	Nil	Nil	Nil	Nil
Resource Persons	Nil	Nil	Nil	Nil

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Financial assistance. (28 th April 2017) Rs.7700/- only	Atmavishvas School		

Pulse Polio Immunisation (from 6 th to 8 th March 2017)	Community Health Centre Pernem	01	20
Volunteering Annual Sports event (6 th March 2017)	Atmavishvas School	01	10
Blood Donation camp (22 nd January 2016)	Goa Medical College Bambolim	03	
Rally on new Voters Registrations (27 th sept 2016)		02	
Street play on new voters registration (27 th sept 2016) at Colvale		02	
Visit to old age home (25 th sept 2016)		01	
Cleanliness drive (1 st oct 2016) swacch bharat abhiyan			
Donated used newspapers to Atmavishvas School to make paper			

<p>bags (26th July 2016)</p> <p>Seven days Special NSS Camp (3rd Nov 2016 to 9th Nov)</p> <p>Cleanliness drive at Atmavishvas School as a part of Swacchha Pakhwara Abhiyan (24th August 2016)</p> <p>Rally in Virnoda Village as a part of observance of Swacchha Pakhwara (30th August 2016)</p> <p>Cleaning of the Railway Station on (27th August 2016)</p> <p>Flag Day contribution by NSS unit (9610 rupees dated 13th May 2016)</p> <p>Street play at Pernem bus stand and Village Panchayat Virnoda on the theme 'Swachha Bharat Nital Goem'</p> <p>Training programme organised for</p>	<p>GIPARD</p>	<p>02</p> <p>02</p>	<p>08</p>
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NSS volunteers on awareness of the Gram Panchayat development plan (10 th August 2016)			
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3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Nil	Nil	Nil	Nil

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Nil	Nil	Nil	Nil	Nil

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Nil	Nil	Nil	Nil	Nil

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
	Nil

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing 2015 -16	Newly added 2016 - 17
Campus area	4.94 (in acres)	Nil
Class rooms	22	Nil
Laboratories	03	Nil
Seminar Halls	02	Nil
Classrooms with LCD facilities	10	Nil
Classrooms with Wi-Fi/ LAN	22	Nil
Seminar halls with ICT facilities	02	Nil
Video Centre	Nil	Nil
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil
Others	Nil	Rs.119595/-

4.2 Library as a Learning Resource

4.2.1 Library is automated { Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
E- Granthalaya	Partially	3	2014 – 15

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1087	263773	04	4780	1091	268553
Reference Books	7131	2159775	232	165100	7363	2324875
e-Books (N List)		5900	-	5900		11800

Journals	135	138628	04	6600	139	145228
e-Journals (N List)	5	18840	-	-	5	18840
Digital Database	National Digital Library – e- Resources					
CD & Video	207		12		219	
Library automation	Work -In – Progress					
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	337	205421	7	8490	344	213911

4.3 IT Infrastructure									
4.3.1 Technology Up gradation (overall)									
	Total Computer s	Computer Labs	Internet	Browsin g Centres	Com puter Cent res	Office	Departmen ts	Available band width (MGBPS)	Others
Exist ing	32	15	Yes	02	Nil	04	08	GBBN – 1GBps	05
Add ed	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
Total	32	15	Yes	02	Nil	04	08	GBBN – 1GBps	05
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
GBBN – 1GBps MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
Nil					Nil				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e – content		
Nil		Nil			Nil		Nil		

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
	Rs.8500/-		Rs.644369/-

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

The campus is situated on a property consisting of 4.9 acres of land. The building caters to administration, teaching-learning, chamber of Principal and staff rooms. The campus houses laboratories, Audio-Visual studio, Library, NCC and NSS rooms, Ladies Common Room, Seminar Hall, Conference Room and Canteen. Infrastructure for sports consists of gymkhana-cum-sports room and Kabbadi Ground.

The policy of the college is to enhance the existing infrastructure and add new amenities to facilitate effective teaching and learning. The construction of separate blocks for Arts and Commerce faculties, Library, Multipurpose Hall and there is a plan to construct Science block.

The computer laboratory, the office, and the staff rooms are run on UPS to ensure uninterrupted power supply. The college has a pump and an overhead tank with pump to ensure continuous availability of water.

There is no provision for budget allocation under the government college set-up. Expenses are incurred from the general budget allocated to the Directorate of Higher Education, Government of Goa, as and when required, from the head “Office Expenses” and “Material & Supplies” with prior approval from DHE.

The college appoints a committee for maintenance and repair every year under the work committees. Teachers, non-teaching staff and students constitute this committee.

The Goa State Infrastructure Development Corporation (GSIDC) has undertaken the construction of the new building blocks with adequate provisions to make the campus disable friendly. The existing college building will be taken up for renovation and will be fully disabled friendly to be used for administrative and P.G. courses. Whenever required the students with visual disability are provided question papers with big font size by using the college infrastructure after obtaining permission from Goa University.

The Government of Goa has sanctioned a sum of `26 crores for new infrastructure and for renovation of existing infrastructure. The work commenced in February 2014.

Criterion – V Student Support and Progression 2016-17

5.1 Student Support

5.1.1 Scholarships and Financial Support

Financial support from	Name/title of scheme	Number of students	Amount (Rs)
Institution	Student Aid Fund	--	--
Government	OBC SC	128	In addition to a fixed sum, Rs 750/- p.m
Other sources	NIL	--	--

5.1.2 Capability enhancement schemes

Name of capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Short term Certificate Course on Soft toy making & Macron Designing (Dept. of Konkani)		23	Ms. Dhurga Zamble
Power lifting, Weight lifting & Body building Coaching	11/07/16	11	Lt. Sam Braganza, S.S.A.G.C.A.C
Judo Coaching	11/07/16	05	
Football Coaching	25/08/16	20	

5.1.3 Students benefitted by guidance for competitive examinations and career counselling offered:

Year	Name of scheme	No of benefitted students by guidance for competitive exams	No of benefitted students by career counselling activities	No of students who have passed the competitive exam	No of students placed
16-17	--	--	--	--	--

5.1.4 Major grievances of students/ sexual harassment/ ragging (if any) redressed:

	Total Grievances Received	No of grievances redressed	Average no. of days for redressing grievances
Students Grievances	12	12	15 days
Sexual harassment	NIL	--	--
Ragging	NIL	--	--

5.2 Student Progression

5.2.1 Campus placement during the year

	Number of Organizations Visited	Number of Students Participated	Number of Students Placed
<i>On campus</i>	N.A	--	--
<i>Off Campus</i>	N.A	--	--

5.2.2 Student progression to higher education during the year: 31/94*100 33%

Programme graduated from	Department graduated from	No. Of students enrolling into higher education	Name of programme admitted to	Name of institution joined
B.Com (05)	Commerce	01	M.Com	<ul style="list-style-type: none"> • Goa University • Shri Pancham Khemraj Mahavidyalya, Sawantwadi • DMC, Assagao • MM's Chandrashekhar Agshe College, Pune
		01		
		02		
B.A. (26)	Eco/Geography	01	M.A.	NISCORT, Delhi
		01	B.Ed.	Goa University
		01		<ul style="list-style-type: none"> • Nirmala Institute of Education • Shree Vetal Institute of Education & training • Goa University
		01	M.A. (Economics)	
	Eco/History	02	M.A. (Economics)	<ul style="list-style-type: none"> • Goa University • Goa University
		01	M.A.(History)	

		02	B.Ed.	Shree Vetal Institute of Education & training
	Marathi	03	M.A.	Goa University
		02 01 01	B.Ed.	<ul style="list-style-type: none"> GVM's Ponda DIET Pragati Women's College of Education, Pernem
	Marathi/Geography	03 01 01	M.A. (Marathi) B.Ed.	<ul style="list-style-type: none"> Goa University GVM's Ponda Chowgule College, Margao
	Hindi	01	M.A.	Goa University
	Konkani/History	03 01	M.A. (Konkani) B.Ed.	Goa University Pragati Women's College of Education, Pernem

5.2.3 Students qualifying in State/National/International level exams during the year:

Items	Students	Registration/Roll Number
NET	01 commerce	Vasanti Morudker 16000097
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Govt. Services		
Any other		

5.2.4 Sports and cultural activities organized at the institution level during the year:

Activity	Level	Participants
Celebration of International Yoga Day	Institutional	80
All Goa U19 Chess Competition	State	110
Cycle expedition on National Sports Day of India	Institutional	33
Inter class badminton tournament	Institutional	22+6
Inter class table tennis tournament	Institutional	21
Inter class chess tournament	Institutional	13
Inter class football tournament - men & women	Institutional	60+20
Annual Sports meet	Institutional	Full college
College study tour to		
a. Hyderabad	Institutional	26
b. North India	Institutional	28

5.3 Student Participation and Activities:

5.3.1 Awards/Medals in sports/cultural events at national/international level

Award/medal	National /international	Sports/cultural	Student name	Student ID no.
2nd runners up	National	27th Senior National Tennis Ball Cricket Championship, organized by J&K Tennis ball Cricket Association	Ramesh Anurlekar	16329

5.3.2 Activities of student council & representation of students on academic and administrative bodies/committees of the institution

The student council organizes various inter class competitions in the areas of art & culture & performing arts during the academic year. They also organize various co-curricular talks.

List of activities bullet wise

- Interclass rakhi making competition
- Interclass folkdance competition
- Interclass Ghumat arti competition
- Teachers day celebrations
- Talk-road safety - Mr. Roy Pereira RTO Mapusa

- Campus cleaning on Swatch Bharat
- Fun days

Student representation is found on various on academic and administrative bodies/committees of the institution; some including the IQAC committee, Anti-sexual harassment committee, Women's Welfare Cell, Sports Activities Committee, etc..

5.4 Alumni Engagement

5.4.1 Registered Alumni: Yes Reg. No: 134/GOA/2015

5.4.2 No of enrolled alumni in the current year: 94

5.4.3 Alumni contribution during the year 2016-17 (Rs): 19,000/-

5.4.4 Meetings/activities organized by the Alumni Association: NIL

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
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6.1 Institutional Vision and Leadership
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Our Vision Knowledge and virtue for peace and progress.
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Our Mission: To empower the youth; promote excellence in all our endeavours; and develop service-minded citizens of the country and the world.

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

<ul style="list-style-type: none"> •The entire College administration is decentralized, in the sense that there are several Work-Committees, Cells, Clubs, etc. constituted in the College, every year, besides the different teaching departments such as Commerce, Computer Studies/IT, English, Hindi, Marathi, History, Geography & Economics. Each subject-teacher is made the H.O.D/Teacher in-charge, generally on rotation basis, every year. If the department has a single teacher, then he/she remains the Teacher-in-charge/H.O.D.. Decisions/activities of the Departments are also referred to the Head of the Institution, as the need may be. All routine matters are decided and actions taken by the respective Heads/Teachers-in-charge.
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<ul style="list-style-type: none"> •Similarly, for non-teaching staff, the Office Section Head / Head Clerk takes action on routine matters. Only the policy decisions and strategies are decided by the Head of the Institution.
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<ul style="list-style-type: none"> •The Accounts Section Head/Accountant does all the necessary work of College Accounts matters.
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<ul style="list-style-type: none"> •The Institution being manageable, due to the comparatively small strength of the students and staff, communication and coordination is basically done:

(i)In person, often; and formal meetings, periodically.

(ii)In writing (Office Memoranda; Office Orders; Office Notes; Notice Boards; Notice Circulation; Circulars, etc.)
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(iii)Committees' functioning and periodic reporting thereon, as per the Standing Instructions.
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6.1.2 Does the institution have a Management Information System (MIS)?
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Partial:

- | |
|--|
| <ul style="list-style-type: none"> • Partial: |
|--|

- Partial, The College office maintains a register which includes necessary information of Permanent and fulltime teaching and non-teaching staff and visiting faculty.
- The Principal have meeting at the Directorate of Higher Education which is the managing body for all Government Colleges and the Principals forum at the Goa University. Principal communicates the input from the Directorate of Higher Education and from the Goa University to the Staff during staff meeting or Circulates notices of instructions received from the authorities.
- The institution has well laid down and established and duly publicized management mechanisms for an efficient internal co-ordination and monitoring; and to meet the different needs and purposes of the College. For this, various Committees, Cells, Associations, Clubs, NSS, etc. are constituted every year to conduct various programmes and activities.
- Information of students participating and representing College in sports is stored and utilized to send eligibilities at intercollege events.
- NCC cadets nominal rolls are maintained and submitted to the NCC unit for registration of cadets and submitting their names for various State and National level Camps.

6.2 Strategy Development and Deployment

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

❖ Curriculum Development

- Curriculum is developed by Goa University. However, there is representation of faculty members on Board of Studies.
- The Board of Studies in all subjects proposes syllabi encompassing needs of the industry and the fundamentals of a course.

❖ Teaching and Learning

- The teaching – learning process is facilitated through qualified, trained and experienced faculty. Apart from class-room teaching, practical, presentations, assignments, group discussions, projects and study tours are organized for the students.
- The college has provided LCD facilities in classrooms and faculty employs power point presentations in their regular teaching. Also, in field experience is provided to relate basic concepts to natural settings.
- Students are encouraged to use library and internet facilities. Teachers are encouraged to attend orientation/refresher course, training and workshops.
- Any short time responsibilities (Extra lecture, duties for seminar etc.) are properly recorded and informed to concerned authority. The teaching plan is drawn up semester wise by each department and it is monitored by the Heads of Department .

<ul style="list-style-type: none"> • The effectiveness of teaching – learning process is reviewed on regular basis. The inputs for such review may be from: Students’ feedback, Results of internal tests, Quality of assignment submitted and Final results of semester.
<p>❖ Examination and Evaluation</p> <ul style="list-style-type: none"> • The examination and evaluation are as per the guidelines given by Goa University. It includes Internal Semester Assessments and Semester End Examinations, Third Year Projects by internal and external examiners, Practical conducted by internal and external examiners in subjects like Computer Application, Geography.
<ul style="list-style-type: none"> • Students are encouraged to take up research oriented projects and surveys. Faculty members are encouraged to pursue Ph.D. Faculty members are encouraged to attend and present research papers at national and international conferences. • Research has been considered as an important part of the academic endeavours in our College. Seminars and workshops are organized by the College to provide expert information on research methodology, Research and Development
<p>❖ Library, ICT and Physical Infrastructure / Instrumentation</p> <ul style="list-style-type: none"> • The College library has internet facility. Library subscribes to the research journals and magazines published by various agencies monthly and weekly. • Library also has a collection of educational video resources. • The College has a huge campus area of 22,000 square metres with infrastructure which includes 22 classrooms, five laboratories, two seminar halls, a gymnasium as well as outdoor Volleyball and Kabaddi courts, three main faculty staff rooms. • College has canteen facility which has capacity of serving approximately 50 students at a time. • The parking space is provided for students and faculty, within campus of the College.
<p>❖ Human Resource Management</p> <ul style="list-style-type: none"> • The recruitment process is governed by UGC and state government regulations. Regular teaching faculty is appointed by Goa Public Service Commission. Visiting teaching faculty is appointed by the Directorate of Higher Education. Administrative staff is recruited by the Government of Goa. • At the end of the academic year permanent faculty are supposed to submit a Confidential Report and a Self-Appraisal to the Head of the institution teacher are also suppose to submit an Academic Performance Indicator (API) form on the basis of the UGC regulations. The form requires the teacher to give his/herself-evaluation of the academic, co-curricular and extra-curricular work done a particular year. It also requires the teacher to enumerate the papers presented at conferences, seminars, refresher courses and orientation programmes he/she has attended. • The report filled in by faculty is evaluated by the Head of the institution in context with duties performed and lectures completed at the end of the academic year in order to forward the same to the Directorate of Higher Education.
<p>❖ Industry Interaction / Collaboration</p> <ul style="list-style-type: none"> • Resource persons from Industry are invited for sessions to students and faculty. Industrial visits are held. The students gain insight of the practical aspects of the theory learned

❖ Admission of Students
<ul style="list-style-type: none"> • The College ensures wide publicity to the admission process through the College Prospectus, College Website www.govtcollegepernem.org, Press, Parents-Teachers Association, Alumni Association, College - H.S.S. Interface. • All eligible students are admitted; none is denied a seat if available. The list of selected candidates is displayed on the College notice boards. Access, equity and social justice are ensured as per reserved quota. Guidelines and calendar for admission as provided by the Goa University are strictly followed. • Reports of students' enrolment are sent to the Goa University. The reports of reserved quota are sent to the Higher Education. The admission of student is through specially appointed committees comprising a convener and senior teachers.

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

❖ Planning and Development
❖ Administration
❖ Finance and Accounts
❖ Student Admission and Support
❖ Examination

6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
19th September 2016	Prof. Paresh Lingadkar	National Level Training Workshop on "Mixed Research Methods, Techniques and Data Analysis 'R' Quantitative Methods.	Christ University Nodal Office, Thiruvadapuram Kerala.	Rs.6871.00/-
5th October 2016	Lt. Sam Braganza	National Sports Conference.	Fr Agnel College of Arts and Commerce , Goa	Rs.500/-

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching)
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	organised for teaching staff				staff)
NIL	NIL	NIL	NIL	NIL	NIL
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
Refresher Course in NCC held at Officers Training Academy Kamptee, Nagpur		Lt. Sam Braganza		05 December 2016-04 th March 2017	
Orientation program for counsellors on college campus organised by the Directorate of Higher Education, Goa in collaboration with RUSA at Sanskruti Bhavan Panaji		Prof. Satish Sanvol		11 th December 2017	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent	Fulltime	Permanent	Fulltime/temporary		
NIL	<ol style="list-style-type: none"> 1. Ms. Priyanka Parab, Asstt. Prof. in Konkani 2. Ms. Melcy Lily Dias, Asstt. Prof. in Geography 3. Ms. Rashmi Naik, Asstt. Proff. In Mathematics 4. Ms. Clara de Souza, Asstt. Prof in Commerce 5. Ms. Anjeeta Krishna Velip, Asstt. Prof. in Hindi 6. Anant Naik Arondekar, Asst. Proff. In Hindi 	NIL	<ol style="list-style-type: none"> 1. Ms. Trupti Virnodkar, L.D.C. 2. Mr. Kalpesh Kalshaunkar, L.D.C. 3. Ms. Priya Naik, L.D.C./Peon. 4. Mr. Sujay Shirodkar, Peon 5. Mr. Ritesh Gawade, Cleaner 6. Mr. Mahesh Naik, Lib. Attendant 7. Mrs. Surabai Rathod, Sweeper 8. Mrs. Damini, Sweeper 9. Ms. Rohini Mhamal, Sweeper 10. Mr. Atmaram Harmalkar, Mali 		
6.3.5 Welfare schemes for					
Teaching and	measures/facilities, which effect and improve staff well-being, satisfaction and motivation :				

Non teaching	<ul style="list-style-type: none"> • Staff Academy activities • Study leave, besides UGC's fellowship/F.I.P. • Different types of Leave, as per Central/State Govt. pattern: <ul style="list-style-type: none"> - Casual Leave; - Earned Leave; - Medical / Commuted Leave; - Half-pay Leave; - Maternity Leave (06 months being revised under VI Pay Commission) - Paternity Leave (15 days). • Children's Education allowance; • T.A., D.A. towards officials tours: • Personal pay for promoting small family norm. • Compassionate appointment of dependents, on death in harness. • Payment of deposit-linked insurance scheme to the family of the employee who dies while in service. • Payment of lump-sum amount towards commutation of pension. • Encashment of credit balance of earned leave at the time of retirement. • Encashment of half pay/ commuted leave at retirement, as per rules. • Payment of bonus to non-gazetted staff. • Reimbursement of Registration fees for attending Conferences/ Seminars, etc. • Medical reimbursement (unlimited) and other medical facilities in Government or private hospitals, as per rules. • Entitlement of govt. Quarters, if desired. • Washing allowance (for some class 'C' and all class 'D' staff). • Motivational Research Promotion Policy for the faculty. • Car transport (with a quota of petrol) with driver; residence telephone; and some newspapers or periodicals facility to the College Principal. • Faculty Improvement Programmes (F.I.Ps) for staff. • U.G.C's Career Advancement Benefits of Senior Scale and Selection/Reader's scale to teachers. • Time - bond promotion Scheme (T.B.P.S) for 'C' & 'D' Staff. • L.T.C facility, as per rules. • Home town allowance / leave travel concession, as per rules. • Govt. Loans with low interest rates for house building for the purchase of motor car/four wheeler; scooter/motor cycle/ bicycle; computer/laptop and domestic durables. • G.P.F. Advance and withdrawal facilities, as per Rules. • Prompt payment of central D.A rises. • Pay Commission's or U.G.C scales (VI Pay Commission's scales already implemented from Nov. 2008 for the non-teaching staff) • Retirement benefits like: Gratuity; G.P.F with interest; Commuted Pension; Earned leave
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	encashment; and Family Pension. • Other Welfare measures applicable to the Central/State Government employees.		
Students	<ul style="list-style-type: none"> • National Scholarship • Rajiv Gandhi Yojana Scholarship to Economically Backward Class Students • Merit Scholarships to the children of school teachers • Scheme for the grant of educational concession to the children of freedom fighters • Scholarship for the Physically Handicapped Students • Govt. of India Scholarship for the students from non- Hindi speaking States for post matric Studies in Hindi • Student Aid Fund • Gagan Bharari Scheme/ Merit based Scholarship of the welfare department to the ST students • Post Matric Scholarship to OBC/SC Students by the Directorate of Social Welfare • Bursary Scheme/ Shri Sohirobanath Ambiyee Dnyanvrudhi Shishyavrutti • Scholarships from other sources include Cosmos Matias Menezes Memorial Trust; Dempo Charities Trust. • De Souza Trust Scholarship 		
6.4 Financial Management and Resource Mobilization			
6.4.1 Institution conducts internal and external financial audits regularly Institution conducts internal and external financial audits once in five years. No audits conducted in year 2016 – 17			
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)			
Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.		Purpose
NIL	NIL		NIL
6.4.2 Total corpus fund generated NIL			
6.5 Internal Quality Assurance System			
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?			
Audit Type	External		Internal
	Yes/No	Agency	Yes/No Authority
Academic	NIL	NIL	NIL NIL
Administrative	NIL	NIL	NIL NIL

6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<ul style="list-style-type: none"> • Financial support to be provided to encourage sports culture at the institution. • Suggestions and feedback provide by Parents at PTA meetings 				
6.5.3 Development programmes for support staff (at least three)				
The administrative staff are also part of the faculty development programmes conducted at the institution.				
6.5.4 Post Accreditation initiative(s) (mention at least three) NIL				
6.5.5				
a. Submission of Data for AISHE portal : (Yes)				
b. Participation in NIRF : (No)				
c. ISO Certification : (No)				
d. NBA or any other quality audit : (No)				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2016	1.Proposal to Setup Research center	July,2016	2016-2017 onwards	PG students of Commerce
2016	2. Continued focus on research and publication	July,2016	2016-2017	5
2016	3. Introduction of Career focus and skilled based short term courses	July,2016	2016-2017	23
2016	4. Planning of extension of MOODLE program to all Department	July,2016	2016-2017	All Faculty members
2016	5. Planning to sign MOU with public organization and NGO	July,2016	2016-2017	2
2016	6. Planning to introduce new courses	July,2016	2016-2017	All students

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

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

Title of the programme	Period (from-to)	Participants	
-	-	-	

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

Nil

7.1 - Institutional Values and Social Responsibilities

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/ Rails	yes	General Public
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	No	Nil

Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational	Number of initiatives taken to engage with and contribute to	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

	advantages and disadvantages	local community				
2016-17	1	-	June2016-April2017 one year	Bus Service for the Students	Transport Difficulty	140
		07	27 th August 2016	Cleanliness drive at Malpe railway station	Cleaning the neighboring railway station premises	30
			24 th September 2016	Slogan and Poster competition in Pernem Town to vote (In collaboration with Pernem Municipal Council)	Creating awareness among voters of their duty and right to vote	150 students 2 teachers
			25 th September 2016	Visit to old age home	Caring for old people	1 teacher 15 students
			27 th September 2016	Rally to encourage new voters of Virnoda Village to register	Awareness among voters	70 villagers 58 students and 2 teachers
				Street Play to encourage new voters to register as voters at Colvale village, Bardez Taluka and Valpoi Town	Awareness among voters	20 students 1 teacher
			18 th – 20 th January 2017	House to house awareness regarding Pulse Polio Immunization in Virnoda Village	Awareness regarding protection from diseases	
			18 th to 28 th April 2017	Summer Camp	Personality development opportunity for local children	32 students 17 teachers

7.1.5 Human Values and Professional Ethics		
Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)
Swami's Book of CCS	2016	

Conduct Rules for Govt. Employees		
Prospectus	April 2016	
7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
Massive Cleanliness Drive in the College to clean classrooms, Library, Function Hall, Laboratories and Garden	1 st October 2016	All College Staff and Students of the College
Talk on Anger Control by Dr. Sachin Parab		NSS Volunteers
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		

7.2 Best Practices
<ul style="list-style-type: none"> • Institutionalization of prizes by faculty member • Monetary contribution by faculty for summer camp (extension activity)
7.3 Institutional Distinctiveness
<ul style="list-style-type: none"> • Bus service to facilitate logistic • Large OBC and EBC student population • Eligibility for RUSA grants