

MURGAON EDUCATION SOCIETY'S
COLLEGE OF ARTS & COMMERCE

ZUARINAGAR, GOA - 403 726.

Reaccredited by NAAC with **B⁺⁺**

Telephone : (0832) 2555772 (Sancoale Exchange)

Fax : (0832) 2556010

E-mail : mescollege1@rediffmail.com

Website : www.mescollege.org



Ref. No: B6/437/2008-09

30th July 2008.

The Director,
National Assessment and Accreditation Council,
2/4, Dr. Rajkumar Road,
P.O. Box. No. 1075,
Rajajinagar,
Bangalore - 560 010.

UNDER CERTIFICATE OF POSTING

Sub: Submission of AQAR for 2007-08 of M.E.S. College
of Arts & Commerce, Zuarinagar, Goa.

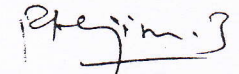
Sir,

I am pleased to submit the Annual Quality Assurance Report for the year
2007-08 of the IQAC of our College for your information.

Kindly acknowledge the same.

Thanking you.

Yours faithfully,


(Dr. R. V. Hajirnis)
Principal.

CBodade
11/9/08

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Name of the Institution : M.E.S. College of Arts & Commerce,
Zuarinagar, Goa.
Year of Report : 2007-2008

PART A:

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

1. Starting skill based courses (Certificate/Diploma) for the benefit of students.
2. Identifying job oriented courses and applying to the UGC for financial assistance.
3. Improving the infrastructure facilities in the College.
4. Completing the process of library automation work.
5. Organizing state and national seminars with financial support from state and national level funding agencies and corporate bodies.
6. Starting an Entrepreneurship Development Cell in the College.
7. Using modern teaching aids by the teachers to make the teaching learning process more effective and interesting.
8. Motivating students to read books other than curriculum related books by forming 'Readers' Club'.
9. Improving the communication skills of students by conducting courses in communication skills.

OUTCOME OF THE ACTION PLAN:

1. The following courses were organised for the students :

- i) A Certificate course in **Tally 9.2** was organised for the students of Commerce. The duration of the course was 50 hours. A total of 25 students were benefited from this course.
- ii) IRDA's Insurance Agency Pre-Recruitment training Programme was conducted for the first time in the college. The duration of the program was 100 Hrs. A total of 25 students from our college and 5 locals participated in the program.

2. The following Add-on courses are devised and the college has applied to the U.G.C. for financial Assistance.

- i) Taxation and Tax Management.
- ii) Management of NGOs.
- iii) Journalism and Art Appreciation.

Out of these three courses, a course on 'Management of NGOs' is approved by UGC.

3. The college has received an amount of Rs. 50 lakhs for infrastructure development with 50% grant and 50% loan interest free. The construction is about to complete. The library automation work has been completed.

4. Under Innovative Program of UGC college had applied for three different courses

- i) Bachelor of Shipping Management.
- ii) Bachelor of E- Commerce.
- iii) Bachelor of International studies.

From the above mentioned courses, a course on Bachelor of Shipping management was approved by UGC. The college received a grant of Rs 50 lakhs and with the approval of one lecturer.

5. The following seminars were organized during 2007-08.

| Sr. No. | Organizing Department | Theme of the Seminar | Date | Funding Agency |
|---------|----------------------------------|--|--|--|
| 1 | Konkani | Konkani literature, culture & society | 21 st Feb 2008 | Goa Konkani Academy, ICSSR & MES College |
| 2. | Commerce | Future of Commerce & Accounting Education (State level seminar for students) | 24 th October 2007 | LIC of India & MES College |
| 3. | Psychology/ Political Science | The Child – Vulnerable section of society (state level seminar) | 5 th Mar 2008 | UGC |
| | Geography / Economics | Solid Waste Management for Sustainable Environment Phase II (National Seminar) | 25 th and 26 th March 2008 | UGC and MPT |

6. The Department of Economics had organized a national level event called ECOFEST 2007-08 from 7th to 9th Feb 2008 in which students from different parts of the country participated.

7. One L.C.D. Projector and three new O.H.Ps were purchased. The teachers use O.H.P. extensively in the classrooms. The L.C.D. is often used by the B.B.A. and B.C.A. classes and also by some of the B.A. and B.Com teachers.

Part B:

1. Activities reflecting the goals and objectives of the institution:

- i) In order to provide an easy access to higher education to eligible young men and women from Murgaon Taluka, our institution admits students from all sections of the society irrespective of their socio-economic status.
- ii) The college conduct lectures, seminars and workshops so as to train the students effectively for B.A., B.Com, B.C.A. & B.B.A. degree courses.
- iii) The College organises study tours, guest lectures and remedial classes for the students.
- iv) The institution has strong boys and girls NCC wings, and a NSS unit. The NCC cadets attend the camps in different parts of the country.
- v) The institution has an active Nature Club which aims at creating environmental awareness among students.
- vi) The College also deputed its students and staff to various institutions in and outside Goa.
- vii) The vocational course on Travel and Tourism enables to train the students in hospitality and travel skills and is job oriented.
- viii) Patriotic song competitions are organised in the college for the students.
- ix) The staff members participate in State, National and International Seminars, Workshops and Conferences.
- x) The institution organized two National Seminars and one State level seminar during the academic year 2007-08.
- xi) The teachers are encouraged to undertake research activities and necessary facilities are provided to them.

2. New Academic Programmes Initiated (UG & PG):

Two self-financing courses namely. BBA and BCA are running well. The BBA course was introduced in 2000 and BCA course introduced in 2001. The strength of the students for these courses has been increasing over the years.

3. Innovations in curricular design and transaction:

i) Since the college is affiliated to Goa University, the institution does not enjoy autonomy in designing new curricular programmes. However, some of the teachers are the members of the Boards of Studies in subjects like Commerce, Political Science, Sociology, Geography, Economics, English and Konkani for B.A. and B.Com courses. They have been actively involved in the curricular design and updating the same as per the needs of the society and changing times.

ii) The BBA teachers are also involved in syllabus designing.

iii) The teaching faculties are also members of the syllabus restructuring committee under the various Boards of Studies of Goa University.

4. Inter-disciplinary programmes started : NIL

5. Examination reforms implemented:

Computerization of results and mark sheets is being done in the college. Since ours is an affiliated college, the conduct of examination is done as per the instructions and circulars of the Goa University. The college does not enjoy autonomy in this regard.

6. Candidates qualified: NET/SELT/GATE. etc – Nil

7. Initiative towards faculty development programmes

- i) Teachers were deputed to participate in the State, National and International seminars, workshops, conventions and conferences etc.
- ii) Teachers attended refresher and Orientation Courses.

Four Seminars were conducted successfully during the year 2007-08 namely:-

1. Konkani literature, culture & society
2. Future of Commerce & Accounting Education (State level seminar for students)
3. The Child – Vulnerable section of society (state level seminar)
4. Solid Waste Management for Sustainable Environment Phase II (National Level)

8. Research projects:

- a) Newly implemented:- Nil

9. Patents Generated if any: Nil

10. New collaborative research programmes: Nil

11. Research grants received from various agencies : - Rs.5,56,000/-

12. Details of research scholars:- Dr. Rekha Gaonkar was selected to work on a Project 'Sustainable Development through Self help Groups' sponsored by UGC, New Delhi.

13. Citation index of faculty members and impact factor:

The citation index of faculty members is created in the college website. It is a motivating factor for teachers to engage actively in academic activities.

14. Honors/Awards to the faculty:

- i) Dr. Cidalia Bodade was conferred the Ph.D. degree on 28th Dec 2007 by the Goa University in the presence of Prime Minister Dr. Manmohan Singh.

ii) ANO Lt. B.S. Ingalhali was selected for Commendation Medal for Director General NCC, New Delhi. He is the only ANO to receive this prestigious medal from all over Goa (Naval and Army units).

15. Internal Resources Generated:

i) The BCA and the BBA are self-financed courses. The amount of fees collected for these courses for the year 2007-08 Rs. 33,50,475/- (BCA), and Rs. 33,56,025/- (BBA).

16. Details of Department getting SAP, COSIST (ASSIST)/DST, FIST, etc assistance / recognition: Nil

17. Community Services:

The following community services were extended by the college during 2007-08.

- Blood Donation:

The NSS unit organized a blood donation camp on 01st September, 2007 in collaboration with the Lions Club of Cortalim and blood Bank GMC. 144 units of blood were donated at the camp.

- AIDS Awareness Programme.

A lecture series was organized for the NSS volunteers from 15th January to 23rd January, 2008 in collaboration with Goa State Aids Control Society via DEITI telecast.

- Plastic Hazard:

The NSS unit had organised a plastic collection drive in the city to get rid of plastic and educate the people about the ill effects of plastic.

- CRG Project (Children Rights in Goa):

The NSS unit in collaboration with Children Rights in Goa conducted various projects like campaigning against Paedophilia at the airport, poster and sticker campaign and street play for creating awareness about child abuse.



- Talk on Swami Vivekanand:

The NSS unit organized a talk on “Life and message of Swami Vivekanand” on 16th January, 2008 in the College. Prof. Bhalerao was the guest speaker. The students were also shown a documentary film on Swami Vivekananda.

- MPT competitive exams for Clerical post

The NSS unit conducted a competitive exam for filling Clerical post on behalf of MPT on Sunday 13th January 2008.

18. Teachers and Officers newly recruited:-

Five teachers were newly recruited for B.A/B.Com & B.C.A. courses.

Teaching and non-teaching staff ratio:

3:1

19. Improvement in the library services:

- 1) Scholar students were given one additional card each to borrow books.
- 2) The members of the Readers’ Club were given one extra card.
- 3) The College has a Book Bank scheme for needy students.
- 4) CDs of books are provided to the students

20. New books / journals subscribed and their value (during 2007-08):

No. of New Books bought during the year 1180 Amount Rs. 3,54,368.00

Among the journals few to mention

| |
|--------------------------------|
| 1. Dalal Street |
| 2. Indian Journal of Marketing |
| 3. Human Capital (monthly) |
| 4. Down to Earth |
| 5. Journal of Banking studies |
| 6. The Indian Banker |
| 7. Frozen Thoughts |
| 8. Journal of Entrepreneurship |
| 9. Indian Economic Journal |
| 10. PC Quest |
| 11. Dr. Dobb’s Journal |

| |
|-------------------|
| 12. Developers IQ |
| 13. Linux for You |
| 14. Chip |

21. Courses in which student assessment of teachers is introduced and the action taken on students' feedback.

Continuous evaluation of teachers was made by the students of F.Y/S.Y/T.Y B.A. B.COM B.C.A. & B.B.A. classes. The teachers made improvements in their teaching methods on the basis of the suggestions made by the students in their teaching methods. The feedback was also taken in the Student Council meetings. The students Representatives openly speak about their problem, if any, in the teaching-learning process and about infrastructural facilities.

22. Unit Cost of Education:

| Sr. No. | Particulars | B.Com/B.A. | B.C.A. | B.B.A. |
|---------|--------------------------------|-------------|-------------|-------------|
| 1 | Total Cost of Education | 29,01,221/- | 33,50,475/- | 33,56,025/- |
| 2 | Total Number of Students/units | 924/- | 219/- | 121/- |
| 3 | Cost of Education | 3140/- | 15299/- | 27736/- |

Overall Cost of Education Rs. 9607721/-

Total No. of students/Units 1264/-

Average Unit Cost of Education: Rs. 7,600/-

23. Computerization of administration and the process of admissions and examination results, issue of certificates:

Admission, examination results and the issue of certificates has been already computerized in the College.

24. Increase in the infrastructure facilities:

Benches, computer and other infrastructure facilities:- amount spent Rs.5,36,910/- for technology upgradation

25. Computer & internet access and training to teachers and students:

Yes

26. Financial aid to students:

| No of students benefited | Amount paid |
|--------------------------|--------------|
| 16 | Rs. 24,000/- |

27. Activities and support from the Alumni Association:

The Alumni Association of our College has been taking part in the college function and other activities.

28. Activities and support from the Parent-Teacher Association:

The PTA has been actively working for the development of the college. It has recruited one staff member on daily wage basis in the library to facilitate the issue of books.

29. Health Services:

The First Aid box of the NSS Unit takes care of minor injuries and for serious problems; arrangements are made to take the patients to the hospitals located in Vasco. In case of emergency we seek the help of a doctor from Zuari Industries Limited.

30. Performance in Sports Activities:

Our students have done equally well in the field of sports. They have won prizes at various state and national level tournaments such as table tennis, cricket, basket ball, football, handball and athletic events such as shot put, weight lifting, power lifting, running and body building.

The College Badminton (Women) Team won Goa University Inter-Collegiate Badminton Championship. Table Tennis(Women) Team secured



Runners-up championship at the Goa University Inter-collegiate Table Tennis Championship.

Power lifting team won Runners-up championship at the Goa University Inter-collegiate Power lifting championship. Body Building team won Runners-up championship at the Goa University Inter-collegiate Body Building Championship.

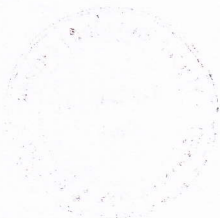
At Goa University Athletic Meet Mr.Ajaykumar Khairnar won Silver medal in 100 Mts.Sprint, and Silver medal in Long Jump. Mr. Deepraj Satardekar won Bronz Medal in Triple Jump and Javelin Throw.

All India Inter-University Participation

1. Mr. Savio Fernandes represented Goa University All India Inter Zone Championship in Football held at Annamalaya University (T.N.)
2. Mr. Lerroy Arron Colaco and Mr. Tonny Fernandes, Mr. Mohan Raj Akkishetty, participated at the All India Inter – University Body Building Championship held at Patiala (Punjab).
3. Mr. Yeshwant D. Raikar was selected to represent the Goa State Team to participate in the under 17 Vijay Merchant Trophy held at Rajkot. Mr. Yogesh N. Chodankar represented Goa State under 19 cricket team for the Cooch Behar Trophy held at Patiala.
4. Mr. Suresh Pillai won Gold Medal Taek wondos in 16th Goa State light weight championship 2007 and won Gold Medal under 58Kg to 62Kg weight category at National level.

31.Incentives to Outstanding Sportspersons:

The following incentives for sportsmen and women are given by M.E.S. College to encourage sports.



- i) Incentives for the players participating in the inter Collegiate tournaments.
 - a) Practice allowance of Rs. 10/- paid for minimum 20 days
- ii) Traveling Allowance: Actual Concessional Bus Fare from College to the Venue of tournament & back. Transport facility is provided to the students to participate in inter-collegiate sports competitions
- iii) Dearness allowance:
 - a) Rs. 60/ paid for full day
 - b) Rs. 40- paid for half day
- iv) Kit allowance: Rs. 100/- each
- v) The College incurs expenditure on the following:
 - a) Purchase of Jerseys & sports for all the teams & issued on returnable basis.
 - b) Purchase of sports equipments for all games.
 - c) The College conducts annual sports meet.
 - i) College gives medals to the winners of first 3 places.
 - ii) The expenses incurred for Hire of ground, refreshments and lunch, pendal, etc are borne by the college.
 - iii) Inter class football tournaments, basket ball tournament, volley ball tournaments etc were also organised. Winners and runners up teams are given medals and other prizes and the expenditure of the tournaments is borne by the College.
 - iv) Inter class football tournament, basket ball tournament, volley ball tournament etc were also organized. Winners and runners up teams were

given medals and other prizes and the expenditure of the tournaments are borne by the College.

32. Students' Achievements and Awards:

Results of T.Y. B.A./B.Com/BCA/BBA April/May 2008.

At the T.Y. B.Com Examination Eight students secured distinction and 28 students obtained first class. At T.Y. B.A. examination 5 students secured Distinction and 9 obtained first class. At T.Y. B.C.A. examination one student secured distinction and 11 students obtained first class. At T.Y. B.B.A. examination, one student passed with A grade and 23 students passed with B grade.

33. Placement Cell:

The Cell chaired by Shri. V. V. Sail started its activities by preparing a data bank of students who have completed the Third Year B. A/ B.Com /B.C.A. & B.B.A courses as well as the present students for placement purpose. The bio-data of students was supplied to companies like D-Link India Ltd, Chowgules, Ratio Pharma, ZIOL Ltd , MPhasis, First European Infotech, Infosys Ltd, Casa Mohiddin, Religare, LIC Insurance Agency, Team Lease and other companies for recruitment purpose.

The cell organized campus recruitment programmes and sought placement to 48 students studying in the Third Year. The Cell has also planned to conduct few more campus interview programmes during the year.

34. Development programme for non-teaching staff.

Computer training was given to the non-teaching staff.

35. Healthy practices of the institution.

a. Interpersonal relations:

- i. Staff Club functions are held on all public holidays. The staff members are felicitated on career achievements and personal



milestones. The national days are also celebrated to incur a feeling of patriotism and loyalty to the nation.

- ii. The Credit Co-operative Society has also been formed with staff members as members.
- iii. The facility of staff group insurance has been given to the faculty.
- iv. All staff members enjoy a harmonious and cordial relation between themselves.

b. Admission policy

1. At the time of admission, a committee of teachers meet and counsel students on admission criteria, guidance is given to students on the various courses offered by the College students are helped in all respects.
2. The weaker students are told about scholarships, and text books available in the book bank scheme

c. Teaching methods:

1. Syllabus is distributed to students at the beginning of the year. Apart from the usual lecture method, OHPs and LCDs have been used for classroom teaching.
2. Teachers are encouraged to prepare their own slides.
3. The College provides required stationery to teachers.

d. Teachers are appointed as mentors for every class and teachers have helped the students in different ways

e. Regular tests are conducted in different subjects. Students are also encouraged to make presentations on various topics.

- f. The English department has also established the "Readers Club" to inculcate good reading habits and the students will be issued an extra library card.
- g. The Dept. of Konkani organized poetry competitions to give boost to the budding writers.
- h. Open access to library is given to teachers and students.
- i. Remedial classes are being conducted at the First year level in the subjects of Accountancy, Mathamatics and Information Technology.
- j. Attendance records are maintained by teachers for every subject.
- k. Evaluation of teachers by students is done for improvements in the teaching learning process.
- l. Community development activities have been undertaken by the students like blood donation, AIDS awareness, and anti-tobacco drives, etc.
 - 1. A Waste Management committee has been appointed. The garbage is collected segregated and is treated by vermin-culture method. The vermin-compost is sold to people so as to generate some internal resources.
 - 2. The college has formulated a vision & mission statement. The statement provides a direction to the activities of the college and builds a work culture in the organisation.
 - 3. Staff meetings are held at the beginning of each term to discuss and plan activities for the term.
 - 4. The disciplinary committee is constituted and is responsible to maintain discipline in the campus.
 - 5. Students are also encouraged to participate in inter-collegiate events.



6. Teachers are encouraged to attend seminars, and workshops at the State, National and International level and also to present papers.

36. Linkages developed with national / international, academic / research bodies:-

Dr. Maria de Ceu Rodrigues is a part of the Lokniti group and is appointed as the Goa State Coordinator for election work.

37. Any other relevant information the institution wishes to add:

The College has endeavored to impart quality education for the all round growth of the student community. The institution is striving to keep pace with the changing global and national policy of education.

