Ref. No: B6/442 /2014-15

Date: 24.07.2014

The Director,
N.A.A.C.,
P.O. Box No. 1075,
Nagarbhair,
Bangalore- 560072

Sub: Submission of the Report of IQAR for the year 2010-11

Dear Sir,

Please find herewith the report of IQAR for the year 2010-11 which is the outcome of their meetings and the deliberations held on different matters.

Yours sincerely.

M. C. Rodrigues

Dr. M.C.Rodrigues
Principal

18.C

DVK 11-12 · 26/10/2012
12-13 15/10/2013.

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: **2010-11**

Section A:

In the light of the Vision and Mission of the college IQAC intend to accomplish the following goals during the year.

1) Online admission: committee has been formed and it working on the modalities.
2) Certificate courses for students of B.A / B.Com / B.C.A etc. Certificate courses were conducted for the students of the departments of Commerce, Economics, English and Psychology to hone their skills and make the students employable.
3) To organize field trips for students. Field trips were organized for the benefit of the students of the following subjects:
   a) Commerce
   b) Psychology
   c) Sociology
   d) Geography
   e) BBA
   f) BCA
   g) B.Com Shipping Management
4) To organize faculty development programmes
5) To organize workshops and guest lectures for students.

During the year a number of faculties participated in National and International Seminars and presented papers.

6) Automation of library is in the pipeline.
7) To enhance the infrastructure facility so as to improve the teaching and learning process.
8) Each class is provided OHP facility.
9) To arrange for feedback responses from students and other stakeholders: The feedback from students and parents is obtained from time to time in both formal and informal manner and the data is considered in taking sound decisions.

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10) To provide counselling cell in the college: the psychology department opened a special counseling centre at the college.
11) To conduct orientation programmes for administrative staff. The accountant and head clerk of the college attended such programmes conducted outside the college.
12) To organize inter-intra-institutional seminars and workshops on quality related matters: the college organized state and national level seminars and workshops funded by UGC and ICSSR.
13) To conduct student oriented programmes and activities: certificate courses were conducted by the departments of Commerce, Economics and Psychology..
14) Field trips were organized for the benefit of students of the following subjects: Commerce, Sociology, Psychology and Geography.

The motto of M.E.S. College is 'Quality Enhancement in Higher Education'. The IQAC of the college has set high goals for the college and strives at excelling in all fields such as curriculum, teaching, learning and evaluation, research, consultancy, extension and other related aspects. The curriculum caters to the integration of Information and Communication Technology (ICT) by giving good foundation in the core subjects. The Wi-Fi internet facility has been made available to the students and teachers of the college.

The degree courses available to the students in this college are:

a) Bachelor of Arts.
b) Bachelor of Commerce.
c) Bachelor of Business Administration.(BBA)
d) Bachelor of Business Computer Application(BCA)
e) Bachelor of Commerce in Shipping Management(BSM)

Beside, some certificate courses are being conducted in order to impart job oriented skills to the students.

The Teaching-Learning process has been confined primarily to the blackboard and chalk method, but in recent years the teaching method has changed with the installation of Overhead Projector (OHP) and LCD Projectors. This makes the

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lectures more interesting, easy to comprehend and informative. Seminars are conducted by different departments which make the learning process simpler and rewarding.

The student's council is elected every year and the office bearers shoulder quite a few responsibilities. They prove their mettle during the college week where a variety of programmes, functions and competitions are organized and conducted by the students under the able guidance of the teachers. A Placement Cell has been established in the college.

In order to be abreast with the latest developments in the field of education, the college deputes the teachers to organize and attend seminars, workshops, refresher courses and orientation courses. Eight teachers are pursuing their research for Ph.D.

The library has, as of today, a total collection of 23073 books and subscribes to 71 periodicals and 15 local & national newspapers. During this academic year, 811 books were added to the library collection.511 books were purchased under UGC Remedial Coaching Grant. There is internet facility in our library. The college is a member of INFLIBNET.

It has always been the desire of the IQAC to work together with the management to bring out the best for the college.

Part B:

1. Activities reflecting the goals and objectives of the institution: in furtherance of the goals of the college many seminars and awareness programmes have been organized from time to time. Selection of staff is done keeping in mind the criteria laid down for selection with special attention to proficiency in teaching.
2. New academic programmes initiated (UG and PG): Nil.
3. Innovations in curricular design and transaction: Prof.V.V.Sail was elected as the member of the Academic Council of the Goa University. Some teachers as members of the Board of Under-Graduate Studies are instrumental in initiating innovations in curricular design.
4. Inter- disciplinary programmes started:Nil.

5. Examination reforms implemented: as the college is affiliated to Goa University it has to follow the circulars and abide by the rules and regulations framed by it.
6. Candidates qualified:NET/SLET/GATE etc: 18 teachers are NET/SET qualified
7. Initiative towards faculty development programme: in all five seminars and workshops were organized in our college. Teachers are also encouraged to present papers in the state, national and international seminars and conferences.
8. Total number of seminar/workshops conducted: in all 7 seminars and workshops were organized in our college. Besides teachers are encouraged to present papers in the state, national and international seminars and conferences.
9. Total number of seminars/workshops conducted: state level seminars – 1, national level seminars – 2, workshops - 4

Research

a) Newly implemented:
   1) Prof. Shivani Shirodkar received a grant for a minor research project by UGC on the topic"Awareness of Consumer Rights & Law: A Study with Refernce to Goa".
b) Dr. Rekha R.Gaonkar completed a Minor Research Project on "Gender, Migration and Development" by ICSSR Mumbai.

10. Patents generated, if any: Nil.
11. New collaborative research programmes: Nil.
12. Research grants received from various agencies:
13. Details of Research Scholars: as the college is not a recognized research centre there are no research scholars in the college. However, 8 teachers from the college are registered for research leading to Ph.D degree under Goa University.
14. Citation index of faculty members and impact factor: N.A.
15. Honors /Awards to the faculty:
    a) Dr. Rekha Gaonkar received the silver jubilee "Best Teacher Award" of Goa University.
    b) Prof. Cosma Fernandes received the "Yuva Chaitanya Puraskar" of Goa Konkani Academy for the year 2010 for his contribution towards Konkani. He

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was awarded "Konkani Seva Puraskar" of Jivit magazine for the year 2010. He was also awarded "Best Duo Award" of Tiatr Academy, Goa.

c) Dr. Sandhya Bhandare Sequeira was awarded "Prof. D.B.Wagh Memorial State level Shikshak Bhushan Award" 2010 by the Shikshak Vikas Parishad, Shiroda, Goa at 16th National Conference, held at Dharmaji Angol Sabhagraha, Belgaum.

16. Internal resources generated: the college generated internal resources through self financed programmes during the academic year – i.e, BBA and BCA courses. The resources so generated are being used for developing academic infrastructure for these courses.

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

18. Community services:

a) The Resource Management Cell conducted an Awareness Programme in the month of August for the residents living in & around MES College, Mormugao Taluka & Dabolim area. Ms. Roopa Banddekar, Environmentalist gave valuable information about environment protection and gave demonstration in "KHAMBA", a unit for converting wet garbage into manure.

b) During the Ganesh festival, members of the cell participated in the "Nirmalya" project undertaken by Vasco citizens along with Vasco municipality. The flowers collected during immersion of the Ganesh Idol were brought to MES College and converted into organic manure. This manure was distributed free of cost to the citizens of Vasco. The activity was well appreciated by the Government and the citizens of Vasco.

c) The cell conducted campus cleaning competition for the college students as well as higher secondary section.

d) Apart from these activities, following regular activities of the cell were conducted:

- Preparing vermi compost
- Collecting waste paper and sending for recycling,
- Collecting plastic bottles and sending for recycling.

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e) The NSS unit conducted a blood donation camp on 10th December 2010 in collaboration with the Lions Club of Cortalim, SBI and GMC. 143 units of blood were donated.

f) NSS Special Camp was organized at Fatorpa Kunkolienkar Devasthan.

g) The NSS unit also conducted Anti – Narcotic Day, Road Safety Week, Gandhi Jayanti, Sadbhavana Diwas etc.

h) The unit participated in the street play competition 'Save the Girl Child' conducted by Health Department, Government of Goa.

i) The NSS unit participated in the 'Run for Your Nation' organized by the Chicalim Panchayat on Republic Day and the 'Clean Goa'campaign of the government to mark the Golden Jubilee of Goa's Liberation.

j) NCC cadets participated in many social activities like garbage and beach cleaning, visiting old age home, blood donation camp etc.

19. Teachers and officers newly recruited: 9

20. Teaching- Non Teaching staff ratio:4:1

21. Improvements in the Library services: classification and cataloging of the books are done. Automation of books, journals, magazines is under process.

22. New books /journals subscribed and their value:

Books purchased from UGC & General fund:

No. of books purchased during 2010-11 = 1826

Amount spent = Rs. 2, 46,356

Amount spent for magazine/journal/newspaper Rs.82, 518

Total No. of Journals: 68

Weekly	13
Fortnightly	06
Monthly	35
Quarterly	07

Sr. No	Title of Journal/Magazine	Amount(Rs.)

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1	Journal of commerce & management thought (qtrly)	5000
2	Social Welfare	100
3	Education world	1300
4	Harward business review	3600
5	Frozen thoughts	1000
6	The Indian banker	1500
7	National productivity	300
8	Contemporary discourse	2000
9	Pratiyogita darpan	890
10	Success mirror	485
11	Advances in management	4000
12	Business goa	300
	Total Value	

23. Courses in which student assessment of teachers is introduced and the action taken on student feedback:

    B.B.A, B.C.A and B.S.M. courses are regularly taking the feedback from students and quick action is taken to solve the grievances of the students. In B.A and B.Com programmes also feedback is given priority. Students are given liberty to express their opinion and voice their grievances in the students council meetings. Immediate action is taken to solve the problems of the students.

24. Feedback from stakeholders: all the stakeholders oopinions are considered important and their problems are solved.
25. Unit cost of education: Rs. 53775.10
26. Computerization of administration and the process of admissions and examination results, issue of certificates:
    1. All accounts of the college i.e. CPF Accounts, Income Tax, personal file of staff, LIC, group insurance and pay revision are fully computerized. These include salary slips of both teaching & non teaching, arrears pay and utilization certificates which are maintained by the college accountant.

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2. Matters relating to appointments of new teachers/non teaching staff(from advertisements to appointments) are handled by computers.
3. Records of disbursements of Post Matric Schlorships- Border Area Scholarships and scholarships of students of different states are computerized.
4. Examination results: the process of conducting both college and university examination are computerized. Hall tickets are also done on computers.

27. Increase in infrastructural facilities: nil
28. Technology upgradation: internet facilities is available to all departments. Laptops are given to all departments.
29. Computer and internet access and training to teachers and students: all departments i.e. Arts, Commerce, B.B.A. and B.C.A. are provided with computers and laptops. Wi-fi and unlimited internet access is extended to the students and teachers by the college.
30. Financial aid to students: students from low income group who are meritorious and position holders in B.A., B.Com and B.C.A. are given financial aid under Student Aid Fund.
31. Activities and support from the Alumni Association: the Alumni Association of the college is dormant.
32. Activities and support from the Parent- Teacher Association: the P.T.A. of our college is quite active and been paying for one daily wage staff in the library.
33. Health services: the college does not have any health facility of its own. However, in times of necessity the college makes the necessary arrangements to provide first aid and shift the patient to the nearby hospital.
34. Performance in sports activities: under the able guidance of college Director of Physical Education Shri. P.A.Borgave and Sports Advisory Committee consisting of Prof. Manoj Pednecar and Prof. Kuladeep Parab, our college participated in the inter-collegiate tournaments organized by Goa University. Teams participated in the following inter-collegiate tournaments
    1. Cricket
    2. Table tennis
    3. Power lifting

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4. Bodybuilding
5. Weightlifting
6. Athletics
7. Hockey
8. Volleyball

In some of the games our players showed excellent performance

Achievements in the inter-collegiate tournaments

1. Cricket(Men) Team: won the inter-collegiate championship
2. Tabe Tennis(Women) Team: runners up at the inter collegiate championship

The Annual Athletic Meet of our college was held on 25th November 2010 at S.A.G. ground, Chicalim.

Shri. P.A.Borgave, Director of Physical Education has been appointed as the executive member of the National Association of Physical Education Sports & Science for a period of 3 years. He attended Pre- Common Wealth International Sports Congress 2010 from 27th to 29th September 2010 organised by Manavrachana International University, Faridabad, New Delhi. He also presented a paper at the international conference on physical education and sports organized by S.V.S. Sridora Caculo College of Commerce, Mapusa.

35. **Incentives to outstanding sportspersons: preference is given to outstanding sports** persons at the time of admissions. They are provided with daily allowance and travelling expenditure during practice and participation in events.
36. Students achievements and awards: during the college annual day students are given special awards for securing highest marks in different subjects in the university examination.

Results of the college VI semester during 2010-11

1. B.C.A – 100%
2. B.B.A-87.18%
3. B.A-89.06%

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4. B.Com-77.36%

Comparative result of semester VI B.A./B.Com/B.S.M/B.B.A. in June 2011

Class	B.Com	B.A	B.B.A	B.C.A
Distinction	9	8	----	8
First class	47	28	34	36
Second class	67	16	----	29
Pass class	24	5	----	6
Fails	43	7	5	---
total	190	64	39	79

37. Activities of the guidance and counseling unit:

1.The career guidance cell organized talk on Chartered Accountancy course, ICWA course. IMS conducted IMS Scholarship test for B.Com students. Time Management Institute conducted a seminar on MBA programme for B.Com students.

2. The faculty of Psychology department has for many years been active in helping students to deal with various problems. This year, the department opened a Special Counseling Centre at the college for undergraduate and higher secondary students of the college. A session on 'Need for Counseling' was organized for undergraduate students.

38. Placement facilities were provided to the students:

1. Data base of BA/B.com.BCA third year (2009-10) students was disbursed to various companies all over Goa.
2. Talk on career opportunities in Birla Insurance was organized on 8th September 2010 by Birla Sunlife Insurance for Bcom V & VI semester students.
3. Under the Earn While you Learn Scheme of the college, 7 needy students were offered part time employment.
4. A session on C.V Writing and Mock Interview was organized for BCom/BA/BCA third year students on 23rd December 2010.

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5. B.Com, BBA and BCA students of semester V and VI participated in the Campus Recruitment Programme organized by HCL Career Development Centre wherein MPHASIS and HP company had invited applications for their BPO.
6. Students participated in Placement Fair organized by the Career Counselling and Placement Cell Goa University at University Campus.
7. Campus recruitment was organized for B.Com students by SESA Goa Ltd for their openings at Goa Branch.
8. SMRC Vivus Chicalim, Vasco organized campus interview for Junior Executives for B.Com students.
9. Online applications were invited from B.Com/BBA/BA and BCA students by Productive Solutions Pvt. Ltd. Casa de Alegria near Panchayat, Verna, Salcette, Goa.

39. Developments programmes for non-teaching staff:
    1. Shri. Suresh D. Shenoy, Accountant of our college attended a 3 day programme on 'Responsive Administration' at Goa Institute of Rural Development & Administration at Ela, Old Goa.
    2. Shri. Dilip S. Lotlikar, Head Clerk, our college attended a 3 day DoPT sponsored programme on 'Motivation & Productivity in Government' at GIRDA, Ela, Old Goa.
40. Healthy practices of the institution: extracurricular activities:
    1. Decision was taken to conduct and allow inclusive participation of the students in the activities.
    2. All preparatory activities to be conducted after class hours so as to not to disturb lectures.
41. Linkages developed with National/International,academic/Research bodies: Nil.
42. Any other relevant information the institution wishes to add: a more active participation and involvement of the Alumni Association is what the college is planning to achieve.

Part C:

Detail plans of the institution for the next year.

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The college plans to construct a new conference hall with 200 seat capacity, additional classrooms, independent examination centre and a new Information Technology Laboratory.

M.C. Rodrigues

Dr. M.C.Rodrigues
Principal