



MURGAON EDUCATION SOCIETY'S
COLLEGE OF ARTS & COMMERCE

ZUARINAGAR, GOA - 403 726.

Reaccredited by NAAC with **B⁺⁺**

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Date: 26/10/2012

To
The Director,
National Assessment & Accreditation Council,
P.O Box No. 1075
Nagar Bhavi,
Bangalore – 560072
Karnataka India

Sub: Annual Quality Assurance Report 2011-12

Dear Sir,

Please find enclosed the Annual Quality Assurance Report 2011-12 of our College for the year 2011-12.

Kindly do the needful.

Thanking you,

Yours Sincerely,

M.C. Rodrigues
(Dr.M.C.Rodrigues)
Principal

Encl: as above



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: 2011-12

Section 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) To provide student friendly admission process i.e. online admission.

Action taken: For the online admission, the committee has been formed and it is working on the modalities.

- 2) To conduct certificate courses for the students of B.A./ B.Com/ B.C.A. etc.

Action taken: Certificate courses were conducted for the students to give additional skills to them by the departments of Commerce, Economics and Psychology.

- 3) To organize interdisciplinary field trips for students.

Action Taken: Field trips were organised for the benefit of the students of the following subjects:

- a. Commerce
- b. Konkani
- c. Economics
- d. Ecology



4) To organize programmes for faculty development.

As the teachers and students were busy organising various programmes as a part of Goa's Golden Jubilee Celebration nothing much was done in this area. However, organizing and participating in seminars gave lot of opportunities for the teachers to update their information.

- This year Goa state celebrated Golden Jubilee of its independence and our institution was given Rs. 2 Lac for the celebration. The College took it as an opportunity to use it for the development teaching as well students. Fund was allocated to each department to conduct lectures/ seminars/ visits and utilized for enhancement of faculty & students.

- Interdisciplinary cell also planned a intercollegiate on professional ethics and values for the benefit of teachers and students.

5. Automation of Library.

Actions Taken: The work is in progress.

6. To provide better infrastructural facilities for improvement and enhancing the teaching and learning process.

-Action Taken: steps are taken to improve the infrastructure in the college. Each teacher is provided with separate cabinet with internet connection. This has helped the teachers in teaching learning process and also in research work.

- Each class is provided OHP facility.

7. To arrange for feedback responses from students, parents and other stakeholders.



-Action Taken: The feedback from all stakeholders in both formal and informal manner is taken from time to time and the same is considered while taking the decisions related to the quality improvement.

8. To provide counselling cell in the college in order to enable the students to cope up with stress and strain and other problems.

-Action Taken: The College has an effective counseling cell (with trained counsellors) to cater to the counseling needs of the college students.

9. To conduct development programmes for administrative staff.

-Action Taken: A workshop was planned for administrative staff. However, due to sudden change of schedule of the resource person the workshop did not materialize.

- Office staff members were deputed to Smt. Parvatibai Chowgule College to get administrative exposure.

10. To organize inter-intra-institutional seminars and workshops on quality related matters.

-Action Taken: The College organized five state and national level seminars and workshops funded by UGC and ICSSR.

11. To conduct programmes for overall development of the students :

Action Taken: Certificate courses were conducted for the students to give additional skills to them by the departments of Commerce, Economics and Psychology.

ii. Field trips were organized for the benefit of the students of the following subjects:



- a. Commerce
- b. Konkani
- c. Economics
- d. Ecology

The motto of M.E.S. College is 'Quality Enhancement in higher education'. The IQAC of the college aims at excelling in all the fields such as curricular aspects, 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 basic subjects. The Wi-Fi internet facility has been made available to the students and teachers of this college and this has greatly helped in providing crucial information to the students and staff.

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 skills other than curricular aspects.

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 the Overhead and LCD Projectors. The classes are more interesting, informative and comprehensive. Seminars are conducted by



different departments which make the learning process more challenging and rewarding.

The Students' Council is elected every year and the office bearers take up a lot of responsibilities. Their caliber is seen during the College Week where the different programmes, functions and competitions are organized and conducted by the students with the guidance and advice of the teachers. Also, a Placement Cell has been established in the College.

The IQAC was of the opinion that the teachers should be in touch with the latest developments that are going on in their respective field. The college deputed the teachers to organize/attend seminars, workshops, refresher courses and orientation courses. Eight teachers are pursuing their research for Ph. D.

What the IQAC had planned for the infrastructural development has to a certain extent been accomplished. The library has now new additions - books and magazines. There is internet facility in our library. The College is a member of INFLIBNET. The College has been able to mobilize some funds for the much needed sports complex within its premises.

It has always been the desire of the IQAC to work together with the authority/management to bring out the best for the College. The IQAC felt the necessity to create a good ambience for the office and the office got a face lift. Every office staff has his/her specific own work place this gives them a sense of belonging and inculcates in them a sense of responsibility.

Part B:

1. Activities reflecting the goals and objectives of the institution: Keeping in mind the goals of the college many seminars and awareness programmes have



been organized from time to time. Selection of staff is done with special attention to quality and proficiency in teaching.

2. New academic programmes initiated (UG and PG): Nil

3. Innovations in curricular design and transaction: 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 there is hardly any scope for the college to make changes or to introduce any reforms.

6. Candidates qualified: NET/SLET/GATE etc. 18 teachers have been qualified for NET/SET.

7. Initiative towards faculty development programme: In all five seminars and workshops were organized in our college where in most of the teachers participated. Besides teachers are encouraged to present papers in the state, national and international seminars and conferences.

8. Total number of seminars/workshops conducted: State level Seminars-5.

National level seminars 2.

Research

projects:

a) Newly implemented:



1. Dr. Cidadlia Bodade got UGC Major Research Project on 'Exploitation of women in tourism' Rs. 4,32,600/-.
2. Dr. Alaknanda Shingare got a Major Research Project on Popular Responsiveness to Development Programme projects in Goa.Rs.2,48,000/-.
3. Miss Champa Parab got UGC Minor Research Project on 'Credit Risk Management'
Rs.1, 20,000/-.
4. Miss Shivani Shirodkar got UGC project on Awareness of Consumer Laws and Rights : A Study with reference to Goa Rs. 25,000/-

b) Completed:

1. Dr. Rekha R. Gaonkar completed a Major Research Project of UGC on Sustainable Development through SHGs Rs. 5,18,208/- .
2. Dr. Rekha R. Gaonkar completed a Minor Research Project of ICSSR 'Socio-Economic Conditions of Female Migrant Workers' –Rs. 45,000/-.
3. Dr. M.C. Rodrigues –Principal (Officiating) completed a Major Research Project on 'General election -2009'Rs. 3,18,500/-.
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: Nil

16. Internal resources generated: Nil

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

18. Community services: The NSS and NCC units of our college are conducting the Blood donation programmes in association with the Lions Club of Cortalim every year and the blood thus collected is sent to Goa Medical College for the benefit of the needy. Besides, free medical camp is organized in the remote areas every year during the Special N.S.S. Camp.

19. Teachers and officers newly recruited: 11.

20. Teaching – Non-teaching staff ratio: 55/14

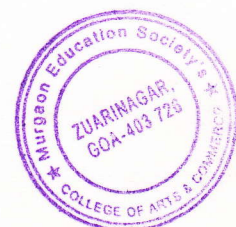
21. Improvements in the library services: Classification and cataloging of the books are done. Automation of books, journals, magazines is under process.

22. New books/journals subscribed and their value: Books :

Books Purchased from UGC & General fund :

No. of Books purchased during 2011-2012 = 2289

Amount Spent = Rs 6,67,4311/-Journals/Magazines and Newspaper



Amount spent for magazine/Journal/Newspaper Rs. 1,11,734/-

Total No. of Journals

Weekly	12
Fortnightly	05
Monthly	42
Quarterly	15

Sr.No.	Title of Journal / Magazine	Amount
1.	Samaj Kalyan	
2.	Social Welfare	1600
3.	Think Line (Commerce)	1500
4.	IUP Journal of Entrepreneurial Mgmt.	625
5.	IUP Journal of Information Technology	625
6.	IUP Journal of softskills	625
7.	Inside Outside(Magazine)	600
8.	Gujarat Manorigan Darshan (Psychology) (Magazine)	1000
9.	Inspirational Quote	
10.	Journal of Indian Academy of applied Psychology	1000
11.	Journal of community Guidance & Research	1000
12.	Travel & Leisure	4200
	TOTAL VALUE	7975

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 the students. Quick action is taken to solve the grievances of the students. In B.A. and B.Com. programme also feedback is given priority. Students are given liberty to express their opinion and voice their grievances in the Students' Council meetings. Immediately action is taken to solve the problems of the students.

24. Feedback from stakeholders: The college is very sensitive about this aspect. All the stakeholders's opinions are considered important and their problems are solved and justice is given to them.

25. Unit cost of education:

Rs. 40,452 = 90/-

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

1) Administration:

a) All the Accounts of the College (both Receipts & Expenditure) are fully computerized. These include Salary slips of both teaching & Non Teaching, Arrear Pay and Utilization Certificates which are maintained by the College Accountant.

b) Matters relating to Appointment of new teachers /non teaching staff (from advertisements to appointments) are handled by computers.

c) Records of disbursements of Post Matric Scholarships-Border Area Scholarships and scholarships of students of different states are computerized.

d) Computers are used for CPF Accounts, Income Tax, Personal File of Staffs, LIC, Group Insurance and Pay Revision.



e) Examination results: The process of conducting both College and University Examination are computerized. Hall tickets are also done on the computers.

f) Issue of certificates: This is manually done by the dealing clerk.

26. Increase in the infrastructural facilities: renovation of Staff room, independent cabinets for teachers and to the office staff is provided.

27. Technology up gradation: Internet facilities available to all departments. Laptops are given to all departments.

28. Computer and internet access and training to teachers and students: All Departments both Arts, Commerce, B.B.A. and B.C.A. are provided with Computers and laptops. Wifi and unlimited internet access is extended to the students and teachers by the College on payment.

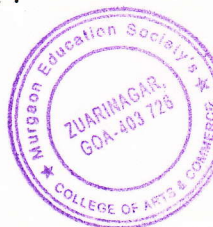
29. Financial aid to students:

Students from low income group who are meritorious and Position Holders in B.A., B.Com. , B.B.A. and B.C.A. are given financial aid under Student Aid Fund.

30. Activities and support from the Alumni Association: The Alumni Association of the College is not very active.

31. Activities and support from the Parent-Teacher Association: The P.T.A. of our college is very active and been paying for one daily wage staff in the library .

32. Health services: The college does not have any health facility of its own. However, in times of necessity the college makes necessary arrangements to provide timely help to reach the needy staff or students to the nearby hospital .



33. Performance in sports activities: Our students participated in the Inter Collegiate Tournaments at the university level and bagged several medals.

34. Incentives to outstanding sportspersons: preference is given to outstanding sports persons at the time of admissions. They are also provided with daily allowance and travelling expenditure during practice and participation in events.

35. Student achievements and awards: During the College Annual Day students are given special Awards for securing highest marks in different subjects in the University Examination.

Result of the college VI Semester during 2011-12 :

1. B.Com Shipping Management – 100%
2. B. C.A.—98.57 %
3. B.B.A.- 97.50%
4. B.A – 84.61%
5. B. Com – 79.91 %

Comparative Result of Semester VI B.A./B.Com/B.S.M/B.B.A.in June 2012

	B.Com	B.A	B.S.M	B.B.A	B.C.A
Distinction	14	11	05	-	7
First Class	57	22	09	37	26
Second Class	88	25	07	02	34
Pass Class	28	19	06	-	02
Fails	47	14	-	01	-
TOTAL	234	91	27	40	69



36. Activities of the Guidance and Counselling unit: The Guidance and Counselling Unit of the College is formed with a special Counsellor appointed by the Government. 28 students were benefited from the course. A certificate course was organized in counseling. Individual counselling of the students is done in the college premises by the professors of Psychology department of the counseling cell. Around 50 students have benefited from the same during academic year 11-12

Career Counselling Programmes were held with regards to Value Education.

37. Placement facilities were provided to the students:

1. Aware drive about Banking, Recruitment and Commerce was organized .

2. Written examination of IBPS was held in college for the benefit of all the students.

- 46 students were involved in earn while learn scheme with a stipend of Rs. 3000/- each.

- Campus interview was held by Infosys ltd. for the benefit of our College and other neighbouring college students. Altogether 71 students were selected for BPO and 13 students were selected for technical jobs.

-Job aptitude tests were conducted.

- The college gives the data of the degree students who passed out from our college on demand basis to several companies.

38. Development programmes for non-teaching staff:

- New furnished office has been provided to the administrative staff with advanced IT equipments.



- Administrative staff was deputed to other 'A' Grade institutions in Goa with an intension to give them exposure to administrative functioning in other institutions.

39. Healthy practices of the institution: Extracurricular activities:

- Decided to conduct and allow inclusive participation of the students in the activities.

- Decided to conduct all the preparatory activities after the classes.

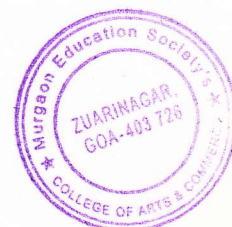
40. Linkages developed with National / International, academic /Research bodies:

Nil

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

The college is planning for active involvement of Alumni Association. Our college PTA is planning for environment friendly and Green Campus and to spread the message to the people around.

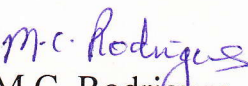
Our college has signed MOU with 'I Create India of Goa Chamber Of Commerce & Industry and Goa Commerce Association. The main objective is to inculcate spirit of entrepreneurship among students and their catchment area to foster co-operation and partnership with small organization, SHGS , Women's Groups and small budding entrepreneurs thus helping the growth of entrepreneurship through training, maintenances and linkages.



Part C:

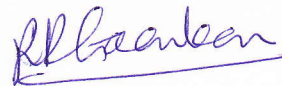
Detail plans of the Institution for the next year.

1. Infrastructural Development : The college plans to construct a new conference Hall with 200 seat capacity, 10 additional classrooms, independent Examination centre and a new Information Technology Laboratory.
 1. Business Plan Competition will be organized at the College level. The selected group will compete at state level and later at the National level if they are selected.
 2. The college will participate in the competition called Goa Sudharop.


Dr. M.C. Rodrigues

Chairperson, IQAC





Dr. Rekha R. Gaonkar

Co-ordinator, IQAC