MURGAON EDUCATION SOCIETY'S

COLLEGE OF ARTS & COMMERCE



ZUARINAGAR, GOA - 403 726.

Reaccredited by NAAC with \mathcal{B}^{++}

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Ref. No. B6/1063/2013-14

Date: 15/10/2013

REGISTERED A. D.

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

Sub: Annual Quality Assurance Report 2012-13

Sir,

Please find herewith enclosed hard copy of Annual Quality Assurance Report of our College for the year 2012-13. The soft copy of the same report has already been sent to you on 12th October, 2013.

Thanking you.

Yours sincerely,

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

Encl: as above



INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

- 1. General Profile
- 2. IQAC (Internal Quality Assurance Cell) activities
- 3. Academic and Research Outputs
- 4. Student Mentoring and Support System
- 5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile which would be a self-learning exercise. Apart from the resconses to the online survey, in case the NAAC requests for any further evidence the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgement or categorization on institutional quality is intended.

IMPORTANT

In order to enable institutions to have a preview of the questionnaire, the PDF version is available on the NAAC website.

When answering this questionnaire, please ensure that no question is omitted in order to have a holistic analysis.

This survey does not allow you to have access to the filled-up form, i.e., once the 'done' button is clicked, the information will automatically reach NAAC.

In case you wish to relain printouts of the filled-up constitions reliplease take a printout of each completed page before proceeding further.

4. Contact Person Details

mame of Head of

=stitutio=

Dr.M.C.Rodrigues

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mame of IQAC Co-

erdinator

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SECTIONI					
This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.					
5. Number of aca	idemic programmes existir	g (Enter a number;	0 for nil)		
Undergraduate (BA/B.Sc./E	3.Com etc.)	5			
Post Graduate (MA/M.Sc./M	M.Com etc.)	0			
Research Programmes (M.	Phil/P.hD)	0			
Certificate Programmes		3			
Professional Programmes (B. Tech/M. Tech/B. Ed/M. Edetc)	d/Medicine/Pharmacy/Paramedical/Nursing	O			
Other value added program	nmes	0			
Any other programme offer	ed (Specify)	1			
6. Details on Pro	gramme Development (Ent	er a number; 0 for n	iil)		
New programmes added during the year	0				
New programes designed	1				
Programes under revision	1				
Interdepartmental collaborative programmes	2				
Inter institutional collaborative programmes	2				
Number of review committee recommendations implemented (Total)	0				
Number of NAAC peer team recommendations implemented	3 Infrastructure, Toilets, Women	Cel			
Number of UGC/any other exper committee recommendations implemented	3				
Number of review committee recommendation under implementation	0				
Number of NAAC peer team recommendations under implementation	0				
Number of UGC/ any other expert committee recommendations under implementation	0				

	(Enter a number; 0 for nil)	
Total faculty strength	83	
all programmes		
Total faculty on rolls	83	
Faculty added during the year	83	
Faculty positions vacant	0	
Faculty left during the year	0	
Total number of visiting tabulty	25 B.B.A & B.C.A	
taculty	0	
8. Qualification of	Faculty	
EnD and Above	5	
⊻ Phil	8	
Masters	82	
Eny other (Specify)	13 Diploma, PGDP, B.Ed, L.L.B	
, , , , , , , , , , , , , , , , , , , ,	To Diploma, 1 doi: 1, p. ad., p. ad.	
9. Faculty qualific	cation improvement	
=hD awarded to existing □culty	0	
MPhil awarded to existing aculty	0	
	0	
aculty any other degree awarded ⇒ existing faculty		
aculty any other degree awarded ⇒ existing faculty	0	
ny other degree awarded existing faculty 10. Administrative definition and the staff (total)	e Staff Details (Enter a number; 0 for nil)	
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***************************************	SECTION II	
The control of the co	It reflects quality management	y sustenance and development activities during the year taken up by IQAC. structure, strategies, and processes which would enhance academic quality of the institution as perceived by other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.
	12. Establishment	details
**********	DD	MM YYYY
	Year of establishment of IQAC	04 / 2004
and an age of	13. Composition of	IQAC (Enter a number; 0 for nil)
	Number of IQAC members 1	·
1	Number of Alumni in IQAC 2	
	Number of Students in 0	
-	Number of Faculty in IQAC 7	
	Number of Administrative 2 Staff in IQAC	
CHRONICAL LAbora contamination	Number of Technical Staff on IQAC	
es de la contra consumpatio	Number of Management 1 Representatives	
MATERIAL CONTRACTOR CO.	Number of External experts 1 in IQAC	
white the same of	Number of any other stake-older and community representatives	
construction of Medicine	14. IQAC Meetings	
-	Number of IQAC meetings held curing the year	
The second desirations are desirated and the second desirated and the second desirated and se	15. Whether Calend	ar of activities of IQAC formulated for the academic year

4.

Number of academic	or Development (Enter a number; 0 for nil)	
programmes proposed Number of value added		
programmes proposed	2	
Number of skill oriented programmes proposed	3	
Number of faculty competency and development programmes proposed	2	
Number of other staff development programmes proposed	0	
Number of student mentoring programmes proposed	1	
Number of co-curricular activities proposed	2	
Number of inter departmental cooperative schemes proposed	1	
Number of community extension programmes proposed	4	
Any other programmes proposed (Specify)	2	
17. IQAC Plans fo	r development & Implementation (Enter a nu	mber: 0 for nil)
Number of academic programmes implemented	1	,
Number of value added	1	
programmes implemented Number of skill oriented	4	
programmes implemented		
Number of faculty competency and development programmes	0	
implemented Number of other staff		
development programmes implemented	0	
Number of student mentoring programmes implemented	0	
Number of co-curricular act vities implemented	2	
Number of inter departmental cooperative programs implemented	0	
Number of community extension programmes implemented	2	
mplemented		

18. IQAC Semina	rs and Conferences (Enter a number; 0 for nil)
Number of seminars/	O
conferences/ workshops organized by IQAC within the institution	
Number of participants from the institution	0
Number of participants from outside	0
Number of external experts invited	0
Number of external conferences/seminars/	0
workshops on institutional quality attended	
Number of events conducted with IQACs of	0
other institutions as collabrative programes	
19. Did IQAC rec	eive any funding from UGC during the year ?
Yes	
No No	
Amount Received from any other source including the college management	
	unt contribution made by IQAC on quality enhancement during current vide details in bullet format)
1.counselling cell wasucce3ssfully dealt w	s strengthened and vith the psychological family
2. The Street Street	dents Oriented Servinary were organised for the benefit dents by interdisciplinary colon the topic of Professions which would halp the Students to be More Value beged like
1. 1.	VIII
3. The Dept.	of Psychology organised a serinar on Spiritualisms
4. The Dep	of Psychology organised a serinar on Spiritualism & rence assin Moral value System across différent agegrost of Commerce also organised a Programme CM solliege relief for althe Students of BA/B. Com/BCA incollabration
5. College ho	scepted Selected administrative and teaching staff to
6. Deputed	saputed Selected administrative and teaching staff to rality institution. i.e. S.P.C. College, prayaco has velo office staff for one day workshop dealingwith tax velo eadministration and record keeping rathers le a prejentation and record keeping rathers le a prejentation and record discontin programme fe
2 Drawile	da Prejentation occurrency and di stutten Programme te

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SECTION III In this section the events, ac 22. Academic Pro	ctivities, and outputs in the field of research and academic areas are being surveyed.
Number of new academic programes developed or designed by faculty	1
Number of faculty members involved in curriculam restructuring/revision/syllabu development	8 Restructuring and revision of syllabus of B.A & B.Com
Number of programes in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	180
Average percentage of attendance of students	90
Percentage of classes engaged by guest faculty and temporary teachers	60 govt. policy of recruitment on contract basis
Number of self financed programmes offered	3
Number of aided programmes offered	2
Number of programmes discontinued during the year	0
23. Whether any s	ystematic student feedback mechanism is in place?
24. Feedback Deta	ails (If answer to Question 20 is Yes)
Percentage of courses where student feedback is taken	self finance courses like B.B.A & B.C.A
	y to The B-BA and B-C-A. faculties

26. Faculty Research	arch, Projects, and Publication details for the year
Number of major research projects undertaken during the year	2
Number of minor research projects undertaken during the year	2
Number of major ongoing projects	1
Number of minor ongoing projects	2
Number of major projects completed	1
Number of minor projects completed	0
Number of major project proposals submitted for external funding	0
Number of minor project proposals submitted for external funding	2
Number of research publications in peer reviewed journals	0
Number of research publications in international peer reviewed journals	0
Number of research publications in national peer reviewed journals	0
Number of research papers accepted for publication in international peer reviewed journals	0
Number of research papers accepted for publication in national peer reviewed journals	2
Average of impact factor of publications reported	0
Number of books published	1
Number of edited books published	1
Number of books (single authored) published	0
Number of books (coauthored) published	1
Numbers of conferences attended by faculty	26
Number of international conferences attended	3
Number of national conferences attended	13
Number of papers presented in conferences	24
Number of papers	2

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the same and the s	SECTION IV This section deals with Stude opportunities for development	dent Mentoring and Support System existing in the institution. This includes student activities, mentoring, and ent and inclusive practices.
	27. Student Deta	ils and Support Mechanisms
	The total intake of students for various courses (Sanctioned)	1895 B.A/B.Com/B.C.A/B.B.A/B.Com shipping Mgt.
	Actual enrollment during the year	1327
	Student dropout percentage during the year	38
	Success percentage in the final examination across the courses	74
	Number of academic districtions in the final examination and percentage	31
	Number of students who got admitted to institutions of national importance	0
	Number of students admitted to institutions abroad	2
	Number of students qualified in UGC NET/ SET	0
	Number of students qualified GATE/ CAT/ other examination (Specify)	0
	28. Does student	support mechanism exist for coaching for competitive examinations?
	29. Student partic	cipation, if response is yes to Qn. 27
	Number of students participated	NO.
	30. Does student	counselling and guidance service exist?
	31. Student partic	cipation, if answer to Qn. 29 is yes
	Number of students participated	\oldots \oldot
	32. Career Guidar	ıce
	Number of career guidance programmes organized	5
	Percentage of students participated in career guidance programmes	70

34. If yes to Qn.	32				
lumber of students articipated in campus election programmes	105	-104			
lumber of students elected for placement uring the year	47				
35. Does gende		n program (exist?		
6. If Answer is	Yes to Qn 34				
umber of programmes	2				

37. Student activ		
Number of students participated in external cultural events	153	
Number of prizes won by students in external cultural events	20	
Number of cultural events conducted by the institute for the students	3	
Number of students participated in international sports and games events	0	
Number of students participated in national level sports and games events	8	
Number of students participated in state level sports and games events	10	
Number of students participated in university level sports and games events	18	
Number of prizes won by students in international sports and games events	0	
Number of prizes won by students in national level sports and games events	0	
Number of prizes won by students in state level sports and games events	10	
Number of prizes won by students in university level sports and games events	6	
Number of sports and games events conducted by the institute for the students	5	
38. Composition	of students	
Percentage of Scheduled Caste	4 /2	
Tribe	2 /.	
Percentage of other backward communities	10 /	
Percentage of women students	64 / (
Percentage of physically challenged	Nil.	
Percentage of rural students	30/	
Percentage of urban students	70/.	

39. Scholarships	and Financial Support	
Number of students availing financial support from the institution	9	
Amount disbursed as financial support from the institution	13500 Students Aid Fund	
Number of students awarded scholarship from the institution	59	
Number of students received notable national/international acheivements/recognition 40. Student initia	tives	
Number of community upliftment programmes initiated by students	7	
Number of literary programmes initiated by students	3	
Number of social action initiatives based on science / environment initiated by students	6	
Number of student research initiatives	3	

SECTION V This section surveys the Governance and Innovation at the institution inlated to quality management. The educational management strategies accepted and in purches for active my the objectives and focussed. 41. Whether perspective plan for overall developmental activities is created? • Yes No No 12. If the answer for Qn. 40 is Yes, is the plan implemented and monitored? • Yes No 13. Whether benchmarking is created for institutional quality management efforts? • Yes No 44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format 1. Online admission 2. Appointment of committee for admission and counciling in the constitution of the control				TO SECURE A SECURE AS A SECURE	SSOCIAL SECTION OF AMOUNT AND AMO
This section surveys the Governance and Incovation at the institution related to quality management. The educational management strategies adopted and in protites for adderlying the objectives are focused? 1. Whether perspective plan for overall developmental activities is created? 1. Yes 1. No 1. No 1. Whether perspective plan for overall developmental activities is created? 1. Yes 1. No 1. No 1. Whether benchmarking is created for institutional quality management efforts? 1. Yes 1. No 1. Online admission 2. Appointment of committee for admission and counseling 1. Online admission 2. Appointment of committee for admission and counseling 1. All administrative procedures including finance 2. Student admission 3. Student records 4. Evaluation and examination procedures 5. Research administration 6. Others 1. All administrative information are stored in the computer systems and financial details are also maintained in soil and the hard copies 1. The Cather County of the Computer of and lead of the county of the count					
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No 42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored? • Yes No 43. Whether benchmarking is created for institutional quality management efforts? • Yes No 44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format 1. Online admission 2. Appointment of committee for admission and counseling 45. Is a Management Information System (Mis) in place? • Yes No 46. If answer to question 44 is Yes, please provide details of MIS applied to 1. Administrative procedures including finance 2. Student admission 3. Student records 4. Evaluation and examination procedures 5. Research administration 5. Others enter the respective details corresponding to the serial numbers) 5. Research administrative information are stored in the please of the procedure of the plant of	41. Whether	perspective plan for ov	verall developmental	activities is creat	ted?
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No 43. Whether benchmarking is created for institutional quality management efforts? • Yes • Yes • No 44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format 1. Online admission 2. Appointment of committee for admission and counseling 45. Is a Management Information System (MfS) in place? • Yes • No 46. If answer to question 44 is Yes, please provide details of MIS applied to 1. Administrative procedures including finance 2. Student admission 3. Student records 4. Evaluation and examination procedures 5. Research administration 3. Others 6 enter the respective details corresponding to the serial numbers) 5. If administrative information are stored in the proposed serial proposed out by approximation in soft and the hard copies • The defail occords of the Student are stored in soft and the hard copies • The defail occords of the Student are • Subject of the Studen	42. If the an	swer for Qn. 40 is Yes, i	is the plan implemen	ted and monitored	4 ?
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47 Existence	of loarning recourses were a final f	
TI LAISTEILE C	of learning resource management	
e-database in library	(6)	No
ICT and smartclass roor		
e-learning sources (e-		
Books, e-Journals)		
Production of teaching modules		
Interactive learning facilities		
48. Internal res	ource mobilization : Kindly provide the amount	contributed
Research	NIL	
Consultancy and training	NIL	and the state of t
Student contribution	NIL	
Alumni contribution	NIL	
Wellwishers	NIL	
49. Infrastructur	e and welfare spending: Please specify the an	nount
Amount spent for infrastructure developmen	11282406.00	·
Amount spent for student welfare	1811502.00	
Amount spent for staff welfare	NIL	
50. Is delegation	of authority practiced	
Yes		
No		
51. Does grievan	ce redressal cell exist ?	
Faculty	Yes	No
Students		(0)
Staff	(e)	
	eceived from faculty and resolved (Enter a nu	
Number of grievances	NIL NIL	mber; 0 for nil)
received	NIL	
Number of grievances resolved	NIL.	,
53. Number of gr	ievances received from students and resolved	I (Enter a number; 0 for
nil)		P
Number of grievances received	NIL	
Number of grievances resolved	NIL	

	grievances received from other staff members and resolved (Enter a
Number of grievances received	NIL .
Number of grievances resolved	NIL
55. Has the inst	itution conducted any SWOT analysis during the year
Yes	analysis during the year
● No	
56. The SWOT ar	nalysis was done by internal or by external agency
Internal	y and agency
External	
57. Kindly provid	e three identified strengths from SWOT Analysis (in bullet format)
NIL	in bullet format)
58. Kindly provide	e three identified weaknesses from the SWOT analysis (in bullet
format)	Tom the SWOT analysis (in bullet
NIL	
50 Kindl	
os. Kindly provide	two opportunities identified from the SWOT analysis (in bullet format)
VIL	
60. Kindly provide	two identified challenges/threats from SWOT analysis (in bullet
ormat)	standinges/timeats from SWOT analysis (in bullet
IIL	
1 14	
ole and the	es during the year (list to be a state of the line)
L objective	es during the year (list below in bullet format)
2. How do you per	ceive the role of NAAC in 41
uggestions in bul	ceive the role of NAAC in the quality development of your institution let format to be given below)
The Institution will get on ducive for effective te	good infrastructure = 3) 9+ also helps in entremeing the
00000	Westige of the just it to a which we
or agener	Ringpal Hall The quality of education
Students X	Society in second of the also helps The infitution
Te chive	functioning of to get the financial support &
	Joth state and continued

CONCLUDING REMARKS

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented and analysed to get a cumulative index for the period of accreditation and reaccreditation. Any substantial changes / initiative in this direction is to be separately listed. The best practices in various areas can be listed as a separate annexure. The data will be used to create a quality profile based on the total score index arrived at and this would help to map the institutions' strengths and areas of improvement.

NAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

Thank you for your participation.