

MURGAON EDUCATION SOCIETY'S
COLLEGE OF ARTS & COMMERCE

ZUARINAGAR, GOA - 403 726.

Reaccredited by NAAC with **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,

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

Encl: as above



NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

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 responses 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 retain printouts of the filled-up questionnaire, please take a printout of each completed page before proceeding further.

1. Kindly provide the details of the institution

Name of Institution: M.E.S College of Arts & Commerce
Year of Establishment of the Institution: 1972
Address Line 1: Zuarinagar-Goa
Address Line 2: same as above
City/Town: Zuarinagar
State: Goa
Postal Code: 403726
Email Address: mescollege1@rediffmail.com

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation: 2006
Current Grade: B++ (Expired)
CGPA: NIL

3. Institutional Status

Affiliated to Goa University.

4. Contact Person Details

Name of Head of Institution: Dr.M.C.Rodrigues
Contact Phone: 9890391325
Email: mariadoceurodrigues@yahoo.co.in
Website URL: www.mescollege.org
Name of IQAC Coordinator: Shri B.S. Ingalhali
Email: basavaraj_ingalhali@rediffmail.com

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.)	5
Post Graduate (MA/M.Sc./M.Com etc.)	0
Research Programmes (M.Phil/P.hD)	0
Certificate Programmes	3
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	0
Other value added programmes	0
Any other programme offered (Specify)	1

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	0
New programmes designed	1
Programmes 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 Cell
Number of UGC/any other expert 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

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	83
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 faculty	25 B.B.A & B.C.A
Total number of guest faculty	0

8. Qualification of Faculty

PhD and Above	5
Phil	8
Masters	82
Any other (Specify)	13 Diploma, PGDP, B.Ed, L.L.B

9. Faculty qualification improvement

PhD awarded to existing faculty	0
Phil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff (total sanctioned)	16
Administrative staff (Actual strength)	14
Added during the year of reporting	2
Left during the year	0
Number of posts vacant	2

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff Total sanctioned strength)	0
Technical Support Staff Actual strength)	0
Added during the year	0
Left during the year	0
Number of posts vacant	0

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC. It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

12. Establishment details

Year of establishment of IQAC

DD	MM	YYYY
17	04	2004

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	11
Number of Alumni in IQAC	2
Number of Students in IQAC	0
Number of Faculty in IQAC	7
Number of Administrative Staff in IQAC	2
Number of Technical Staff in IQAC	0
Number of Management Representatives	1
Number of External experts in IQAC	1
Number of any other stakeholder and community representatives	0

14. IQAC Meetings

Number of IQAC meetings held during the year

3

15. Whether Calendar of activities of IQAC formulated for the academic year

Yes.

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed	1
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 for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	1
Number of value added programmes implemented	1
Number of skill oriented programmes implemented	4
Number of faculty competency and development programmes implemented	0
Number of other staff development programmes implemented	0
Number of student mentoring programmes implemented	0
Number of co-curricular activities implemented	2
Number of inter departmental cooperative programs implemented	0
Number of community extension programmes implemented	2
Any other programmes suggested that are implemented (Specify)	1

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/ conferences/ workshops organized by IQAC within the institution

Number of participants from the institution

Number of participants from outside

Number of external experts invited

Number of external conferences/seminars/ workshops on institutional quality attended

Number of events conducted with IQACs of other institutions as collaborative programmes

19. Did IQAC receive any funding from UGC during the year ?

- Yes
- No

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC - (Input 0 - if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC

Amount Received from any other source including the college management

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

1. counselling cell was strengthened and successfully dealt with the psychological family and other problems faced by the students

- 2. The Students Oriented Seminary were organised for the benefit of the students by inter disciplinary cell on the topic of Professional ethics which would help the students to be more value based in their life.
- 3. The Dept. of Psychology organised a seminar on Spiritualism & its influence on Moral Value System across different age groups
- 4. The Dept. of Commerce also organised a Programme CMS (Change your Mindset) for all the students of BA/B.Com/BCA in collaboration with G.C.C.T Goa.
- 5. College has deputed selected administrative and teaching staff to visit a quality institution. i.e. S.P.C. College, Margao
- 6. Deputed office staff for one day Workshop dealing with tax related effective administration and record keeping matters
- 7. Organised a presentation awareness and dissemination programme for

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty	<input type="text" value="1"/>
Number of faculty members involved in curriculum restructuring/revision/syllabus development	<input type="text" value="8 Restructuring and revision of syllabus of B.A & B.Com"/>
Number of programmes in which evaluation process reformation taken up and implemented	<input type="text" value="0"/>
Number of active teaching days during the current academic year	<input type="text" value="180"/>
Average percentage of attendance of students	<input type="text" value="90"/>
Percentage of classes engaged by guest faculty and temporary teachers	<input type="text" value="60 govt. policy of recruitment on contract basis"/>
Number of self financed programmes offered	<input type="text" value="3"/>
Number of aided programmes offered	<input type="text" value="2"/>
Number of programmes discontinued during the year	<input type="text" value="0"/>

23. Whether any systematic student feedback mechanism is in place ?

Yes.

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of courses where student feedback is taken	<input type="text" value="self finance courses like B.B.A & B.C.A"/>
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25. Is feedback for improvement provided to the faculty?

Yes only to the B.B.A. and B.C.A. faculty.

26. Faculty Research, 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

presented in international conferences

Number of papers

2

presented in national conferences

Number of conferences

3

organized by the institution

Number of faculty acted as experts resource persons

0

Number of faculty acted as experts resource persons - international

0

Number of faculty acted as experts resource persons - national

0

Number of collaborations with international institutions

0

Number of collaborations with national institutions

0

Number of linkages created during the year

0

Total budget for research for current year as a percentage of total institution budget

0

Amount of external research funding received in the year

0

Number of patents received in the year

0

Number of patents applied for in the year

0

Number of research awards/recognitions received by faculty and research fellows of the institute in the year

0

Number of PhDs awarded during the year

0

Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities

0

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)

Actual enrollment during the year

Student dropout percentage during the year

Success percentage in the final examination across the courses

Number of academic distinctions in the final examination and percentage

Number of students who got admitted to institutions of national importance

Number of students admitted to institutions abroad

Number of students qualified in UGC NET/ SET

Number of students qualified GATE/ CAT/ other examination (Specify)

28. Does student support mechanism exist for coaching for competitive examinations?

NO

29. Student participation, if response is yes to Qn. 27

Number of students participated

30. Does student counselling and guidance service exist ?

Yes

31. Student participation, if answer to Qn. 29 is yes

Number of students participated

32. Career Guidance

Number of career guidance programmes organized

Percentage of students participated in career guidance programmes

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Number of students who got admitted to institutions of national importance

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Number of students qualified in UGC NET/ SET

Number of students qualified GATE/ CAT/ other examination (Specify)

28. Does student support mechanism exist for coaching for competitive examinations?
 NO
29. Student participation, if response is yes to Qn. 27

Number of students participated

30. Does student counselling and guidance service exist ?
 Yes
31. Student participation, if answer to Qn. 29 is yes

Number of students participated

32. Career Guidance

Number of career guidance programmes organized

Percentage of students participated in career guidance programmes

33. Is there provision for campus placement?

34. If yes to Qn. 32

Number of students
participated in campus
selection programmes

105

Number of students
selected for placement
during the year

47

35. Does gender sensitization program exist ?

Yes.

36. If Answer is Yes to Qn 34

Number of programmes
organized

2

37. Student activities

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%

Percentage of Scheduled Tribe 2%

Percentage of other backward communities 10%

Percentage of women students 64%

Percentage of physically challenged ~~20%~~ nil.

Percentage of rural students ~~70%~~ 30%

Percentage of urban students 70%

39. Scholarships and Financial Support

Number of students availing financial support from the institution

Amount disbursed as financial support from the institution

Number of students awarded scholarship from the institution

Number of students received notable national/international achievements/recognition

40. Student initiatives

Number of community upliftment programmes initiated by students

Number of literary programmes initiated by students

Number of social action initiatives based on science / environment initiated by students

Number of student research initiatives

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focussed.

41. Whether perspective plan for overall developmental activities is created ?

- Yes
- 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 | - | 3. Revival of past websites (Alumni) |
| 2. Appointment of committee for admission and counselling | - | 4. Creation of health club & monitoring health of the students |
| | | 5. Mentor system |
| | | 6. Maintenance of office information |

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
6. Others

(enter the respective details corresponding to the serial numbers)

1. All administrative information are stored in the computer systems and financial details are also maintained in soft and the hard copies	-
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5.) Research administration has been carried out by appointing a small research cell in the college which encourages staff and students to undertake the research projects.
 6.) All sports, N.S.P., N.C.C. & other extra curricular activities & related information are managed effectively with the M.T.S.

2. Process is on to make the admission online.
 3. The detail records of the students are maintained in both hard and soft copies.
 4. The entire examination related work is managed by the computer and evaluation details are preserved in soft and hard copies.

7.) The library automation plan...

47. Existence of learning resource management

	Yes	No
e-database in library	<input checked="" type="radio"/>	<input type="radio"/>
ICT and smartclass room	<input checked="" type="radio"/>	<input type="radio"/>
e-learning sources (e-Books, e-Journals)	<input checked="" type="radio"/>	<input type="radio"/>
Production of teaching modules	<input checked="" type="radio"/>	<input type="radio"/>
Interactive learning facilities	<input checked="" type="radio"/>	<input type="radio"/>

48. Internal resource mobilization : Kindly provide the amount contributed

Research	<input type="text" value="NIL"/>
Consultancy and training	<input type="text" value="NIL"/>
Student contribution	<input type="text" value="NIL"/>
Alumni contribution	<input type="text" value="NIL"/>
Wellwishers	<input type="text" value="NIL"/>

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	<input type="text" value="11282406.00"/>
Amount spent for student welfare	<input type="text" value="1811502.00"/>
Amount spent for staff welfare	<input type="text" value="NIL"/>

50. Is delegation of authority practiced

Yes
 No

51. Does grievance redressal cell exist ?

	Yes	No
Faculty	<input type="radio"/>	<input checked="" type="radio"/>
Students	<input checked="" type="radio"/>	<input type="radio"/>
Staff	<input type="radio"/>	<input checked="" type="radio"/>

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	<input type="text" value="NIL"/>
Number of grievances resolved	<input type="text" value="NIL"/>

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	<input type="text" value="NIL"/>
Number of grievances resolved	<input type="text" value="NIL"/>

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received

Number of grievances resolved

55. Has the institution conducted any SWOT analysis during the year

Yes

No

56. The SWOT analysis was done by internal or by external agency

Internal

External

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

61. Identify any significant progress made by the institution towards acheiving the goals and objectives during the year (list below in bullet format)

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

2. A Good Co-ordination between management, Principal, Staff, Students & Society in general for effective functioning

3) It also helps in enhancing the prestige of the institution which would help in getting many benefits to improve the quality of education
4) It also helps the institutions to get the financial support from both state and central

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.