Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions
Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits
IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

➧ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

➧ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

> M.E.S. College of Arts & Commerce

1.2 Address Line 1

> Dabolim Hill, Zuarinagar-Goa

Address Line 2

> Same as above

City/Town

> Zuarinagar-Goa

State

> Goa

Pin Code

> 403726

Institution e-mail address

> mescollege1@rediffmail.com
> mescollege1@gmail.com

Contact Nos.

> 0832-2555772 & 0832-2556010

Name of the Head of the Institution:

> Dr.M.C.Rodrigues

Tel. No. with STD Code:

> 0832-2556010

Mobile:

> 9890391325

Name of the IQAC Co-ordinator:

Shri B.S. Ingalhalli

Mobile:

9422387204

IQAC e-mail address:

mescollege1@rediffmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

GACOGN10019

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/40/RA/15

1.5 Website address:

www.mescollege.org

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	4 star	-	1999	5 years
2	2nd Cycle	B++	-	2006	5 years
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

17/04/2004

1.8 AQAR for the year *(for example 2010-11)*

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

  i. AQAR <u>2007-08 submitted on 30/07/2008</u>
  ii. AQAR <u>2008-09 submitted on 02/10/2010</u>
 iii. AQAR <u>2010-11 submitted on 24/07/2014</u>
  iv. AQAR <u>2011-12 submitted on 24/07/2014</u>
   v. AQAR <u>2012-13 submitted on 15/10/2013</u>
  vi. AQAR 2013-14 submitted on

1.10 Institutional Status

   University   State [✓]   Central [ ]   Deemed [ ]   Private [ ]

   Affiliated College   Yes [✓]   No [ ]

   Constituent College   Yes [ ]   No [✓]

   Autonomous college of UGC Yes [ ]   No [✓]

   Regulatory Agency approved Institution   Yes [ ]   No [✓]

   (eg. AICTE, BCI, MCI, PCI, NCI)

   Type of Institution   Co-education [✓]   Men [ ]   Women [ ]

                         Urban [✓]   Rural [ ]   Tribal [ ]

   Financial Status   Grant-in-aid [✓]   UGC 2(f) [ ]   UGC 12B [ ]

                      Grant-in-aid + Self Financing [✓]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

   Arts [✓]   Science [ ]   Commerce [✓]   Law [ ]   PEI (Phys Edu) [ ]

   TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

   Others   (Specify) | B.B.A, B.C.A, B.Com in Shipping Management & B.B.A Shipping & Logistics |

1.12 Name of the Affiliating University *(for the Colleges)*

Goa University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

UG – B.Com in Shipping Management

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

-

2.4 No. of Management representatives

-

2.5 No. of Alumni

-

2. 6 No. of any other stakeholder and

   community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

-

2.9 Total No. of members   08

2.10 No. of IQAC meetings held   02

2.11 No. of meetings with various stakeholders: No.   01   Faculty   -

    Non-Teaching Staff Students   -   Alumni   -   Others   01

2.12 Has IQAC received any funding from UGC during the year?   Yes   ✓   No   ☐

        If yes, mention the amount   Rs. 3, 00,000/-

2.13 Seminars and Conferences (only quality related)

    (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

    Total Nos.   -   International   -   National   -   State   -   Institution Level   -

    (ii) Themes   --

2.14 Significant Activities and contributions made by IQAC

    1. Efforts made to setup the healthclub still in progress
    2. Formation of Committees were suggested to carry out NAAC SSR
    3. Activated Alumini and PTA

2.15 Plan of Action by IQAC/Outcome

    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 *

Plan of Action	Achievements
Prepared the Calendar year	Efforts made to implement the events planned

    * Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes   ✓   No   ☐

    Management   ✓   Syndicate   ☐   Any other body   ☐

    Provide the Details of the action taken

    Efforts were made to implement the suggestions

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	05	01	03	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	02	-	02	-
Others	-	-	-	-
Total	07	01	05	-

Interdisciplinary	-	-	-	-
Innovative	01	01	01	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
     (ii) Pattern of programmes:

Semester   04   Number of programmes

1.3 Feedback from stakeholders*   Alumni ☐ Parents ☐ Employers ☐ Students ☑
    (On all aspects)

       Mode of feedback   :   Online ☐ Manual ☑ Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes. Staff are on the university Committees to update the syllabus for S.Y & T.Y B.A & B.Com

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
36	19	17	-	-

2.2 No. of permanent faculty with Ph.D.

05

2.3 No. of Faculty Positions
Recruited (R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
05	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

03		32		-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	32	21
Presented papers	02	27	21
Resource Persons	02	03	02

2.6 Innovative processes adopted by the institution in Teaching and Learning:

> Group discussion, students Interaction, Presentations and field Visits.

2.7 Total No. of actual teaching days
during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

> Open Book for B.B.A for self-finance course.

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

05	07	06

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
T.Y.B.A	93	11	19	30	17	82.79%
T.Y.B.Com	218	19	61	70	31	83.02%
T.Y.B.C.A	34	05	19	08	01	97.05%
T.Y.B.S.M	33	02	11	13	04	90.90%
T.Y.B.B.A	40	-	37	01	-	95.00%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
1. Conducts Periodic Meetings with the Teachers and upgrade and guide them with the new techniques of teaching.
2. Guide the College Library to acquire the Journals, Magazines and recent reference books pertaining to the curriculum.
3. Monitor the smooth functioning of ICT equipment's regularly   to use the effectively in Teaching and Learning process.
4.encourage the teachers to use interactive sessions, surprize text to know the progress in teaching Learning Process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	05
UGC – Faculty Improvement Programme	04
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	15	-	02	07
Technical Staff	03	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> 1. Establishment of Research Cell.
> 2. Encourage the staff to register for Ph.D.
> 3. Encourage the Staff to undertake the Major and Minor Research Projects.
> 4. Orient the teachers to take up research Oriented Projects for the final Year Students.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	-	03	03
Outlay in Rs. Lakhs	10.88	-	10.88	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	03	-	03	03
Outlay in Rs. Lakhs	1.6	-	1.6	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	03	-	-
Non-Peer Review Journals	-	15	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range [ ]   Average [✓]   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

[ ]

3.7 No. of books published   i) With ISBN No.   [-]   Chapters in Edited Books   [01]

ii) Without ISBN No.   [01]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy   [-]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	01	10	02	-	-
Sponsoring agencies	UGC	UGC ICSSR	UGC ICSSR	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   [05]

3.13 No. of collaborations   International [-]   National [-]   Any other [-]

3.14 No. of linkages created during this year   [-]

3.15 Total budget for research for current year in lakhs :

From Funding agency   [-]   From Management of University/College   [-]

Total   [-]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions   received by faculty and research fellows
    Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
       who are Ph. D. Guides   02
     and students registered under them   03

3.19 No. of Ph.D. awarded by faculty from the Institution   05

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF -   SRF -   Project Fellows -   Any other   -

3.21 No. of students Participated in NSS events:

University level -   State level   -

National level 02   International level   -

3.22 No. of students participated in NCC events:

University level -   State level   54

National level 20   International level   -

3.23 No. of Awards won in NSS:

University level -   State level   -

National level -   International level   -

3.24 No. of Awards won in NCC:

University level -   State level   09

National level -   International level   -

3.25 No. of Extension activities organized

University forum [-]   College forum [04]

NCC [04]   NSS [08]   Any other [-]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Blood donation (GMC), Aids Awareness Programme in collaboration with Red Ribbon (NGO),
- Extended the Partnership to Goa Konkani Basha Mandal to Organise Goa State Konkani Yuva Mahotsav.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	78403 Sq. mtrs	-	self	78403 Sq. Mtrs
Class rooms	56	02	UGC/College	58
Laboratories	03	-	UGC/College	03
Seminar Halls	Nil	01	UGC/College	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	D.G Set	01	UGC/College	01
Value of the equipment purchased during the year (Rs. in Lakhs)	D.G Set	01	UGC/College	12.60
Others	-	-		-

4.2 Computerization of administration and library

> 1. All administrative functions are managed through MIS i.e Examinations, Result, student documents, Certificates and Financial matters are managed by Computer Network.
> 2. Library Automation started and almost in the finishing stage.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6892	13,64,367	401	95,357	7293	14,59,724
Reference Books	18110	27,51,345	530	2,39,309	18,640	29,90,654
e-Books	-	-	-	-	-	-
Journals	106	1,02,564	106	87,364	212	1,89,928
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	377	-	08	-	385	-
Others (specify)	-	-	NUST	5000	NUST	5000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Department s	Others
Existing	93	4	5	2 lab wifi	B.B.A 01	01	02	Eng Lang. Lab module website
Added	05	-	-	-	-	-	-	-
Total	98	04	05	02	01	01	02	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

B.B.A - IT Skill – 1, IT Skill – 2 and software and applications, 2 broadband lines unlimited, Networking covered under subject software and applications
B.C.A – 3 Internet Centres , 1 B Planning, 2 NME Plan, E-learning management system-Module

4.6 Amount spent on maintenance in lakhs :

i)   ICT | 1.86 Computer Laboratories

ii) Campus Infrastructure and facilities | 3.41 Maintainance

iii) Equipments | 12.60 D.G. Gen Set

iv) Others | -

Total :   17.87

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1. Provision of Bank Loan for Payment of fees.
> 2. Provision of Instalment facilities to pay the fees for self-finance course
> 3. Provision of Government Kadamba Bus Transport Facilities for the students
> 4. Provision of Placement and Career opportunities to the students by setting up the cell.
> 5. Provision of counselling services to the students & staff.
> 6. Provision of Scholarships to the students.
> 7. Provision of well-equipped Canteen.

5.2 Efforts made by the institution for tracking the progression

> 1. Regular watch on the students' progress by holding the interaction with the parents.
> 2. Constant watch on academic performance.
> 3. Constant counselling by the class mentors.
> 4. Constantly encourage the students to take part in extracurricular activities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1318	-	-	-

(b) No. of students outside the state

52

(c) No. of international students

04

Men	No	%		Women	No	%
	537	40.74			781	59.26

	General	SC	ST	OBC	Physically Challenged	Total
Last Year	1178	56	23	128	01	1386
This Year	1061	74	26	155	02	1318

Demand ratio   Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

> Not for Competitive examinations. But Special coaching for professional courses like CPT and CS Entrance examinations are conducted.

No. of students beneficiaries

17

5.5 No. of students qualified in these examinations

NET `01`   SET/SLET `02`   GATE `-`   CAT `-`

IAS/IPS etc `-`   State PSC `-`   UPSC `-`   Others `-`

5.6 Details of student counselling and career guidance

1. Counselling cell is set up under the professional counsellor Mrs. Godeliva Rodrigues
2. Counselling was done for the career guidance.
3. Academic counselling and personal counselling was carried out.
4. Group counselling, Socio-Psychological, substance abused counselling was done.
5.class presentations were organised.

No. of students benefitted `65`

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	122	82	-

5.8 Details of gender sensitization programmes

1.Womens Clun Jyoti is formed to encourage the talents of the girl students.
2.Club Organised theOrientation Programme for the Girls.
3. Ladies week programme was held to encourage the skills of the girls like Rangoli, Mehendi, Hairstyling and best out of waste.
4.N.S.S organised talk on women issues

5.9 Students Activities

    5.9.1   No. of students participated in Sports, Games and other events

State/ University level `09`   National level `12`   International level `02`

No. of students participated in cultural events

State/ University level `50`   National level `-`   International level `-`

    5.9.2   No. of medals /awards won by students in Sports, Games and other events

Revised Guidelines of IQAC and su[`09`]on of AQAR   `02`   `02` 24

Sports : State/ University level   National level   International level

Cultural: State/ University level | 27 | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	04	10,000/-
Financial support from government	40	2,71,150/-
Financial support from other sources	01	3880/-
Number of students who received International/ National recognitions	01	10,000/-

5.11   Student organised / initiatives

Fairs   : State/ University level | 03 | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 14 |

5.13 Major grievances of students (if any) redressed: _____----_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision - Higher education will play the most critical part in accelerating the pace of all round development of India during the 21st Century. M.E.S is determined and equipped to contribute its might to the building up of a strong, growing and prosperous India, through its educational endeavours. M.E.S has established a wide network of academicians from several colleges and Universities, NGO's corporate bodies etc. to fullfill is educational endeavours.

Mission – The M.E.S Mission is to equip the youth in and around Murgaon with an up-to-date knowledge, marketable skills high ethical values enabling them to participate effectively in the nation building process and achieving fullest development of the potential, creative abilities and the leadership qualities.

6.2 Does the Institution has a management Information System

Yes – Particularly in almost all the administrative and the academic activities

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Staff members represent board of studies of Goa University and provide their expert knowledge to improve the syllabus time to time.
Staff members also participate in various committees appointed by Goa University to restructure the syllabus and participate in workshops to guide the systematic teaching.

6.3.2 Teaching and Learning

Encourage the students reading standards books, related journals, magazines, visit different websites to collect subject related information. Use of language lab, commerce lab, IT labs and Internet Facilities to the students to make teaching learning process effective.

6.3.3 Examination and Evaluation

College conducts examinations and carry out evaluation as per the university guidelines.

6.3.4 Research and Development

Encourage the staff to register for Ph.D. and write articles and publish in reputed Journals, encourage the students to undertake the T.Y. Projects (100 marks) based on the Research values and the guidelines.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library automation process is almost in the completing stage, many new books, Journals and Magazines acquired, the effective use of the electronic gadgets like LCD, OHP, well-equipped classrooms, Language, Computer and Commerce Laboratories   are the added facilities of infrastructure.

6.3.6 Human Resource Management

Human Resource Management is a continuous process in college. Workshops on various issues of skill developments, training in personality development, career guidance and counselling, motivating the students to participate in intercollegiate competitions, workshop and Seminars help the College to improve the quality of the students.

6.3.7 Faculty and Staff recruitment

Faculty and staff is recruited as per the prescribed qualification, proper roster system of social welfare department, merit, Skills of teaching and the commitme.nt

6.3.8 Industry Interaction / Collaboration

College has the collaboration with Goa Chamber of commerce and industries to organize the CME programmes for the benefit of all the students to develop the entrepreneurship qualities.

6.3.9 Admission of Students

Open for all the students from different sections of society particularly under privileged classes.

Non teaching	M.E.S Employees Credit Co-op Society
Students	Book Bank, Scholarships, Free ships

6.4 Welfare schemes for

6.5 Total corpus fund generated

NO

6.6 Whether annual financial audit has been done   Yes | ✓ | No | |

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	-	-
Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes | | No | ✓ |

For PG Programmes   Yes | - | No | - |

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A

6.11 Activities and support from the Alumni Association

1. Alumini is undertaken the career guidance programmes for the commerce students.
2. Organised Legal awareness programmes for the benefits of the students.
3. Provided the logistics support for the college activities like annual sports

6.12 Activities and support from the Parent – Teacher Association

> 1. Association financially support the minor infrastructure projects like pavement of footpaths
> 2. Maintenance of the library.
> 3. Minor works on the sports ground.

6.13 Development programmes for support staff

> Nil.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> 1. Regular Campuss cleaning activities
> 2. Vermicompost project
> 3. Rain roof water harvesting
> 4. Garbage clearance and awareness
> 5. Organised the workshop on environmental issues for the students.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> 1. Class Mentor system.
> 2. Felicitation of award winning students at state and national level events.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

> Most of the action plan was implemented throughout the year and Calendar year is enclosed for your information.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

> 1. Mentor system
> 2. Revival of the ceremony of felicitating and awarding prizes for the winning students both at state and national level.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> 1. Introduced the subject of Principles of ecology for S.Y.B.A students
> 2. Students have been taken to the environmental sensitive areas for the field visits
> 3. Guest lectures were organised for the benefit of the students.
> 4. N.S.S and N.C.C Students taken part in tree planation programmes.
> 5. The Cleanliness and Garbage disposal drive organised in and around the college Campus.

7.5 Whether environmental audit was conducted?   Yes [   ]   No [✓]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> 1. Institution carried out Internal SWOT analysis for effective functioning.
> 2. Institution submitted its report for the state council for the RUSA.

8. **Plans of institution for next year**

> 1. Extensive preparations for NAAC Reaccreditation for the next Cycle.
> 2. Prepared to implement the recommendations Projects under the RUSA.
> 3. Plans to undertake the projects in different disciplines.
> 4. Completion of Girls Hostel Building Projects.

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme

CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****