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*

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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.

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 (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. 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

AQAR for the year *(for example 2013-14)* 2014-15

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.R.B.Patil
Tel. No. with STD Code:	0832-2556010

Mobile: 9921346559

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

OR

1.4 **NAAC Executive Committee No. & Date:** EC(SC)/06/RAR/147

(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)

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	B	2.47	2015	9 years
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 17/04/2004

1.8 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 2007-2008 submitted on 30/07/2008
ii. AQAR 2008-2009 submitted on 02/01/2010
iii. AQAR 2009-2010 submitted on 24/07/2014
iv. AQAR 2010-2011 submitted on 24/07/2014
v. AQAR 2011-2012 submitted on 26/10/2012
vi. AQAR 2012-2013 submitted on 15/10/2013
vii. AQAR 2013-2014 submitted on 07/10/2014

1.9 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					

1.10 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.B.A (Shipping & Logistics)								

1.11 Name of the Affiliating University *(for the Colleges)* | Goa University

1.12 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	01
2.5 No. of Alumni	-
2. 6 No. of any other stakeholder and Community representatives	03
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	02
2.9 Total No. of members	13

2.10 No. of IQAC meetings held 02

2.11 No. of meetings with various stakeholders: No. 02 Faculty

Non-Teaching Staff Students Alumni 01 Others (P.T.A) 01

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

If yes, mention the amount -

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

Constant interaction with all stake holders in preparation for SSR and also for peer team visit.

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 academic Calendar for the year. (enclosed in Annexure II for Information)	Efforts were made to implement the events as 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

All the suggestions made by the management were incorporated.

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:

Pattern	Number of programmes
Semester	04
Trimester	01
Annual	-

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 teaching staff are on the University bodies like Board of Studies, Sub-Committees to update the syllabus for F.Y., 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
38	21	17	-	-

2.2 No. of permanent faculty with Ph.D. 06

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
21	-	17	-	-	-	13 L.B	-	51	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	30	11
Presented papers	03	28	11
Resource Persons	01	02	03

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

Group discussion, student interaction, presentation, field visits, D.S.T.

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 Self-financing 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 95%

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	98	13.27	28.57	31.63	8.16	81.63
T.Y.B.Com	241	3.32	28.22	31.12	9.54	72.19
T.Y.B.C.A	44	25	18.18	40.90	11.36	95.44
T.Y.B.B.A	34	-	97.05	2.95	-	100
T.Y.B.S.M	30	6.67	60.00	30.33	-	96.66

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 effectively in Teaching and Learning process.
4. Encourage the teachers to use interactive sessions, surprise text to know the progress in teaching Learning Process.
5. Encourage the teachers to identify the weaker students and give little more attention to improve the learning.
6. Encourage the teachers to counsel the weaker students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	03
UGC – Faculty Improvement Programme	-
HRD programmes	02
Orientation programmes	03
Faculty exchange programme	-
Staff training conducted by the university	02
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	06
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	16	-	01	08
Technical Staff	-	-	-	03

Criterion – III

3. Research, Consultancy and Extension

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

Establishment of Research cell.
Motivate staff to register for Ph.D.
Motivate staff to undertake Research Projects.
Orient teachers to take Research based T.Y. Projects.
Encourage to organise the workshop on Research Methodology for the benefit of teachers registered for Ph.D

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	-	4	1	-	2
Sponsoring agencies	-	ICSSR	Gen Public	-	Gen Public

3.12 No. of faculty served as experts, chairpersons or resource persons 03

3.13 No. of collaborations International - National 03 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 and students registered under them

02

01

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

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 - International level -

3.22 No. of students participated in NCC events:

University level - State level 92

National level 21 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 -

National level - International level -

3.25 No. of Extension activities organized

University forum	-	College forum	-		
NCC	06	NSS	11	Any other	-

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

1) Vanamahostsav (Tree Plantation)

2) The Rally on Road Safety

3) Anti-Plastic drive

4) Blood Donation

5) Pulse Polio Campaign

6) Institutional Support to organise Goa River Marathon

7) National Traffic Safety Week

8) Beach Cleaning

9) Visit to old age home

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	58	12	UGC/ GIDC	70
Laboratories	03	-	UGC/College	03
Seminar Halls	-	01	UGC XI Plan	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	02	-	UGC/College	02
Value of the equipment purchased during the year (Rs. in Lakhs)	21.80	4.28	UGC/College	26.08
Others	-	1	UGC XI Plan	1

4.2 Computerization of administration and library

The Administrative functions are managed through MIS, The results, student documents certificates financial matters are managed by the computer network.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7293	14,59,724	287	20,264	7580	14,79,988
Reference Books	18,640	29,90,654	257	1,89,542	18897	31,80,196
e-Books	-	-	-	-	-	-
Journals	106	1,02,564	95	1,79,533	95	1,79,533
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	377	-	08	-	385	-
Others (specify)	N list	5000	N List	5,700	N List	5,700

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	71	03	05	01	01	10	07	-
Added	02	-	-	-	-	-	-	-
Total	73	03	05	01	01	10	07	-

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

BBA -I T Skills

4.6 Amount spent on maintenance in lakhs:

i) ICT	1.62
ii) Campus Infrastructure and facilities	1.47
iii) Equipments	2.84
iv) Others	-
Total :	5.93

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Bank Loan for payment of fees
2. Government Kadama Bus facility for the students
3. Installment facility to pay the fees for self-finance courses.
4. Placement and career cells.
5. Counseling services for the student
6. Scholarships to the students.
7. Well equipped canteen.
8. Health Centre for the benefit of the students.
9. Mini Gym and Mini Foot ball Ground on the campus.

5.2 Efforts made by the institution for tracking the progression

1. Holding consistent interaction with the parents.
2. Regular watch on academic performances.
3. Constant counseling by the class mentors.
4. Encourage the students to take part in curricular and extra-curricular activities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1306	-	-	-

(b) No. of students outside the state: 36

(c) No. of international students: 03

Men	No	%
	541	41.42

Women	No	%
	765	58.57

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1061	74	26	155	02	1318	1096	51	25	133	01	1306

Demand ratio

Dropout %

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

The special coaching for professional courses like CPT and CS entrance examinations are conducted.
Beginning has been done in preparing the students mentally for competitive examinations by holding the awareness talk in all the classes by the faculty.

No. of student beneficiaries 03

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

1. Counseling cell has been set up under the professional counsellor.
2. Counseling has been carried out for career guidance
3. The group counseling, socio-psychological, substance abuse counseling was done.
4. The career guidance programme was organized by alumini for the Third year students.

No. of students benefitted 75

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	108	24	-

5.8 Details of gender sensitization programmes

1. Womens club Jyoti is formed to encourage the talents of the girl students.
2. Club Organised the Orientation Programme for the Girls.
3. Ladies week programme was held to encourage the skills of the girls like Rangoli, Mehendi, Flower making, Hairstyling, best out of waste and Classical dancing.
4. N.S.S organised talk on women issues and self-defence demonstration and its Importance.

5.9 Students Activities

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

State/ University level 05 National level 14 International level 01

No. of students participated in cultural events

State/ University level 90 National level - International level -

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

Sports: State/ University level 07 National level 04 International level 01

Cultural: State/ University level | 55 | National level | - | International level | -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	31	85,200/-
Financial support from government	18	2,32,497/-
Financial support from other sources	25	32,960/-
Number of students who received ~~International~~/ National recognitions	02	20,000/-

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 | 15

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, N.G.Os, corporate bodies etc. to fulfil its 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 and high ethical values enabling them to participate effectively in the Nation building process and achieving fullest development of their potential, creative abilities and leadership qualities.

6.2 Does the Institution has a management Information System

Yes - All the administrative and the academic activities have the management information system.

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

6.3.1 Curriculum Development

The faculty members represented Board of Studies of Goa University and provided their expert knowledge to improve the syllabus.
Faculty members are also appointed in various sub committees appointed by respective BOS to restructure the syllabus.

6.3.2 Teaching and Learning

Students were encouraged to read the standard books; reference materials and also to visit the website to collect the subject related information. The use of LCd's, OHP's, Language lab, commerce lab, IT labs and WiFi facilities to make teaching learning effective.
Students feedback on the teachers evaluation is being carried out to make the teaching student friendly.

6.3.3 Examination and Evaluation

College has constituted examination committee to conduct the ISA, Semester End Examinations as per the University guidelines.
Respective teachers also conduct the regular class test to know the students progress,

6.3.4 Research and Development

Inorder to encourage the research college has setup the research cell which organises the awareness programmes, encourage the staff to register for Ph.D. write articles in the journals present the papers in seminars and publish those papers in reputed Journals
Teachers also encouraged the third year students to take their projects carrying 100 marks on research value and guidelines.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library automation involved data entry programme, many new books, journals and magazines acquired.
Library also subscribes to UGC / INFLIBNET (Nlist Programme)
Most of the classrooms well equipped with electronic gadgets like LCD, OHP's, the Language lab, IT lab and commerce lab are added to the facility of infrastructure

6.3.6 Human Resource Management

The growth and development of human resources and its management is a continuous process in the Institution. The professional classes for CPT, CS foundation, Tally 9 have been carried out for the benefit of the students. Further, workshops on various issues of skill development, training in personality development, career guidance and counselling, motivating the students to participate in inter collegiate competitions workshops and seminars encouraged to improve the quality of the students. The special skills of the faculty members have been used effectively to train the students to form the career in security forces, and mentally prepare the students to take up the competitive examinations.

6.3.7 Faculty and Staff recruitment

The staff is recruited accoding to the prescribed qualifications, proper rooster system of social welfare department, Merit, communications skills and their commitment to the job.

6.3.8 Industry Interaction / Collaboration

College has established its collaboration with GCCI to organise CME programmes for the benefit of all the students to promote the entrepreneurship qualities.

6.3.9 Admission of Students

Admission is open for all the students from different sections of the society particularly under privileged classes and also admit the foreign students

6.4 Welfare schemes for

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

6.5 Total corpus fund generated | - |

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	Yes	-	-
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

Alumini has undertaken the career guidance programmes for the commerce students organised legal awareness programme for the benefit of the students
Provided logistic support to organise college activities like annual sports, debate competitions, and appreciation award function etc. Effective Suggestions were made to make the NAAC peer team visit successful.

6.12 Activities and support from the Parent – Teacher Association

Association supports the Institutions to provide the minor infrastructure like the footpaths, levelling of playgrounds, maintenance of library, the regular works on sports ground etc.
The regular P.T.A. meetings are held to improve the parent's interaction in the development activities of the college.
Suggestions were made to make the NAAC peer team visit successful.

6.13 Development programmes for support staff

NIL

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

1. Vermicompost project.
2. Rain Roof Water Harvesting .
3. Cleanliness Drive including the garbage clearance.
4. organised workshops on environmental issues for the students.
5. Encouraged planting medicinal plants.
6. Naming of the trees in the campus.
7. Developments of lawns.
8. Training Programmes and Exhibitions on best out of waste.

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. The class mentorship
2. Felicitation of award winning students at state, national & International level events.

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

According to the Action plan all programmes were implemented throughout the year

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. Vermicompost project.
2. Rain Roof Water Harvesting.
3. Cleanliness drive including the garbage clearance.
4. organised workshops on environmental issues for the students.
5. Encouraged planting medicinal plants
6. Naming of the trees in the campus
7. Developments of lawns
8. Training Programmes and Exhibitions on best out of waste.
9. Organised beach cleaning, antiplastic drive in the neighbouring village of betalbatim.
10. Organised a rally to create an awareness regarding a proper garbage disposal and restrict the use of plastic.
11. Door to door visit in surrounding residential areas and educate the people to handle the domestic garbage effectively.

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

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

The institution carried out internal SWOT analysis for effective functioning of various departments. Institution submitted its report for the state council for RUSA

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

Completion of girl's hostel building Completion of new management block. Extensive plan to implement the suggestions made by the NAAC peer team to improve the grade Encourage the maximum no. of faculties to register and complete the Ph.D. Encourage the faculty to apply for more major and minor research projects.

Name Shri B. S. Ingalhalli

Signature of the Coordinator, IQAC

Name Dr. R. B. Patil

Signature of the Chairperson, IQAC

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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

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Annexure – II

Academic Calendar 2014-15

		First Semester / Term			Second Semester /Term			Vacation / Break		
Sr. No	**Program**	**commencement**	**End**	**Commencement of Examination**	**Commencement**	**End**	**Commencement of Examination**	**Type of Vacation/Break**	**From**	**To**
1.	**B.A / B.Com**	**16/06/2014**	**01/11/2014**	**13/10/2014**	**24/11/2014**	**02/05/2015**	**01/04/2015**	**Charturthi**	**28/08/2014**	**03/09/2014**
								Winter	**03/11/2014**	**23/11/2014**
								Christmas	**24/12/2014**	**01/01/2015**
								Summer	**04/05/2015**	**14/06/2015**

Main Academic Programme 2014 - 15

I-Term	
Activity	**Month**
ISA - I	August - 14
ISA - II	September -14
College Council and UCR Elections	July - 14
Inauguration of the College Council	August - 14
SEE Result	December - 14
N.S.S. Camp	November -14
II-Term	
ISA - I	January -15
ISA – II	February - 15
SEE	April - 15
SEE Results	May
Sports Meet	Nov. / Dec. - 15
College annual social Gathering	December - 15

The curricular and extra-curricular activities for the year 2014 - 15

Month	Event
June	23 - 137th Birth Anniversary of Shenoi Goembab commemorated by Dept. of Konkani
July	07th - Enrolment of cadets for NCC Army composite Wing 08th - 30th Death Anniversary of Bakibab Borkar was commemorated by the department of konkani. 24th - Collage Competition organised by Commerce Association for Commerce students 28th – Workshop on digital story Telling, organised by Dept. of English 31st – College council Elections for the post of CRs, UCRs, Secretaries and Ladies Representative Visit to monsoon session of Goa Legislative Assembly organised by Dept. of BBA A talk on "Theories of French Sociologist Emile Durkheim" organised by Dept. of sociology Enrolment of volunteers for N.S.S. Enrolment of cadets for Naval N.C.C. Unit Enrolment of cadets for NCC Girls Army
August	14th – Innovertising competition organised by Commerce Association for Commerce students 16th – Talk on "Time Management" organised by the Commerce Association 16th - Talk on "Career in Animation and Prospects after graduation" organised by the Commerce Association 20th - A talk on 'Career Options in Economics' organised by Dept. of Economics 21st – Inauguration of College Council 23rd – Drawing and Craft Competition on the Theme 'Ganesh Chaturthi' organised by Women's Centre "Jyothi" for Women students 27th – Inter-class Ghumat Arti Competition Inter-class Sociology quiz competition for Sociology students B.A. Semester I to Semester VI
September	04th – Fresher's party organised by the College Council 05th - Teacher's Day celebration organised by College Council 10th - Talk titled 'Worst Jobs of 2014: Newspaper Reporter'organised by Dept. of English 10th – A talk titled 'Preparation for B.Com. Semester V Examinations' organised by Dept. of Economics 10th – A training programme titled, "It's a New me" organised by Dept. of BCA 13th – Study Trip to Goa Institute of Management, Sanquelim, Goa organised by Dept. of Economics 19th – Interclass essay writing competition organised by the Literary Association 15 - 21st – One week Faculty Development Programme Workshop on "Research Methodology:Application of Econometrics" organised by dept. of Economics 27th – World Maritime Day Celebration Day organised by BBA (Shipping and Logistics) and B.Com (Shipping Managment) 27th – World Tourism Day celebrated by dept. of Travel and Tourism 29th – Farewell function for Dr. Maria Rodrigues organised by College Council Study trip organised for the B.A Semester III Sociology students to sessions court Margao and South Goa District Library at Navelim
October	Dr.R.B.Patil appointed new Principal

November	26 Nov – 08 Dec – A 10 day workshop in Adope Photoshop CS6 and Corel Draw X7 organised jointly by Dept. of BCA and English 10-17th - A combined study tour of B.C.A. & B.Com. organised by Dept. of BCA and Commerce 29th – blood donation Camp organised by N.S.S. Unit
December	10th - Workshop titled "Enhancing Debating Skills" organised by the Debating Association 12th – A talk titled " Law and Self Defence" organised by Womes's Centre "Jyothi" for women students 16th – 18th Fun Week organised by College Council 16th – 18th Ladies Week competition organised by Women's Centre "Jyothi" 20th – Annual Social Gathering
January	07th – Psychozest 08th – "Fun with Literature: Remembering Shakespeare" organised by Dept. of English 12th – A talk on "Speak against menstrual exclusion" organised by Dept. of Sociology 15th – 16th LAKSHYA 9.0 – Annual management Event of Dept. of BBA 16th – Opinion Poll Day remembrance programme organised by department of Konkani 17th – 18th Residential camp organised by Dept. of Sociology to tribal village (Dhangar community)at Amona Poinguinn Canacona 19th – A talk on RTI organised by Dept. of English 22nd – Interclass Spelling Bee Competition organised by Literary Association 23rd & 24th - National Level Seminar organised by Dept. of Psychology titled 'Adolescent Mental Health: Cause for Attention towards a Healthier tomorrow' 24th – Annual Athletic Meet
February	04th – Official Language Day Programme organised by Dept. of Konkani 09th & 10th National Seminar organised by Dept. of Economics on 'Inclusive Growth: The Key to India's Sustainable Development' 09th – 11th ECOFEST organised by Dept. of Economics 12th – A one day workshop on "Idea to Market" organised by Dept. of Economics 18th – 21st Inter-stream debate competition organised by the Debating Association 19th – A talk on " Capital Market Awareness" organised by the Commerce Association 25th – An all Goa educational tour organised by dept. of Travel and Tourism 27th – Commerce Fiesta, an one-day event for students of Commerce
March	7th – Annual inter-collegiate event :Socio-Expressions" organised by Dept. of Sociology 9th – An inter-class slogan writing competition 'Women Empowerment' organised by Women's Centre "Jyothi" on account of International Women's Day 9th – A talk titled, 'Pre and Post Liberation – Goan journalism' organised by Dept. of English 20th – Synergy 2015 – A state level intercollegiate IT Event organised by Dept. of English 20th – Synergy 2015 – A State level intercollegiate IT Event organised by Dept. of BCA. 22nd – An educational trip to Bi Foot, Loutolim organised by Dept. of Economics 26th – Appreciation Award Ceremony 26th - Farewell Party for outgoing students organised by college council