

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

I. 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

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:

Dr. Meenakshi Bawa

Mobile:

9823019832

IQAC e-mail address:

mescollege1@rediffmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

GACOGN10019

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:

www.mescollege.org/naac/aqar-2015-16.pdf

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	1 st Cycle	4 star	-	1999	5 years
2	2 nd Cycle	B++	-	2006	5 years
3	3 rd Cycle	B	2.47	2015	5 years
4	4 th Cycle	-	-	-	-

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

17/04/2004

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

2015-16

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

i. AQAR 2014-15 submitted to NAAC on 11/05/2016

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.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*)

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

8*

**Including Principal*

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

2**

***Including item 2.5*

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2

#Including item 2.7

2.9 Total No. of members

18

2.10 No. of IQAC meetings held

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

Non-Teaching Staff Students Alumni Others (PTA)

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

1. Make in India: India as a Future Global Manufacturing Hub
2. Contemporary Konkani Drama
3. Rural Health Care in India: Issues and Challenges
4. Android Technology
5. Waste Management and Water Conservation
6. Creating Awareness and Enhancing Mental Health among Adolescents
7. The Culture of Food: Literature and Society
8. Writing Research Papers and Drafting Research Proposals in Social Sciences

2.14 Significant Activities and contributions made by IQAC

The IQAC reviewed the recommendations made by the NAAC Peer Team

The IQAC sees that plans submitted on various parameters related to Curricular Aspects; Teaching, Learning and Evaluation; Research, Consultancy and Extension; Infrastructure and Learning Resources; Student Support and Progression; Governance, Leadership and Management; and Innovations and Best Practices are complied with.

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
<i>Details provided in Annexure I</i>	<i>Details provided in Annexure I</i>

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Suggestions made by the management have been incorporated.
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Part – B

Criterion – I

I. 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	-	03	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	03	-	-	-
Others	-	-	-	-
Total	08	-	03	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	02
Annual	-

1.3 Feedback from stakeholders*

(On all aspects)

Alumni Parents Employers Students

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, there was revision/updation of syllabi. Notwithstanding the regulations of the affiliating University which prohibits in general individual colleges from revising syllabi, revision was introduced by Goa University during the year in the BCom programme (Third Year level). Likewise, revision was also introduced at the Second Year BA level (in certain subjects like Economics).

With regard to the BBA and BBA (Shipping & Logistics) programmes regular revisions were done as per the need and requirements (Revisions in these programmes are possible on account of University Ordinances which permit the same).

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

The college obtained NOC from the Directorate of Higher Education, Government of Goa and affiliation from Goa University for the English Elective course. English (6 papers) was introduced for BA Semester V & VI

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.

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
-	-	-	-	-	-	08(LB); 13(CB); 01 (SD)	-	22	-

LB- Lecture basis; CB-contract basis SD- College Director of Physical education and Sports (Regular)

2.4 No. of Guest and Visiting faculty and Temporary faculty

06

27

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	27	08
Presented papers	13	25	02
Resource Persons	-	04	01

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

- Emphasis on student-centric learning
- Interactive discussions, debates, article reviews, role play and problem-solving in class
- Digital story telling for BCom Semester III students
- External faculty, experts and personnel from the industry are invited to deliver guest lectures.
- Organisation of field trips and study tours, within and outside the state to places and institutions of importance
- Learning through screening of movies and videos
- Experiential learning through case studies and industry internships for BBA students
- Organizing workshops and seminars for students
- Yoga and meditation classes for students
- Deputing students to participate in curricular and extra-curricular events organised at the state and national levels.
- Appreciation certificates are awarded to students winning competitions at the college, state, national and international level

- The College has **06** in-house publications for students which provide them a platform to express their thoughts and also enable them to improve their writing skills.
- Conduct of Orientation Programme on Project Paper for the Final Year BA/BCom students
- A 5 day programme on “Change the Mindset” (CMS) was conducted by Department of Commerce .The CMS Programme is the outcome of MOU signed by MES College with GCCI & I-create India.

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

184

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

- Class-wise Orientation Programme on the Examination Pattern for B.A/B.Com/BCA students
- Orientation Programme on the Scheme of Examinations for newly appointed faculty
- Timely declaration of results
- Conduct of Repeat ISAs for students who have missed their ISA on account of participation in extracurricular activities or on medical grounds.
- To sensitize parents about the academic progress of their wards, results are handed over to parents of students of BA/BCom by respective mentors.
- Immediate conduct of Supplementary Examination in the month of May 2015 for students having backlog papers and desirous of seeking admission to BA/BCom/BCA Semester V
- Results of supplementary examinations are declared at the beginning of the academic year before the commencement of classes so that students do not miss classes
- Open book examinations for BBA students

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

6*

15**

* *Members of Board of studies*

** *Members of sub-committees for Drafting of Syllabus for B.Com./BA Programme under CBCS*

2.10 Average percentage of attendance of students

85.34 %*

** *Calculated on the basis of total lectures attended to total lectures engaged*

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme*	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B. Com.	218	7.34	21.56	33.94	17.89	80.73
B.A.	92	8.70	28.26	35.87	14.13	86.96
B.C.A.	36	33.33	16.67	36.11	13.89	100
B.B.A	38	-	97.37	2.63	-	100
B.B.A. (Shipping & Logistics)	09	-	100	-	-	100

* Results pertaining to final year only

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Preparation of Teaching plans by individual teachers
- Faculty evaluation by students
- Distribution of results to parents
- Semester-wise analysis of results
- Remedial coaching classes for weaker students

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	02
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	67
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	-	-	06
Technical Staff	-	-	-	03

Criterion – III

3. Research, Consultancy and Extension

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

- A state-level workshop on Writing Research Papers and Drafting Research Proposals in Social Sciences was organized by the Research Cell on 29th & 30th March 2016. The resource persons were Dr. Purshottam Bung, Director, KLS's Institute of Management Education and Research, Belgaum, Dr. Shashidhar Chinwar and Dr. Poornima M. Charantimath.
- The college obtained NOC from the Directorate of Higher Education, Government of Goa and affiliation from Goa University for setting up two research centres in Sociology and Economics
- Preparation for publishing a peer-reviewed research journal was in progress.
- Regular meetings with faculty to motivate them to register for Ph.D. and undertake major/minor research projects
- Purchase of additional books and journals for the Library.
- Deputing faculty to attend seminars / workshops on research, research methodology, research tools, etc.
- Conduct of Orientation Programme on Project Paper for the Final Year BA/BCom students so as to guide them in preparing research-oriented projects

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11		
Non-Peer Review Journals		03	03
e-Journals			
Conference proceedings	02	02	

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 <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

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	03	01		
Sponsoring agencies	Corporates	ICSSR & corporates			

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

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 and students registered under them

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

National level International level

3.23 No. of Awards won in NSS:

University level State level

3.24 No. of Awards won in NCC:

National level	-	International level	-
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University level	-	State level	01
National level	-	International level	-

3.25 No. of Extension activities organized

University forum		College forum		
NCC	06	NSS	18	Any other
				01*

**One month summer Coaching Camp in Sports was conducted for children from the neighbourhood*

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

- Celebration of the International Yoga Day
- Participation in International Youth Day Celebration
- Rally on road safety awareness
- Two Blood donation camps
- Institutional support to organize Goa River Marathon
- National Traffic Safety Week
- Anti-plastic drive
- Campus development activity
- Collection and distribution of paper and cloth bags
- Celebration of Gandhi Jayanti
- Celebration of 'Joy of Giving' Week (1st to 6th October 2015)
- Celebration of International Women's Week
- Establishment of Red Ribbon Club
- Meditation based self-development programme for NSS volunteers
- NSS Special Camp: Free medical camp for villagers
- Activities organized under Swachh Bharat Abhiyan
- Various competitions for NSS volunteers: Patriotic Singing and Poster competitions on the theme 'Spirit of Freedom', Elocution competition
- Awareness talks for NSS volunteers on: Breast cancer, Changing lifestyles, Right to Information, Human organ donation, Ill effects of narcotics, Road safety, Decision-making and stress management, Development of leadership skills

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	67056 sq. mtrs.	-	Self	67056 sq. mtrs.
Class rooms	37	-	UGC/GIDC	37
Laboratories	06	-	UGC/College	06
Seminar Halls	01	-	UGC XII Plan	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	02	-	UGC/College	-
Value of the equipment purchased during the year (Rs. in Lakhs)	26.08	-	UGC/College	26.08
Others	-	-		-

4.2 Computerization of administration and library

Administration and library are computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7580	14,79,988	298	80,538	7878	15,60,526
Reference Books	18897	31,80,196	417	1,42,590	19314	33,22,786
e-Books	-	-	-	-	-	-
Journals	79	1,10,749	18	72,406	97	1,83,155
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	385	-	15	-	400	-
Others (specify)	N-List	5700	N-List	5700	N-List	5700

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	97	04	08	-	-	12	15	-
Added	-	-	-	-	-	-	-	-
Total	97	04	08	-	-	12	15	-

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

Availability of computers to staff and students for internet access and other computer related work in staffrooms and laboratories

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.74
ii) Campus Infrastructure and facilities	7.87
iii) Equipments	0.62
iv) Others	2.18
Total :	11.41

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Information provided in the College Prospectus
- Periodic review from students, teachers and office staff through staff/departmental/management/HOD/Committee and College Council meetings on the implementation of all aspects mentioned in the prospectus.
- Orientation Programme conducted for students and parents at the time of admission.
- Display of notices regarding Scholarships, Freeships, Students Aid Fund and other forms of assistance, on Notice Boards.
- Awareness through Mentorship System and counselling services
- Remedial Coaching classes
- Kadamba Transport Corporation Bus facility for the students
- Facility to pay fees for self-financed courses in instalments

5.2 Efforts made by the institution for tracking the progression

- Records are maintained by the Examination Committee and the Administrative Office.
- Constant interaction with parents
- Monitoring of students' academic progress, attendance and overall performance by class mentors.
- Regular monitoring of students attendance by the Attendance Committee. The attendance of every student is displayed on the notice boards at the beginning of every month. Letters are sent to parents if the attendance of their ward is below 75%

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1307	-	-	-

(b) No. of students outside the state

31

(c) No. of international students

12

Men	No	%	Women	No	%
	542	41.46		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	1097	51	25	133	01	1307

Demand ratio 1:1 Dropout %: 0.38%

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

- The College conducted coaching classes for entrance exam for Chartered Accountancy (CPT) and Company Secretary (Foundation) course

No. of students beneficiaries

22

5.5 No. of students qualified in these examinations

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

* *Company Secretary Foundation Course*

5.6 Details of student counselling and career guidance

- The College provides professional Counselling and Career Guidance for students. As far as counselling is concerned, an external professional counsellor was appointed by the College. The Counsellor was available twice a week. Formal counselling was done for **36** students and informal sessions were engaged for many others. Besides the professional external counsellor, the faculty members of the Department of Psychology are also involved in counselling.
- As far as Career Guidance is concerned, experts from the industry and professionals were invited to interact with the students (particularly the final year students) on various career options. A total of **686** students (based on total attendance during various sessions) availed of the benefit of career guidance.

No. of students benefitted

722

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
07	132	96	-

5.8 Details of gender sensitization programmes

- Poster making Competition for the girl students of the college on 31st August 2015 on the theme “Beti Bachao Beti Padhao”. This competition was organised by the Women Cell (Jyoti) of the college mainly to highlight the importance of a girl child.
- Talk on ‘Gender Equity’ by Dr. Shaila De Souza, Centre for Women’s Studies, Goa University on 25th July, 2015.
- A series of documentary films were screened – ‘Daughter of Darkness’, which deals with the issue of prostitution, ‘I am Kalam’ – which is about providing educational opportunities to an illiterate child, and ‘Awdaitam’, addresses discrimination based on the caste system.
- Talk on ‘Paedophilia in Goa’ by Ms. Andrea Fernandes, Project In charge, Human Trafficking

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	37	51,789
Financial support from government	36	3,95,862
Financial support from other sources	32	96,000
Number of students who received International/ National recognitions	03	30,000

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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 Murgaoon 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

No

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

6.3.1 Curriculum Development

- Faculty members are members of the Boards of Studies (BOS), Goa University and contribute towards curriculum development.
- Deputing faculty for curriculum development workshops
- With regard to the BBA and BBA (Shipping & Logistics) programmes regular revisions were done as per the need and requirements
- Faculty were members of sub-committees for Drafting of Syllabus for B.Com./BA Programme under CBCS

6.3.2 Teaching and Learning

- Updation of technology for enhanced teaching-learning processes. All classrooms are provided with LCD projectors and/or overhead projectors
- Visit to A grade colleges so as to study the following aspects: Innovations in teaching-learning process, Conduct of ISAs , Automation, Internal academic audit, Mentoring system, Student progression, Post-graduate courses, Functioning of alumni association, Criterion-wise perspective plan, Best practices and activities of Research Cell.
- Organizing talks by guest faculty on improving quality in the teaching-learning process
- Deputing faculty to attend seminars and workshops relating to improved teaching methodologies.
- Faculty evaluation by students
- Organizing state and national level seminars for students
- Purchase of new books and journals in the library

6.3.3 Examination and Evaluation

- Examination schedule displayed well in advance on notice boards
- Examination Committee constituted to conduct of ISAs, and semester-end examinations as per university guidelines
- Class-wise Orientation Programme on the Examination Pattern for first year B.A/B.Com/BCA students
- Orientation Programme on the Scheme of Examinations for newly appointed faculty
- Timely declaration of results
- Conduct of Repeat ISAs for students who have missed their ISA on account of participation in extracurricular activities or on medical grounds.
- Distribution of results to parents of students of BA/BCom by respective mentors.
- Immediate conduct of Supplementary Examination in the month of May 2015 for students having backlog papers
- Results of supplementary examinations are declared at the beginning of the academic year before the commencement of classes so that students do not miss classes
- Facility for verification/revaluation was announced, and provided for, as per University guidelines

6.3.4 Research and Development

- Organized a state-level workshop on Writing Research Papers and Drafting Research Proposals in Social Sciences.
- The college obtained NOC from the Directorate of Higher Education, Government of Goa and affiliation from Goa University for setting up two research centres in Sociology and Economics
- Preparation for publishing a peer-reviewed research journal was in progress.
- Regular meetings with faculty to motivate them to register for Ph.D. and undertake major/minor research projects
- Deputing faculty to attend seminars / workshops on research, research methodology, research tools, etc.
- Conduct of Orientation Programme on Project Paper for the Final Year BA/BCom students so as to guide them in preparing research-oriented projects

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Preparation for automation of the library
- Purchase of additional books and journals
- Well-equipped classrooms with LCD and/or OHP projectors

6.3.6 Human Resource Management

- The growth and development of human resources and its management is a continuous process in the Institution.
- Faculty members are deputed and encouraged to participate/attend workshops/seminars/courses etc.

6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment has been done as per the guidelines of UGC, Goa University, Directorate of Higher Education, and Government of Goa

6.3.8 Industry Interaction / Collaboration

- A 5 day programme on “Change the Mindset” (CMS) was conducted by Department of Commerce .The CMS Programme is the outcome of MOU signed by MES College with GCCI & I-create India.
- Organisation of industrial visits, both within and outside the state
- Industry-based assignments and industry internships for BBA students

6.3.9 Admission of Students

- Transparent mechanism for admission to the various courses in accordance with the norms laid down by the Directorate of Higher Education, Government of Goa and Goa University
- Selection of candidates on merit, interviews and entrance examination (for BBA programmes)
- Students having difficulties in paying fees have the facility of paying fees on instalment basis.
- An Admission Committee coordinates the admission process.
- An Orientation Program for the parents/guardians and for the first year students is conducted, counseling them on the right choice of subjects and briefing them on the facilities available in the college.
- The college followed a non-discriminatory admission policy. Students irrespective of caste, religion, region, gender, socio-economic-cultural background, physical/mental disability etc. were not denied admissions on account of the same.
- International students were granted admission directly through collaboration with ICCR

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Loans from M.E.S. Employees Cooperative Credit Society • Group insurance
Non - teaching	<ul style="list-style-type: none"> • Loans from M.E.S. Employees Cooperative Credit Society • Group insurance • Concession in tuition fees for children studying in the college
Students	<ul style="list-style-type: none"> • Freeships to students whose family income is less than Rs.2,50,000/- per annum. Scheduled Tribes and Scheduled Castes with an annual income of less than Rs. 2,00,000/- per annum and OBC with an income of less than Rs. 1,00,000/- per annum • Merit scholarships are awarded to students who score highest marks in the concerned subjects • Student Aid Fund for needy and poor students • Book Bank scheme at no cost is available for meritorious, economically backward and minority students for the entire academic year

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*	Goa University	-	-
Administrative	-	-	-	-

**For the BBA, BBA(Shipping & Logistics) and BCA programmes*

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?

- Internal evaluation and External evaluation/assessment (for final year students).
- Continuous assessment
- Sports merit marks are awarded as per the sports policy of the Government of Goa
- Grace marks of 1% of maximum aggregate marks for students participating in NCC/NSS/Cultural Events at the University/Inter University/ Inter State/National/International Level (representing the University or state).
- Revaluation facility.
- Declaration of results on website.

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

The Goa University statutes permit affiliated colleges to apply for the autonomous status.

6.11 Activities and support from the Alumni Association

- Guest lectures on career guidance were organized for the benefit of students
- Alumni were invited as judges for various competitions organized at the college/state and national levels
- Alumni were invited as chief guests for functions such as appreciation awards, annual sports meet, debate competitions, etc.
- Alumni have contributed (by way of sponsorship) towards organizing student activities like the “Commerce Fiesta” National-level ECOFEST

6.12 Activities and support from the Parent – Teacher Association

- Regular P.T.A. meetings are held to improve the parent’s interaction in the development activities of the college.
- The PTA decided that parents could meet teachers on the first Friday of every month between 12.00 p.m. and 2.00 p.m. so that they could monitor the progress of the students

- The P.T.A. pays for a staff member in the library on a monthly basis
- The PTA bought 12 dustbins for the college for Rs 11845
- The PTA purchased mud for Rs 19000 for levelling the football ground
- The PTA has helped in solving the attendance problem in the college by requesting the teachers to conduct extra classes

6.13 Development programmes for support staff

-

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

- Creating Awareness about green campus to all stakeholders
- Vermi compost project.
- Roof-top RainWater Harvesting .
- Cleanliness Drive including garbage clearance.
- Organised workshops on environmental issues for the students
- Encouraged planting medicinal plants.

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.

- Feedback from parents was obtained for the first time. The parents provided feedback on infrastructure and other facilities provided by the college, attendance, maintenance of discipline, etc.
- Feedback from students participating in sports activities was done for the first time

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

See Annexure I

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

- Remedial coaching classes
- Appreciation awards for outstanding students in co-curricular and extra-curricular activities

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

7.4 Contribution to environmental awareness / protection

- As a part of Swachh Bharat Abhiyan, 40 sincere student volunteers of our NSS units are nominated as class monitors on 14th December, 2015. Orientation programme for class monitors was conducted so as to familiarize them with the role to be played and accountability attached with it. The role of class monitor is to monitor the cleanliness in the class on hourly basis of their respective 20 classrooms. Teachers are kept in charges of each of the classes, to ensure that classes are neat and tidy. The members of the non teaching staff are allotted various facilities in the college to ensure they are kept neat and clean.
- An Anti-plastic rally was conducted from MES College campus to Zari village
- The NSS volunteers made paper and cloth bags. Such eco-friendly bags were distributed to the villagers in Zambaulim and shops in and around the village and the awareness was created about the same.

- Roof top rain water harvesting plant is in function in college.
- Every year new trees are planted on the campus.
- The Vermi composting plant is functioning well

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 mentoring system was more formalized.: All mentors have regular meetings with their mentees (minimum once a month). Reports of these meetings are submitted to the IQAC at the end of every semester.
- Separate bank accounts have been opened for respective Departments in January 2016 with a view to facilitate them to undertake departmental activities with easier accessibility of funds
- The Debating Club has been actively involving students on discussions on contemporary issues such as Award waapsi, Ban on pornography and Capital punishment
- The parents are asked to visit the college every month to interact with the faculty members and know about their wards academic performance, discipline, attendance in the class.
- The Women's Cell (Jyoti) of the college had also organized short term courses for the girl students of the college during the Diwali vacation so as to enable these students to develop their own skills. Courses such as varli painting, quilling and flower making. 41 students registered for the short term course.
- A student welfare fund was created from the contribution of faculty in May 2016 to provide financial assistance to the economically and socially backward students and to enable these needy students to complete their degree Programme.
- A Faculty year book is to be maintained by all teachers & submitted to the IQAC at the end of every academic year. This is a comprehensive document including Workload information, teaching plan, BA/BCom Sem V/VI Project details, Analysis of teachers evaluation by students, Analysis of results, membership of Committees, Details of papers presented/ published/ conferences attended, Details of research projects undertaken, Details of co-curricular/ extra-curricular/ extension activities undertaken, Details of mentor meetings, Details of examination work at college/university level, Details of awards received, Details of leave availed of and work done during vacations.
- A water purifier has been installed in Block IV. This was gifted by students out of the prize money awarded for winning an inter-collegiate event.
- The IT Lab is now air-conditioned

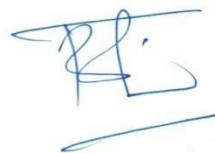
8. Plans of institution for next year

- Commencement of the M.Com Programme
- Establishment of two Research centres in Sociology and Economics
- Commencement of the Post-graduate diploma courses in Human Resource Administration and Sales and Marketing, in collaboration with TISS, Mumbai
- Online faculty evaluation by students
- Feedback from alumni
- Exit feedback from final year students
- Coaching classes for competitive examinations
- Bridge courses in some subjects
- Automation of the library and college office needs to be completed.
- The modalities for internal academic audit for BA/BCom courses need to be worked out
- Purchasing additional LCDs for classrooms
- Expansion of extension activities through various community outreach programmes
- Publication of a peer-reviewed research journal
- MOUs to be signed with KLS's Institute of Management Education and Research, Belgaum and KLE's Lingaraj College, Belgaum
- Registration of Alumni Association
- Intra-semester answer papers to be shown to students
- Skill transfers by faculty to students
- Foreign language course (French)

Name **Dr. Meenakshi Bawa**

Name **Dr. R.B. Patil**

Meenakshi Bawa.



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Part A 2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
1.Strengthening of feedback mechanism	<p>Feedback from parents was done for the first time.</p> <p>Feedback from Alumni was in the process of finalization.</p> <p>Feedback from students participating in sports activities was done for the first time.</p>
2. Streamlining the Mentoring system	<p>The mentoring system is more formalized. Two teachers are appointed as mentors for each class, each mentoring a maximum of 30 students. All mentors have regular meetings with their mentees (minimum once a month). Reports of these meetings are submitted to the IQAC at the end of every semester.</p>
3. Introduction of new courses	<p>The college obtained NOC from the Directorate of Higher Education, Government of Goa and affiliation from Goa University for English Elective course. English (6 papers) was introduced at the BA Semester V & VI</p> <p>Preparation for B.Voc. courses was in progress</p>
4. Introduction of Post-graduate programmes	<p>The college obtained NOC from the Directorate of Higher Education, Government of Goa and affiliation from Goa University for starting the M.Com. programme.</p> <p>Preparation for the Post graduate Diploma in Human Resource Administration and Sales & Marketing in collaboration with Tata Institute of Social Sciences, Mumbai was in progress.</p>
5.Strengthening of Research Activities, Consultancy & Collaborations	<p>The college obtained NOC from the Directorate of Higher Education, Government of Goa and affiliation from Goa University for setting up two research centres in Sociology and Economics</p> <p>Preparation for publishing a peer-reviewed research journal was in progress.</p> <p>Two-day State Level Workshop on Writing Research Papers and Drafting Research Proposals in Social Sciences</p>

	<p>was organized by the Research Cell.</p> <p>With a view to further promote research, meetings were organized by Principal Dr. R. B. Patil with the faculty to discuss their plans for research for the next five years.</p> <p>The college signed MOUs with the following institutions: Parvatibai Chowgule College of Arts and Science (Autonomous), Margao and St. Xavier's College of Arts, Science and Commerce, Mapusa.</p>
6. Improvements in teaching-learning and evaluation	<p>A team of 12 teachers visited DMs Bandekar College of Arts, Science & Commerce, Mapusa on 27/04/2016 so as to study the following aspects: Innovations in teaching-learning process, Conduct of ISAs , Automation, Internal academic audit, Mentoring system, Student progression, Post-graduate courses, Functioning of alumni association, Criterion-wise perspective plan, Best practices and activities of Research Cell.</p> <p>Shri V.R. Shirgurkar, Former Principal, Parvatibai Chowgule College of Arts and Science (Autonomous) and Senior Academic Consultant, delivered a talk to the faculty on NAAC accreditation with special reference to the teaching-learning process on 12/03/2016.</p> <p>There were 14 classrooms with LCD facilities</p>
7. Additional Extension activities in Sports	<p>A one month summer Coaching Camp in Sports was conducted for children from the neighbourhood.</p>

2.15 Academic Calendar

Sr. No	Program	First Semester / Term			Second Semester /Term			Vacation / Break		
		Commencement	End	Commencement of Examination	Commencement	End	Commencement of Examination	Type of Vacation/Break	From	To
1.	B.A / B.Com/B CA	15/06/15	31/10/15	12/10/15	23/11/15	03/05/16	01/04/16	Charturthi	16/09/15	21/09/15
								Winter	02/11/15	22/11/15
								Christmas	24/12/15	01/01/16
								Summer	04/05/16	14/06/16

Program	First Trimester / Term		Second Trimester /Term		Third Trimester /Term		Vacation / Break		
	Commencement	End	Commencement	End	Commencement	End	Type of Vacation/Break	From	To
BBA & BBA (Shipping & Logistics)	03/07/15	30/09/15	01/10/15	02/01/16	04/01/16	30/03/16	Charturthi	16/09/15	21/09/15
							Diwali	02/11/15	22/11/15
							Christmas	24/12/15	01/01/16

2.15 Curricular and extra-curricular activities for the year 2015 - 16

Sr. No.	Month & Year	Date	Activity	Association/ Department
1	June 2015	21	International Yoga Day	NSS
2	July 2015	01	Awareness talk on Narcotics	NSS
3		15	Inauguration of NSS	NSS
4		16	Orientation programme on 'Careers in Chartered Accountancy'	Career Guidance Cell
5		25	Inauguration of Sociology Study Circle	Department of Sociology
6		27	Talk on 'Placement Training and assistance	Placement Cell
7		31	Collage Competition	Commerce Department
8		August 2015	03	Inauguration of Nature Club
9	06-13		Career Literature Exhibition Week	Commerce Department
10	10		Inauguration of Debating Club	Debating Association
11	10		Elocution Competition on topic 'India's Missile Man'	Debating Association
12	10		Inauguration of Certificate Course on 'Quantitative Techniques and Basics of Econometrics'	Department of Economics
13	13		Talk on Organ Donation	NSS
14	13		Talk on 'Career Options for Economics Graduates'	Department of Economics
15	15		One-Day Workshop on 'Stepping to the Corporate World'	Placement Cell
16	15		Patriotic Singing Competition	NSS
17	15		Poster Competition on theme 'Spirit of Freedom'	NSS
18	15		Elocution Competition on theme 'Spirit of Freedom'	NSS
19	17		Talk on CA Professional Course	Commerce Department
20	24		Inter-collegiate Essay Competition on Goa: The Next Educational Hub of India'	Department of Economics
21	26		Talk on Career Guidance	NSS
22	28		Practice Debate Session on Ban on Pornography	Debating Association
23	28		Talk on Road Safety Awareness	NSS
24	29		Innovertising Competition	Commerce Department
25	31		Poster making Competition on the theme 'Beti Bachao Beti Padhao'	Women's Centre (Jyoti)
26	31		Photography Competition on Social Issues on 'What the picture tells you'	Department of Sociology

Sr. No.	Month & Year	Date	Activity	Association/ Department	
27	September 2015	4	Talk on Decision making, Empathy and Stress Management	NSS	
28		7-12	Five-Day programme on 'Change The Mindset'	Commerce Department	
29		07-12	ECOBUZZ 2015	Department of Economics	
30		14	Interclass Fugdi and Garland Making Cometition	Women's Centre (Jyoti)	
31		14	Talk on leadership	NSS	
32		15	Ghumat Aarti & Rangoli Competition	Art & Culture Association	
33		15	Talk on 'Adolescent Sexuality	Counselling Cell	
34		15	Rally on Road Safety	NSS	
35		18	Practice Deate Session on Capital Punishment	Debating Association	
36		24	Blood Donation Camp	NSS	
37		October 2015	01-06	Joy of Giving	NSS
38			02	Celebration of Gandhi Jayanti	NSS
39	03		Field trip to Devrai Sacred grooves, Pali Waterfall, Biogas projects, agricultural plantation, dairy farm	Nature Club	
40	November 2015	02-07	Short Term courses on Varli painting, Quilling and Flower Making	Women's Centre (Jyoti)	
41		02-08	Seven Day NSS Special Camp	NSS	
42		14-20	Annual Study Tour to Mangalore-Coimbatore-Kodaikanal	Commerce Department	
43	December 2015	01	Celebration of World Aids Day under Red Ribbon Club	NSS	
44		07	A Talk on Banking Exams	Career Guidance Cell	
45		08	Talk on CAT/XAT/GRE/GMAT/Study Abroad	Career Guidance Cell	
46		10	Inter-Class Debate Competition	Debating Association	
47		11	Talk on 'Cost and Management Accountancy'	Commerce Department	
48		12	Talk on 'Company Secretary'	Commerce Department	
49		14	Session on Career Counselling	Career Guidance Cell	
50		16-18	Ladies Week	Women's Centre (Jyoti)	
51		16	Quiz on Swachh Bharat Abhiyan	NSS	
52		16	Poster making competition on Swachh Bharat Abhiyan	NSS	
53		19	Celebration of Goa Liberation Day	NSS	
54		21	Annual Social Gathering	Art & Culture Association	
55	January 2016	05	Talk on 'Careers in Accounting and Taxation'	Career Guidance Cell	
56		07	Talk on 'Career Guidance in Cruise Line and Culinary	Career Guidance Cell	

Sr. No.	Month & Year	Date	Activity	Association/ Department
57	January 2016	11	Talk on 'Work Culture and Professional Ethics'	Placement Cell
58		11	A Workshop on Waste Management and Water Conservation	Nature Club
59		13	Talk on Road Safety	NSS
60		19	SAP Awareness Programme	Career Guidance Cell
61		22	Life-Skill Training Programme	Career Guidance Cell
62		22 & 23	Two-day National Seminar on 'Make In India: India as a Future Global Manufacturing Hub'	Commerce Department
63	February 2016	02	Field visit to Arboretum Sancordem, Tambdi Surla to study medicinal plantation and the surrounding biodiversity	Nature Club
64		02	Integrity Day Oath	NSS
65		06	Talk on Breast Cancer	NSS
66		09	Talk on 'Caste and Higher Education'	Department of Sociology
67		09-10	National level ECOFEST 2015	Department of Economics
68		16	Industrial visit to 'Centre for Incubation and Business Acceleration'	Commerce Department
69		17	Collage Competition on theme 'Combating Terrorism: A Global Threat'	Department of Sociology
70		18	Talk on 'Career in Management'	Commerce Department
71		18	Inter-Collegiate State Level Students Seminar on 'Terrorism: Issues and Challenges'	Department of Sociology
72		26	Commerce Fiesta	Commerce Department
73		29	Talk on Changing Lifestyle	NSS
74	March 2016	05	A discussion on Budget 2016	Department of Economics
75		08	Blood Donation Camp	NSS
76		12	Educational Trip to Karwar, Gokarna and Murdeshwara	Department of Economics
77		16	Talk on Right To Information (RTI)	NSS
78		19	International Women's Day Celebration	NSS
79		29 & 30	Two Day State Level Workshop on 'Writing Research Papers and Drafting Research Proposals	Research Cell

Part B 1.3 Feedback from Stakeholders

Feedback was obtained from parents and students. A brief description of the methods followed for eliciting feedback is as follows:

(i) **Parents:** Feedback was obtained from parents at the time of collection of semester-end examination mark-sheets . In order to sensitize parents about the academic progress of their wards, results are handed over to parents of students of BA/BCom by respective mentors. The parents were asked to fill in the questionnaire provided to them. The feedback form/questionnaire covered questions pertaining to college infrastructure facilities such as library, canteen, etc, career guidance, student mentoring and counselling, sport/cultural/extracurricular activities, extension activities, holistic education etc. On analyzing the feedback of the parents, necessary action is taken wherever necessary. The parents are also requested to visit the college every month to interact with the subject teachers and mentors so as to know about their wards academic performance, discipline and attendance in the class.

(ii) **Students:** The students convey their grievances, if any, to faculty members, mentors, Vice-Principal, Principal, as well as to the professional Counsellor who is available twice a week. The students also communicate their feedback during College Council meetings. The feedback received from students covers issues like canteen facilities, occasional non-functioning of fan/tube-light, participation in inter-collegiate events, etc.

In addition to the above, feedback of students is also obtained through a specially designed faculty evaluation form. The student provides feedback about the faculty on five broad parameters, namely, discipline, subject knowledge, imparting knowledge, use of teaching aids and teachers attitude towards students. Based on the faculty evaluation by students, each teacher provides a summary (in a specified format) to the Head of Department , who further submits a report to the IQAC.. The Principal, on going through the same, accordingly redresses the matter wherever the need arises.

7.3 Best Practices of the Institution

The College has a number of Best Practices. The two best practices are as follows:

(i) **Remedial coaching classes:** Under the UGC XII Remedial Coaching Plan, Free Remedial coaching classes were conducted for the students of BA/B.Com belonging to SC/ST/OBC/Minorities/Physically Challenged and students belonging to General Category below poverty line. The Remedial classes commenced from July 2015 and were continued till the end of the academic year 2015-16. Students who have difficulties in any subject avail of the remedial coaching. Teachers engaged remedial classes for the students after 1.00 pm in the subjects in which they had difficulties. The students who registered under remedial coaching scheme were also provided the Remedial book bank scheme through library. The total number of students registered for the remedial classes was 259.

Letters were sent to the parents of students whose percentage was below 45% so as to motivate their wards to attend remedial classes. The performance of the students has improved in the Semester End exams after attending the remedial coaching classes. Evaluation was done of the performance of the students availing the remedial classes for B.Com/B.A Semester I,III,& V. Slow learners benefitted from the classes.

(ii) **Appreciation awards to outstanding students:** The Appreciation Awards Function 2015-16 were organized on 19th March 2016 at 11.30 a.m.in the Seminar Hall of the college. The basic objective of organizing the Appreciation Awards Ceremony was to recognize the talents of the students who have excelled in various fields/events and brought laurels to the college by securing first and second prizes at State, National and International levels and felicitate them at the hands of Chief Guest, who shall be an Outstanding Alumni of the College . This year 126 students pursuing BA/BCOM/BCA Semester II/IV/VI and F.Y/S.Y./T.Y.BBA/BBA Shipping and Logistics, showed outstanding performance in various fields such as NCC (Navy and Army)Men and Women, NSS, Sports, Cultural events , Elocution, Quiz, English Literature, Management and IT Events were felicitated with trophies and certificates.