

## 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](mailto:mescollege1@rediffmail.com)  
[mescollege1@gmail.com](mailto: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](mailto: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-2016-17.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 <sup>st</sup> Cycle	4 star	-	1999	5 years
2	2 <sup>nd</sup> Cycle	B++	-	2006	5 years
3	3 <sup>rd</sup> Cycle	B	2.47	2015	5 years
4	4 <sup>th</sup> Cycle	-	-	-	-

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

17/04/2004

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

2016-17

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 2015-16 submitted to NAAC on 27/12/2016

**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) and M.Com

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. Impact of Violence and Abuse: Need for Psychosocial, Medical and Legal Intervention
2. Social Sector in India: Issues and Challenges
3. Stress Management Workshop
4. Britain's Exit from the European Union-Impact on Goans in the U.K.
5. Applied Statistics and Econometrics
6. Exploring the Service Sector
7. Writing of a Project Report
8. Research methodology
9. Effective Study Habits

2.14 Significant Activities and contributions made by IQAC

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.

The IQAC makes very valuable suggestions on the seven criteria and decides to implement those suggestions which are feasible for the Institution.

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.

## 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	-	02	-	-
PG	-	01	01	-
UG	05	-	03	-
PG Diploma	-	01	-	-
Advanced Diploma	-	-	-	-
Diploma	-	01	-	-
Certificate	02	02		-
Others (Courses for training for CPT & CS)	02	-	-	-
<b>Total</b>	09	07	04	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	04
Trimester	02
Annual	02

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 at the Second Year BA level (in certain subjects like English). 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 M.Com. programme has commenced from this next academic year (2016-17). 26 students have enrolled for this programme.
- A Diploma Course in Counselling Techniques has been introduced. 34 students have enrolled for this course.
- The Post-graduate Diploma course in Human Resource Administration in collaboration with TISS, Mumbai has commenced from this academic year. 24 students have enrolled for this course
- Two Research Centres in Sociology and Economics have been established. Two students have registered for Ph.D., one in each centre.



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	19	18	-	01 (SD) 01(CL)

*Note:* SD- College Director of Physical Education and Sports, CL-College Librarian

2.2 No. of permanent faculty with Ph.D.

09

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
-	-	-	-	-	-	16(LB) 12(CB)	-	28	-

*Note:* LB- Lecture basis; CB-contract basis

2.4 No. of Guest and Visiting faculty and Temporary faculty

12

20

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	12	07
Presented papers	05	11	03
Resource Persons	-	04	03

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
- Students who secured Distinction at the Final Year BA/BCom examinations held in April 2016 were felicitated

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

186

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
- Answer papers of the Intra-Semester Assessment (ISA) have been shown to the students for the first time so as to enable them to improve their performance.
- 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 2017 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

5\*

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

86.16 %\*

\*\* *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.	186	4.3	17.74	36.02	17.20	75.26
B.A.	87	13.79	22.99	36.78	13.79	87.36
B.C.A.	20	45	15	40	-	100
B.B.A	32	-	100	-	-	100
B.B.A. (Shipping & Logistics)	05	-	100	-	-	100
M.Com. Semester I	26	19.23	42.31	34.62	3.85	100
M.Com. Semester II	26	7.69	57.69	34.62	-	100

\* For undergraduate programmes, results pertaining to final year only

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

<p>The IQAC put forward several suggestions and on the basis of the decisions taken by the IQAC, the following have been implemented</p> <ul style="list-style-type: none"> <li>• Preparation of Teaching plans by individual teachers</li> <li>• Faculty evaluation by students</li> <li>• Distribution of results to parents</li> <li>• Semester-wise analysis of results</li> <li>• Remedial coaching classes for weaker students</li> <li>• Intra- Semester Assessment answer papers shown to the students</li> </ul>
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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	02
HRD programmes	02
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	43
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	17	-	-	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 ‘Applied Statistics and Econometrics’ was organized by the Research Cell from 6<sup>th</sup> to 13<sup>th</sup> April 2017 so as to orient the participants in basic statistical techniques relevant for research and to acquaint the research scholars and teachers with basic econometric tools to conduct research. Dr. Harip Khanapuri, Vice Principal, S.S. Dempo College of Commerce and Economics, Cujira, Goa was the resource person
- Two Research Centres in Sociology and Economics have been established. Two students have registered for Ph.D., one in each centre.
- 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	09	04	
Non-Peer Review Journals			01
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 <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	-	02	03		04
Sponsoring agencies	-	Arz, an NGO and Corporates	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	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text" value="08"/>	NSS	<input type="text" value="18"/>
		Any other	<input type="text" value="02*"/>

\* *The Department of Physical Education and Sports had conducted athletic training for Police selection as an extension service to the society and high jump coaching for people (8yrs and above Boys & Girls) from the surrounding areas*

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
- Observation of Van Mahotsav Day
- Rally on road safety awareness
- Two Blood donation camps
- Institutional support to organize Goa River Marathon
- Celebration of 70 years of Independence
- Road Safety Week
- Anti-plastic drive
- Campus development activity
- Collection drive of dry ration, utensils, stationery, clothes and other need-based materials (in collaboration with GOONJ)
- Celebration of Gandhi Jayanti
- Celebration of 'Joy of Giving' Week (2<sup>nd</sup> to 6<sup>th</sup> October 2016)
- Free and Fair Elections Awareness Campaign in Zari, an adopted village
- Electronic Voting Machine and VVPAT Demonstration for people in Zari, an adopted village
- Free medical check-up in Zari, an adopted village



- Activities under Red Ribbon Club of M.E.S.College
- Participation in Digital India Workshop
- NSS Special Camp: Free medical camp for villagers
- Observance of Swachhta Pakhwara (16-31 August, 2016)
- Various competitions for NSS volunteers: Patriotic Singing, Slogan writing, Painting, Poster and skit competitions on the theme 'Ethical Voting', 'National Leaders of India' 'Azadi 70-Yaad Karo Kurbanī'
- Awareness talks for NSS volunteers on: Solid Waste Management, National Borders- Siachen and Kargil, Indian Armed Forces and Freedom Movement, Personality Development, Development of leadership skills, Neighbourhood Youth Parliament, Memory and Anger Management, Consumer Awareness, Road safety, Entrepreneurial Skill Development,

## 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.	-	-	UGC/College	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	UGC/College	-
Others (Women's Hostel)	-	01	UGC	01

#### 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	7878	15,60,526	594	1,42,503	8472	17,03,029
Reference Books	19314	33,22,786	408	1,45,934	19,722	34,68,720
e-Books	-	-	-	-		
Journals	97	1,83,155	95 renewed	1,22,642	95	1,22,934
e-Journals	-	-	-	-		
Digital Database	-	-	-	-		
CD & Video	400	-	138	-	538	
Others (specify)	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	07	-	-	12	15	-
Added	02	-	-	-	-	04	26	-
Total	99	04	07	-	-	16	41	-

#### 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	0.32
ii) Campus Infrastructure and facilities	7.94
iii) Equipments	0.46
iv) Others	2.23
<b>Total :</b>	10.95

## 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/departamental/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
1341	26	02	-

#### (b) No. of students outside the state

125

#### (c) No. of international students

15

Men	No	%	Women	No	%
	567	42.28		774	57.72

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1097	51	25	133	01	1307	1081	73	31	154	02	1341

Demand ratio 1:0.95      Dropout %: 1.19%

#### 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

23

#### 5.5 No. of students qualified in these examinations

NET		SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	11*

\* 4 students cleared CPT examination and 07 students cleared 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 **34** 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 **587** 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
05	301	79	-

### 5.8 Details of gender sensitization programmes

- The Department of Psychology, in collaboration with ARZ, an NGO, organized a National Seminar on ‘Impact of Violence and Abuse: Need for Psycho-social, Medical and Legal Intervention’ on 14-15 December, 2016
- Guest Lecture by Dr. Ranjana Ferrao, Asst. Prof, V.M. Salgaocar College of Law, on ‘Impact of Domestic Violence on the Family: Issues and Interventions’ on 11<sup>th</sup> February 2017

### 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	28	81,211
Financial support from government	33*	-
Financial support from other sources	35	81,000
Number of students who received International/ National recognitions	09	90,000

*\*Applications received from students which have been forwarded to the government*

### 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:** *A dynamic centre of excellence to learn and innovate, fostering holistic development of the individual*

**Mission:** *The college is committed to provide a foundation for lifetime learning through innovative and value-based inclusive education responsive to the ever-changing needs of the society*

**Goals:**

- To empower youth to be responsible citizens through holistic education
- To make effective use of latest technology for enhancing the teaching-learning process
- To promote research culture by stimulating a scientific temper and critical thinking among students and faculty
- To promote entrepreneurial skills through innovative job-oriented courses
- To nurture ethical and social responsibility among individuals towards building a sustainable environment
- To sensitize students about the needs of the community by developing programmes for the upliftment of the weaker sections
- To strengthen academia-industry interface through collaborations
- To synergize with reputed institutions by signing MOUs
- To establish a strong link between stakeholders
- To create a conducive environment for developing individuals with a healthy body and mind
- To inculcate leadership qualities in students and faculty through curricular, co-curricular and extracurricular programmes
- To respect diverse cultures by instilling empathy and compassion among students and faculty

**Core Values:**

- Integrity
- Pursuit of excellence
- Respect for diversity
- Service to society
- Commitment to sustainable environment

#### 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.
- Showing of ISA answer papers to students so as to improve their performance
- Distribution of results to parents of students of BA/B.Com by respective mentors.
- Immediate conduct of Supplementary Examination in the month of May 2017 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
- A workshop on question paper setting was held on 24<sup>th</sup> August 2016 with a view to improve the quality of question papers. Dr. Denzil Martins was the resource person for this workshop.

#### 6.3.4 Research and Development

- Organized a one –week Faculty Development Programme-Workshop on ‘Applied Statistics and Econometrics’ from 6<sup>th</sup> April 2017 to 13<sup>th</sup> April 2017. Dr. Harip Khanapuri, Vice Principal, S.S. Dempo College of Commerce and Economics, Cujira, Goa was the resource person for this Faculty Development Programme.
- Two research centres in Sociology and Economics have been set up
- Regular meetings held 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
- Two faculty members from the Department of Commerce have been awarded the Teacher fellowship under the Faculty Development Programme of the UGC to complete their Ph.D.

#### 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

- 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"> <li>• Loans from M.E.S. Employees Cooperative Credit Society</li> <li>• Group insurance</li> </ul>
Non – teaching	<ul style="list-style-type: none"> <li>• Loans from M.E.S. Employees Cooperative Credit Society</li> <li>• Group insurance</li> <li>• Concession in tuition fees for children studying in the college</li> </ul>
Students	<ul style="list-style-type: none"> <li>• 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</li> <li>• Merit scholarships are awarded to students who score highest marks in the concerned subjects</li> <li>• Student Aid Fund for needy and poor students</li> <li>• Book Bank scheme at no cost is available for meritorious, economically backward and minority students for the entire academic year</li> </ul>

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

- The Alumni Association has been registered in August 2016
- 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

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 A Barcode Printer cum Scanner for the library
- The PTA installed two L.C.D's in classrooms

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.
- Development of lawns.
- Planting of trees every year

## 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.

- BA/BCom Sem VI students provided institutional feedback for the first time. On the basis of the feedback, improvements/changes have been made wherever needed.
- The Value Education Cell was formed with the objective of instilling in students the values of peace and humanity
- The Ex-NCC Cadets Association was formed.
- The Alumni Association has been registered and is playing a proactive role in the development of the institution.

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*)

- Appreciation awards to outstanding students and Felicitation of meritorious students and teachers
- Distribution of results to parents of all BA/BCom students

*\*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. 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.
- 500 students of the NSS Unit pledged their service for upholding cleanliness by taking the Swachhta Pledge on 22<sup>nd</sup> August, 2016 which was administered by the NSS PO of each NSS Unit.
- A rally on Swachh Bharat awareness was organized to promote cleanliness and maintenance of the surroundings by the N.S.S unit of MES College in collaboration with JCI-Dabolim on 30<sup>th</sup> August, 2016.
- An Anti-plastic rally was conducted from MES College campus to Zari village
- The Resource Management Cell has launched the project 'Re Paper' bin wherein waste paper generated at various points on the campus is collected and is then being recycled. This paper is being sent to Ms. Roshan Bandekar, an entrepreneur who owns a unit making bags, envelopes, etc. from handmade paper. The paper collected from MES College will be used to make gift bags.
- 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.
- The Debating Club has been actively involving students on discussions on contemporary issues
- 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 so as to enable these students to develop their own skills. A chocolate-making workshop was conducted. 55 students attended and benefitted from this workshop.
- 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. 11 students were beneficiaries of this scheme.
- The Value Education Cell has been formed. Three guest speakers were invited to address the students on 'Importance of Value Education', 'Peace and Humanity' and 'Life Values'
- The 'MES Entrepreneurship Hub' has been formed to encourage students to explore their entrepreneurial talent
- Bridge courses in Commerce and Economics were conducted at the beginning of the academic year.
- Spoken Tutorial, A Massive Open Online Course (MOOC), is a free web-based distance learning program, under which a Libre Office package is offered by IIT Bombay. It is an NMEICT, MHRD Govt of India initiative to enhance IT/Software skill set of our students. 164 Students (33 BA students and 131 BCom students) have registered for Spoken tutorials and completed the training course in Libre Office by IIT Bombay NMEICT, MHRD Govt of India.
- A Certificate Course in 'Basics of the Theory of Music (Western Classical)' has been introduced w.e.f. December 2016. 11 students registered for the course.
- A Certificate Course in Spoken French has been introduced w.e.f. March 2017. 12 students registered for the course
- The Department of Physical Education and Sports had conducted athletic training for Police selection as an extension service to the society. 26 trainees took part in the same. The classes were conducted after the college hours. Training was imparted by the College Director of Physical Education and Sports, Shri Shailesh G. Chodankar.
- As an extension service the Department of Physical Education and Sports had organized high jump coaching for people (8yrs and above Boys & Girls) from the surrounding areas from 10<sup>th</sup> April to 5<sup>th</sup> May 2017. 5 students registered for the camp. Rs. 100 was charged as entry fee. The timing for the same was 8.00 a.m to 10.00 a.m.
- The students were sensitized about 'Visaka' (Vittiya Saksharta Abhiyan) by Mr. Sandeep Kadam, Head, Department of Information Technology. The purpose of the 'Vittiya Saksharta Abhiyan' is to actively engage the youth/ students of Higher Education Institutions to encourage and motivate all payers and payees to use a digitally enabled cashless economic system for transfer of funds.
- The College has signed a MOU with KLS's Institute of Management Education and Research, Belgaum
- As part of the MOU signed with Parvatibai Chowgule College of Arts and Science (Autonomous), Margao and St. Xavier's College of Arts, Science and Commerce, Mapusa, guest lectures have been organized. Our students have participated in academic and extra curricular activities organized by these institutions.
- Library services are kept open to the public
- The IQAC organized a workshop on SWOC and framing the vision and mission of the college from 26<sup>th</sup> to 28<sup>th</sup> October 2016. Shri. V.R. Shirgurkar, Senior Academic Consultant, was the resource person.

## 8. Plans of institution for next year

- Faculty evaluation by students will be done online for first year, second year and third year students.
- Feedback about syllabus will be obtained from FY/SY/TY students with the introduction of CBCS.
- The modalities for internal academic audit will be worked out and it is proposed to be done in every semester for every course.
- Special induction programme will be conducted for new faculty so as to make them familiar with the ethos of the college.
- New methodologies in teaching, learning and evaluation will be introduced. Debates/discussions would be introduced for all courses as part of teaching methodology. A feedback would be obtained from the students with respect to the topic discussed, issues raised and outcome/conclusions.
- Peer coaching will be formalized and documented. This will be a form of teaching wherein an academically bright student adopts an academically weak student.
- An inclusive learning programme will be initiated wherein BCom/BA students will impart financial awareness and financial literacy to school students in the neighbourhood.
- Many of our students come from economically backward sections of society. We plan to request the Alumni Association to come forward voluntarily. Alumni may voluntarily take responsibility of one child by paying fees.
- It is proposed to start a Language Study Centre. French, Portuguese and Sanskrit will be languages taught.

Name **Dr. Meenakshi Bawa**

Meenakshi Bawa.

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

R.B. Patil

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Signature of the Coordinator, IQAC

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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>Online feedback was introduced for students of BA/BCom Sem I and II.</p> <p>The institutional feedback form was administered for the first time to BA/BCom Sem VI students in March 2017.</p>
2. Introduction of new courses	<p>A Diploma Course in Counselling Techniques has been introduced. 34 students have enrolled for this course.</p>
3. Introduction of Post-graduate programmes	<p>The M.Com. programme commenced from the academic year 2016-17. 26 students have enrolled for this programme.</p> <p>The Post-graduate Diploma course in Human Resource Administration in collaboration with TISS, Mumbai commenced from this academic year. 24 students have enrolled for this course.</p> <p>We have obtained NOC from the Directorate of Higher Education, Government of Goa for M.A. in English and are waiting for affiliation from Goa University. M.A. in English will commence in 2017-18</p>
4.Strengthening of Research Activities, Consultancy & Collaborations, & extension activities	<p>Research Centres in Sociology and Economics have been established. Two students have registered for Ph.D., one in each subject.</p> <p>Three faculty have been awarded Ph.D., namely, Mrs. Freda Cota e Pereira (Head, Department of Psychology), Ms. Sonal Thakker (Head, Department of Sociology) and Mr. Cosma Fernandes (Head, Department of Konkani)</p> <p>Two faculty members from the Department of Economics, namely, Ms. Gouri Manerkar and Mr. Rajesh Shetgaokar, have registered for Ph.D. at Goa University.</p> <p>The Research Cell of M.E.S. College of Arts and Commerce, Zuarinagar organized a state-level Faculty Development Programme-Workshop on 'Applied</p>

	<p>Statistics and Econometrics' from 6<sup>th</sup> April 2017 to 13<sup>th</sup> April 2017. Dr. Harip Khanapuri, Vice Principal, S.S. Dempo College of Commerce and Economics, Cujira, Goa was the resource person for this Faculty Development Programme. 24 participants from various colleges across the state of Goa participated in this Faculty Development Programme.</p> <p>Two faculty members from the Department of Commerce have been awarded the Teacher fellowship under the Faculty Development Programme of the UGC to complete their Ph.D.</p> <p>The College has signed a MOU with KLS's Institute of Management Education and Research, Belgaum</p> <p>As part of the MOU signed with Parvatibai Chowgule College of Arts and Science (Autonomous), Margao and St. Xavier's College of Arts, Science and Commerce, Mapusa, guest lectures have been organized. Our students have participated in academic and extra curricular activities organized by these institutions..</p> <p>Library services are kept open to the public.</p> <p>The Department of Physical Education and Sports had conducted athletic training for Police selection as an extension service to the society. 26 trainees took part in the same. The classes were conducted after the college hours. Training was imparted by the College Director of Physical Education and Sports, Shri Shailesh G. Chodankar.</p> <p>As an extension service the Department of Physical Education and Sports had organized high jump coaching for people (8yrs and above Boys &amp; Girls) from the surrounding areas from 10<sup>th</sup> April to 5<sup>th</sup> May 2017. 5 students registered for the camp. Rs. 100 was charged as entry fee. The timing for the same was 8.00 a.m to 10.00 a.m.</p> <p>The students were sensitized about 'Visaka' (Vittiya Saksharta Abhiyan) by Mr. Sandeep Kadam, Head, Department of Information Technology. The purpose of</p>
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	<p>the 'Vittiya Saksharta Abhiyan' is to actively engage the youth/ students of Higher Education Institutions to encourage and motivate all payers and payees to use a digitally enabled cashless economic system for transfer of funds.</p>
<p>5. Improvements in teaching-learning and evaluation</p>	<p>Bridge Courses in Economics (3 weeks duration) and Commerce (one week duration) were introduced for the first time.</p> <p>The ISA papers have been shown to the students for the first time.</p> <p>A workshop on question paper setting was held on 24<sup>th</sup> August 2016 with a view to improve the quality of question papers. Dr. Denzil Martins, Principal, Nirmala Institute of Education, was the resource person for this workshop.</p> <p>An orientation programme was organized for the students of B.A. / B.Com. Semester V in order to equip them with research skills for their projects.</p> <p>A talk on Research Methodology was organized for BA Sem V students. Dr. Vijay Viegas, Assoc Prof, PG Dept of Psychology, St. Xaviers College of Arts, Science &amp; Commerce, Mapusa, was the resource person.</p>
<p>6. Improvements in student support and progression</p>	<p>Spoken Tutorial, A Massive Open Online Course (MOOC), is a free web-based distance learning program, under which a Libre Office package is offered by IIT Bombay. It is an NMEICT, MHRD Govt of India initiative to enhance IT/Software skill set of our students. 164 Students (33 BA students and 131 BCom students) have registered for Spoken tutorials and completed the training course in Libre Office by IIT Bombay NMEICT, MHRD Govt of India.</p> <p>The Placement Cell has been very active. 5 companies, namely, Infosys BPO Ltd., Solvers India, Alcon Hyundai, ICICI Bank and ICICI Prudential, visited the MES College Campus &amp; recruited 79 students from</p>

	<p>M.E.S. College and other colleges.</p> <p>A Certificate Course in ‘Basics of the Theory of Music (Western Classical)’ has been introduced w.e.f. December 2016. 11 students have registered for the course.</p> <p>A Certificate Course in Spoken French has been introduced w.e.f. March 2017. 12 students have registered for the course.</p> <p>A Student Welfare Fund was initiated in May 2016, wherein the teaching staff have voluntarily made contributions for the benefit of needy students. 11 students were beneficiaries of this scheme.</p> <p>Meditation sessions were conducted by Dr. Rekha Gaonkar everyday before the commencement of lectures.</p> <p>The Department of Physical Education and Sports had organized yoga classes for college students. 8 students participated in the same. The classes were conducted in the morning from 7.00 a.m to 8.15 a.m from 16<sup>th</sup> January to 10<sup>th</sup> February 2017. Classes were conducted by Shri Namdev Chopdekar, who is a yoga expert.</p>
<p>7. Change in Vision and Mission Statements</p>	<p>The IQAC organized a workshop on SWOC and framing the vision and mission of the college from 26<sup>th</sup> to 28<sup>th</sup> October 2016. Shri. V.R. Shirgurkar, Senior Academic Consultant, was the resource person for the workshop.</p> <p>Vision and Mission statements of the College, Goals and Core Values have been changed and have been incorporated in the Prospectus for 2017-18.</p>
<p>8. Innovations and Best Practices</p>	<p>Our alumni who are journalists were felicitated on 1<sup>st</sup> August 2016.</p> <p>Students who secured Distinction at the BA/BCom April 2016 examinations were felicitated</p> <p>Teachers were felicitated on 2<sup>nd</sup> September 2016 for their academic achievements and for securing 100%</p>

	<p>results of students in their respective classes.</p> <p>The Value Education Cell has been formed. Three guest speakers were invited to address the students on 'Importance of Value Education', 'Peace and Humanity' and 'Life Values'.</p> <p>The Resource Management Cell has launched the project 'Re Paper' bin wherein waste paper generated at various points on the campus is collected and is then being recycled. This paper is being sent to Ms. Roshan Bandekar, an entrepreneur who owns a unit making bags, envelopes, etc. from handmade paper. The paper collected from MES College will be used to make gift bags.</p> <p>The 'MES Entrepreneurship Hub' has been formed to encourage students to explore their entrepreneurial talent.</p>
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## 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	15/06/16	04/11/16	19/10/16	28/11/16	03/05/17	10/04/17	Charturthi	05/09/16	10/09/16
								Winter	05/11/16	26/11/16
								Christmas	24/12/16	01/01/17
								Summer	04/05/17	14/06/17

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)	01/07/16	30/09/16	03/10/16	31/12/16	02/01/17	31/03/17	Charturthi	05/09/16	10/09/16
							Diwali	29/10/16	19/11/16
							Christmas	24/12/16	01/01/17

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.	M.Com.	20/06/16	21/11/16	07/11/16	28/11/16	27/04/17	10/04/17	Charturthi	05/09/16	12/09/16
								Winter	17/10/16	05/11/16
								Christmas	24/12/16	02/01/17
								Summer	28/04/17	10/06/17

## 2.15 Curricular and extra-curricular activities for the year 2016 - 17

Sr. No.	Month & Year	Date	Activity	Association/ Department
1	June 2016	21	International Yoga Day	NSS and NCC
2		23	139 <sup>th</sup> Birth Anniversary of Shennoi Goembab	Department of Konkani
3		28	State-level Faculty Development Workshop	BBA
4		29	Workshop on Research Methodology for students of B.A., Sem V	Department of Psychology
5	July 2016	01-02	Inter-Class Badminton Competition	Department of Physical Education and Sports
6		01	Orientation Programme for Parents and Students of 2016-17 Batch	BBA
7		02	Guest Lecture by Shri Satyaprakash Kamath on 'IFRS Reporting & Accounting standards compliance'	M.Com.
8		02	Movie screening 'My sisters keeper' on cancer awareness and 'Inside out' on understanding emotions	Department of Psychology
9		04	A talk on Competitive Exams -Class II Government Positions in Central & State Government	Career Guidance Cell
10		08	Inauguration of NSS	NSS
11		08	Inaugural of the activities of the Sociology Study Circle	Department of Sociology
12		08	Inter-Class Table Tennis Competition	Department of Physical Education and Sports
13		08	Inter-Class Chess Competition	Department of Physical Education and Sports
14		09	An introductory talk on Orientation to Company Secretary and ICSI Coaching Course	Department of Commerce
15		09	Guest Lecture by Shri Satyaprakash Kamath on Companies Act 2013	M.Com.
16		11	Workshop for B. Com. Sem. V students on the topic "Writing of a Project Report"	Department of Commerce
17		13	Inaugurated the Psychology Club and Diploma Course in Counselling Techniques	Department of Psychology
18		15	Van Mahotsav Day	NSS
19		16	Workshop for the B.Com Sem V students on the topic "Basics of Statistical Tools"	Department of Commerce
20		16	A Workshop on 'Effective Study Habits' for the Third Year B.A. Sociology Students	Department of Sociology

Sr. No.	Month & Year	Date	Activity	Association/ Department
21	July 2016	19	Inauguration of activities of Commerce Association and Collage Competition	Department of Commerce
22		30	Training programme on Personality Development and Leadership	Department of Commerce
23		30	Guest Lectures by Dr.Gopakumar on 'Research Methodology & Report Writing'	M.Com.
24	August 2016	05	Workshop on 'Personality Development'	Counselling Cell
25		11	Talk on banking by T.I.M.E. Institute, Panaji	Career Guidance Cell
26		11	Inauguration of the Certificate Course on 'Quantitative Techniques and Basics of Econometrics	Department of Economics
27		11	Visit to Disha Special School in Panjim	Department of Psychology
28				
29		15	Campus Cleanliness Drive	Goa Bn NCC & NCC Army Girls
30		15	Anti dowry oath	NCC Army Girls
31		16	Debate involving students and teachers on the topic Knowledge is power but money speaks	Debating Association
32		16	International Youth Day	NSS
33		19	Talk to all students on 'Career Options for Economics Graduates'	Department of Economics
34		20	Celebrated 24 <sup>th</sup> Anniversary of 'Inclusion of Konkani in the eight schedule of Indian Constitution'	Department of Konkani
35		22	Innovertising Competition	Department of Commerce
36		23	Inauguration of College Council	College Council
37		25	A Talk on 'Adolescent Relationships'	Counselling Cell
38		25	Talk on HIV Awareness	NSS
39		26	Annual inter-collegiate event "Socio-Expressions"	Department of Sociology
40		26	Health Talk titled 'Eating your way to a healthy lifestyle'	Department of Psychology
41		27	ECOBUZZ 2016	Department of Economics
42		29	Poster Competition on National Sports Day	Department of Physical Education and Sports



Sr. No.	Month & Year	Date	Activity	Association/ Department	
43	<b>August 2016</b>	29	Talk on Value Education	Value Education Cell	
44		29	Guest Lectures by Ms.Sohani Pai Vaidya Data Analysis through the SPSS Software	M.Com.	
45		30	A talk on “Careers in Insurance” by Shri. John Rodrigues, Branch Manager, LIC of India, Vasco branch	Career Guidance Cell	
46		30	A talent search programme for FY student	College Council	
47		<b>16-31</b>	<b>Observance of Swachhta Pakhwara</b>	<b>NSS</b>	
48		22	Swachhta Shapath (Oath)	NSS	
49		30	Rally on Swachh Bharat	NSS	
50		<b>09-23</b>	<b>Celebration of 70 years of Independence</b>	<b>NSS</b>	
51		10	Mass singing of National Anthem	NSS	
52		15	Talk on National Borders - Siachen and Kargil	NSS	
53		16	Painting Competition	NSS	
54		20	Talk by Mr. Ashwin Furtado on his experiences and journey to success	BBA	
55					
56		22	Patriotic singing Competition	NSS	
57		23	Skit Competition ‘Azadi 70 Yaad Karo Kurbanī’	NSS	
58		25	Slogan-writing Competition	NSS	
59		28	Talk by Mr. Paul Noronha on Awareness on ‘Youth and Drugs Prevention’	BBA	
60		<b>September 2016</b>	01	Inter-collegiate essay competition on ‘Consequences of In-migration on Goan Economy’	Department of Economics
61			01	Talk on Personality Development	NSS
62	02		Visit to Indian Customs and Central Excise Museum	BBA	
63	03		Teachers Day Celebration	College Council	
64	03		Ghumat Aarti & Makar Making Competition	Association of Art & Culture	
65	03		Talk on Leadership Skills	NSS	
66	14		Talk by Mr. Alan Mascarenhas on Mental Health	BBA	
67	22-23		Inter-Class Football	Department of Physical Education and Sports	

Sr. No.	Month & Year	Date	Activity	Association/ Department
68	September 2016	24	Celebration of NSS Day	NSS
69		24	Poster Competition 'Ill Effects of Smoking'	NSS
70		24	Rangoli Competition	NSS
71		24	A poster competition on 'Digital India'	NSS
72		26	World Tourism Day themed 'Tourism for All, Universal Accessibility'	Department of Travel and Tourism
73		27	Workshop on 'The Spirit of Humanity'	BBA (S & L)
74		28	Talk on Peace and Humanity	Value Education Cell
75		28	Talk by Mr. Amrish Ghode on Production Management	BBA
76		28	Campus Cleanliness Drive	Goa Bn NCC
77		29	Field trip to places of cultural and historical significance in South Goa	Department of Sociology
78		29	Rally on Creating Awareness on Voting Rights	NSS
79		October 2016	01	Inter-Higher Secondary School, Business Quiz Competition
80	02-06		Joy of Giving	NSS
81	02		Celebration of Gandhi Jayanti	NSS
82	02		Rally on Swachh Bharat Abhiyan	NCC
83	01		Nutritional Awareness Camp by Diet Clinic	BBA
84	02		Rally on Swachh Bharat Abhiyan, Malaria and Dengu	Goa Bn NCC & NCC Girls Army
85	03		Talk on Road Safety	NSS
86	04		Talk on Entrepreneurial Skill Development	NSS
87	07		Guest Lecture by Dr. B. Ramesh on 'Stock Market Trading and Settlement Procedure'	M.Com.
88	04-06		Stress Management workshop	Department of Psychology
89	November 2016	03-09	Seven Day NSS Special Camp	NSS
90		13-18	Annual Study Tour to Hyderabad	Department of Commerce
91		22	Heritage Walk to Fontainhas, Panaji	BBA
92		27	Celebration of NCC Day	NCC
93		29	Guest Lecture by Shri. Manoj Caculo on 'Entrepreneurship Development and Start-ups'	M.Com.
94		30	Blood Donation Camp	NSS
95	December 2016	02	A Certificate Course on 'Basics of the Theory of Music (Western Classical)'	Department of Economics

Sr. No.	Month & Year	Date	Activity	Association/ Department
96	December 2016	02	AIDS Day	Department of Psychology
97		02	Guest Lecture by Shri. Shekhar Sardesai on 'Entrepreneurship Development and Start-ups'	M.Com.
98		02-03	Inter-Class Cricket	Department of Physical Education and Sports
99		08	Lecture series programme on Entrepreneurship and Start-ups	Department of Commerce
100		08	Technosparks 2.0	BCA
101		09-10	Drishya 2016- workshop organized for Higher Secondary School students on the themes-'Health and Nutrition', 'Grooming and Social Etiquettes', 'Voice and Speech' and 'Management through games'	BBA
102		09 & 13	Inter-Class Volleyball	Department of Physical Education and Sports
103		11	Goa River Marathon	NSS
104		14	One day Chocolate making workshop	Women Centre (Jyoti)
105		14-15	Two-day National Level Seminar on the theme "Impact of Violence and Abuse: Need for Psychosocial, Medical and Legal Intervention"	Department of Psychology
106		17	Inter Collegiate Debate	Debating Association
107		17	Ignitz	BCA
108		19	Celebration of Goa Liberation Day	NSS
109		20-22	Annual Fun Festival	College Council
110		20-22	Celebration of Ladies Week	Women Centre (Jyoti)
111	23	XXXXI Annual Athletic Meet 2016	Department of Physical Education and Sports	
112	January 2017	04	Campus Recruitment Drive Infosys BPO Ltd. Company	Placement Cell
113		05-06	Poster Making and Slogan writing competition on Free and Fair Elections	NSS
114		05	Talk on 'Container Logistics and Global Shipping Opportunities' by Capt. Rajan Mathur	BBA (Shipping & Logistics)
115		09 -10	Lakshya XI (National level Management Event)	BBA
116		09	Talk by TV icon, Mr. Rithvik Dhanjani, on 'The Icing on the Cake'	BBA

	<b>Month &amp; Year</b>	<b>Date</b>	<b>Activity</b>	<b>Association/ Department</b>	
117	<b>January 2017</b>	10	Greeting card making competition using Mathematical symbols, shapes & equations	Department of Mathematics & Statistics	
118		10	Campus Recruitment Drive Solvers India	Placement Cell	
119		11	Talk on 'Diploma Course in Banking and Finance by Professional Learning Institute, Panaji'	Career Guidance Cell	
120		11	Poster Competition on the theme 'A Healthy Body- A Healthy Mind'	Counselling Cell	
121		12	Celebration International Youth Day organized Inter-HSS Elocution Competition	NSS	
122		13	Talk on Life Values	Value Education Cell	
123		14	NSS Volunteers as Junior Traffic Police	NSS	
124		17	Annual Social Gathering	Association of Art & Culture	
125		19	Talk on consumer awareness	NSS	
126		20	Panel Discussion on the Topic: 'Impact of Demonetisation on Industry & Society'	Department of Commerce	
127		20	Inter-disciplinary Field Trip to places of cultural and historical significance in North Goa	Department of Sociology	
128		21	Campus Recruitment Drive Alcon Hyundai	Placement Cell	
129			Photography Competition on "Beauty of nature in Mormugaotaluka"	Nature Club	
130		25	Annual Prize Distribution	College Council	
131		26	Celebration of Republic Day	NSS	
132		27-28	National-level ECOFEST 2017	Department of Economics	
133		2-31	Consultancy Assignment with 'Elegant Consultancy Services', Hyderabad, wherein students conducted a Pre-election survey	BBA	
134		16/1/17 to 10/2/17	Yoga Classes for College students	Department of Physical Education and Sports	
135		<b>February 2017</b>	01-02	Genesis 2017	BCA
136			08	Field study visit to Goa Shipyard, Vasco	NCC
137	09		Talk on Memory and Anger Management	NSS	
138	09-11		Three-day Workshop on "Common Entrance Exams"	Department of Commerce	
139	10		Observance of National Deworming day	NSS	

	<b>Month &amp; Year</b>	<b>Date</b>	<b>Activity</b>	<b>Association/ Department</b>	
140	<b>February 2017</b>	11	Guest lecture on 'Impact of Domestic Violence on the Family: Issues & Interventions'	Department of Psychology	
141		13	Campus Recruitment Drive ICICI Bank	Placement Cell	
142		14	A Career Guidance Seminar in Financial Market	Department of Commerce	
143		16	Visit to old age home-Our Home at Bogmalo	NSS	
144		16	HIV-AIDS awareness program	NSS	
145		18	Annual Commerce Fiesta 2017	Department of Commerce	
146		19	Free Medical Check-up Camp in adopted village	NSS	
147		20	Talk by St. Xaviers, Bangalore on MBA course offered by them	Career Guidance Cell	
148		20	Talk by YES Migration solutions on overseas study opportunities	Career Guidance Cell	
149		21	Talk on Road Safety	NSS	
150		<b>March 2017</b>	02	Campus Recruitment Drive ICICI Prudential	Placement Cell
			04-05	Educational trip to Kolhapur	Department of Economics and Travel and Tourism
151			06	orientation programme on various courses offered by TISS in the college campus	Career Guidance Cell
152			08	Industrial Visit to CIBA (Centre for Incubation & Business Acceleration), Verna	Department of Commerce
153	08		Visit to Missionaries of Charity	BBA	
154	09		Talk on the topic "Neighbourhood Youth Parliament"	NSS	
155	22		Session on "Say No to Substance Abuse"	Department of Psychology	
156	22		Photography competition was organized by the Psychology Club on the theme, 'Discover Your Inner Child'	Department of Psychology	
157	23		Organized a lecture on 'Indian foreign Policy: Successes and Blunders'	Department of Political Science	
158	25		Celebrated National Maritime Day	BBA (S & L)	
159	26	Study tour to ideal village (Netravali)	Department of Political Science		

<b>Sr. No.</b>	<b>Month &amp; Year</b>	<b>Date</b>	<b>Activity</b>	<b>Association/ Department</b>
160	<b>March 2017</b>	27	Psychobuzz	Department of Psychology
161		30	Valedictory Programme of the Diploma Course in Counselling Techniques	Department of Psychology
162	<b>April 2017</b>	01	Farewell function for the outgoing students of B.A. (Semester VI) and B.Com (Semester VI)	College Council
163		06-13	Faculty Development Programme-Workshop on 'Applied Statistics and Econometrics'	Research Cell
164		17-29	Coaching provided for entrance examination for BBA	BBA
165	10 <sup>th</sup> April-5 <sup>th</sup> May 2017		High Jump Coaching for the surrounding people	Department of Physical Education and Sports
166	<b>May 2017</b>	02-28	<b>Summer Coaching Camp</b> for Table Tennis, Badminton and High Jump	Department of Physical Education and Sports
167		6	<b>Course Completion Ceremony</b>	BBA

**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.

This year, the BA/BCom Semester V/VI students provided institutional feedback for the first time. The mentors of the respective classes analysed these feedback forms and submitted the same to the IQAC. The IQAC prepared a consolidated report and suggestions provided by the students have been considered.

### 7.3 Best Practices of the Institution

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

***(i) Appreciation awards to outstanding students and Felicitation of meritorious students and teachers:***

The Appreciation Awards Function 2016-17 was organized on 1<sup>st</sup> April 2017 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 106 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.

Students who secured Distinction at the BA/BCom/BCA April 2016 examinations were felicitated for the first time. 24 students were felicitated at this function held on 23<sup>rd</sup> July 2016. The objective of this felicitation was to acknowledge the hard work and dedication of these students and to motivate the present students to perform better in their forthcoming examinations.

Teachers were also felicitated on 2<sup>nd</sup> September 2016 for their academic achievements and for securing 100% results. 18 teachers were felicitated for being awarded with Ph.D., for their publications, as well as for securing 100% results in their BA/BCom Semester V and VI classes.

***(ii) Distribution of results to parents/guardians:***

Parents and teachers play a pivotal role in the overall development of children. At M.E.S. College, we endeavour to maintain a close association with the parents/guardians of our students. We feel that parents should keep track of their child's academic progress, as this will enable them to improve the performance of their child in the future. With this objective in mind, the marksheets of all BA/BCom students are distributed to the parents/guardians by the respective mentors. The parents interact with the mentors as well as the subject teachers.