Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**MURGAON EDUCATION SOCIETY'S COLLEGE OF ARTS AND COMMERCE**
Name of the head of the Institution	**Dr.Meenakshi Bawa**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**08322555772**
Mobile no.	**9823019832**
Registered Email	**mescollege1@gmail.com**
Alternate Email	**mescollege1@rediffmail.com**
Address	**Murgaon Education Society's College of Arts and Commerce Zuarinagar Goa 403726**
City/Town	**Zuarinagar**
State/UT	**Goa**
Pincode	**403726**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Meenakshi Bawa**
Phone no/Alternate Phone no.	**08322555772**
Mobile no.	**9823019832**
Registered Email	**mesiqac2015@gmail.com**
Alternate Email	**mescollege1@rediffmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://mescollege.org/wp-content/uploads/2020/12/AQAR-2018-19.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://mescollege.org/wp-content/uploads/2019/12/Academic_Calendar_2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
3	**B**	**2.47**	**2015**	**01-May-2015**	**30-Apr-2020**
4	**B+**	**2.68**	**2021**	**08-Feb-2021**	**07-Feb-2026**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**17-Apr-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Workshop on designing Learning Outcomes	15-Jul-2019 1	50
Financial literacy talk	06-Dec-2019 1	107
Financial literacy Programme	20-Jan-2020 1	108
Remedial teaching	17-Jun-2019 180	84
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)

10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

? The IQAC in collaboration with Parvatibai Chowgule College of Arts and Science (Autonomous), Margao, Goa organised a workshop on "Designing learning outcomes" on 15th July 2019. The main objective of the workshop was to understand the process of preparing learning outcomes for courses/programmes. Fifty faculty members attended the workshop. ? As part of the quality initiative of the IQAC, peer learning was done for the AY 201920, wherein advanced and slow learners were identified with the objectives of providing the students a free and conducive learning environment, enabling the students understand subject/concepts and improving their academic performance. As part of environmental awareness, the

Nature Club of MES College in collaboration with Foundation for Environment Research and Conservation (FERC) organized Kasturi lecture series on different environmental and social issues. We have our very own CAFE on campus, MESCAFE which was inaugurated on 8th July 2019. The cafe is run by one of our former students, Benson DSouza, of the popular Souza and Sons, Vasco Various certificate courses were started by various Departments and Cells for the benefit of the students. The IQAC undertook a survey of students across all programmes, aided as well as selffinanced. The purpose of the survey was to analyze the household monthly income, educational qualification of parents and state/country of origin. It was found that students do not provide accurate information pertaining to family income at the time of seeking admissions. Further, information about the education level of parents and state of origin is not known. A questionnaire was distributed by the mentors of each class to the students. Various guest lectures/talks by eminent personalities were organised. The Memorandum of Understanding with Institute of Management Education and Research, Belagavi was renewed on 26th September 2019 The Entrepreneurship Hub of the college organized an ideation Bootcamp on 30th Aug 2019. Ramchandra Prabhu Salgaoncar from FiiRE, the incubation center of Don Bosco College of Engineering, Fatorda addressed students. The session was about entrepreneurial ideas and the journey to implementation, with the pitfalls on the way. The speaker gave examples of products that were implemented much before time as well as ideas that were developed by one business entity but made successful by others. The Butterfly garden "Chrysalis" was inaugurated in collaboration with FERC, Murgaon Education Society and Nature's Club of MES College on 26th Jan 2020 with a purpose of creating a butterfly friendly habitat in college premises and for environmental awareness for general public in and around Vasco. A financial literacy and awareness programme under the scheme of financial literacy programme of the RBI in collaboration with Canara bank Chicalim branch was organised for the benefit of the students. The main purpose of the programme was to sensitize students about financial literacy. H.E. Shin Bongkil Ambassador of the Republic of Korea to India, visited MESs Rajaram and Tarabai Bandekar Academy of Management Education on 24th December 2019. He addressed the students of BBA and M. Com on the work culture in Korea . He also said that he would consider if a collaboration in education between MES College and Korean colleges was possible. He was accompanied by the Minister of Youth Affairs in Korea.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
The IQAC will be organizing a workshop on 'Preparing Learning Outcomes' for the faculty.	The workshop on 'Designing learning Outcomes' was organized by the IQAC on 15th July 2019. The resource persons for the workshop were the faculty from Parvatibai Chowgule College of Arts Science (Autonomous), Margao, Goa, namely, Dr. N.N. Sawant (Principal, Parvatibai Chowgule College of Arts Science (Autonomous), Dr. (Ms.) Sobita Kirtani (Assistant Prof., Department of Psychology), Dr. Sachin Moraes (Associate Prof., Department of Sociology) and Mrs. Rupali Tamuly

	(Associate Prof., Department of Economics). The main objective of this workshop was to understand clearly the process of preparing learning outcomes for courses/programmes. A total of 50 faculty members participated in this seminar. The resource persons emphasized the importance of framing and measuring learning outcomes. They explained the process of preparing learning outcomes by citing relevant examples of course outcomes designed at their institution. The workshop was a great success. Our faculty members relooked at their course outcomes and revised them.
As part of the Memorandum of Understanding with Parvatibai Chowgule College of Arts and Science(Autonomous), Margao, faculty exchange programmes and student exchange programmes will be organized.	The memorandum of Understanding with Parvatibai Chowgule College of Arts and Science (Autonomous), Margao has to be renewed. However, the MoU was renewed with Institute of Management Education and Research, Belagavi and signed on 26th September 2019. We were planning to start such exchange programmes in the second half of the academic year. The same could not be initiated on account of the COVID-19 pandemic.
Bridge courses in Commerce, Economics, Sociology and Psychology will be conducted in June/July 2019.	Bridge Courses were conducted for the subjects of Economics, Commerce, Sociology and Psychology in June/July 2019.
The following certificate courses are planned in 2019-20: (i) Practical Banking - Department of Economics (ii) Basics of Econometrics- Department of Economics (iii) Banking and Finance- Department of Commerce (iv) MS Excel in Accounting and Taxation- Department of Commerce (v) Tally ERP 9 with GST- Department of Commerce	The following certificate courses were conducted: (i) A Certificate Course of 2 credits (30 hours) on 'Practical Banking & Financial Aspects' was organized by the Department of Commerce. Mr. Suresh R. Parrikar, former Managing Direstor, Bicholim Urban Cooperative Bank Ltd., was the resource person for the course. The course was conducted from 1st July 2019 to 17th July 2019. 52 students registered for the course. (ii) The second batch of Certificate course in Practical Banking and Financial Aspects of 2 credit (30 Hours) was held from 5th December 2019 to 18th December 2019. Mr. Suresh R Parrikar, a Banking Expert was the resource person for this course. A total of 43 students enrolled and successfully completed the course. (ii) The Department of Commerce conducted a certificate course of 2 credits (30 hours) on MS Excel in Accounting and Taxation. The course was conducted from 10th July 2019 to 22nd July 2019. CA Shravan Swarup was the

	resource person. 35 students registered for the course. (iii) The Department of Commerce conducted the first batch of certificate course on Tally ERP 9 with GST, of 30 hours (2 credits). A total of 23 students completed the course. The course was conducted from 16th August 2019 to 31st August 2019. Ms. Shubhada Parab, Assistant Professor, Department of Commerce, M.E.S. College, was the resource person for this course. (iv) The Department of Commerce conducted the second batch of certificate course on Tally ERP 9 with GST, of 30 hours (2 credits). A total of 31 students completed the course. The course was conducted from 16th August 2019 to 31st August 2019. Ms. Thomasin D'Souza, Assistant Professor, Department of Commerce, M.E.S. College, was the resource person for this course. (v) The Department of Commerce conducted the third batch of certificate course on Tally ERP 9 with GST, of 30 hours (2 credits). The course was conducted from 7th December 2019 to 18th December 2019. A total of 28 students registered and successfully completed the course. The resource person for this certificate course was Ms. Thomasin J. D'Souza. (vi) The Department of Economics conducted a certificate course in 'Training in Practical Banking' of 30 contact hours (02 credits), from 7th January 2020 to 27th January 2020 in the college campus. A total of 26 students from BA Sem II/IV and VI were registered for the short-term course. The resource person for the short-term course was Shri Suresh R. Parrikar (Qualification: B Com, LLB, CAIIB. Experience: 22 years of service in Syndicate Bank, Ex Managing Director, Bicholim Urban Cooperative Bank). (vii) The Department of Economics had scheduled the Certificate Course on the 'Basics of Econometrics in February/March 2020. However, the course could not be conducted on account of the nation-wide lockdown due to the COVID-19 pandemic.
The Diploma Course in Counselling Techniques will be conducted by the Department of Psychology.	The Diploma Course in Counselling Techniques of 120 hours was conducted by the Department of Psychology from 10th August 2019 to 7th march 2020. A total of 20 students completed the course.

The following workshops will be organized: (i) Workshop for students on Leadership and Personality Development- Department of Commerce (ii) Workshop on Filing of GST Returns- Department of Commerce (iii) Workshop for students on Research Methodology and writing of research paper- Department of Commerce (iv)Workshop for 3 days on Therapies in Addiction Management- Department of Psychology	The following workshops/programmes were organized: (i)The Commerce Association organised a Personality Development Programme for the Co-opted members of the Commerce Association on 20th July 2019. (ii) The Consumer Welfare Cell, in collaboration with the Department of Economics, conducted a one day programme titled "Consumers Assert Your Rights and Pursue Remedies". Shri Rolland Martins, coordinator GOACAN was invited as the resource person. A series of competitions like essay writing, collage making, extempore elocution, Ad- Mad Show and street play competition were organized wherein 70 students from various classes participated. (iii) A workshop on Research Methodology was conducted by the Department of Psychology
The following student enrichment programmes will be organized: (i) Commerce Fiesta (Institutional Level)- Department of Commerce (ii) Psychozest(State level)- Department of Psychology (iii) Socio- Expressions (State level)- Department of Sociology	The following student enrichment programmes were organized: (i) The Department of Commerce organized Commerce Fiesta, an institutional event, on 10th and 11th January 2020. The Annual Magazine, 'Cignite' was released at the inaugural function. (ii) The Department of Psychology of M.E.S. College of Arts and Commerce, Zuarinagar organised the 9th edition of Psychozest 2020 on 29th February 2020. The theme of this year was "The Power of Assertiveness in a value added life". (iii) The Department of Sociology of M.E.S College of Arts and Commerce, Zuarinagar organised their Annual Inter-Collegiate event 'Socio-Expressions' on the theme 'Women's Empowerment, Social Change and Development' on 19th September 2019.
The college will register on the NAAC website for the Revised Accreditation Framework by August 2019.The college will submit the IIQA by end of November 2019. Hence, the Self-Study Report should be ready by August/ September 2019.	This was the plan decided in 2018-19. The college registered on the NAAC website for the Revised Accreditation Framework in December 2019. The college submitted the IIQA on 13th January 2020. The Self-Study Report was finalized in February 2020 and submitted to NAAC on 26th February 2020.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited	No

body(s) visited IQAC or interacted with it to assess the functioning ?	
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**28-Feb-2020**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**• The Management Information System (MIS) has been implemented. There are three users: teachers, students and administrator. • The nine modules which are in operation are as follows: • Admissions: The provision for online admission is available in this module. The institution has a tie up with HDFC Bank for online admission. Students have to fill the admission form and pay the fees online or offline. • Attendance: This module helps faculty members in recording attendance. The faculty member can take online attendance on their mobile or laptop. A monthly report can be viewed so as to know the attendance percentage of students. • Examination: This module helps the faculty members to enter coursewise marks of internal assessment. This module generates mark sheets of the students. • Human Resource (HR): This module manages to carry out HR operations of the institution such as Recruitment of Staff, Payroll, and Leave Management. • Library: This module manages to carry out library activities of the college. Students can issue and return books online. • Learning Management System (LMS): This module is an online platform for teachers and students to interact. Online assignments, Quiz, discussion forums and reading material are designed by the faculty members. • Finance: This module helps to manage the financial transactions of the institution and it is integrated with tally software. • Events: This module enables faculty members to update and keep records of activities organized by the college. • MIS Reports: This module helps in generating reports of**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

• The college is affiliated to Goa University and functions under the affiliating system of higher education. Goa University has introduced the Semester and Choice Based Credit System (CBCS) for UG and PG programmes. • The college receives the curriculum approved by the respective Board of Studies and Academic Council of Goa University. The Institution ensures effective curriculum delivery through its well-planned academic programmes and processes. The college ensures minimum 90 working days in each semester. Most of the courses taught in the UG and PG programmes are of four credits, each credit comprising of fifteen hours of teaching and learning. Courses in B.C.A., B. A. Psychology, Generic Elective and Skill Enhancement Courses have a practical component. In B.Com Semester IV E-Commerce and E-Accounting course has a practical component where Tally ERP 9 package is taught to the students. The college time table committee ensures that four lecture hours are allotted to each course per week and that each course of four credits gets sixty hours of teaching and learning. • On receipt of the curriculum, the respective Heads of the twelve Departments of the college hold meetings with the faculty to select and distribute core and elective courses according to the specialized field of study and expertise. Each faculty prepares teaching plans for the courses to be taught and at the end of the semester; the faculty submits the compliance of teaching plans to the IQAC. • In addition to the Lecture method the pedagogy consists of problem solving method, real life applications, debates, Group discussions, Flip Classrooms, lab sessions, project work, YouTube Videos, Google Classroom, Role Plays, Case studies, presentations and industry-based assignments. The topics/ are shared with the students in advance to enable them to read and be prepared for effective interaction • Various enrichment certificate courses such as Tally ERP.9 with GST, MS Excel in Accounting and Taxation, Practical Banking and Financial Aspects and Diploma course in counselling techniques are being conducted. The duration of each certificate course is 30 hours (2 Credits) and that of Diploma course is 120 hours (8 Credits). • In order to introduce group learning and critical thinking the final year students of B.A., B.Com, B.C.A. and M.Com programmes are offered a project/dissertation of four/five/eight credits, under the guidance of a teacher. Students undertake field work which includes surveys and interviews of respondents and experts, for primary research and visits to different libraries for secondary research. Students who study Psychology, visit old-age homes, orphanages and mental asylums in order to get an insight into the various components of their syllabus. The syllabus is reinforced through practical exercises in the Psychology Lab, IT Lab and Economics Lab. • B.B.A., B.C.A. and M.Com students do internships in the industry to receive practical exposure. • Academic audit is mandatory for the self-financed programmes. B.B.A., B.B.A. (Shipping and Logistics) and B.C.A. programmes undergo an academic audit conducted by the Academic Audit Committee of Goa University.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development

	Nil	01/07/2019	15	yes	yes
Certificate Course in Practical Banking and Financial Aspects (Batch I) (Department of Commerce)					
	Nil	05/12/2019	15	yes	yes
Certificate Course in Practical Banking and Financial Aspects(Batch II) (Department of Commerce)					
	Nil	10/07/2019	15	yes	yes
Certificate Course in MS Excel in Accounting Taxation (Batch I) (Department of Commerce)					
	Nil	16/08/2019	15	yes	yes
Certificate Course in Tally ERP. 9 With GST (Batch I) (Department of Commerce)					
	Nil	16/08/2019	15	yes	yes
Certificate Course in Tally ERP. 9 With GST (Batch II) (Department of Commerce)					
	Nil	07/12/2019	15	yes	yes
Certificate Course in Tally ERP. 9 With GST (Batch III) (Department of Commerce)					
	Nil	07/01/2020	15	yes	yes
Certificate					

Course in Training in Practical Banking (Department of Economics, BA)					
Nil	Diploma in Counselling Techniques (Department of Psychology)	10/08/2019	60	yes	yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Sociology,Psychology,Tourism and Travel,Political Science, Konkani,Economics,English	17/06/2019
BCom	Accounting, Cost Accounting,Business Management, Banking and Financial Services	17/06/2019
BCA	Computer Application	17/06/2019
BBA	Business Administration	01/07/2019
MCom	Accounting and Finance	01/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Economics,Sociology, Political Science,English ,Psychology,Tourism and Travel,Konkani	17/06/2019
BCom	Accounting, Cost Accounting,Business Management, Banking and Financial Services	17/06/2019
BCA	Computer Application	17/06/2019
BBA	Business Administration	01/07/2019
BBA	Shipping and Logistics	01/07/2019
MCom	Accounting and Finance	01/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	238	20

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course in Practical Banking and Financial Aspects -Batch I	01/07/2019	52
Certificate Course in MS Excel in Accounting Taxation -Batch I	10/07/2019	35
Certificate Course in Tally ERP. 9With GST -Batch I	16/08/2019	23
Certificate Course in Tally ERP. 9 With GST (Batch II)	16/08/2019	31
Certificate Course in Practical Banking and Financial Aspects(Batch II)	05/12/2019	43
Certificate Course in Tally ERP. 9 With GST (Batch III)	07/12/2019	28
Diploma in Counselling Techniques	10/08/2019	20
Certificate Course in Training in Practical Banking	07/01/2020	26
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCom	Accounting and Finance	20
BA	Sociology,Konkani,Psychology,Political Science,Tourism and Travel	95
BCom	Accounting,Business Management,Cost Accounting, Banking and Financial Services	199
BCA	Computer Application	43
BBA	Business Administration	19
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback about curriculum was obtained from parents and alumni. Feedback was obtained manually from parents and alumni. • 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 B.A./B.Com. by respective mentors. The parents were asked to fill in the questionnaire provided to them. The feedback form/questionnaire covered questions pertaining to quality and relevance of the courses included in the curriculum, contribution of curriculum to the knowledge, skills and overall personal development, availability of learning resources, relevance of syllabus to the needs of the contemporary society, etc. An analysis of this feedback was done by the IQAC. The important suggestions put forward were as follows: More weightage should be given in the syllabus for practical aspects of courses ,Inclusion of internship in the curriculum would help gain practical knowledge. Inclusion of contemporary challenges, achievements and problems in the present syllabus is necessary and there should be easy access of reading material. On analyzing the feedback of the parents, necessary action is taken wherever possible. The college is affiliated to Goa University. Hence, the college has to follow the syllabus prescribed by Goa University. The faculty who are members of the Board of Studies and committees for revision of syllabus under the CBCS do put forward their suggestions. In 2019-20, three faculty were members of the Board of Studies constituted by Goa University .One faculty was the member of the Sub committee appointed by Vice Chancellor of Goa University to review and discuss Ordinance OC-66. •The alumni provided their feedback manually. The feedback form/questionnaire covered questions pertaining to usefulness of college learning in their career, strong moral and ethical values inculcated in them, key concepts adequately addressed to, availability of adequate learning resources, contribution of curriculum to knowledge, skills and overall personal development and effectiveness of the curriculum to meet the standards of the contemporary job-market. The questionnaire was based on a likert scale. On analyzing the feedback, it was found that 90 of the respondents strongly agreed or agreed with the statements. 2.Feedback about faculty: In addition to the above, online faculty feedback was obtained from 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, after going through the same, accordingly redresses the matter wherever the need arises. 3.Institutional feedback: All students also provided online institutional feedback. This feedback was analysed by the IQAC. The IQAC prepared a consolidated report and suggestions provided by the students and parents have been considered. For instance, after analyzing the feedback obtained from students and parents, a new canteen contractor was appointed.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
PhD or DPhil	Economics	4	1	1
PhD or DPhil	Sociology	4	1	1
MCom	Accounting and Finance	60	49	49
BBA	Business Administration	128	121	121
BBA	Shipping and Logistics	90	60	60
BCA	Computer Application	240	123	123
BCom	Accounting, Business management,Cost Accounting,Banking and Financial Services	780	738	738
BA	Economics,Psychology,Sociology,Political Science, Konkani,Tourism and Travel,English	420	381	381
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1425	49	57	3	60

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
76	73	85	45	Nill	26
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

• The student mentoring system was introduced with the objective of identifying the strengths and weaknesses of

students and taking steps to facilitate the academic, social and emotional growth of students. At M.E.S. College, it is believed that the teacher is usually an adolescent's greatest strength, someone who places faith in the student and who guides and mentors the student to gear them towards their adult life. Keeping this in mind, the IQAC has played a significant role in formalizing and documenting the mentoring system. • Two teachers are appointed as mentors for each class, each teacher mentoring a maximum of 30 students. All mentors have regular meetings with their mentees. • Meetings are held at least once a month. Reports of these meetings are submitted to the IQAC at the end of every semester. • At M.E.S. College, teachers endeavour to maintain a close association with the parents/guardians of students. It is felt 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. Parents are permitted to meet the mentors on the first Friday of every month. However, parents do meet the mentor on other days as well in case of any grievances pertaining to their child. • Some teachers have identified positive changes that have emerged as a result of mentoring in terms of students attendance, results, behaviour, etc. In certain cases, students are further referred to the professional counsellors of the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1474	60	1:25

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
60	60	Nill	22	16

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr.Cosma Fernandes	Associate Professor	Awarded 'Tiatr Bhushan Award' at First International Tiatr Convention organized at Ravindra Bhavan Margao- Goa. Awarded a trophy and felicitated by TAG for his Contribution in a Commemorative Volume on 'Tiatr' published by 125th Tiatr Celebration.
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

BCom	Nill	I	31/10/2019	04/01/2020
BCom	Nill	II	04/07/2020	28/07/2020
BCom	Nill	III	30/10/2019	04/01/2020
BCom	Nill	IV	04/07/2020	28/07/2020
BCom	Nill	V	04/11/2019	17/01/2020
BCom	Nill	VI	12/08/2020	20/10/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• Since the college is affiliated to Goa University, there is limited scope to introduce reforms in continuous internal evaluation at the institutional level. However, wherever there is scope, the college has tried to introduce some reforms on Continuous Internal Evaluation system as follows: • The Intra Semester Assessments are conducted in a structured way in the form of written tests, assignments and presentations. Some of the evaluations are field-based. In the subject of Compensation Management students of B.Com. Semester IV learnt how to prepare payrolls and were evaluated based on the assignments submitted • B.B.A., B.B.A. (Shipping and Logistics) and B.C.A. programmes use individual and group assessments. There are group written assignments, group presentations, group role plays, group industry assignments, and group activities. Oral forms of assessment include debates, role plays, presentations, viva, and class discussions. Written modes of assessment include closed book tests, open book tests, and surprise quizzes. On the job learning is done through internships and simulations through case analysis. • Apart from the mandated two ISAs, repeat ISAs are conducted, as per the examination ordinance, for the students who have missed the written test for some genuine reason (medical grounds, participation in State/ National /International sports, events/NCC/NSS). • Two or more sets of question papers are set for ISA. • Besides the ISA, periodic tests (written, oral, open book tests, Audio Visual) are also conducted by the faculty. • Preliminary examinations are also conducted for final year students for many courses. • In view of Covid-19 pandemic and subsequent lockdown from March 2020, as per the notification received from Goa University, the institution adopted alternative and simplified modes of examinations. The project viva-voce for the B.A/B.Com Semester VI students were conducted online. The B.A. and B.Com. Semester VI Examinations were conducted in the month of August 2020 in online mode.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

• The college adheres to the academic calendar for the conduct of examination and other related matters. At the beginning of every academic year, on the basis of the circular received from Goa University with respect to academic terms for the academic year, the College prepares its academic calendar as per the specified dates for commencement and end of semesters. The schedule specifies the dates for Intra Semester Assessment (ISA) and Semester End Examination (SEE). • The HODs and Chairpersons of various committees submit their plan of activities prior to the beginning of the academic year. Based on these submissions and in line with its academic schedule, the college prepares its own academic calendar. • The Institution has separate prospectus for undergraduate and post-graduate programmes. The prospectus contains rules and regulations of the college, schedule of the academic and cultural activities and examinations. • Each Department holds faculty meetings wherein courses and workload are allocated. Each faculty member prepares a teaching plan. At the end of each semester, faculty members submit a compliance report of the teaching plan for each course indicating the number of lectures engaged during

the semester and the syllabus covered. • The students and parents are periodically informed about the attendance. Students with less than 75 attendance are not eligible to appear for SEE. However, on account of the pandemic, as notified by Goa University, students with less attendance were condoned and allowed to appear for the SEE • The time-table for the SEE of Semesters I, II, III and IV is prepared by the Examination Committee while that of Semesters V and VI and Post-graduate programmes is notified by Goa University.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://mescollege.org/wp-content/uploads/2020/02/Programme%20Details%20MES.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BCom	Accounting, Business man agement,Cost Accounting,B anking and Financial Services	194	190	97.93
Nill	BA	Economics, Psychology,S ociology,Pol itical Science, Kon kani,Tourism and Travel,E nglish	94	94	100
Nill	BCA	Computer Application	43	43	100
Nill	BBA	Business A dministratio n	44	40	90.9
Nill	BBA	Shipping and Logistics	28	24	85.71
Nill	MCom	Accounting and Finance	20	20	100
		View File			

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://mescollege.org/analysis-2019-20/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	00	Nil	0	0

View File

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nill	Nil

View File

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	English	1	0.14
National	B.B.A.	1	0
National	Psychology	1	0
International	Commerce	3	0

View File

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Mathematics and statistics	1
Commerce	3

English	1
Konkani	1
BBA	1
Economics	1
Library	1

View File

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
"Ecophobia, Reverential Eco-fear, and Indigenous Worldviews"	S. Susan Deborah	ISLE: Interdisciplinary Studies in Literature and Environment	2019	276	M.E.S College of Arts and Commerce, Zuarinagar Goa	6

View File

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
"Ecophobia, Reverential Eco-fear, and Indigenous Worldviews"	S. Susan Deborah	ISLE: Interdisciplinary Studies in Literature and Environment	2019	3	6	M.E.S College of Arts and Commerce, Zuarinagar Goa

View File

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	15	6	18	25
Presented papers	2	8	7	Nill
Resource persons	Nill	3	6	Nill

View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such	Number of students participated in such

		activities	activities
Kasturi Lecture – Saxtticho Koddo: The Granary of Salcete A documentary	The Nature Club and Resource Management Cell of MES college of Arts and Commerce with Foundation for Environment Research and Conservation (FERC)	4	30
Clean City Campaign	I Goa Naval Unit	1	24
Green -Goa Plastic Free Goa	I Goa Naval Unit	1	38
Rally on Beti Bachao Beti Padhao	NSS Unit	1	26
Self Defence for girls	NSS Unit	1	89
Anti-plastic Drive in Thane Village	NSS Unit in collaboration with Village Panchayat of Thane Village	9	131
Watershed Management Work – Check dam work in Thane Sattri by NSS Volunteers	NSS Unit in collaboration with Village Panchayat of Thane Village	9	131
Blood Donation Camp	NSS Unit in collaboration with Lions Club and HPCL	7	104
Visit to Orphanage - NSS volunteers made a visit to Holy Family Sisters Asha Sadan Social Centre Sasmolem, Baina Vasco	NSS Unit	1	32
Tea with Corps – NSS Volunteers made visit to local Police Outpost and visited local community	NSS Unit	1	32
[View File](#)			

 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	Nill
[View File](#)			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	MES College students of BA,B.com and BBA	Cleanliness Drive in Sada,Vasco	1	12
Swachh Bharat	I Goa Naval Unit	Clean City Campaign	1	24
Swachh Bharat	I Goa Naval Unit	Green -Goa Plastic Free Goa	1	38
Empowerment	NSS Unit	Rally on Beti Bachao Beti Padhao	1	26
Empowerment	NSS Unit	Self Defence for girls	1	89
Swachh Bharat	NSS Unit in collaboration with Village Panchayat	Anti-plastic Drive in Thane Village	9	131
Swachh Bharat	NSS Unit in collaboration with Village Panchayat	Watershed Management Work - Check dam work in Thane Sattri by NSS Volunteers	9	131
Empowerment	NSS Unit	Tea with Corps - NSS Volunteers made visit to local Police Outpost and visited local community	1	32
Empowerment	NSS Unit	Visit to Orphanage - NSS volunteers made a visit to Holy Family Sisters Asha Sadan Social Centre Sasmolem, Baina Vasco	1	32
Blood Donation	NSS Unit in collaboration with Lions Club and HPCL	Blood Donation Camp	7	104
		View File		

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year			
Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	00
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship for students enrolled in BBA General	Merck PG	09/03/2020	22/03/2020	01
Internship	Internship for students enrolled in BBA General	Royal Orchid Beach Resort Spa,Utorda-Goa	09/03/2020	22/03/2020	01
Internship	Internship for students enrolled in BBA General	Transerve Technologies Pvt. Ltd. Panaji- Goa	09/03/2020	22/03/2020	01
Internship	Internship for students enrolled in BBA General	Trade Bonnet	09/03/2020	22/03/2020	01
Internship	Internship for students enrolled in BBA General	Jutex,Vasco-Goa	09/03/2020	22/03/2020	02
Internship	Internship for students enrolled for the Diploma Course in Counselling Techniques	COOJ Mental Health Foundation, Mapusa	06/11/2019	29/11/2019	05
Internship	Internship for students enrolled for the Diploma Course in Counselling Techniques	Silver Linings Guidance and Counselling Centre, Margao	18/11/2019	30/11/2019	03
Internship	Internship for students enrolled for the Diploma	Sangath Society, Porvorim,	08/11/2019	29/11/2019	15

Course in Counselling Techniques					
Internship	Internship for students enrolled for the Diploma Course in Counselling Techniques	Blue Sky Clinic, Vasco	11/11/2019	22/11/2019	14
Internship	Internship for students enrolled for the Diploma Course in Counselling Techniques	Presentation Society, Vasco.	05/11/2019	30/11/2019	14
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Institute of Management Education and Research, Belagavi	26/09/2019	The objective of the MOU is to promote, encourage and sustain research through workshops, consultations, teacher and student- exchange programmes and resource sharing, through enhanced cooperation and collaboration.	Nill
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
83.35	83.16

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Campus Area	Existing
[View File](#)	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
New Gen Lib	Partially	NGL 3.1.4	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10724	2722536	892	308832	11616	3031368
Reference Books	20517	3799198	549	299664	21066	4098862
e-Books	3139000	5900	164300	5900	3303300	11800
Journals	78	99474	64	80363	142	179837
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill
[View File](#)			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	99	6	4	0	0	18	24	0	0
Added	0	0	0	0	0	0	0	0	0
Total	99	6	4	0	0	18	24	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

200 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

| Nil | Nill |

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
43.38	41.92	56.61	58.08

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Maintenance of Classrooms, Furniture and Laboratories The effective utilization and maintenance of the furniture and teaching aids in the classrooms and laboratories are looked after by the teachers in charge and laboratory in charges. Repairs are attended based on the complaints in the complaint register. Seminar halls are effectively used for organizing academic meetings, seminars, conferences and cultural events. The cleanliness of the entire college campus is taken care of by the housekeeping staff. Maintenance of Physical Facilities A Committee comprising of the Principal, Head Clerk, Architect, Civil Engineer and an Electrician regularly monitors the maintenance of the physical facilities. The services of the plumbers, electricians, computer technician are available on call basis. Maintenance of Electronics and Instruments The maintenance of electronic equipment and other instruments is outsourced by the college. Maintenance of ICT Facilities The Heads of the Departments, Computer Programmers and support staff monitor and maintain the ICT facilities. Any ICT related problem is referred to the supplier. Maintenance of Lab Equipment Stock registers are maintained where entries relating to the repairs and maintenance of these equipments are entered. A users' log book is maintained to keep track of the usage of these equipments. Maintenance of other amenities The maintenance of gardening equipment and garden, sewage, bore-well is done on regular basis. The campus is equipped with 24/7 safe and adequate drinking water supply. Fire extinguishers are installed in various blocks and the campus is under CCTV surveillance. Emergency Maintenance The other emergency maintenance like fittings and fixtures are taken care of by the multi-tasking staff. Library Facilities As per the library policy of the college, all bonafide students have an open access to a wide range of library resources which include books, journals, CDs, E-resources etc. against a mandatory Library Card. The library facility is also extended to the public on payment of deposit and fees to the college. The library facilities are available from 8:00 a.m. to 4:00 p.m. on all working days. The facilities provided are Reading Hall and Project room, Book lending facility, Reference Section, Book Bank Facility and Remedial coaching Book Bank. The Library also has a policy for Loss of Borrowed resource materials. For the effective use of above facilities an orientation programme is conducted every year for the new entrants. Apart from this the College also has a Library Advisory Committee which takes initiatives for the maintenance and optimum utilisation of the library resources. The library staff is responsible for the maintenance of library resources. The book shelves are periodically cleaned and fumigated. Proper pest management is done to minimize the problems caused by insects. Maintenance of Sports and Gymnasium The sports and fitness equipment are maintained by the College Director of Physical Education. The basketball courts, Gymnasium and playgrounds are maintained during the summer/winter breaks with the help of multi-tasking staff. Maintenance of Campus Cleanliness The Head Clerk of the college is in charge of campus cleanliness. The College also has a beautiful garden which is nurtured by the gardener.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Merit Scholarship	86	59044
Financial Support from Other Sources			
a) National	Central Sector Scheme of Scholarships for College and University students	1	10000
b)International	Nil	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Session on Research Process	10/02/2020	19	Mr. Suraj P Tuyekar, Assistant Professor, P.G. Department of Commerce, M.E.S College of Arts and Commerce, Zuarinagar- Goa (8007104492)
Session on "Basics of Stock Trading"	09/12/2019	17	Mr. Suraj P Tuyekar, Assistant Professor, P.G. Department of Commerce, M.E.S College of Arts and Commerce, Zuarinagar- Goa (8007104492)
Session on Literature Review	11/02/2020	21	Mr. Suraj P Tuyekar, Assistant Professor, P.G. Department of Commerce, M.E.S College of Arts and Commerce, Zuarinagar- Goa (8007104492)
Talk on Effective Study Habits	03/08/2019	100	Shri Vishwanath Swar, M.E.S.Higher Secondary School,

			Zuarinagar (9422442838)
Workshop on Neurolinguistic Programming	05/08/2019	94	Dr. Neha Masurkar (9923732246
Self Defence Program	26/09/2019	89	Mr. Dattaprasad Shirgurkar, M.E.S College of Arts Commerce, Zuarinagar -Goa (08322555772)
Sleep Management and Mental Empowerment	17/12/2019	34	Shri BK Veerendar, B.K Head Quarters at Mount Abu, Rajasthan (9588942993)
Session on Financial Literacy	14/08/2019	23	Dr Celso Fernandes, Founder, Nave Marg Foundation, Margao -Goa (9422058741)
Session on Entrepreneurship Development and Entrepreneurial Support	13/12/2019	35	Mr. Raj Naik, Business Development Manager, CIBA Incubation Centre, Verna- Goa (8805587139)
Diploma Course in Counselling Techniques	14/03/2020	20	Ms.Maria Fatima Gomes, M.E.S College of Arts Commerce, Zuarinagar -Goa (08322555772)
[View File](#)			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	Career Counselling	Nill	313	Nill	39
2019	Coaching for Competitive Exam	30	Nill	Nill	Nill
[View File](#)					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
GICE	27	23	Reliance Jio	2	1

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	B.Com	Commerce	Govind Ramnath Kare College of Law, Margao-Goa	L.L.B
2019	1	B.Com	Commerce	S.S. Dempo College of Commerce & Economics, Cujira, Goa	P.G.D.M-Event Management
2019	4	B.A	English	Goa University, Taleigao Plateau	M.A in English
2019	4	B.A	Konkani	Goa University, Taleigao Plateau	M.A in Konkani
2019	7	B.A	Travel andTourism	S.S. Dempo College of Commerce & Economics, Cujira, Goa	Master of Tourism & Travel Management
2019	1	B.A	Psychology	Savitribai Phule, Pune University	M.A. in Psychology
2019	1	B.A	Psychology	Nirmala Institute of Education	M.A. in Wellness Counselling
2019	1	B.A	Psychology	St. Xaviers, Mapusa	M.A. in Psychology

2019	3	B.A	Psychology	Carmel College of Arts, Science & Commerce, Nuvem-Goa	M.A. in Psychology
2019	1	B.A	English	G.V.Ms College of Education, Farmagudi, Ponda	B.Ed

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GMAT	1
CAT	2

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
International Yoga Day Celebration organised by the Department of Physical Education and Sports	Institutional	17
Badminton Intramural for Women organised by the Department of Physical Education and Sports	Institutional	15
Badminton Intramural for Men organised by the Department of Physical Education and Sports	Institutional	24
Chess Intramural organised by the Department of Physical Education and Sports	Institutional	6
Table Tennis Intra-mural for Women organised by the Department of Physical Education and Sports	Institutional	5
Table Tennis Intra-mural for Men organised by the Department of Physical Education and Sports	Institutional	5
Powerlifting Intramural for Men organised by the	Institutional	16

Department of Physical Education and Sports			
Football Inter-class for Men organised by the Department of Physical Education and Sports	Institutional	104	
Push Up Competition for Men organised by the Department of Physical Education and Sports	Institutional	10	
Skipping Rope Competition for Women organised by the Department of Physical Education and Sports	Institutional	9	

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	1st Place in Kumite at Skia Shotokan International Karate Championship 2020 organised by Shotokan Karate Do Indian Association (SKIA)	International	1	Nill	201706166	Madhukar Ghogale
2019	Gold Medal in Kumite at 4th All India National Combat Martial Arts Wado-Ryu Karate Championship 2019 organised by Combat Martial Arts Assoc	National	1	Nill	201706166	Madhukar Ghogale

	iation - India & Wado-Ryu Karate Do World Sports Youth Association- India					
2019	Gold Medal at 2nd India Open National Taekwondo Championship 2019 organised by Taekwondo Academy of Vasco	National	1	Nill	201808796	Gururaj Ingale
2019	Gold Medal at 2nd India Open National Taekwondo Championship 2019 organised by Taekwondo Academy of Vasco	National	1	Nill	201809086	Heena Shaikh
2019	Gold Medal in Aerosqay at the 20th Sqay National Championship 2019 organised by Sqay Association Himachal Pradesh – SAHP	National	1	Nill	201906396	Shubham Kurane
2019	Third Place at 46th Junior National Kabaddi Championship	National	1	Nill	201808825	Vishal Rathod

2019	Third Place at 1st South Zone Senior Men Football Tennis Championship 2019 oganised by Telangana State Football Tennis Association	National	1	Nill	201808816	Harish Mallah
2019	First Place at Quiz -ACUMEN' International level Management Competition organized by Goagte Colleg , Belgaum	International	Nill	1	201810297	Anindya Chatterjee
2019	2nd place – Quiz organized by Jain College , Belgaum	National	Nill	1	201810369	Muskan Majid
2019	3rd place – Quiz organized by Jain College , Belgaum	National	Nill	1	201810371	Neeve Miranda
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The institution facilitates students' representation and engagement in various administrative, co-curricular and extra-curricular activities. There are established processes and norms set by the college in the formation of

Students' Council and the statutory committees. Students' Council: As per the constitution of the College Council (Students' Council), the members include the General Secretary, Ladies Representative, Class Representatives, Secretaries of various associations and scholar members. The General Secretary is the head of the Students' Council elected by the students. The girl students of the college elect the Ladies Representative. The class representatives are elected by the students of the class. The number of class representatives depends on the number of divisions in each U.G and P.G programme. This Council is formed through the elections as per the norms and guidelines of Goa University. The Principal of the college is the President a senior faculty is the Chairperson. For the academic year 2019-20. Mr. Abhishek Subhash Patil of B.Com Semester – V, was elected as General Secretary Ms.Simran Myra D'SouzaofB.Com Semester – III,was electedto the post ofLadies Representative and later Ms. Vanshika Tulshidas Morajkar of B.A. Semester – V, was nominated as new Ladies Representative of College Council. Ms.Dipti Devanand Naik of B.Com Semester – V, was elected to the post of Secretary of Art and Culture Association, Ms. Vijeyta of M.Com Part-I to the post of Secretary of Debating Association, Mr. Gururaj Damodar Ingale, of B.A. Semester – III to the post of Sports Secretary, Mr. Rohit Rajnarayan Yadav to the post of Secretary of Literary Association, 13 Class Representatives were elected and 17 nominated. College Students' Representation in University Students' Council: The students of the college are represented as University Class Representatives (UCR) and University Faculty Representatives (UFR) as per the guidelines of Goa University. Functioning of Students' Council: After the election process of the Students' Council, the Council members officially meet to discuss and plan for co-curricular and extra-curricular activities under the guidance of the chairperson of the Students' Council and the Principal. Students are represented on the following academic and administrative bodies/committees of the institution such as the IQAC, Sports Advisory Committee, Students Grievance Redressal Cell, NSS Advisory Committee, Commerce Association, Economics Club, Psychomatrix Club, Sanskruti, Socio Study Circle, Debating Club, Nature Club, Library Committee, Konkani Sahitya Mandal, Readers Club and Internal Complaints Committee. Administrative, Co-curricular Activities (Seminars/ Workshops/ Conferences) and Extra-curricular activities: The students shoulder administrative responsibilities in the capacity of President, Secretary, Treasurer and co-opted members in carrying out the activities of various associations /department clubs. The student volunteers play an active role in the organization of sponsored seminars/ workshops/ conferences organized by various departments of the college. The Students' Council organized the following activities during the academic year such as Election to the College Council, Inaugural Programme of College Council, Talent Search Program, Annual Fun Festival and the Annual Prize Distribution. The members of the College Council motivate the students to participate actively in inter-class and inter-collegiate events.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

MES College Alumni Association is a non-profit organisation registered under The Societies Registration Act, 1860 - Reg. No. 217/GOA/2016 in the office of the registration of societies in 2016. The Association envisions to aid and assist the college management in undertaking any developmental activities for the overall development of the institution, and to work in coordination and network with the management and staff of the institution. It also conducts workshops, training seminars, symposiums, paper presentation, public functions, cultural and recreation leisure programs and such activities in the best interest of the student community of the institution. It also cooperates with

institutions and associations having similar aims and objectives. The organisation would also receive any grant, donation, fee, support and assistance in any form for the furtherance of the objects of the society. The registration to the Association is open to all the Bonafide students of MES College of Arts and Commerce. The membership subscription is available in two forms General member i.e. any volunteer joining the society after one month of its registration by paying a fee of Rs 100 at the time of admission and who is also entitled to caste the vote. Second is the Patron member i.e. any person called upon by the managing committee of the association for their expertise, experience etc. to help, guide and advice the members who have to pay a lifetime fee of Rs. 5000. The Association conducts its General Body Meeting once a year which includes all the valid members for a particular year under the register book of the society. During the Annual General Body Meeting, matters related to constitution of the society, budgetary allocations, amendments and such major decisions are discussed. The organisation also holds an extra ordinary meeting in case of urgency wherein a notice is served 24 hours prior to the time, date, place and agenda fixed. The functioning of the Association is conducted by the Managing committee which is composed of Chairman i.e. The Principal of the Institution, Vice Chairman i.e. The Vice Principal of the Institution, President, Vice-President, Joint Vice-President, General Secretary, Joint General Secretary, Treasurer, Joint Treasurer, and co-opted members who are elected by the valid members. The tenure of the Managing committee is of three years. The Managing committee conducts various meetings, prepares agendas and manages affairs to achieve the objectives and requirements of society. It also supervises and manages the affairs of the society. It puts up issues of public-spirited nature and other social, economic, environmental, and other such issues touching the public life.

5.4.2 – No. of enrolled Alumni:

529

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

01

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

•The administration of the College functions on decentralized and participative mode. The Principal delegates responsibilities and provides operational autonomy to the Heads of Departments (HODs). They are responsible for mentoring, guiding and supervising the faculty. The faculty members of the Department conceptualize new courses and submit the proposal for approval of the Managing Committee. The College further submits the proposal of starting new courses/programmes to Goa University. The Affiliation Inquiry Committee visits the college and interacts with the Management, Principal and faculty members. Each Department prepares a budget for the academic year. It is approved by the Managing Committee. The sanctioned budget is informed to the HODs and the funds are released as and when required to organize curricular and co-curricular activities. These measures translate into decentralized governance in a large measure. •Participative management has been achieved through open discussions and deliberations of all committees like Local Managing Committee, IQAC, Examination Committee, College Council, Internal

Complaints Committee, College Unfair Means Inquiry Committee, Anti-Ragging Committee and Women's Cell. •Case Study: The Examination Committee • This Committee comprises of a chairperson and seven members. The committee is appointed by Principal for a period of three years. It is in charge of all matters pertaining to B.A. and B. Com. Examinations in the college as per Goa University Ordinance OC-66 and other relevant university Circulars/Notifications. •The Committee prepares the examination time-tables, supervision charts and arrangement of blocks. It ensures and maintains safety and confidentiality of question papers, results and other examination related data. It makes special seating arrangement for differently abled students appearing for examinations. •The Committee decides the time frame for setting and submission of question papers for Intra Semester Assessment (ISA) and Semester End Examinations (SEE) for B.A. and B.Com. semesters I to IV, assessment of answer sheets and submission of marks. •The Committee ensures timely declaration of internal examination results and also Ensures safekeeping of answer scripts/ answer books •In the B.B.A. programme teaching and evaluation of the course is entirely independent. Each faculty member decides the mode of delivery and methods of evaluation. Evaluation of the course is both internal and external. •The following statutory bodies are constituted as per Goa University Ordinance: College Unfair Means Inquiry Committee (CUMIC), College Grievance Committee and ISA Monitoring Committee, which function independently for the smooth functioning of the examination. ? Case Study 2- College Council •As per the constitution of the College Council (Students' Council), the Council is formed every year. The Students' Council consists of members including the General Secretary, Ladies Representative, Class Representatives, Secretaries of various associations and scholar members. The General Secretary is elected by all students. • This Council begins with the election process in a democratic way to elect the members for the college council. • After the completion of the election process of the Students' Council of the college, the Council members officially meet to discuss and plan for co-curricular and extra-curricular activities under the guidance of the chairperson of the Students' Council and the Principal.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	• The college is affiliated to Goa University. Many of our faculty members are members of the Academic Council, Court and Boards of Studies of Goa University. • The faculty are also members of sub-committees for the drafting of syllabi. They use their expertise in helping develop syllabi that are relevant to the needs of the times. • In addition to the prescribed curriculum, the institution offers value-added diploma and certificate courses intending to give our students a competitive edge over others as they pursue higher studies or join the workforce. • The various departments at our institution also organize study tours and field trips to supplement

	their theoretical knowledge base with practical applicability. • The co-curricular activities organized at our institution seek to integrated subject knowledge with co-curricular activities to motivate students towards critical thinking. Students are encouraged to participate in co-curricular and extra-curricular activities at the institutional, state and national levels.
Teaching and Learning	• The institution attracts students from Goa, other states of India and abroad. Bridge courses are conducted for certain subjects at the beginning of every academic year. • The mentoring system is formalized and functioning well. Two teachers are appointed as mentors for each class, each mentoring a group of 30 students. All mentors have regular meetings with their mentees, the reports of which are submitted to the IQAC. • Our institution believes in a student-centric approach to learning. With this objective in mind, our faculty utilize methods such as experiential learning, participative learning and problem-solving in their approach to teaching. • Our institution has also formalized a structure for peer learning, wherein an academically bright student helps and guides fellow students in overcoming subject difficulties at their own level under the guidance of a faculty.
Examination and Evaluation	• The institution prepares its academic calendar on the basis of the circulars received from Goa University pertaining to the scheduled academic terms. • The Examination Committee prepares the examination time-tables, supervision charts and arrangement of blocks. It ensures and maintains safety and confidentiality of question papers, results and other data. It makes special seating arrangement for differently abled students appearing for examinations. • The Committee decides the time frame for setting and submission of question papers for Intra Semester Assessment (ISA) and Semester End Examinations (SEE) for B.A. and B.Com. semesters I to IV, assessment of answer sheets and submission of marks. • In terms of evaluation, transparency is maintained by showing the assessed answer sheets of Intra Semester

		Assessment (ISA) to the students. Examination and Evaluation.
	Research and Development	• The institution has a Research Cell dedicated to the planning of research-oriented activities for students and teachers. The Cell organizes programmes to promote ethical research practices. The Cell also organizes programmes to promote research writing for new and existing faculty. • Faculty are motivated to pursue, doctorate degrees, attend workshops/seminars/courses for their academic development. Regular meetings are held to motivate the faculty to pursue research. • The faculty are deputed to attend seminars / workshops on research, research methodology,research tools, etc. • .Faculty development programmes and workshops are organized. • The faculty are granted study leave to pursue research. • To promote research culture, the library maintains an institutional repository.
	Library, ICT and Physical Infrastructure / Instrumentation	• The library is equipped with NEW GENLIB software 3.1.4 version. The automation of the library is completed. • The library is a member of N-List program of INFLIBNET. • The library extends its facilities to the neighbouring community as a part of our extension activities. • Under the book bank facility, books are given to the meritorious and economically backward students and to students who have enrolled for remedial coaching classes. • The college has 45 ICT enabled classrooms with Wi-Fi facilities and sound system, six laboratories and two seminar halls. • The IT Labs are well equipped with computers with latest configurations.
	Human Resource Management	• The governance of the college is democratic, transparent and inclusive. Experienced and qualified faculty who are actively involved at every stage in the decision making process, work hard to transform the students as true nation builders. • The promotion of faculty members is based on Career Advancement Scheme as per the norms of UGC and statutes of Goa University. The IQAC helps faculty members to calculate API scores mentioned in Performance Based Appraisal System (PBAS). • Faculty who are due for career advancement are deputed for orientation

	and refresher courses so that career advancements are held on time. • Faculty members are deputed and encouraged to participate/attend workshops/seminars/courses etc.
Industry Interaction / Collaboration	• Industrial visits are organized by various departments so that students get first-hand experience and practical exposure to concepts taught in the classroom. • Industry-based assignments are given to students. • Guest lectures by experts from industry are organized. • Internships are part of the curriculum of the M.Com., B.B.A. and B.B.A. (Shipping and Logistics) programmes. The B.C.A., B.Com. and B.A. students undergo internships voluntarily.
Admission of Students	• An Admission Committee coordinates the admission process. • At M.E.S. College, students from all sections of society are granted admission. The SC/ST/ OBC students are identified at the time of admission and are urged to avail scholarships and freeships. • The college follows a transparent mechanism for admission to the various programmes in accordance with the norms laid down by the Directorate of Higher Education, Government of Goa and Goa University • Students having difficulties in paying fees have the facility of paying fees on instalment basis. • An Orientation Program for the parents/guardians of the first year students is conducted, counselling them on the right choice of subjects and briefing them on the facilities available in the college. • International students are granted admission directly through collaboration with Indian Council for Cultural Relations (ICCR).

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Student Admission and Support	College automation software system by Svastek (Deepak Agarwal: 7507549021. amount Rs. 1,35,700.00
Student Admission and Support	New Gen Lib-Annual Maintenance Contract- Verus Solutions Private Limited (7075824766) amount Rs. 12,390.00

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr.Ashish M Joshi	Workshop on Green Campus at DM's Bandekar College of Research Centre, Assagao, Goa.	Nil	750
2019	Dr.Ashish M Joshi	Workshop on Accounting (DSE 5 to DSE 8) at Damodar College of Commerce and Economics, Margao- Goa.	Nil	400
2019	Shri. Sudhir B. Halvegar	International Multidisciplinary Conference on Impact of Social Media on Reading habits at Malad Mumbai.	Nil	6450
2019	Dr.Sonal Thakker	XIII Karnataka Sociology Conference at Dharwad, Karnataka University and 45 All India Sociological Conference at University of Kerala.	Nil	9150
2019	Dr Meenakshi Bawa	Workshop on Data Analytics and Management organized by Directorate of Higher Education and Panel discussion organised by Carmel College for Women, Nuvem Goa.	Nil	1600
2019	Dr.Sandhya B. Sequeira	International Conference on English Studies Across and	Nil	10000

Year					
2019	Shri Savio Fernandes	National Conference on sports organized by Department of Physical Education and Sports of GVM's College, Ponda in association with Department of Directorate of Higher Education. and International conference organized by S.S Dempo College, Cujira and	Nil		3300
2019	Dr R.B.Patil	XIII Karnataka Sociology Conference at Dharwad, Karnataka University and 45 All India Sociological Conference at University of Kerala.	Nil		11735
2019	Dr.Champa R. Parab	Workshop DSE 3 B.Com Sem V Government Accounting at Rosary College.	Nil		400
2019	Mrs.Cedila Pereira e Gomes	National Conference on Cultural Symbiosis: Psycho-Social Perspectives and Challenges	Nil		1200
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional	Title of the administrative	From date	To Date	Number of participants	Number of participants

	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2019	Workshop on designing Learning Outcomes organized by IQAC	Nil	15/07/2019	15/07/2019	50	Nill
			View File			

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on Effective Ways To Develop E - content For Teaching – Learning	1	21/05/2020	30/05/2020	10
Short term course on Research Methodology	1	03/11/2020	09/11/2020	07
Refresher Course in English Language and Teaching for Career Advancement Scheme (CAS)	1	22/11/2019	05/12/2019	14
FDP on Historical and Pioneering National International LangLit's Online Lecture Series	1	20/04/2020	14/05/2020	21
FDP on Designing Learner-centric MOOCs	1	29/07/2019	23/08/2019	21
FDP on "E-content Development for Teachers"	1	22/07/2020	27/07/2020	05

FDP on "Research Methodology- First Steps Towards Research	1	06/07/2020	11/07/2020	06
Online FDP on Advanced Excel as a Tool for Teaching and Administration	2	15/06/2020	19/06/2020	05
Online Refresher Course	1	22/06/2020	04/07/2020	12
Online FDP on SCILAB	1	15/06/2020	20/06/2020	06

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
38	22	17	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Loans from M.E.S. Employees Cooperative Credit Society • Group insurance • Speedy disbursement of governmental welfare schemes to the employees like Child Care Leave, Paternity and Maternity leaves, study leave and sabbatical leave.	• Loans from M.E.S. Employees Cooperative Credit Society • Group insurance • Concession in tuition fees for children studying in the college	• 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 • Student Education Fund for needy students. Contributions are made by faculty. • Book Bank scheme at no cost is available for meritorious, economically backward and minority students for the entire academic year

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

• The College conducts internal and external financial audits regularly. The Internal audits are carried out on an annual basis whereas the external audits are carried out as decided by the Government of Goa. • The Internal Audit is carried out under a competent auditor who is appointed by the Governing Body of the College. The internal auditor looks into the financial matters of the institution and ensures transparency in utilization of various grants and fees received by the College from different stakeholders. • The external / statutory audit is carried out by Government auditors appointed by the Department of Higher Education, Government of Goa. The external / statutory audit has been completed up to the financial year 2011-12. The process of internal audit of 2019-20 is completed. The institution has been conducting regular external financial audit. The College Accountant prepares financial and other statements and supporting documents for the financial audit under the guidance of the Internal Audit Committee and presents it to a certified Chartered Accountant for audit and certification. Due to the regular internal financial audit carried out by the college, it is able to reduce the queries raised by the external / statutory audit carried out by Government auditors. • The accountant of the College maintains regular communication with the Auditor to clarify any queries on various aspects of the statement of accounts. Any clarification on queries raised is sorted out by the Principal and Managing Committee with the accountant.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Murgaon Education Society	240864	To meet the shortfall in expenditure of B.Com, Shipping Management 2014-15 batch

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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

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

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Purchase of LCDs and repair of generator: Three LCDs were purchased to enhance the teaching-learning in the college. Further generator repair work was also undertaken by PTA for uninterrupted power supply. • Stretcher for the College Health Centre: The PTA purchased the stretcher for the College Health Centre. • Payment to Library attendant and honorarium to Dr. Prabhu: Payment to Library attendant and honorarium to Dr. Prabhu's services for conducting health check for students was also being made by PTA. • Construction of railing work in Block IV

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

6.5.4 Post Accreditation initiative(s) (mention at least three) 1. Strengthening of Research: Teachers are motivated and guided to pursue their research and register for Ph.D. programme. At present sixteen faculty members have Ph.D. degree and fifteen faculty members have already registered for Ph.D. programme. The College has one research centre in Sociology. One faculty member is recognized by Goa University as guide for Ph.D. One student has registered for Ph.D. in Sociology. 2. Use of ICT in teaching learning: Innovative teaching- learning methods have been adopted such as flipped classrooms, experiential learning and peer learning. All classrooms are equipped with LCD projectors and speakers thereby enabling teachers to show audio-visual presentations to students. The faculty make use of Google classroom. With this method of teaching, teachers can create sessions, distribute assignments, grade and send feedback, online. 3. Institutionalization of feedback from stakeholders: The IQAC has played a pivotal role in designing the following feedback forms namely, Institutional feedback from parents and students, feedback about curriculum from students, alumni and parents and feedback about faculty from students. 4. The 'Go-Green' initiatives for making the campus eco-friendly – The 'Go-Green' initiative aims at arriving at a culture of environmental conservation in and around the campus by sensitizing students and faculty to conserve natural resources through recycling and energy conservation. Water filters have been installed to reduce the use of mineral water bottles. In the canteen beverages like tea/coffee are served either in ceramic cups or else it is served in paper cups. Filter water is served in steel bottles and glasses. Students are made aware of the harmful effects of using plastic. Signboards indicating that the campus is plastic-free have been placed at strategic points. The Nature Club and Resource Management Cell in association with the Foundation for Environment Research and Conservation (FERC), Goa conducts a lecture discussion series by the name 'Kasturi' every month with a view to create an awareness among students and staff of the college as well as people living in the neighbourhood about environmental and social issues. Recently the Nature Club and Resource Management Cell along with the Foundation for Environment Research and Conservation (FERC) created a Butterfly Friendly habitat in the college premises called 'Chrysalis' the butterfly garden.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Session on "Financial Literacy"	06/12/2019	06/12/2019	06/12/2019	107
2019	Diploma Course in Counseling	10/08/2019	10/08/2019	07/03/2020	20

2019	Workshop on designing Learning Outcomes	15/07/2019	15/07/2019	15/07/2019	50
2019	Short term certificate course in Practical Banking	07/01/2020	07/01/2020	28/01/2020	26
2019	Certificate Course in Practical Banking and Financial Aspects (Batch I)	01/07/2019	01/07/2019	17/07/2019	52
2019	Certificate Course in Practical Banking and Financial Aspects(Batch II)	05/12/2019	05/12/2019	18/12/2019	43
2019	Certificate Course in MS Excel in Accounting Taxation (Batch I)	10/07/2019	10/07/2019	22/07/2019	35
2019	Certificate Course in Tally ERP. 9 With GST (Batch I) With GST (Batch I)	16/08/2019	16/08/2019	31/08/2019	23
2019	Certificate Course in Tally ERP. 9 With GST (Batch II)	16/08/2019	16/08/2019	31/08/2019	31
2019	Certificate Course in Tally ERP. 9 With GST (Batch III)	07/12/2019	07/12/2019	18/12/2019	28
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Self-defence program by NSS unit	26/09/2019	26/09/2019	89	Nill
Celebration of Women Week by Jyothi cell (organized poster competition on personal health and hygiene)	03/03/2020	03/03/2020	21	Nill
Talk on the "Self Defense" for Women	04/03/2020	04/03/2020	50	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	Nill
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

		community					
2019	Nill	Nill	15/07/2 019	45	Cross country training and hill running	Training sessions	14
2019	Nill	Nill	01/11/2 019	30	Football training sessions	Training sessions	20
2019	Nill	Nill	03/10/2 019	01	Futsal training sessions in Verna	Training sessions	20
2019	Nill	Nill	01/09/2 019	274	Basketb all court is used by Locals of Zuarin agar area	Training sessions	25
2019	Nill	Nill	13/08/2 019	01	SYBBA TYBBA (Shipping and Logis tics) students visited the passenger vessel Deltin Royal.	Skill e nhancemen t	35
2019	Nill	Nill	13/08/2 019	01	BBA (Shipping and Logis tics) students visited Goa Chitra, Benaulim,	Skill e nhancemen t	14
2019	Nill	Nill	08/08/2 019	01	SYBBA students undertook a process ion, during Saptha to reinforce the concept of SAYING NO TO PLASTIC.	Skill e nhancemen t	40

2020	Nill	Nill	08/02/2020	01	Visit to Chetna Education Society in Church orem Goa	Skill Enhancement	20
2020	Nill	Nill	08/02/2020	01	Visit to Victim Assistance Unit at Forensic Dept, GMC, Bambolim	Skill Enhancement	15
2019	Nill	Nill	21/12/2019	01	Athletics Kabaddi Training on Beach	Training sessions	50

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for teachers	17/06/2019	https://mescollege.org/wp-content/uploads/2020/02/7/Criterion207/7.1.1020Code20of20Conduct.pdf
Code of conduct for students	17/06/2019	https://mescollege.org/wp-content/uploads/2020/02/7/Criterion207/7.1.1020Code20of20Conduct.pdf

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2019	15/08/2019	230
Celebration of International Yoga Day	21/06/2019	21/06/2019	79
Celebration of Goa Liberation Day	19/12/2019	19/12/2019	234
Celebration of Republic Day	26/01/2020	26/01/2020	240
'Shramadan' on the day of Gandhi Jayanti	02/10/2019	02/10/2019	425
Swachatha Oath	16/01/2020	16/01/2020	37
'Tree Plantation Drive' to commemorate Swachatha Pakwadha	17/01/2020	17/01/2020	28

Blood Donation Camp	19/09/2019	19/09/2019	104
National NSS Day Visit to old age Home	24/09/2019	24/09/2019	34
National NSS Day Visit to Sancoale Police Outpost, tea with cops	24/09/2019	24/09/2019	32

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• Butterfly Garden • Tree plantation and maintenance of old trees • Anti Plastic drives are conducted in the campus and nearby areas. • Water filters have been installed to reduce the use of plastic water bottles. • In the canteen beverages like tea/coffee are served either in ceramic/glass cups or else it is served in paper cups. • Filter water is served in steel bottles and glasses. • Students are made aware of the harmful effects of using plastic. • Signboards indicating that the campus is plastic-free have been placed at strategic points.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

PEER LEARNING The main objective of peer learning is to make the students understand the concepts thoroughly. When a bright student teaches concepts to his classmates, it happens in a free and conducive leaning environment. In such an environment, learning takes place at the student's level and discussions are held without any fear of judgement. This creates an environment of open communication which is very important for learning. Therefore our institution has given top priority to peer learning as one of the methods of teaching and learning. The issues that needed to be addressed were 1. Identifying the students/advanced learners having good subject knowledge to teach the peers. 2. Motivating the slow learners to come forward voluntarily so as to bebe guided by the advanced learners. 3. Identifying the courses for which peer learning needs to be introduced. 4. Creating a monitoring mechanism for peer learning. 5. Establishing a mechanism to assess the end result of peer learning. • Peer learning has been considered as one of the methods of interactive learning. Students learn a great deal by sharing their ideas with others. Further they develop skills in learning activities, working collaboratively with others, giving and receiving feedback and evaluating their own learning. • The teaching methodology of peer learning has been practiced in our institution as one of the effective ways to help undergraduate students understand concepts more clearly and enhance their knowledge about the subject. • As per the recommendations and decisions taken by the IQAC, peer learning was formalized in the year 2017-18. • To begin with, students were briefed about the purpose of this teaching methodology, wherein the advanced learners will teach slow learners. • Teachers conducted a basic test (objective type/concepts/brief answers, etc) in their respective course/paper. This has been considered as one of the ways to identify the advanced learners and slow learners. • In certain courses, advanced learners were identified by the teachers, while in others, advanced learners voluntarily agreed to help their peers. • Generally, an advanced learner was assigned a group of five or less than five slow learners. The number of advanced learners varies between 1-4 or even more per class. • Peer learning was conducted in certain courses of the B.A/ B.Com programmes. The same has been documented. Each advanced learner records the details of sessions taken (namely, date, time and topics covered) with their peers. These

forms are submitted to the teacher of the respective subjects. In addition to this, every teacher maintains a record sheet of the details of the advanced learners and slow learners. These documents are then submitted to the IQAC. • The advanced learners were given appreciation certificates at the end of the academic year. • Peer learning has been found to be useful as it helps the students to develop their independence as learners and to share their knowledge with their peers. • There has definitely been a positive outcome. Students of Semester I, II, III and IV have benefited in terms of better results. Some students who were tutored by advanced learners in Semester V and VI have pursued higher education. The advanced learners, were given appreciation certificates at the end of the academic year. Problems Encountered and Resources Required 1. There are time constraints in scheduling the peer learning class as all students in the group may not be available at the same time. 2. Some of the slow learners were hesitant of being taught by their own peer. 3. Some of the advanced learners have the subject knowledge but lack the ability ot transfer this knowledge to their peers. 4. The advanced learners faced the problem of teaching their peers since the levels of understanding and grasping concepts differed from peer to peer. BEST PRACTICE 2 ENVIRONMENTAL-FRIENDLY INITIATIVES M.E.S. College of Arts and Commerce has taken the following initiatives to make the campus eco-friendly: 1. Creating environmental awareness through 'Kasturi' Lecture Series 2. Setting up of Butterfly Garden 'Chrysalis' With a view to create an awareness among students and staff of the college as well as people living in the neighborhood about environmental and social issues, The Foundation For Environment Research and Conservation (FERC) in association with Murgaon Education Society and in collaboration with the Nature Club of M.E.S. College, has started a monthly lecture series , namely, 'Kasturi'. These lectures touch on various topics of significance and concern to Goans by proving to be a platform for open discussions and knowledge sharing with a view to create an awareness about environmental and social issues. M.E.S. College has set up "Chrysalis" which is a joint effort between M.E.S. College Nature Club outreach activity Kasturi and FERC. It is a unique garden aimed at encouraging butterfly breeding and creating habitats for butterflies, insects and other organisms by planting appropriate plants. The objectives of the butterfly garden are as follows: 1. To create butterfly friendly habitat through plantation of butterfly friendly plants. 2. To protect and conserve different species of butterflies, insects and other organisms by planting host and feeding plants. 3. To create awareness among students and society about natural habitat of butterflies. The steps identified to set up a butterfly garden in our college are as follows: 1. Selection of a suitable site for setting up butterfly garden 2. Collection of information about butterfly diversity in that area 3. Identifying the requirement of the butterflies 4. Identifying different types of host and feeding plants and the butterflies associated with them 5. Planting and maintaining different types of plants which attract different species of butterflies The details of the 'Kasturi' lecture series are as follows: The Nature Club was inaugurated on the 10th July 2019. On the occasion of its inaugural function, a documentary film "Saxtticho Koddo: The Granary of Salcete' by Vince Costa was screened. The second lecture of the Kasturi series was by Shri Prajal Sakhardande, Associate Professor, Dhempe College of Arts and Science. He spoke on the history and heritage of Goa with special reference to Vasco and its surroundings from earliest times to 2019. The speaker for the third lecture was Mrs. Apurva Apte who is an energy auditor from the NGO Shubhankar environment services. She spoke about how each one of us could be an energy champion. The Kasturi series of lectures celebrated their first anniversary on 9th October 2019. Padma Shri Wendell Rodricks' talk revolved around being the pluralist persona. The speaker for the fifth lecture was Shri Parag Rangnekar, Founder member, FERC. He spoke about creating a Butterfly Friendly habitat in the college premises. In continuation with this talk the

members of the Nature Club in association with NSS volunteers have initiated with the work of preparing the Butterfly Habitat on campus. The speaker for the sixth lecture was Dr. Divya Karnad who is an Assistant Professor with the Ashoka University. She spoke on how to save the ocean one bite at a time. Shri Parag Rangnekar, Founder, FERC, motivated and created awareness among people to create natural habitat for butterflies and other organism. He put forward the idea about creating a Butterfly Garden in the college campus. This idea was welcomed and the ground work of the butterfly garden started. The area identified for 'Chrysalis' was the open area in front of the college library. Volunteers from the NSS unit of the college, Nature Club and the Green Corps of M.E.S. Higher Secondary section under the expert supervision of FERC members worked together for the creation of the garden right from site selection to the planting of the plants for the habitat. The Lions Club of Cortalim provided the feeding plants and host plants for the butterfly garden. The garden was inaugurated on 26th January 2020 at the hands of noted architect and environmentalist Shri. K. D. Sadhle. Maintenance of the garden is done by the support staff of the college by regularly watering the plants and by removing plants which are not necessary in that garden. Through the 'Kasturi' Lecture series, the college has succeeded in sensitizing all stakeholders and the general public about the various environmental issues and the significance of creating an eco-friendly campus. This has been possible due to the pioneering efforts of FERC. Initiatives undertaken from FERC along with the participation of the Lions Club, Cortalim, NSS unit of MES College, Green Corps and students have contributed to the success of the butterfly garden within a very short span of time. A few months after the establishment of the butterfly garden when the flowers started blooming on the plants, different species of butterflies was seen in the garden. Problems Encountered and Resources Required1.The butterfly garden should be spread over a much larger area so that a larger variety of plants can be planted. 2.Maintenance of this garden needs to be done regularly with the help of experts.3.At the initial stages of clearing and digging the ground, difficulties were encountered as it was done by students. 4. Different fertilizers and pesticides are required to maintain the garden.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://mescollege.org/wp-content/uploads/2021/08/BEST-PRACTICES-2019-20.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Murgaon Education Society (M.E.S.) was established in 1971 with a mission to provide access to higher education, to the youth residing in and around Mormugoa Taluka and MES college was established in1972. The institution is distinctive as, in line with its vision of 'serving the society, it provides higher education, giving equal opportunity to all students seeking admission. The institution believes in inclusive education in terms of gender, income, caste, etc. With a view to have an in-depth understanding of the socio-economic background of students, the IQAC conducted a students' survey to analyze the household monthly income, educational qualification of parents and state/country of origin. For aided programmes are concerned, there were 815 respondents. It was found that for 68 of the respondents, the household monthly income was below Rs. 20,000. Only for 11.5 of the respondents the monthly income was above Rs 40,000. 34 of parents were either illiterate or school. Only 13 of them were either graduates/ diploma holders or post-graduates. An analysis of the state of origin shows that students were originally from 24 states across the country. Many of their parents were migrants who have settled down in Goa. About 48 of them were Goans. There were three students from

Afghanistan. An analysis of socio-economic background of students in the self-financed programmes, namely, BCA, BBA and BBA (Shipping Logistics) was also done. There were 111 respondents. As far as the self-financed programmes are concerned, it was found that for 48 of the respondents, the household monthly income was less than Rs 20000 and for 30 of them, household monthly income was above Rs 40,000. An analysis of the educational qualification of parents shows that that 9 of them were illiterate, 9 of them were school dropouts and 44 of them had completed either SSC or HSSC. It was observed that 38 of them were either graduates/ diploma holders or post-graduates. An analysis of the state of origin shows that students were originally from 11 states across the country. Many of their parents were migrants who have settled down in Goa. About 53 of them were Goans. There were 17 students from Afghanistan, one from Bahrain and one from UK. The institution strives hard to support students who are financially weak through Students Education Fund created by the faculty. Every year faculty members contribute a requisite amount from their salary to this fund voluntarily. The said funds are made available to the needy students based upon the number of applicants and available funds. Whenever the sanctioned intake capacity is full, efforts are made to obtain additional divisions and faculty by obtaining NOC from Directorate of Higher Education (DHE), Government of Goa and Goa University with an aim of providing education to all. The college serves the society through organising blood donation camps, conducting anti-plastic awareness drives, financial literacy programmes in vernacular languages. Etc. These experiences have enriched education and contributed to inculcating the values of community development, spiritual values, transparency and service to humanity.

Provide the weblink of the institution
https://mescollege.org/wp-content/uploads/2021/08/Institutional-Distinctiveness-for-AQAR-2019-20-.pdf

8.Future Plans of Actions for Next Academic Year

The plans of action for the next academic year (2020-21) are as follows: 1. Training sessions will be conducted for the faculty to equip them with new and efficient modes of teaching. The sessions will cover the basics of scheduling google meet lectures and recording lectures using OBS software. 2. The college will apply for Gsuite as this has many more features as compared to google meet. 3. The Department of Psychology and Counselling Cell will organize online sessions for students on how to cope with stress with special reference to the pandemic. 4. The Department of Physical Education and Sports will organize online activities on health and physical fitness. 5. The various Departments will organize online co-curricular and extra-curricular activities.