

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

VVM'S SHREE DAMODAR COLLEGE OF COMMERCE &
ECONOMICS

1.2 Address Line 1

SHREE DAMODAR EDUCATIONAL CAMPUS, G. R.
KARE ROAD,P.O.BOX NO.347

Address Line 2

TANSOR, COMBA

City/Town

MARGAO

State

GOA

Pin Code

403601

Institution e-mail address

principal.sdcc@vvm.edu.in

Contact Nos.

0832-2714224; 0832-2732084(Fax)

Name of the Head of the Institution:

Dr. Mrs. PRITA D. MALLYA

Tel. No. with STD Code:

(0832) 2730924

Mobile:

09822103611

Name of the IQAC Co-ordinator:

Mrs. Sharmila Kunde

Mobile:

09850750939

IQAC e-mail address:

iqac.damodar@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879): **GACOGN10018**

1.4 Website address:

www.damodarcollege.edu.in

Web-link of the AQAR:

<http://www.damodarcollege.edu.in/web/downloads/aqar/AQAR-14-15.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	***	-	1999	7 years
2	2 nd Cycle	B++	-	2006	5 years
3	3 rd Cycle	B	2.81	2015	5 years
4	4 th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

19/03/2005

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

2014-15

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

i. AQAR 2013-14 submitted to NAAC on 30/07/2014 (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes UGC No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Goa University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc NO

Autonomy by State/Central Govt. / University NO

University with Potential for Excellence	NO	UGC-CPE	NO
DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (<i>Specify</i>)	NO
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1 No. of Teachers	05
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	NIL
2.4 No. of Management representatives	02
2.5 No. of Alumni	02
2.6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	NIL
2.8 No. of other External Experts	02
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	11
2.11 No. of meetings with various stakeholders:	No. <input type="text"/> Faculty <input type="text"/>
	<input type="text"/> 04
Non-Teaching Staff	<input type="text"/> 01
Students	<input type="text"/> 01
Alumni	<input type="text"/> NIL
Others	<input type="text"/> NIL

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

The IQAC's suggestion / initiation of activities for the staff and students during 2014-15

- 3 new Inter-Collegiate events conducted by the Students' Council, Cultural Council and the Department of Computer Science
- Guest lectures for the staff and the students organised by various Departments
- Add-on Short term courses through the Career Cell such as Soft Skills Development, Communication skills and Practical Accounting
- Short term courses in latest technologies for BCA students
- Creativity workshops through Creativity Cell

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Goals	Status of achievement
To strengthen the M.Com programme started in 2006	<ul style="list-style-type: none"> • All sanctioned seats regularly filled • In 2014-15 Goa University sanctioned additional 10 seats • 4 full-time faculty appointed • More guest faculty invited • Students and teachers regularly present papers at Conferences
To strengthen the BFS programme started in 2006	<ul style="list-style-type: none"> • Programme renamed BBA (Financial Services) since 2013 as per the UGC list of recognized nomenclatures • Internships arranged at financial services firms • More guest faculty invited • Students participate regularly in an All-India financial event at Podar College, Mumbai • Students organize an inter-college event Money Matters • Regular annual visits to NSE, BSE, CCIL, etc in

	<p>Mumbai</p> <ul style="list-style-type: none"> Students answer IRDA, NCFM online certification examinations
To introduce some value-added, add-on courses	<ul style="list-style-type: none"> ICICI Foundations of Banking certification programme being conducted for BBA(FS) students Add-on courses in Photoshop, Tally, Web-designing, Photography conducted for BCA/B.Com students
To give students greater opportunities to participate in co-curricular and extra-curricular activities	<ul style="list-style-type: none"> Students are actively participating in all Inter-Collegiate events - cultural, sports, business and management events
To expand the College's Extension Activities	<ul style="list-style-type: none"> Socioeconomic surveys carried out during special NSS camps
To step up student participation in community outreach programmes so as to build community values	<ul style="list-style-type: none"> Voluntary blood donation camps held every year Introduced Paper bag making and distribution of the same in the local market Visit to old age homes and orphanages are now a regular NSS activity
To build linkages with industry and the Government	<ul style="list-style-type: none"> The College is a member of Goa Chamber of Commerce & Industry and Computer Society of India BBS(FS)/BBA(FS) program has built strong linkages with BSE, NSE, SEBI, CCIL and FTKMC with students and faculty visiting these institutions every year on a study visit
To effect improvement in students' attendance	<ul style="list-style-type: none"> Attendance has improved - parents of students who have a shortfall of attendance are informed and asked to meet the Principal/Vice-Principal

* Attach the Academic Calendar of the year as Annexure. –refer PART A Annexure(i)

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

NA

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	02			
PG	01		01	
UG	03		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		01		02
Others				
Total	06	01	03	02

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

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

BCA Coordinator and teachers involved in programme structure and syllabus revision of BCA programme; Lecturer in IT involved in syllabus revision of IT paper taught at F.Y.BCOM; Workshops conducted to discuss & finalize revised syllabus in Commerce & Economics; BBA(FS) Programme structure and syllabi completely revamped for introduction in June 2015.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
25	12	11		02

2.2 No. of permanent faculty with Ph.D.

06

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	1								

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	21
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	35	15
Presented papers	02	20	03
Resource Persons		02	

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

Role Plays, Case Studies, Quizzes, Study Tours, Industry visits, Entrepreneur Skills Development, Group Discussions, Case Presentation, Life Skills Development

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

180

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

**refer Annexure(i)

2.9 No. of faculty members involved in curriculum Restructuring / revision / syllabus development

01	01
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as member of Board of Studies/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

81%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction (%)	I (%)	II (%)	III (%)	Pass (%)
BCOM	238	26 (10.92)	65(27.31)	73(30.67)	32(13.45)	82.35 %
BCA	61	17(27.87)	15 (24.59)	22(36.07)	04(6.56)	95.00 %
BBA(FS)	17	07(41.18)	05(29.41)	04(23.53)	01(5.88)	100.00 %

Title of the Programme	Total no. of students appeared	Grade				Pass (%)
		O (%)	A (%)	B+ (%)	B (%)	
MCOM	37	06(16.22)	18(48.65)	8(21.62)	02(5.40)	91.90%

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

Review of self appraisals submitted by teachers, give suggestions and recommendations, monitor the conduct of Internal assessments, monitor all curricular and co-curricular activities organised by various committees

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	02
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	27
Others	10

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	-	-	-
Technical Staff	-	-	-	03

Criterion – III

3. Research, Consultancy and Extension

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

Staff academy for in-house paper presentations, creating conducive environment to register for PhD program, motivation to apply for minor/major research projects and, providing technology and training to take up research work

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	-	-
Outlay in Rs. Lakhs	-	7L	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	05	-	-	01
Outlay in Rs. Lakhs	1.94 L	-	-	0.45 L

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	01	-
Non-Peer Review Journals	02	-	-
e-Journals	01	-	-
Conference proceedings	-	06	02

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects				
Minor Projects				

Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number		01	01		
Sponsoring agencies		College	College		

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

03

13

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

- Refer Annexure(ii)

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing 2013-14	Newly created 2014-15	Source of Fund	Total
Campus area	7457 sq mts	-	Govt. grants/Mgmt	7457 sq mts
Class rooms	21	02	-	23
Laboratories	04	04		08
Seminar Halls	01	-		01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	671	33		704
Value of the equipment purchased during the year (Rs. in Lakhs)	121.74L	20.62 L	UGC/GOVT. grants/Mgmt	142.36 L
Others				

4.2 Computerization of administration and library

Internet access provided in office and library, Additional PC's provided in library for administrative work, Library management software implemented and used, Centralized Campus Management Software , Accounting Software

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20,638	52,78,506	439	1,40,018	21077	54,18,524
Reference Books	10,202	10,95,120	21	26,780	10,223	11,21,900
e-Books						
Journals	26	57,250	13	26,320	39	83,570
e-Journals	11	32,500	04	17,690	15	50,190
Digital Database	01	47,191	-	-	01	47,191
CD & Video	24	23,936	-	-	24	23,936
Others (specify)	-	-	-	-	-	-

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	140	104	07			11	18	-
Added	07					04		03
Total	147	104	07			15	18	03

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

<ul style="list-style-type: none"> • Workshop on Android for teachers and students • Tally ERP training given to all non teaching staff • IT workshop, Presentation on e-books for library staff • Workshop on use of MOODLE learner management system for staff of BCOM and BBA programmes • Talk on Cyber Security in September followed by 3 day Cyber security workshop in association with Internet & Mobile association of India; 78 students and all BCA faculty participated • Session on Animation for Third year BCA students • Careers in Animation Industry for Commerce Students organized for MCom students
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4.6 Amount spent on maintenance in lakhs :

i) ICT

0.02

ii) Campus Infrastructure and facilities

1.89

iii) Equipments

7.78

iv) Others

Nil

Total :

9.69 L

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Details of services provided in handbook, circulars sent to classrooms/displayed on notice board and regular updates on College website

5.2 Efforts made by the institution for tracking the progression

Office records such as transfer certificates, migration certificates, and number of students placed through campus placements

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others	Total
908	85	13	-	1006

(b) No. of students outside the state

15

(c) No. of international students

NIL

	No	%
Men	482	48

	No	%
Women	524	52

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
869	18	33	75	01	996	869	11	48	77	01	1006

Demand ratio

Prg	Forms accepted	Admitted	Actual Strength	Appl Recd / Admitted
BCOM	223	220	240	354: 331 1.07:1
BCA	32	32	80	
BBA (FS)	29	29	40	
MCOM	70	50	40+10	

Dropout % **0.004%**

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

Coaching classes for competitive exams i.e CAT/XAT and bank recruitment exams by T.I.M.E
Coaching classes for MCA entrance exams by BCA faculty

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Workshop on Leadership Skills**
 - In collaboration with the Student's Council, BDC INFOTECH & Academy of Skill Enhancement & Training; attended by 37 students.
- Sessions on Career opportunities in Commerce & Computers:**
 - Resource Persons: Mohd. Bilal, Asian School of cyber laws, Dr. Manoj Kamat, & Tally Champs; Attended by 142 Third Year Students
- Resume writing and Interview Skills:** Attended by 150 Students of B.Com, BCA, BBA, and MCom
- Culinary and Hospitality Courses** by Gesto Culinary and Hospitality Academy in association with ITDC; (60 students)
- Research Methodology certificate course** attended by 32 M.Com. Students.
- Short term courses in Tally, Global Skills enhancement and Business etiquettes**

No. of students benefitted

175

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	60	13	No record maintained

5.8 Details of gender sensitization programmes

Celebration of Women's day; Talk on gender sensitization for NSS students

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	01	15000
Financial support from government	126	
Financial support from other sources	05	40000
Number of students who received International/ National recognitions	Nil	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

07

5.13 Major grievances of students (if any) redressed: Exam related grievances, Interpersonal relationships, College election related grievances

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION: The College sees itself as a torch-bearer imparting total quality education

MISSION: The College stands committed to nurturing an environment for the holistic growth of our students and faculty, by imparting knowledge, values and skills, conducive to good citizenship.

6.2 Does the Institution has a management Information System

Accounting, Payroll, Fees management, Library management system, students attendance recording, exam results, admission management, Campus Management Software (FEDENA) Implemented in March 2015.

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

6.3.1 Curriculum Development

Staff as BOS members contribute to upgradation , review and change of syllabus ;encouraging staff to attend syllabus revision workshops, Co-ordinators of BCA/BBA(FS) programmes contribute by attending regular meetings organised by BOS

6.3.2 Teaching and Learning

Apart from regular activities such as Role plays, Case studies, Group Discussion, Quizzes, Case presentations, Production and sale of products twice a year within campus, Visiting faculty , Learning through management games, this year Classes were conducted on a weekly basis to develop the basic concepts and skills in Mathematics , Statistics and Financial Accounting among the students with poor academic performance

6.3.3 Examination and Evaluation

Role plays, Oral quizzes, Assignments--Industry related , survey based ,
Internal assessment schedule planned and displayed in advance to space out assignment submission dates; 2 different ISA modes; transparency; 100% verification of answer books; timely results

6.3.4 Research and Development

Staff academy for in-house paper presentations, creating conducive environment to register for PHd program, motivation to apply for minor/major research projects , attend and present papers at international/national conferences and, providing technology and training to take up research work

Damodar College Centre for Research & Consultancy setup ; Workshop on 'Case Methodology in Research'; Introduced Research Methodology add-on course for M.Com students and as a regular course in BBA(FS)

6.3.5 Library, ICT and physical infrastructure / instrumentation

Refer Annexure (iii)

6.3.6 Human Resource Management

Monitoring Student discipline, monitoring of students behaviour(rules and regulations, moral values and etiquette, reduce bunking by fixing fines for late comers), personal counselling and guidance, picnics, trekking, talks and seminars on various issues, training , planning the conduct of activities and programmes for student and staff

6.3.7 Faculty and Staff recruitment

Merit based, reservation quota followed for all reserved categories, converting a lecture basis post to contract basis by clubbing lectures from different self financing courses, paying higher remuneration than govt. stipulated salary for teachers who are in service for longer period, 3 years tenure contracts given to teachers who are in service for 5 years.

6.3.8 Industry Interaction / Collaboration

Industry visits, Field trips, Internships, Industry Trainings (Accounting, ERP, Finance, Banking), MOUs with industry, Student exchange programme

6.3.9 Admission of Students

Admission process monitored by admission committee, Transparent, merit based for BCOM/BFS/MCOM, counselling by committee on right choice of subjects, Entrance test and merit for BCA

6.4 Welfare schemes for

Teaching	Group insurance, employees credit society
Non teaching	Group insurance, employees credit society
Students	Fee waiver, fees in instalment, scholarships, blood donors directory, students co-op society

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University		
Administrative	Yes	University	Yes	Stock Verification Committee

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Semester system introduced for all courses by Goa University based on continuous evaluation. College follows the pattern prescribed by Goa University

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

Goa University encourages affiliated colleges to apply for autonomy

6.11 Activities and support from the Alumni Association

Internships, guest lectures, jobs, visiting faculty, endowment of prizes and scholarships, sponsor college events

6.12 Activities and support from the Parent – Teacher Association

Internships and jobs, visiting faculty

6.13 Development programmes for support staff

Workshops on office administration attended, training conducted in use of Campus Management Software and Accounting Software.

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

Tree plantation drives, collection of milk packets, making and distribution of paper bags in the markets, campus cleaning, talks on environment issues collection and recycling of E-Waste.

Criterion – VII

7. Innovations and Best Practices

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

Mementos for Third year students, inviting alumni as resource persons or visiting faculty, teachers day celebrations by students, inviting retired teachers and felicitating them on teachers day, honouring students who have excelled in academics and extra curricular activities. Recognition of students who have excelled and appreciating their efforts by teachers and fellow students

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

Refer Annexure(IV)

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

Refer Annexure (v)

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

7.4 Contribution to environmental awareness / protection

Tree plantation in campus, nature club activities such as trekking in forest and wildlife sanctuaries, beach cleanliness drive, E-waste management, paper bags making and distribution in local market

7.5 Whether environmental audit was conducted? Yes No

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

Refer Annexure (vi)

8. Plans of institution for next year

Refer Annexure (vii)

Name: Mrs. Sharmila Kunde

Coordinator, IQAC

Name: Dr. Mrs. Prita D. Mallya

Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

PART A Annexure (i)

PROGRAMME FOR THE ACADEMIC YEAR 2014-15

ACADEMIC CALENDAR 2014-15	
SEMESTERS	
Odd Semester	16.06.2014 to 01.11.2014
Even Semester	24.11.2014 to 02.05.2015
BREAKS & VACATIONS	
Ganesh Chaturthi Break	28.08.2014 to 03.09.2014
Winter Vacation	03.11.2014 to 23.11.2014
Christmas Break	24.12.2014 to 01.01.2015
Summer Vacation	04.05.2015 to 14.06.2015
EXAMINATIONS	
Odd Semester	13.10.2014 onwards
Even Semester	01.04.2015 onwards

PART B

Annexure (i)

2.8 Examination/ Evaluation Reforms initiated by the Institution

BCOM: Multiple choice questions, 100% re-verification of answer books, Rotation of papers for evaluation between teachers, Internal marks given to teachers for reference before semester end evaluation, Remedial classes for weaker students by students and teachers, Inviting parents to collect results of students with poor attendance and poor performance from mentors.

BCA/BBA : Academic Audit conducted for the two program by University committees.

Annexure (ii)

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

NSS Activities Conducted in 2014-15

- On Independence Day to support the **swaccha bharat abhiyaan** around 50 Volunteers participated in Margao Muncipal Council's "Dustbin Distribution Task" with a motive to keep the surrounding environment clean and healthy.
- On account of Vanamohatsav day** several chikoo, mango, coconut and cashew nut saplings were planted. All TY and SY volunteers attended & helped in digging the pits for planting the saplings.
- World Aids Day was observed and the around 80 NSS volunteers participated in Aids Awareness Programme

NCC Activities

- Organized tree plantation activity in campus on 15th august 2014.
- Conducted cleanliness drive in and around college premises as a part of Swacch Bharat Mission

Nature Club of Shree Damodar College of Commerce and Economics organized a beach Cleanliness drive at Colva beach on 21st February 2015. The students of F.Y.Bcom and F.Y.BBA participated in the drive.

Nature club also organised an E-waste collection drive and tetrapak collection and disposition

Annexure (iii)

6.3.5 Library, ICT and physical infrastructure/instrumentation

- Addition of LED TV in the library -- V-gyankosh as a facility to use N-List which Gives access to thousands of e-books and e-journals and indiastat.com database
- 10 tabs provided in library for students and staff

- V-granth - a library App Developed inhouse; the first of its kind in India; e-books are loaded on these 10 tabs in various subjects
- Office and library staff are provided with Laptops
- One class room converted into a Smart classroom equipped with AV aids

Annexure (iv)

7.2 Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year – Refer [Annual report.pdf](#) file attached

Annexure (v)

7.3 Two Best Practices of the institution – Refer <http://damodarcollege.edu.in/web/downloads/aqar/best%20practices%20for%202014-15.pdf> attached

Annexure (vi)

7.6 SWOT ANALYSIS

STRENGTHS	WEAKNESSES
<ol style="list-style-type: none">1. Good reputation2. Supportive / forward looking management3. Qualified, young, research-oriented teaching faculty4. Bright students with good communication skills5. Well placed alumni6. IGNOU Study center in the college7. 2 functional research centres8. College centrally located, easy access9. Feeder institutions of same management10. Strong library11. Wi-Fi enabled campus12. Transparent Admission process13. Campus Placements14. Good administrative & support staff	<ol style="list-style-type: none">1. Infrastructure limitations resulting in shared campus, limited hours in the college, congested staff room and preparations for college autonomy; lack of sports facilities2. Many temporary/contract basis staff particularly in the self-financed programmes3. Complaints from employers that curriculum is not in tune with industry requirements4. Complaints from employers that graduates have no practical knowledge
OPPORTUNITIES	THREATS/CHALLENGES
<ol style="list-style-type: none">1. Well placed alumni can be tapped for industry placement2. Scope for Innovative programmes3. Autonomy4. Scope for research and consultancy5. Training for competitive examinations6. Community outreach / extension service through NSS/NCC7. Opportunities for live projects in collaboration with industry Can be a centre for imparting courses for the entertainment, hospitality and tourism sectors	<ol style="list-style-type: none">1. Strong competition from neighboring colleges with better infrastructure2. Large number of professional colleges3. Possible entry of foreign / private institutions4. For any new programme, once aid is withdrawn, students/parents unwilling to pay higher fees5. For any successful programme that is introduced, tendency of other colleges to adopt the programme affects student strength6. GER already quite high; not much growth in number of potential entrants into higher education

Annexure (vii)

8. Plans of institution for next year

The College has set before itself new objectives to be achieved by 2020.

These objectives have been categorized under the seven parameters that NAAC uses to accredit and rate colleges.

1. Curriculum design:

- a. To offer short term certificate courses to enhance students' knowledge in their subject area, improve employability and develop entrepreneurial skills.
- b. Design curriculum and offer 2 Post Graduate Diploma programmes

2. Teaching, Learning & Evaluation

- a. To adopt the concept of e-learning
- b. To organize 2 Faculty Development Programmes every year
- c. To organize 2- National seminars and 1- international seminar by 2020
- d. To adopt non-conventional Pedagogical tools for teaching
- e. To build up a Commerce lab to impart practical skills in Commerce
- f. To use the Language lab regularly for enhancing students' communication & presentation skills
- g. To compulsorily involve guest faculty (preferably Alumni) for all programmes

3. Research, Consultancy & Extension

- a. To take up short-term and long-term projects through tie-ups with Govt. departments, industry, etc.
- b. To apply for 2 Major & 3 Minor Research Projects
- c. Every teacher to have at least 1 compulsory publication every year
- d. To invite renowned researchers and organize Lecture series by eminent persons
- e. To have at least 5 MoUs – with academic institutions and Industry within and/or outside Goa
- f. To conduct outreach programmes for residents of neighbouring wards
- g. To organize theme-based meaningful extension programmes every year

4. Infrastructure & Learning Resources

- a. To add 2 smart classrooms
- b. To subscribe to more e-journals and e-books
- c. To provide better Sports facilities to students

5. Student Support & Progression

- a. To conduct Local career fair/ placement week
- b. To register the Alumni association & organize Annual alumni meets

- c. To have specialized sports coaches to train students in various categories
- d. To organize more Inter-college competitions/events in different areas

6. Governance-Leadership-Management

- a. IQAC to develop quality benchmarks for various areas of College functioning
- b. To organize at least 1 conference through IQAC
- c. To introduce additional Staff Welfare measures