



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution		VVM'S SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS
• Name of the Head of the institution		PROF. PRITA D. MALLYA
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		08322722500
• Mobile no		9822103611
• Registered e-mail		principal.sdcc@vvm.edu.in
• Alternate e-mail		prita.mallya@vvm.edu.in
• Address		SHREE DAMODAR EDUCATIONAL CAMPUS, G. R. KARE ROAD, TANSOR, COMBA
• City/Town		MARGAO
• State/UT		Goa
• Pin Code		403601
2.Institutional status		
• Affiliated /Constituent		AFFILIATED
• Type of Institution		Co-education
• Location		Urban

• Financial Status	UGC 2f and 12(B)																														
• Name of the Affiliating University	Goa University																														
• Name of the IQAC Coordinator	DR. LINA SADEKAR																														
• Phone No.	8407988477																														
• Alternate phone No.	08322722500																														
• Mobile	8407988477																														
• IQAC e-mail address	iqac.sdcc@vvm.edu.in																														
• Alternate Email address	lina.sadekar@vvm.edu.in																														
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.damodarcollege.edu.in/newsite/wp-content/uploads/2023/08/AQAR-2021-22-as-on-31-Aug-2023.pdf																														
4.Whether Academic Calendar prepared during the year?	Yes																														
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.damodarcollege.edu.in/newsite/wp-content/uploads/2023/12/Academic_Calender-22-23.pdf																														
5.Accreditation Details																															
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>Three Star</td> <td>Nil</td> <td>1999</td> <td>09/10/1999</td> <td>08/10/2004</td> </tr> <tr> <td>Cycle 2</td> <td>B++</td> <td>Nil</td> <td>2006</td> <td>17/10/2006</td> <td>16/10/2011</td> </tr> <tr> <td>Cycle 3</td> <td>B</td> <td>2.81</td> <td>2015</td> <td>01/05/2015</td> <td>30/04/2020</td> </tr> <tr> <td>Cycle 4</td> <td>A</td> <td>3.03</td> <td>2021</td> <td>30/11/2021</td> <td>29/11/2026</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	Three Star	Nil	1999	09/10/1999	08/10/2004	Cycle 2	B++	Nil	2006	17/10/2006	16/10/2011	Cycle 3	B	2.81	2015	01/05/2015	30/04/2020	Cycle 4	A	3.03	2021	30/11/2021	29/11/2026
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6.Date of Establishment of IQAC	19/03/2005																														
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,																															
<div style="border: 1px solid black; height: 100px;"></div>																															

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Physical Education and Sports	Financial Support for Conducting workshops/Seminars/Conferences for quality improvement	Goa Government (Directorate of Higher Education)	2022-23 - January to March 2023	1,09,000
Department of Commerce & Management	Financial Support for Conducting workshops/Seminars/Conferences for quality improvement.	Goa Government (Directorate of Higher Education)	2022-23 - January to March 2023	1,34,000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File		
9.No. of IQAC meetings held during the year	7		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No		
<ul style="list-style-type: none"> If yes, mention the amount 			
11. Significant contributions made by IQAC during the current year (maximum five bullets)			

A workshop on ICT for Administrative staff of VVM Institutions by our IT team.	
7-day Faculty Development program on the topic "Technology for Educators".	
30 hours Capacity Building Workshop Cum certificate course for students of all programmes.	
Initiated Centre of Excellence in Sales.	
A session on "POSH & Bystander Intervention" for teaching Faculty.	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
Planned FDP for the Faculty of our Institution.	A workshop on ICT for Administrative staff of VVM Institutions by our IT team
Planned FDP for Non teaching staff of our and sister Institutions	7-day Faculty Development program on the topic "Technology for Educators"
Planned to start Centre of Excellence in Sales	Initiated Centre for Excellence in Sales
Planned a capacity building workshop for students of all Programmes.	30 hours Capacity Building Workshop Cum certificate course for students of all programmes.
Planned Health Camp for the Faculty of our institution	To Celebrate International Women's Day organized Bone Density Detection Camp
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Council	25/11/2023
14. Whether institutional data submitted to AISHE	

Year	Date of Submission
2021-2022	27/12/2022

15. Multidisciplinary / interdisciplinary

The College offers a diverse range of programmes, including B.Com, BCA, B.Voc(ST), BBA(FS), BBA, and M.Com. To enrich the academic experience, collaborative workshops, seminars, and training sessions are regularly conducted by various departments, committees, and clubs for both students and faculty members. The B.Voc(ST) programme, with its unique feature of multiple entry and exit points, aims at fostering the holistic development of students. In collaboration with the Fine Arts Club, the Department of Economics & Banking organized 'Skill Stir 2.0,' an event benefiting all students. Furthermore, the Career Cell, in partnership with Eduadvise, conducted a Career Counselling programme on 'Career Opportunities Overseas' for B.Com, BBA, and BBA(FS) students. The Placement Cell, in collaboration with the Government of Goa, Office of Commissioner, Labour and Employment, Regional Employment Exchange Model Career Centre organized an Orientation on the Civil Service Exam (GPSC) for students across all programmes. On the International Day of Yoga, the Department of Physical Education & Sports, along with the NSS Unit, NCC Navy Wing, and Counseling Cell, conducted a yoga session for staff and students. The Counseling Cell, in association with the IQAC, organized a session on 'Cyber Wellness.' The IQAC, along with the SC/ST Cell, OBC Cell, and Students Welfare Cell, jointly organized a Capacity Building Workshop Cum Certificate Course for students across all programmes. The Research and Development Cell, Faculty Development Cell, and the Department of Library and Information Science, in collaboration with EdMaestro Pvt Ltd, organized a 7-Day National level FDP on Research Methodology & Academic Writing with hands-on SPSS. Various certificate courses and training sessions were organized in collaboration with organizations like Breakthrough India, L'Oréal Paris, Hollaback Foundation, Lions International, Vasundhara (Green Club), Forum for Innovation, Incubation, Research and Entrepreneurship, NSDL, and the Bombay Stock Exchange Brokers Forum. The College also collaborated with the Directorate of Women and Child Development and Aamhi Udyogini Pratishthan, Margao, to organize "Shree Damodar Diwali Utsav" and hosted an Alumni Reconnect Series III session on "Equity Investment" organized by the Department of Management in collaboration with the Alumni Engagement Cell.

16. Academic bank of credits (ABC):

The College has successfully implemented the Academic Bank of Credits (ABC) for students following the receipt of the circular from the Directorate of Higher Education, Government of Goa. Subsequently, students from various programmes, including B.Com, BCA, B.Voc(ST), BBA(FS), BBA, and M.Com, have completed their registration for the ABC initiative. This transformative step places students within a system that centralizes the maintenance of a digital repository, documenting the credits earned by each student. This centralized database is a crucial requirement for the college to integrate seamlessly into the National Education Policy (NEP) system.

17.Skill development:

The College prioritizes holistic student development through a range of multidisciplinary certificate courses designed to cultivate life skills, soft skills, and provide placement training. The B.Voc (ST) programme, a skill-based initiative aligned with the National Education Policy (NEP), allows for multiple entry and exit points. Complementary skill-focused activities such as leadership camps, live projects, digital marketing courses, mock trading, bazaar day, internships, workshops, industrial visits, and field trips are regularly organized to provide students with practical industry exposure. Furthermore, the college fosters a vibrant learning environment by celebrating various festivals and organizing competitions. The incubation center, in collaboration with Fiire, facilitates the necessary resources for students aspiring to start their own ventures. Industry faculty interactions and guest lectures play a pivotal role in helping students understand the practical skills required in their respective fields. The placement cell conducts pre-placement training sessions to enhance students' skills and boost their confidence during interviews. To promote multicultural awareness, the college conducts sessions on multicultural literacy. Moreover, the institution aims to forge partnerships with organizations like the National Skill Development Corporation and Sector Skill Councils for sector-specific counseling to upskill students for diverse job roles. In addition to the existing initiatives, the college offers multidisciplinary certificate courses focusing on life skills, soft skills, placement training, and physical education. The B.Voc (ST) programme stands out with a practical and skill-based syllabus, constituting 70% of the coursework. The Department of Computer Science supplements the learning experience by organizing guest lectures, such as the one dedicated to enhancing the software testing component of the Web Developer skill course for first-year B.Voc (ST) students. Various courses, including critical thinking, Capacity Building Workshop,

Communication & Presentation Skill, writing research paper, and a practical approach to data science, are conducted for the BCA programme. The life skills cell is dedicated to organizing events specifically tailored for first-year students to facilitate their growth. Guest lectures on Skill Development and Employee Productivity are part of ongoing efforts to continuously enhance students' skills and prepare them for the professional world.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The College's Staff Recreation Cell is actively involved in organizing a myriad of events to celebrate various festivals throughout the year. During national-level events for the National Service Scheme (NSS) and National Cadet Corps (NCC), our students showcase their talents by performing local folk dances and songs, effectively representing the cultural richness of our state. As part of the Directorate of Higher Education (DHE) initiative under DISHTAVO, faculty members have contributed to course recordings in the local Goan language, Konkani. This initiative reflects our commitment to linguistic diversity and ensures that educational content is accessible to a wider audience. Recognizing the diverse linguistic backgrounds of our students, teachers incorporate local languages into their classroom instruction, particularly for those who may face challenges in understanding English. This inclusive approach enhances the learning experience for all students, fostering a supportive and accessible educational environment.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The College, affiliated with Goa University, receives the syllabi for all programmes from the University. While defined objectives exist for all courses, Course Outcomes (COs) are limited and primarily focus on the knowledge students will acquire upon completing a course. However, faculty members across departments have integrated additional, more specific higher-order learning outcomes based on Bloom's Taxonomy. These outcomes include understanding, application of knowledge, analysis of situations, and policies, among others. Faculty members underwent training during a workshop organized by the College. It is noteworthy that, in the case of the two programmes designed by the College during the considered period—B.Voc. (Software Technologies) and Post Graduate Diploma in Finance & Taxation—every course features well-defined objectives and clear Course Outcomes that span all levels of learning. These Course/Learning Outcomes are outlined in documents maintained by teachers and are communicated to students during the initial session of the semester when teachers introduce the course

and discuss the syllabus. These outcomes primarily pertain to conceptual understanding and the application of acquired knowledge. For instance, in the Income Tax course at B.Com Semester IV, teachers have specified "will be able to file Income tax returns online" as a course outcome in their Course Outlines. Pedagogical strategies, particularly those involving participatory learning, collaborative learning, problem-solving, practical sessions, etc., are employed by teachers, and these methods are explicitly mentioned in their Course Outlines. Videos, documentaries, flipped learning techniques, case study methods, student seminars, peer learning, and article reviews are utilized to supplement content and enhance students' understanding of concepts and principles. To foster a comprehensive understanding and real-life application, teachers engage students in various activities, including group discussions, debates, quizzes, and role plays/skits, ensuring a dynamic and effective learning environment.

20.Distance education/online education:

The faculty members have produced numerous modules for online teaching as part of the DISHTAVO Project under the Directorate of Higher Education (DHE). Additionally, the college houses an IGNOU center and a fully equipped library that facilitates remote access through Web-OPAC. This provides an excellent opportunity for our students to enroll in and complete additional courses, enhancing their academic experience.

Extended Profile

1.Programme

1.1	266
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1382
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	319
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	340
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	53
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	53
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	48
Total number of Classrooms and Seminar halls	
4.2	307.34
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	133
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college prioritizes the effective delivery of its curriculum as a central pillar of education. It strictly adheres to the University's prescribed curriculum, crafted by the Boards of Studies. Notably, our committed faculty members have played a significant role in curriculum development, actively participating in the Board of Studies and their sub-committees.

In each semester, departmental meetings are convened to assign courses to teachers. During this process, Department Heads (HoD's) and Programme Coordinators (PC's) diligently follow College guidelines. These guidelines stress that no teacher should teach the same course for more than three years. In cases of multiple divisions, courses should be assigned to multiple teachers, with each teacher ideally instructing three, or at least two courses.

Teachers painstakingly prepare course outlines, including weekly plans and strategies aligned with University Ordinances. These plans require approval from the HoD.

At the end of the semester, teachers submit comprehensive course files, including compliance documentation, Internal Student Assessment (ISA) and Semester End Examination (SEE) materials, evaluations, course objectives, class logs, assignments, activity reports, guest lecture records, attendance records, marksheets, and feedback forms. The HoD and Principal meticulously review these course files.

Furthermore, the Principal conducts individual discussions with teachers based on student feedback.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion1/1.1.1_additional_documents.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The College received the Academic Terms from Goa University and prepared the Calendar accordingly. The Examination Committee prepared a detailed template for the Examination Calendar, which has proved very useful in ensuring the timely completion of examination-related work.

Using the template, the Examination Committee prepared a programme-wise, semester-wise calendar covering Intra-Semester Assessment (ISA) and Semester-End Examinations (SEE).

The calendar specified the dates for the announcement of the mode of assessment for non-test ISA's, submission of question papers for written ISA tests and Semester-End Examinations, ISA and SEE marks, lists of students eligible for entitlement marks (for NSS/NCC/Sports/Cultural activities), the commencement of examinations, declaration of results and personal verification.

The Calendar and timetable were displayed on the College website and notice board, to make students aware of all assessment-related dates well in advance. Convenors of Committees/Councils/Cells/Clubs planned their activities according to the Examination calendar and entered them in the Google Calendar of Events 2022-23.

Using the Google Calendar and college website for the past three years has made the process easier and paperless. Every department can mark activities on the calendar and check other department activities as well.

The academic calendar has been added to the website. The faculty and students can access it anytime.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion1/1.1.2_additional_information.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating

University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

7

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

13

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

524

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In 2022-2023, the College offered 266 courses across all its programmes. 65 Courses have crosscutting issues as part of the curriculum. Of the 65 courses, 46.15% have a component related to professional ethics, 29.23% contains topic related to environment, 20% to health and wellness and 4.62% include gender- related issues.

All First year students have to complete 2- credit courses on Environmental Studies and the college offers ' Economics of Resources' (Generic Elective) at SY B.Com. In 2022 - 23, TY B.Com students completed projects on Green Initiative: An Analytical Study of Electric Vehicles (EVs) in India, Stress Management of Women Employees:- A Comparative Study of Public and Private sectors in Goa., Implications and Challenges of implementing E-Commerce in Agriculture.

The Internal Complaints (IC) familiarized First year students and newly appointed staff with the major provisions of the POSH Act and sensitized them about sexual Harassment.

The college conducted a 30 hours Certificate Course in life skills for First year students, which covered areas such as Social

Etiquettes and Manners, Gender Sensitivity, Emotional Intelligence, Values and Ethics, Nature and Environment, Health and Wellness, Exercise and Diet, etc.

Thus, all students of the college are sensitized on important crosscutting issues.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

9

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

450

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion1/1.4.1 All Stakeholders Feedback Analysis.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion1/1.4.1 All Stakeholders Feedback Analysis.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1382

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

305

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

21 Advanced learners were awarded the VVM Golden Jubilee Scholarship of Rs. 5000/- .Advanced learners can borrow 20 books form the Library as compared to the normal limit of 10 books. Selected students participated in various inter-college academic activities -8 Computer Science students were runners-up at a National Level Technical event. A B.Com student secured First place in the Best Presenter competition; another team won the quiz competition organized by ICAI Goa. 15 BBA students participated in a National Level Inter-Collegiate event. Advanced learners presented papers at a one-day State Level Student Seminar on 'Rediscovering Business Practices Post Covid-19.' Advanced learners participated in Departmental competitions and won the titles of Commerce Wizard of the Year, Economist of the Year and Tech Wizard of the Year.

25 advanced learners attended a workshop on Creative thinking.8 advanced learners (PG) provided training sessions to aid 63 TY B.Com students preparing for the GU-ART exam.Advanced learners conducted buddy teaching sessions for weaker students.

Remedial classes and peer learning sessions were held for weaker students identified during mentoring sessions. Weaker students were permitted to appear for a ISA (Repeat) to improve their performance. A bridge course in Accountancy was offered at the beginning of the academic year.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion2/2.2.1_link.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1382	53

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Teachers used several experiential learning techniques. 129 students completed industry internships and received training in Accounting, Inventory management and Software Development. Most TY B.Com student projects were field/primary data based projects and some TY BCA projects were live projects. BBA(FS) students learnt how to carry out online trading. Additionally, 17 industrial and field visits were organized for students of various classes. Students from B.Com, BBA(FS) and M.Com went on study tours to Mumbai, Bangalore and Gujarat respectively. During the "Bazaar Day series" and Diwali Utsav, students gained hands-on exposure to entrepreneurial skills. Participation in Seminars and Business Plan Competitions was also a form of experiential learning.

Participative learning methodologies used by teachers in the classroom include involving students in role plays, debates and group discussions, getting students to write blogs and make videos.

Teachers employed cooperative learning techniques such as jigsaw,

four corners and round robin and collaborative learning techniques, including flipped learning, group projects, group assignments, research paper presentation and analyses, peer learning, buddy teaching and team building games and activities.

Problem-solving methodologies employed by teachers encompassed case studies, analysis of financial statements and practical problem-solving exercises. Students attended a workshop on Creative Thinking.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion2/Final 2.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All classrooms being ICT-enabled classrooms with LCD projectors, speakers and Wi-Fi routers, and teachers having been issued individual laptops, they teach using PowerPoint presentations, video clips, YouTube videos and resources from the virtual Commerce Lab. Teachers created templates, collected case studies and material for their courses, uploaded them on the Virtual Commerce Lab, and used them for teaching. Teachers use the Interactive Smart Board in the Smart classroom.

The computer labs have all the software required for the various courses and are equipped with projectors and Wi-Fi routers.

4 teachers developed e-content and contributed to the DHE DISHTAVO project. Microsoft Teams and Google Classroom were used for teaching and assessment. Course plans, attendance records and internal marks were uploaded on IAIMS and Fedena. Google Workspace facilitated lectures, webinars, quizzes and online competitions. Nearpod was used to conduct quizzes.

Teachers and students were guided on how to use the Library's e-resources such as NDLI, N-List, Indiastat and the Pearson Digital Library. Teachers asked students to refer to e-resources for their assignments/projects.

An advanced learner taught her classmates how to upload videos to

Google Drive and YouTube, and obtain shareable links. Students successfully completed IRDA and NASSCOM online certification examinations.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

50

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

53

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

404

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

To ensure transparency, students were made aware about the pattern of internal assessment, at the commencement of the academic year. The eligibility criteria for SEE was clearly informed. The Assessment Calendar was displayed on the College website in advance and students were made aware of the same.

The College conducted ISAs as were required by the relevant Ordinances and additional ISAs were arranged for students who missed the regular ISA or wished to improve their performance.

The Examination Committee circulated the Examination Manual and Assessment Grid among all faculty members. Timely instructions for supervisors, evaluators and students were issued in to ensure robust conduct of the examinations. Teachers encouraged students to complete certificate courses, internships and MOOCS Courses pertaining to their relevant subject area as an option for ISA I

instead of assignment. After the ISAs, students were shown their answerbooks. ISA marks were entered in respective portals to enable students and parents to check the marks. Students could apply for personal verification to their assessed end semester answerbooks.

Open house was held for all programmes wherein the mentors met their mentees and parents to discuss their SEE performance and ways to improve performance in the next semester.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.damodarcollege.edu.in/newsite/wp-content/uploads/2023/11/Examination-Manual.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The B.Com, BCA and B.Voc. Ordinances provide for personal verification of answerbooks at Semesters I-IV. The mechanism adopted by the College with regards to grievances is preventive and student friendly. The redressal of student grievances took less than 20 days. The Notice for personal verification was displayed the day after declaration of results, students were given 7-10 days to apply and the date for personal verification was fixed after 5-7 days. The entire process of personal verification was completed within 15 days from the declaration of the result. Once the students apply, only to ensure transparency, in the presence of the Principal, the examiners concerned explained to the students the rationale for the marks assigned. After Personal Verification, the student stated whether he/she was satisfied/not satisfied. If the student was not satisfied, the case was then referred to the Exam Related Grievance Committee. The members then met and reviewed the applications. However for the Academic Year 2022-23, no cases were reported to the Exam Related Grievance Committee since students were satisfied after the verification.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.damodarcollege.edu.in/grievance-redressal-cell/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The POs and PSOs of all the programmes offered by the College are available on the College website. During the Deeksharambh programme, students were introduced to the concept of POs and PSOs and were asked to visit the website for further details. Teachers drew up the Course Outcomes (COs) of the courses allotted to them in a manner so as to ensure that POs, PSOs and COs were all in alignment. These were included in the Course Outlines/ Plans uploaded by teachers on IAIMS. Students were made aware of the COs/ LOs when teachers discussed the Course Outlines at the start of the Semester. Students were also advised to log into IAIMS and see the COs and LOs of their individual courses. Teachers planned and designed their classroom sessions around these outcomes. Students were further informed that In-Semester and End-Semester Assessment would be focused upon measuring attainment of these outcomes. Teachers employed diverse pedagogical approaches, viz. participatory learning, collaborative exercises, problem-solving techniques, and practical sessions to actively engage students in the learning process. They incorporated flipped learning, case studies, student-led seminars and presentations, guest lectures, and role-play scenarios to foster a deeper understanding of complex concepts and principles.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion2/final_2.6.1_as_on_30-10-23.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

As part of an FDP organized by the IQAC and TEL Cell, Chowgule College faculty conducted a hands-on session on the Applications of Bloom's Taxonomy, where teachers were trained in crafting questions tailored to align with Course Outcomes (COs) and Program Outcomes (POs).

Subsequently, all teachers prepared COs at different levels of

Cognitive Learning as per Bloom's Taxonomy. They then assessed the attainment of POs and COs through assessments, some examples of which are:

1. Students put up stalls and were assessed on their proficiency in sales and marketing strategies.
2. Some students participated in real-time quizzes and questionnaires hosted on a Forex market website, and their performance was assessed and graded.
3. Students' proficiency in creating animated videos was tested in one course.
4. End-Semester examinations of all courses had questions that tested 4 Cognitive Levels, viz. knowledge, understanding, application and analytical ability.

Teachers recorded marks in Excel sheets indicating the alignment and achievement of COs and POs. In these sheets, educators constructed assignment matrices, log test and assignment scores, and mapped the data to ensure an effective evaluation process.

A variety of co-curricular and extra-curricular activities were organized towards attainment of Programme Specific Outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion2/paste_link_for_additional_information.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

340

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion2/Scanned_Annual_Report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion2/Student_Satisfaction_Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Nil

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Diwali Utsav, Bazaar Days, Khana Mela and Sip N Snack Bazaar offered students a platform for business exposure. Budding Entrepreneurs amongst the college students were felicitated. Pitch your Business Idea and Tech Tank encouraged young business minds. Techweek 2023, a first-of-its-kind state level techno-edutainment event was organized. Two students won one year of free mentorship from FiiRE via Entrepreneurship Boot Camp. A student underwent Internship with student Entrepreneur. Students submitted innovative assignments in the subject of Entrepreneurship, worked on live projects of companies and developed open source softwares as part of their TY Projects, whereas some utilized the incubation center to work with companies during their on job training. Certain students were paid by the college for their services: to design brochures for the undergraduate programmes of the college, to design college Golden Jubilee logo and to make college Golden Jubilee video. Visit to Rasraj Farms acquainted the students with farming entrepreneurial venture. Faculty Development Programmes on SPSS and Workshop on

Primary and Secondary Data Analysis provided Practical training on data analysis. Some students pursued Udemys online certificate course 'Global Marketing Research and Analytics'. The Departments of Commerce, Economics & Banking and Physical Education organized National and International Conferences.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion3/Paste link for additional information.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

35

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://www.damodarcollege.edu.in/research-page/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College Extension and Outreach Programs serve as a prime example of its commitment to engaging the community through a range of

initiatives.

Regular Bone Density, Dental Check-Ups and Three Blood Donation Camps provided healthcare services, health education and early diagnosis of health conditions while also meeting the blood needs of nearby hospitals.

To educate local communities, awareness drives such as tobacco's negative effects, waste segregation, dengue and chikungunya, saving the girl child and consumer rights and duties are held regularly.

To promote community cleanliness and hygiene in public areas students participated in plastic waste collection, cleanliness drives, temple cleanliness campaigns, and street plays.

Career direction and counseling in business and time management, Canva as a learning resource, instructed Stock Market Investing Fundamentals, explained the Union Budget for women entrepreneurs, conducted Young Leaders Programs and offered Career Guidance for school students to provide career direction and self-improvement.

For social welfare and service, the college encouraged students to contribute towards the society and underprivileged communities through activities like Daanutsav: Donation Drives, visits to Old Age Homes, addressed Post-Pandemic Concerns, Adoption of Anganwadis under the National Education Policy, Pustak Dana, and New Year Celebration at Jyot School.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/nss/#1652787093927-359a9976-ed4c
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

42

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1153

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

2

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

26

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

A. DIRECT LEARNING FACILITIES

The College has 45 ICT-enabled classrooms with LCD projectors, speakers, routers for Wi-Fi connectivity, CCTV cameras and UPS backup. There is an air-conditioned 80-seater Smart Classroom having a smart podium and an interactive board. There are 7 recording

rooms, 4 computer laboratories with 23, 21, 24 and 12 systems respectively and a UGC Network Resource Centre.

The College has provided 47 laptops and 9 pen tabs for faculty use. Students and teachers have access to a NAS server for storing and retrieving learning and Library resources.

B. LEARNING SUPPORT FACILITIES

The College Library houses over 35000 books, periodicals, journals and e-resource subscriptions. Students utilize a PC-cum-TV - Vigyankosh - and 5 systems in the Reading Room for collaborative work. There is a Research Room that can accommodate 6 research scholars, an Incubation Centre, a Skill Development Centre and 2 Meeting rooms. For seminars/conferences and major activities, the College has 2 halls with capacities of 300 & 150 respectively. There are 3 staffrooms, a Counsellor's Cabin, Principal's and Vice-Principal's Offices, Administrative Office, Examination Section, IQAC Room and Sports Director's Office.

The premises are under comprehensive CCTV surveillance and a 250 KVA diesel generator ensures uninterrupted power supply.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/infrastructure/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College has a Multipurpose Hall used for all indoor sports and games. It houses a wooden badminton court and facilities for table-tennis, carrom, chess, weightlifting, powerlifting, bodybuilding, tennikoit, taekwondo, judo, yoga etc. It is a venue for intra-mural and inter-collegiate events. Two playgrounds - Ground 1 measuring 1350 Sq mtrs, and Ground 2 measuring 8450 Sq mtrs, are utilized for outdoor sports like football, cricket, handball, volleyball, athletics, kabaddi, kho kho, etc.

The College makes arrangements for the lawn tennis, swimming and basketball teams to utilize the facilities at neighbouring clubs and a school.

There is a well-equipped Gymnasium with a 4-station multi-gym, a motorized Treadmill, a weighing scale, dumb bells, dumb bell stand, bar weight plates, kettle bells, Leg curl & leg extension, squat rack, bench press, chest fly and an exercycle.

Intra and Inter-College activities such as singing, dance, fashion shows, skits, Farewell function, Graduation Day etc. are organized in the Multipurpose Hall, Hall 1 and Hall 2. The Smart Classroom measuring 100 Sq mtrs is also used for debates, elocution, quizzes and workshops along with Hall 1 and Hall 2.

The College has NCC/NSS rooms and a Students' Consumer Cooperative Society.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/campus-life/cultural-council/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

48

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/infrastructure/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

136.99

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The entire Library collection is bar coded and users get email alerts every time books are borrowed or returned. Users' identification is by way of the bar codes on their I-cards.

The College had NewGenLib LMS. In June 2022, the College introduced Koha LMS, with modules such as Circulation, Cataloguing, Patrons, Serials, Reports, Lists, Tools, Course Reserves, Koha Administration and Authorities. In order to facilitate smooth transition from NewGenLib to Koha, both LMS were functional for some time.

The Library is a member of the INFLIBNET N-List Consortium, NDLI, and Pearson Digital Library. E-resources include IndiaStat.com. In ICT-enabled Library services, Shodhgyan Current Content was introduced wherein the Cover page and Content of Magazines and Journals are captured and combined into a PDF file and shared as a Current Awareness service.

The Library page on the College Website has a Knowledge Portal and Subject Gateways. 10 Library applications have QR codes viz Books to Read, New Arrivals, Question Papers, NDLI Club, Digital Library, Subject Gateways, Knowledge Portal, Media Coverage, Syllabus and Published papers. Library & Reading Room are Wi-Fi enabled. The Reading room has a wall-mounted PC-cum-TV 'Vigyankosh' a browsing section with 5 laptops and 2 Digital Display boards.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.damodarcollege.edu.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **B. Any 3 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

11.38

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

11

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has provided 45 desktops and 41 laptops upgraded with SSD for student

use and 47 laptops are issued to teachers. A NAS server with 4TB storage capacity is

used for backup and storage. All classrooms and computer laboratories have mounted

LCD Projectors. A 65" Smart TV is installed in the Meeting Room and an 86"

Interactive Smart Board is installed in the Smart Classroom.

The College has a smart podium with an interactive monitor and sound system. Pen-

tablets, wide-angle HD Webcams and noise cancellation microphones are available

for webinars and online sessions.

The surveillance system is upgraded with IP cameras, and 100 IP Night-vision

cameras were added. Printer/Copier machines, I-Card Printer, scanners, Digital

Display Boards and an IPPBX system are other IT facilities. 20 UPS and Speakers

were purchased to support the ICT in classrooms. 5 wireless microphones with

headband mic were also acquired. The 2 Halls were equipped with Sound Systems.

College has all required software such as antivirus, Tally-ERP, CMS, Adobe

Photoshop and CorelDraw.

The Campus is Wi-Fi enabled having a leased line internet connection with LAN

configuration speed of 100 Mbps/1000/Giga, and 65Mbps bandwidth, renewed for 1

year from 4thJanuary 2022.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/campus-life/infrastructure/

4.3.2 - Number of Computers

86

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

96.72

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Classrooms and Laboratories are assigned to specific classes. Facilities such as the smart classroom, halls, sports facilities, etc. are booked upon prior intimation. The Library and Reading Room are open from 8:00 a.m. to 4:45 p.m.

The Maintenance Policy lays down procedures for maintenance of movable and immovable assets. The College follows GFR 2017 for purchases of goods and services, award of AMCs, etc. The Fire Insurance Policy for the building and all equipment is renewed annually. Firefighting equipment is maintained regularly.

The Office is responsible for maintenance of all assets including fixtures, basic amenities, IT, Library and Sports facilities as per the laid-down procedures. Maintenance of elevators, generators, photocopiers, ACs etc. is ensured by entering into AMCs after expiry of warranty. All unserviceable items are disposed after following proper procedure.

Non-functioning of IT and non-IT facilities is reported to Email ids - itsupport.sdcce@vvm.edu.in and support.sdcce@vvm.edu.in respectively. Minor faults & repairs are handled by trained staff and major issues are handled by Vendors/service-providers. Software Licenses are renewed regularly.

CCTV surveillance and security & housekeeping services ensure campus security and cleanliness. VVM and its designated committees/staff looks after construction & maintenance works and periodical inspection of Canteen.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion4/4.4.2_Web_Links_Policies_Manuals.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

116

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

38

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://www.damodarcollege.edu.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1000

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1000

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

53

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

38

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

33

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college actively involves students in decision-making processes by nominating them to various councils, committees, cells, and clubs, based on their demonstrated interest and talents in specific areas. Student members play crucial roles in planning and executing various activities.

To ensure a ragging-free campus, the statutory Anti-Ragging Committee(ARC) included 2 student members, the Internal Committee(IC)had 2 student members and the Grievance Redressal Committee(GRC)comprised of 3 student members.

The Executive Committee of the Students' Consumer Cooperative Societybenefits from student members who contribute to its operations by undertaking various tasks.

Student representatives on the IQAC, Library Committee, Examination Committee, NSS Advisory Committee and the Placement Cellprovide valuable suggestions and feedback. The Institution's Innovation Council(IIC) is comprised of 12 student members actively participating in activities designed to promote entrepreneurship.

Students are well-represented on the Students' Council, Cultural Council, andSports Council and help in organizing a diverse range of in-house as well as inter-collegiate events.

Overall, the college fosters a culture of student engagement and participation across various facets of campus life, empowering them to contribute to the institution's growth and development.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/#
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

83

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Ex-Students Association, established in 2016, has played a pivotal role in the institution's governance. Alumni actively participate in the major decision-making bodies, viz. the Board of Management, College Governing Council, and the IQAC. In 2022-2023, 16 faculty members and 14 non-teaching staff members were College alumni.

Alumni collaborated with the Western India Regional Council of the Institute of Chartered Accountants of India, Goa Branch, to organize a Career Counseling Programme on Chartered Accountancy and Financial Tax Literacy led by an alumnus who is the Secretary of ICAI Goa Chapter. During the year, the Alumni Engagement Cell launched the Alumni Reconnect Series, wherein it arranged 7 interactive sessions between current students and alumni.

Additionally, fourteen alumni served as Resource Persons, two as Chief Guests and Keynote Speakers, and ten as judges for a range of functions and competitions, including mega events such as Techweek and Anantara. Under the guidance of the alumnus member of the IQAC, the College began the process of digitizing the dead stock register.

An alumnus contributed towards the part payment of fees of three BCA students. The Association organized a gala Golden Jubilee Reunion in association with the Alumni Engagement Cell.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/alumni/#1653032377655-c881e33e-5a9b
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Vision and Mission statements show that the College sees itself as a torchbearer providing students with holistic, quality education.

As a torchbearer, VVM announced Upliftment Scholarships and Talent Scholarships to mark the College Golden Jubilee year. The College also introduced the BBA programme.

The efforts to provide quality and holistic education to students are visible in the academic, co-curricular and extra-curricular activities undertaken during the year.

Beyond-syllabus academic activities for students included guest lectures, study visits, industrial visits, field trips, short courses, add-on certificate courses and workshops which contributed

to skill development and practical knowledge of students.

Other aspects of students' development were taken care of by the Students' Council, Cultural Council, Sports Council, Career Cell, Placement Cell, Students Welfare Cell, Women's Cell, NSS, NCC, Skill Development Centre, etc. through events, competitions, community service. All the College Committees/Councils/Cells/Clubs have student-members who take care of the organization of all intra-college and inter-college events.

The College met the full expenditure for a capacity building workshop for students from socioeconomically challenged backgrounds, organized by the IQAC, SC/ST and OBC Cells.

Thus, the governance is in line with the Vision and Mission, with the College committed to students' all-round development.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College practices decentralization and participative management in all aspects of its functioning. The Vice-Principal, IQAC Coordinator, Programme Coordinators and HoDs are involved in all academic decisions. The College Director of Physical Education and Sports and the College Librarian run their Departments independently, keeping the Principal informed. The Head Clerk and Accountant manage the administration following all rules and procedures and the System Administrator oversees all IT-related matters.

The Principal, Vice-Principal, IQAC Coordinator and Convenor of Students' Council are members of the Governing Council (GC), which approves budgets and audited accounts, approval of workshops/ seminars/ conferences, events etc. for expenditure up to Rs. 2 lakhs. The GC approves the Annual Report, E-Governance Report, etc.

The Principal is an invitee to all meetings of VVM's Board of Management and the Core Committee.

The College has appointed Programme Coordinators and Department Heads, who manage all academic matters of their programmes/ departments, such as planning, course allotment and workload distribution, timetables, examinations, pedagogy, seminars/conferences and events. These are then discussed with and approved by the Principal.

The College has about 65 Committees/ Clubs/ Cells/ Councils, each made up of faculty members and students, which plan and implement the annual activities, keeping the Principal informed.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/organogram /
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Damodar@50, the Perspective plan had suggested measures for implementation by end-2023.

Implementation:

Students completed certificate courses in domain-related areas, e.g. Digital Marketing, MS Excel, Technical Analysis of Stocks, Creative Thinking, Front End Development, etc. Undergraduate students completed 2040 MOOCs.

Industry-academia partnership was fostered through MOUs with Xerviz Wlobal, 91HR, BSE Brokers' Forum, and EduAdvise International.

All teachers participated in an FDP - Technology for Educators, while some attended FDPs in their respective disciplines.

An NCC(Army) cadet took part in the I-Day Camp and RD Parade. NSS volunteers participated in Adventure Camps and NICs. Teachers attended a Research Methodology FDP organized by the College. A faculty member won the Best Research Paper Award instituted by VVM.

As a step towards asset register digitization, all assets were recorded in an Excel file.

Students participated in a Business Plan competition, attended an Entrepreneurship Boot Camp, showcased their skills in an Akash Kandil making competition, put up stalls during the Bazaar Day series and exhibited their own products at Diwali Utsav.

Best Practices include Workshop on Creative Thinking, Completion of MOOCs courses, Entrepreneurship Boot Camp, Initiation of Digitization of Dead Stock Register, Scholarship Mela, Capacity Building Workshop and Diwali Utsav.

College also drew up and submitted an Institutional Development plan under NEP 2020.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.damodarcollege.edu.in/infrastructure/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Meetings of the Board of Management (BoM), Core Committee (CC) and Governing Council (GC) were held regularly. The BoM and CC decided on policy issues as well as matters such as academic progress, infrastructure development, and resource mobilization and utilization. The GC approved proposals for purchases, student activities, e-governance report, annual report, budgets, etc.

VVM has issued a Code of Conduct, IT Policy, Sports Policy, Policy for Retiring Staff - all of which the College follows.

The College Organogram is accessible on the website. The IQAC met regularly, and all Councils/ Cells/ Clubs/ Committees met at least twice during the year. Regarding staff appointments and service regulations, the College follows Goa University Statutes and Circulars for teachers and Government of Goa's RRs for non-teaching staff.

An email is sent to all teachers twice a year, calling for applications for career advancement, and the career advancement/ promotion of non-teaching staff is carried out as and when it falls

due

The College maintains the post-based roster for all Regular, Contract and Lecture basis posts. The College follows General Financial Rules 2017, and VVM guidelines in matters of purchase and disposal. Financial powers have been delegated to the Principal and the Accountant.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion6/6.2.2.pdf
Link to Organogram of the institution webpage	https://www.damodarcollege.edu.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The College has several welfare measures for the teaching and non-teaching staff. During 2022-23, permanent staff have availed Children's Education Allowance, Leave Travel Concession, Childcare Leave, Earned Leave, Half Pay (Commuted) Leave and Paternity Leave.

Faculty of the Self-Financed Programmes with at least 3 years of

service have been granted tenure contracts and 8 days EL per year. Non-teaching staff of these programmes are entitled to 15 days EL per year after one year and are reappointed every year with an annual performance-based increment of 8-12%. All staff members who have been with the College for at least 3 years are provided health insurance cover for themselves and their families for an amount of Rs. 1 lakh.

Members of VVM Employees' Cooperative Credit Society get loans at a concessional rate of 10.5% and receive 8.5% interest on deposits. All full-time teachers are issued College laptops. Teachers were offered interest-free loans for buying laptops. A Bone Density Detection Camp and a COVID-19 Booster Dose Camp were organized for staff.

The Recreation Cell celebrated Ganesh Chaturthi, Navratri, Diwali and New Year. Summer Potluck and field trips to Nandanvan and Holiday Inn Resort were organized for the staff.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion6/Additional_Information.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

9

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

11

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

11

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teaching Staff

The College followed the appraisal scheme laid down in the Goa University Statutes, viz. Performance Based Appraisal System (PBAS). Regular faculty members submitted their PBAS forms at the end of the Academic year which were checked and authenticated by the IQAC, and signed by the Principal. These Appraisals record and review the teachers' performance in teaching, participation in other academic activities, participation in extra-curricular activities and research.

Students' feedback about teachers was collected and made available to the respective teachers. Where student feedback is not positive, the Principal discusses the feedback with the teacher and suggests areas and means for improvement.

Non-Teaching Staff

The performance of non-teaching staff was recorded in the Confidential Reports prepared by the Head Clerk and reviewed by the Principal. The College follows the appraisal scheme laid down by the Directorate of Higher Education. The Confidential reports were prepared in April 2023 for the period 1st April 2022 - 31st March 2023.

In the case of non-teaching staff in the self-financed programmes, an appraisal committee comprising the Principal and Vice Principal reviewed the performance of these staff members and recommended the quantum of the increment (between 8 and 12%).

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion6/upload.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The statutory financial audit of College accounts was conducted by an external auditor. All programme accounts were finalized and submitted to the auditor for audit by end-June, including income-expenditure statements and balance sheets. The audited statements were duly signed by the Authorized signatories and the Chartered

Accountant.

The audit ensured compliance with regulations, procedures, policies and examined receipts, journal, payments, purchases, contra vouchers, salary disbursements, TDS, Income Tax, GPF, NPS, and salary deductions. There were no objections from the auditor; any clarifications sought were immediately replied to.

The audited accounts were placed before the VVM AGM on 15th September 2023 and approved. The accounts of the aided programme (B.Com) were sent to DHE in October 2023.

The DHE regularly conducts government audit to ensure the proper utilization of salary and non-salary grants and adherence to established procedures. A comprehensive government administrative and financial audit covering the period from 2012-13 to 2019-20 was initiated in March 2021, with the report being received in November 2021. The College provided comprehensive responses to the audit queries and is currently awaiting further communication from the DHE.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion6/6.4.1_6.4.2_Statement_of_Accounts.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

4,01,000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Resource mobilization policy comprises:

A. Planning Infrastructural requirements: BoM manages financial needs for academic programs to meet affiliation criteria and offer administrative support.

B. Funds Mobilization: A Resource Mobilization Plan is devised based on student intake.

C. Monitoring Fund Utilization: Routine purchases undergo scrutiny by LDC, UDC, and the Accountant. After approval by the Principal, bills are settled through Net Banking.

1. The College receives the salary grant for staff of the aided programme from the Directorate of Higher Education. Staff members appointed under the self-financed programmes are paid salaries out of fees collected from students.

2. The College is entitled to an annual non-salary grant of Rs. 35 lakhs from the DHE in addition to the fees collected from students; an additional grant of Rs. 15 lakhs is available for Housekeeping, Gardening and security services.

D. Optimal Utilization: All non-routine financial transactions and purchases require GC/BoM approval. Limited Tender Enquiries or Quotations are sought by the college, and the lowest quotation is selected. The BoM oversees the overall fund utilization.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion6/6.4.3_Merged_doc.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Two practices institutionalized as a result of IQAC initiatives are:

'Scholarship Mela'

The 'Scholarship Mela' functioned as a venue where students could explore and submit applications for scholarships offered by the institution, private businesses, and both state and central governments. This event enabled students to secure financial support for their higher education and stay updated on available scholarship options. Faculty members offered assistance in the application process, resulting in students being awarded various scholarships from both Central and State governments, as well as a private company.

"Diwali Utsav"

This event aimed to promote entrepreneurship among Self Help Groups, special school children and teachers, and college students. It provided a platform generously offered by the college to encourage entrepreneurial spirit and give back to society. These stalls symbolize creativity and entrepreneurship, uniting people from diverse backgrounds and interests, nurturing a sense of community.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion6/6.5.1_paste_link_for_additional_info.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations

and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Review of the teaching-learning process and reforms implemented through IQAC involved the following two aspects:

1. Outcome-Based Education (OBE):

To implement outcome-based education (OBE), the College conducted a 7 day FDP for Educators to highlight the importance of integrating technology and applying Bloom's taxonomy in formulating course outcomes (COs) aligned with the course structure and syllabus This is a crucial step in OBE, as it sets the criteria for measuring and mapping both course and program outcomes. Throughout the year, instructors designed semester question papers in accordance with course outcomes and cognitive levels.

2. Utilization of Electronic Resources for Teaching and Learning:

The College has access to three subscriptions in this area: INDIA.STAT, N-LIST (National Library and Information Services Infrastructure for Scholarly Content), and Pearson E-Library. N-LIST offers access to e-resources across various domains, while INDIASTAT provides socio-economic statistical data. Pearson E-Library offers students convenient access to a high-quality collection of academic eBooks. Both students and faculty can access these e resources using their college email IDs Additionally, students engaged in online courses as part of their assessments, adding depth to their learning experience

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion6/6.5.2_paste_link_for_additional_info.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives

B. Any 3 of the above

**with other institution(s) Participation in NIRF
any other quality audit recognized by state,
national or international agencies (ISO
Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion6/Annexure-IV-Principal Annual Report 2022-23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Males

Females

Males: Females

Students

775

624

775:624

Academic Staff

15

54

5:18

Non-Academic Staff

17

13

17:13

Total

807

691

807:691

The College Proctorial Board maintains discipline, and ensures safety and security of students on the campus. As part of Deeksharambh, the Internal Committee conducted an orientation for all First Year students about sexual harassment and the redressal mechanism. The Department of Sports conducted a 30-hour Certificate course in Self-Defence for girls. The Women's Cell and the IC organized a session on "POSH & Bystander Intervention" which highlighted how sexual violence can be prevented at the workplace, and a session on 'Menstrual Hygiene'. 5 selected students attended the 'Rainbow Ambassador Training' conducted by Red Dot Foundation which works in the areas of gender and safety planning. The objective of the training was to make students aware of inequality, harassment, digital safety & Indian laws. After their training, the students organized events and roles plays on the POSH Act and related issues for other students. A Bone density Camp was organized for VVM staff. The Women's Cell felicitated 50 women ex-students for their achievements in various fields.

File Description	Documents
Annual gender sensitization action plan	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion7/7.1.1Annual_Gender_Plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion7/7.1.1Relevant_Document.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College does not generate liquid waste, biomedical waste, hazardous chemical and radioactive waste.

Solid waste management

Composting is carried out with the wet waste that is produced in the canteen.

The use of paper is minimized by the following measures:

- 1. Two-sided printing and photocopying**
- 2. Digital Display Boards and website for Notices**
- 3. Leave applications and payslips through Fedena**
- 4. Digital Platform for assignments**
- 5. Use of EmSigner for Office Automation - certificates and internal Notices are created only in Digital form and signed**

digitally

The NSS Unit regularly conducts cleanliness drives in the campus and the surrounding areas. The collected waste is segregated and collected by the municipality. NSS volunteers participated in the dry waste and E-waste collection drive organized by Margao Mahila Mandal.

E-waste management

The College has periodically disposed of its electronic trash by delivering it to organizations that have been approved by the Goa State Pollution Control Board.

The IT staff of the College use parts from unserviceable electronic items such as computers and projectors to repair functional items. As part of the effort to 'reduce' use, the College purchased 1 single large 3KVA UPS for the labs instead of multiple small ones for each system.

The NSS Unit conducted an e-waste drive; Lions International in association with Vasundhara (Green Club) inaugurated e waste collection drive in the college premises. The e-waste District Coordinator highlighted the harmful effects of e-waste through a video presentation and encouraged students to participate in the e-waste drive.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

C. Any 2 of the above

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

5.

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution undertook various initiatives and efforts to promote inclusivity as it enriches the educational experience beyond just acknowledging differences.

Merit-based admission to the college is granted in compliance with

the Goa government's reservation policy.

The following number of students from the reserved category were admitted to various programs in 2022-2023.

Category

No of Students

OBC

24

SC

110

ST

171

The college conducted 30-Hour Capacity Building Workshop for students from underprivileged backgrounds. This workshop aimed to improve and raise the abilities required for efficient writing and verbal communication.

Students of the self-financed programs were permitted to pay fees in four installments.

All staff members participated in the Ganesh Chaturthi, Diwali, Navratri and Christmas celebrations organized by the Recreation Cell. The Cultural Council organized an Inter-Collegiate Ghumat Aarti Spardha.

The Department of Management Studies and Department of Economics in association with the Directorate of Women and Child Development and Aamhi Udyogini Pratishthan, Margao organized "Shree Damodar Diwali Utsav, where Self Help Groups, children and teachers of special schools put up stalls to sell their wares.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

As part of their Life Skills Certificate Course, First Year students attended sessions on Combating Street Harassment, Humanitarianism and a session on The Positive Universe by Brahmakumaris.

To commemorate Constitution Day, students and teachers took a pledge to abide by the Fundamental Duties as enshrined in the Constitution and jointly read the Preamble to the Constitution.

To raise public awareness, students performed a street play 'Jago Grahak Jago' on 'Consumer Rights Day'. NSS volunteers performed a street play on cleanliness and hygiene, visited Old Age Homes and spent time with the inmates. They also spread awareness about Protection against Dengue and chikungunya, AIDS, etc.

The Women's Cell organized a session on "POSH & Bystander Intervention" for staff and students of the College. The session highlighted means to prevent sexual violence at the workplace.

A poster competition on "Mental Health Care for All" was conducted by the NCC Naval Wing on World Mental Health Day. Students attended a session on "India in the contemporary world" which highlighted the importance of defense education in the education system.

Students participated in National Swachh Sagar, Surakshit Sagar Abhiyan: Beach cleaning drive organized by the Indian Coast Guard.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion7/7.1.9Relevant_Document.pdf
Any other relevant information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion7/7.1.9details of activities.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **A. All of the above**

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College observed various National and International Days and festivals.

The College conducted a Poster Making Competition on World Mental Health Day, a tree plantation drive on World Earth Day, a Bone Density Detection Camp on International Women's Day, a video screening on World Sparrow Day, a Photography Competition on International Biological Diversity Day and an Online Quiz on World

Environment Day.

World Friendship Day was celebrated through off-stage and on-stage activities. Tech Week showcased students' talents celebrating which day? It was not observed as any specific national or international day. and International Yoga Day featured various asanas. International Youth Day featured a Youth and HIV/AIDS poster competition and on National Youth Day, students attended a session on Swami Vivekananda. Independence Day, Republic Day and Goa Liberation Day were marked by flag hoisting and cultural programmes.

The College celebrated Ganesh Chaturthi, Navratri, Diwali and Christmas, and hosted Shree Damodar Diwali Utsav with stalls by Self-Help Groups and Special Schools.

The College observed Teachers' Day, Mahatma Gandhi essay competition on Martyrs' Day, Unity Chain and Unity Run on Rashtriya Ekta Diwas, Vigilance Awareness Week activities, Traditional Games on National Sports Day. On Armed Forces Flag Day, funds were raised by selling flags to support our armed forces.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Scholarship Mela

Scholarship Melas are organized to familiarize students with the various scholarship opportunities available and encourage them to avail of them. During the Scholarship Mela, students were informed about the amount of each scholarship, the application procedure, the documents needed, etc., and were told to apply on time. The teachers demonstrated a step-by-step procedure on how to apply for scholarships. As a result of the initiative, many students applied for the scholarships. For the first time, two students received the Reliance Jio scholarship. The challenge faced by the institution was

that some students were reluctant to disclose their financial status.

????????? ????????

The Institution organizes pop-up bazaars during festivals for the SHGs and local self-employed people, special children, and students, with a free platform to display and sell their products. Participants are provided free stalls to display their handcrafted items such as jewellery, clothing, home decor, traditional sweets, and savouries specially made during festivals. All participants make brisk sales during this time and get a platform to promote their products. The response is always overwhelming since the whole setup is provided free.

File Description	Documents
Best practices in the Institutional website	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion7/7.2_Best_practices.pdf
Any other relevant information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion7/7.2_any_other_relevant_info.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College Extension and Outreach Programs indicate institution's dedication to community engagement. Some are as follows:

Medical and Health Sessions: Bone Density, Dental check-ups, menstrual hygiene sessions and Blood Donation Camps provide regular healthcare facilities, and early detection of health issues along with meeting blood requirements of local hospitals.

Awareness Drives: Educate and raise awareness among locals on Ill Effects of Tobacco, Segregation of Waste, Awareness Programme of Dengue and Chikungunya, Save the Girl Child, and Awareness on rights and duties of consumers.

Cleanliness Drives and Sanitation: Plastic Waste Collection, Cleanliness Drive, Temple Cleanliness Drive and Street Play on

cleanliness to promote cleanliness and hygiene in the community by cleaning public spaces.

Career Guidance and Self-Improvement: Provides career guidance and counselling in Commerce & Time Management, Basics of Stock Market Investing, Union Budget for Women Entrepreneurs, Young Leaders Programme etc.

Social Welfare and Service: Promotes financial literacy; encourages students' and staff contribution to society and underprivileged communities through Daanutsav: Donation Drive, Old Age Home visits, Annadaan, etc.

Imparting Wisdom: Awareness sessions conducted on NAAC and NEP for multiple institutions by faculty members as well as peer learning through mentor-mentee programme for Swami Vivekananda College.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college prioritizes the effective delivery of its curriculum as a central pillar of education. It strictly adheres to the University's prescribed curriculum, crafted by the Boards of Studies. Notably, our committed faculty members have played a significant role in curriculum development, actively participating in the Board of Studies and their sub-committees.

In each semester, departmental meetings are convened to assign courses to teachers. During this process, Department Heads (HoD's) and Programme Coordinators (PC's) diligently follow College guidelines. These guidelines stress that no teacher should teach the same course for more than three years. In cases of multiple divisions, courses should be assigned to multiple teachers, with each teacher ideally instructing three, or at least two courses.

Teachers painstakingly prepare course outlines, including weekly plans and strategies aligned with University Ordinances. These plans require approval from the HoD.

At the end of the semester, teachers submit comprehensive course files, including compliance documentation, Internal Student Assessment (ISA) and Semester End Examination (SEE) materials, evaluations, course objectives, class logs, assignments, activity reports, guest lecture records, attendance records, marksheets, and feedback forms. The HoD and Principal meticulously review these course files.

Furthermore, the Principal conducts individual discussions with teachers based on student feedback.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion1/1.1.1_additional_documents.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The College received the Academic Terms from Goa University and prepared the Calendar accordingly. The Examination Committee prepared a detailed template for the Examination Calendar, which has proved very useful in ensuring the timely completion of examination-related work.

Using the template, the Examination Committee prepared a programme-wise, semester-wise calendar covering Intra-Semester Assessment (ISA) and Semester-End Examinations (SEE).

The calendar specified the dates for the announcement of the mode of assessment for non-test ISA's, submission of question papers for written ISA tests and Semester-End Examinations, ISA and SEE marks, lists of students eligible for entitlement marks (for NSS/NCC/Sports/Cultural activities), the commencement of examinations, declaration of results and personal verification.

The Calendar and timetable were displayed on the College website and notice board, to make students aware of all assessment-related dates well in advance. Convenors of Committees/Councils/Cells/Clubs planned their activities according to the Examination calendar and entered them in the Google Calendar of Events 2022-23.

Using the Google Calendar and college website for the past three years has made the process easier and paperless. Every department can mark activities on the calendar and check other department activities as well.

The academic calendar has been added to the website. The faculty and students can access it anytime.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion1/1.1.2_additional_information.pdf

<p>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</p>	<p>B. Any 3 of the above</p>
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

7

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

13

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

524

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

In 2022-2023, the College offered 266 courses across all its programmes. 65 Courses have crosscutting issues as part of the curriculum. Of the 65 courses, 46.15% have a component related to professional ethics, 29.23% contains topic related to environment, 20% to health and wellness and 4.62% include gender-related issues.

All First year students have to complete 2- credit courses on Environmental Studies and the college offers ' Economics of Resources' (Generic Elective) at SY B.Com. In 2022 - 23, TY B.Com students completed projects on Green Initiative: An Analytical Study of Electric Vehicles (EVs) in India, Stress Management of Women Employees:- A Comparative Study of Public and Private sectors in Goa., Implications and Challenges of

implementing E-Commerce in Agriculture.

The Internal Complaints (IC) familiarized First year students and newly appointed staff with the major provisions of the POSH Act and sensitized them about sexual Harassment.

The college conducted a 30 hours Certificate Course in life skills for First year students, which covered areas such as Social Etiquettes and Manners, Gender Sensitivity, Emotional Intelligence, Values and Ethics, Nature and Environment, Health and Wellness, Exercise and Diet, etc.

Thus, all students of the college are sensitized on important crosscutting issues.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

9

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships	
450	
File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
File Description	Documents
URL for stakeholder feedback report	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion1/1.4.1 All Stakeholders Feedback Analysis.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion1/1.4.1 All Stakeholders Feedback Analysis.pdf
TEACHING-LEARNING AND EVALUATION	

2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
1382	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
305	
File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>21 Advanced learners were awarded the VVM Golden Jubilee Scholarship of Rs. 5000/- .Advanced learners can borrow 20 books form the Library as compared to the normal limit of 10 books. Selected students participated in various inter-college academic activities -8 Computer Science students were runners-up at a National Level Technical event. A B.Com student secured First place in the Best Presenter competition; another team won the quiz competition organized by ICAI Goa. 15 BBA students participated in a National Level Inter-Collegiate event. Advanced learners presented papers at a one-day State Level Student Seminar on 'Rediscovering Business Practices Post Covid-19.' Advanced learners participated in Departmental competitions and won the titles of Commerce Wizard of the Year, Economist of the Year and Tech Wizard of the Year.</p>	

25 advanced learners attended a workshop on Creative thinking. 8 advanced learners (PG) provided training sessions to aid 63 TY B.Com students preparing for the GU-ART exam. Advanced learners conducted buddy teaching sessions for weaker students.

Remedial classes and peer learning sessions were held for weaker students identified during mentoring sessions. Weaker students were permitted to appear for a ISA (Repeat) to improve their performance. A bridge course in Accountancy was offered at the beginning of the academic year.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion2/2.2.1_link.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1382	53

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Teachers used several experiential learning techniques. 129 students completed industry internships and received training in Accounting, Inventory management and Software Development. Most TY B.Com student projects were field/primary data based projects and some TY BCA projects were live projects. BBA(FS) students learnt how to carry out online trading. Additionally, 17 industrial and field visits were organized for students of various classes. Students from B.Com, BBA(FS) and M.Com went on study tours to Mumbai, Bangalore and Gujarat respectively. During the "Bazaar Day series" and Diwali Utsav, students gained hands-on exposure to entrepreneurial skills. Participation in Seminars and Business Plan Competitions was also a form of experiential learning.

Participative learning methodologies used by teachers in the classroom include involving students in role plays, debates and group discussions, getting students to write blogs and make videos.

Teachers employed cooperative learning techniques such as jigsaw, four corners and round robin and collaborative learning techniques, including flipped learning, group projects, group assignments, research paper presentation and analyses, peer learning, buddy teaching and team building games and activities.

Problem-solving methodologies employed by teachers encompassed case studies, analysis of financial statements and practical problem-solving exercises. Students attended a workshop on Creative Thinking.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion2/Final_2.3.1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

All classrooms being ICT-enabled classrooms with LCD projectors, speakers and Wi-Fi routers, and teachers having been issued individual laptops, they teach using PowerPoint presentations, video clips, YouTube videos and resources from the virtual Commerce Lab. Teachers created templates, collected case studies and material for their courses, uploaded them on the Virtual Commerce Lab, and used them for teaching. Teachers use the Interactive Smart Board in the Smart classroom.

The computer labs have all the software required for the various courses and are equipped with projectors and Wi-Fi routers.

4 teachers developed e-content and contributed to the DHE DISHTAVO project. Microsoft Teams and Google Classroom were used for teaching and assessment. Course plans, attendance records and internal marks were uploaded on IAIMS and Fedena. Google Workspace facilitated lectures, webinars, quizzes and online competitions. Nearpod was used to conduct quizzes.

Teachers and students were guided on how to use the Library's e-resources such as NDLI, N-List, Indiastat and the Pearson Digital Library. Teachers asked students to refer to e-resources for their assignments/projects.

An advanced learner taught her classmates how to upload videos to Google Drive and YouTube, and obtain shareable links. Students successfully completed IRDA and NASSCOM online certification examinations.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

50

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

53

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

404

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

To ensure transparency, students were made aware about the pattern of internal assessment, at the commencement of the academic year. The eligibility criteria for SEE was clearly informed. The Assessment Calendar was displayed on the College website in advance and students were made aware of the same.

The College conducted ISAs as were required by the relevant Ordinances and additional ISAs were arranged for students who missed the regular ISA or wished to improve their performance.

The Examination Committee circulated the Examination Manual and Assessment Grid among all faculty members. Timely instructions for supervisors, evaluators and students were issued in to ensure robust conduct of the examinations. Teachers encouraged students to complete certificate courses, internships and MOOCs Courses pertaining to their relevant subject area as an option for ISA I instead of assignment. After the ISAs, students were shown their answerbooks. ISA marks were entered in respective portals to enable students and parents to check the marks. Students could apply for personal verification to their assessed end semester answerbooks.

Open house was held for all programmes wherein the mentors met their mentees and parents to discuss their SEE performance and ways to improve performance in the next semester.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.damodarcollege.edu.in/newsite/wp-content/uploads/2023/11/Examination-Manual.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The B.Com, BCA and B.Voc. Ordinances provide for personal verification of answerbooks at Semesters I-IV. The mechanism adopted by the College with regards to grievances is preventive and student friendly. The redressal of student grievances took less than 20 days. The Notice for personal verification was displayed the day after declaration of results, students were given 7-10 days to apply and the date for personal verification was fixed after 5-7 days. The entire process of personal verification was completed within 15 days from the declaration of

the result. Once the students apply, only to ensure transparency, in the presence of the Principal, the examiners concerned explained to the students the rationale for the marks assigned. After Personal Verification, the student stated whether he/she was satisfied/not satisfied. If the student was not satisfied, the case was then referred to the Exam Related Grievance Committee. The members then met and reviewed the applications. However for the Academic Year 2022-23, no cases were reported to the Exam Related Grievance Committeesince students were satisfied after the verification.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.damodarcollege.edu.in/grievance-redressal-cell/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The POs and PSOs of all the programmes offered by the College are available on the College website. During the Deeksharambh programme, students were introduced to the concept of POs and PSOs and were asked to visit the website for further details. Teachers drew up the Course Outcomes (COs) of the courses allotted to them in a manner so as to ensure that POs, PSOs and COs were all in alignment. These were included in the Course Outlines/ Plans uploaded by teachers on IAIMS. Students were made aware of the COs/ LOs when teachers discussed the Course Outlines at the start of the Semester. Students were also advised to log into IAIMS and see the COs and LOs of their individual courses. Teachers planned and designed their classroom sessions around these outcomes. Students were further informed that In-Semester and End-Semester Assessment would be focused upon measuring attainment of these outcomes. Teachers employed diverse pedagogical approaches, viz. participatory learning, collaborative exercises, problem-solving techniques, and practical sessions to actively engage students in the learning process. They incorporated flipped learning, case studies, student-led seminars and presentations, guest lectures, and role-play scenarios to foster a deeper understanding of complex concepts and principles.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion2/final_2.6.1_as_on_30-10-23.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

As part of an FDP organized by the IQAC and TEL Cell, Chowgule College faculty conducted a hands-on session on the Applications of Bloom's Taxonomy, where teachers were trained in crafting questions tailored to align with Course Outcomes (COs) and Program Outcomes (POs).

Subsequently, all teachers prepared COs at different levels of Cognitive Learning as per Bloom's Taxonomy. They then assessed the attainment of POs and COs through assessments, some examples of which are:

1. Students put up stalls and were assessed on their proficiency in sales and marketing strategies.
2. Some students participated in real-time quizzes and questionnaires hosted on a Forex market website, and their performance was assessed and graded.
3. Students' proficiency in creating animated videos was tested in one course.
4. End-Semester examinations of all courses had questions that tested 4 Cognitive Levels, viz. knowledge, understanding, application and analytical ability.

Teachers recorded marks in Excel sheets indicating the alignment and achievement of COs and POs. In these sheets, educators constructed assignment matrices, log test and assignment scores, and mapped the data to ensure an effective evaluation process.

A variety of co-curricular and extra-curricular activities were organized towards attainment of Programme Specific Outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion2/paste_link_for_additional_information.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

340

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion2/Scanned Annual Report.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion2/Student_Satisfaction_Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Nil

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Diwali Utsav, Bazaar Days, Khana Mela and Sip N Snack Bazaar

offered students a platform for business exposure. Budding Entrepreneurs amongst the college students were felicitated. Pitch your Business Idea and Tech Tank encouraged young business minds. Techweek 2023, a first-of-its-kind state level techno-edutainment event was organized. Two students won one year of free mentorship from FiiRE via Entrepreneurship Boot Camp. A student underwent Internship with student Entrepreneur. Students submitted innovative assignments in the subject of Entrepreneurship, worked on live projects of companies and developed open source softwares as part of their TY Projects, whereas some utilized the incubation center to work with companies during their on job training. Certain students were paid by the college for their services: to design brochures for the undergraduate programmes of the college, to design college Golden Jubilee logo and to make college Golden Jubilee video. Visit to Rasraj Farms acquainted the students with farming entrepreneurial venture. Faculty Development Programmes on SPSS and Workshop on Primary and Secondary Data Analysis provided Practical training on data analysis. Some students pursued Udemey's online certificate course 'Global Marketing Research and Analytics'. The Departments of Commerce, Economics & Banking and Physical Education organized National and International Conferences.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion3/Paste_link_for_additional_information.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

35

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://www.damodarcollege.edu.in/research-page/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers

in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College Extension and Outreach Programs serve as a prime example of its commitment to engaging the community through a range of initiatives.

Regular Bone Density, Dental Check-Ups and Three Blood Donation Camps provided healthcare services, health education and early diagnosis of health conditions while also meeting the blood needs of nearby hospitals.

To educate local communities, awareness drives such as tobacco's negative effects, waste segregation, dengue and chikungunya, saving the girl child and consumer rights and duties are held regularly.

To promote community cleanliness and hygiene in public areas students participated in plastic waste collection, cleanliness drives, temple cleanliness campaigns, and street plays.

Career direction and counseling in business and time management, Canva as a learning resource, instructed Stock Market Investing Fundamentals, explained the Union Budget for women entrepreneurs, conducted Young Leaders Programs and offered Career Guidance for school students to provide career direction and self-improvement.

For social welfare and service, the college encouraged students to contribute towards the society and underprivileged communities through activities like Daanutsav: Donation Drives, visits to Old Age Homes, addressed Post-Pandemic Concerns, Adoption of Anganwadis under the National Education Policy, Pustak Dana, and New Year Celebration at Jyot School.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/nss/#1652787093927-359a9976-ed4c
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

42

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1153

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

2

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

26

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

A. DIRECT LEARNING FACILITIES

The College has 45 ICT-enabled classrooms with LCD projectors, speakers, routers for Wi-Fi connectivity, CCTV cameras and UPS backup. There is an air-conditioned 80-seater Smart Classroom having a smart podium and an interactive board. There are 7 recording rooms, 4 computer laboratories with 23, 21, 24 and 12 systems respectively and a UGC Network Resource Centre.

The College has provided 47 laptops and 9 pen tabs for faculty use. Students and teachers have access to a NAS server for storing and retrieving learning and Library resources.

B. LEARNING SUPPORT FACILITIES

The College Library houses over 35000 books, periodicals, journals and e-resource subscriptions. Students utilize a PC-cum-TV - Vigyankosh - and 5 systems in the Reading Room for collaborative work. There is a Research Room that can accommodate 6 research scholars, an Incubation Centre, a Skill Development Centre and 2 Meeting rooms. For seminars/conferences and major activities, the College has 2 halls with capacities of 300 & 150 respectively. There are 3 staffrooms, a Counsellor's Cabin, Principal's and Vice-Principal's Offices, Administrative Office, Examination Section, IQAC Room and Sports Director's Office.

The premises are under comprehensive CCTV surveillance and a 250 KVA diesel generator ensures uninterrupted power supply.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/infrastructure/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College has a Multipurpose Hall used for all indoor sports and games. It houses a wooden badminton court and facilities for table-tennis, carrom, chess, weightlifting, powerlifting, bodybuilding, tennikoit, taekwondo, judo, yoga etc. It is a venue for intra-mural and inter-collegiate events. Two playgrounds - Ground 1 measuring 1350 Sq mtrs, and Ground 2 measuring 8450 Sq mtrs, are utilized for outdoor sports like football, cricket, handball, volleyball, athletics, kabaddi, kho kho, etc.

The College makes arrangements for the lawn tennis, swimming and basketball teams to utilize the facilities at neighbouring clubs and a school.

There is a well-equipped Gymnasium with a 4-station multi-gym, a motorized Treadmill, a weighing scale, dumb bells, dumb bell stand, bar weight plates, kettle bells, Leg curl & leg extension, squat rack, bench press, chest fly and an exercycle.

Intra and Inter-College activities such as singing, dance, fashion shows, skits, Farewell function, Graduation Day etc. are organized in the Multipurpose Hall, Hall 1 and Hall 2. The Smart Classroom measuring 100 Sq mtrs is also used for debates, elocution, quizzes and workshops along with Hall 1 and Hall 2.

The College has NCC/NSS rooms and a Students' Consumer Cooperative Society.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/campus-life/cultural-council/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

48

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollge.edu.in/infrastructure/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

136.99

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The entire Library collection is bar coded and users get email alerts every time books are borrowed or returned. Users' identification is by way of the bar codes on their I-cards.

The College had NewGenLib LMS. In June 2022, the College introduced Koha LMS, with modules such as Circulation, Cataloguing, Patrons, Serials, Reports, Lists, Tools, Course Reserves, Koha Administration and Authorities. In order to

facilitate smooth transition from NewGenLib to Koha, both LMS were functional for some time.

TheLibrary is a member of the INFLIBNET N-List Consortium, NDLI, and Pearson Digital Library. E-resources include IndiaStat.com. In ICT-enabled Library services, Shodhgyan Current Content was introduced wherein the Cover page and Content of Magazines and Journals are captured and combined into a PDF file and shared as a Current Awareness service.

The Library page on the College Website has a Knowledge Portal and Subject Gateways. 10 Library applications have QR codes viz Books to Read, New Arrivals, Question Papers, NDLI Club, Digital Library, Subject Gateways, Knowledge Portal, Media Coverage, Syllabus and Published papers. Library & Reading Room are Wi-Fi enabled. The Reading room has a wall-mounted PC-cum-TV 'Vigyankosh' a browsing section with 5 laptops and 2 Digital Display boards.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.damodarcollege.edu.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

11.38

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

11

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has provided 45 desktops and 41 laptops upgraded with SSD for student

use and 47 laptops are issued to teachers. A NAS server with 4TB storage capacity is

used for backup and storage. All classrooms and computer laboratories have mounted

LCD Projectors. A 65" Smart TV is installed in the Meeting Room and an 86"

Interactive Smart Board is installed in the Smart Classroom.

The College has a smart podium with an interactive monitor and sound system. Pen-

tablets, wide-angle HD Webcams and noise cancellation microphones are available

for webinars and online sessions.

The surveillance system is upgraded with IP cameras, and 100 IP Night-vision

cameras were added. Printer/Copier machines, I-Card Printer, scanners, Digital

Display Boards and an IPPBX system are other IT facilities. 20 UPS and Speakers

were purchased to support the ICT in classrooms. 5 wireless microphones with

headband mic were also acquired. The 2 Halls were equipped with Sound Systems.

College has all required software such as antivirus, Tally-ERP, CMS, Adobe

Photoshop and CorelDraw.

The Campus is Wi-Fi enabled having a leased line internet connection with LAN

configuration speed of 100 Mbps/1000/Giga, and 65Mbps bandwidth, renewed for 1

year from 4thJanuary 2022.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/campus-life/infrastructure/

4.3.2 - Number of Computers

86

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
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File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

96.72

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Classrooms and Laboratories are assigned to specific classes. Facilities such as the smart classroom, halls, sports facilities, etc. are booked upon prior intimation. The Library and Reading Room are open from 8:00 a.m. to 4:45 p.m.

The Maintenance Policy lays down procedures for maintenance of movable and immovable assets. The College follows GFR 2017 for

purchases of goods and services, award of AMCs, etc. The Fire Insurance Policy for the building and all equipment is renewed annually. Firefighting equipment is maintained regularly.

The Office is responsible for maintenance of all assets including fixtures, basic amenities, IT, Library and Sports facilities as per the laid-down procedures. Maintenance of elevators, generators, photocopiers, ACs etc. is ensured by entering into AMCs after expiry of warranty. All unserviceable items are disposed after following proper procedure.

Non-functioning of IT and non-IT facilities is reported to Email ids - itsupport.sdccce@vvm.edu.in and support.sdccce@vvm.edu.in respectively. Minor faults & repairs are handled by trained staff and major issues are handled by Vendors/service-providers. Software Licenses are renewed regularly.

CCTV surveillance and security & housekeeping services ensure campus security and cleanliness. VVM and its designated committees/staff looks after construction & maintenance works and periodical inspection of Canteen.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.damodarcollege.edu.in/download/s/agar/2022-23/criterion4/4.4.2_Web_Links_Policies_Manuals.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

116

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

38

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://www.damodarcollege.edu.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1000

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1000

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

53

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

38

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

33

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college actively involves students in decision-making processes by nominating them to various councils, committees, cells, and clubs, based on their demonstrated interest and talents in specific areas. Student members play crucial roles in planning and executing various activities.

To ensure a ragging-free campus, the statutory Anti-Ragging Committee(ARC) included 2 student members, the Internal Committee(IC)had 2 student members and the Grievance Redressal Committee(GRC)comprised of 3 student members.

The Executive Committee of the Students' Consumer Cooperative Societybenefits from student members who contribute to its operations by undertaking various tasks.

Student representatives on the IQAC, Library Committee, Examination Committee, NSS Advisory Committee and the Placement Cellprovide valuable suggestions and feedback. The Institution's Innovation Council(IIC) is comprised of 12 student members actively participating in activities designed to promote entrepreneurship.

Students are well-represented on the Students' Council, Cultural Council, and Sports Council and help in organizing a diverse range of in-house as well as inter-collegiate events.

Overall, the college fosters a culture of student engagement and participation across various facets of campus life, empowering them to contribute to the institution's growth and development.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/#
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

83

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Ex-Students Association, established in 2016, has played a pivotal role in the institution's governance. Alumni actively participate in the major decision-making bodies, viz. the Board of Management, College Governing Council, and the IQAC. In 2022-2023, 16 faculty members and 14 non-teaching staff members were College alumni.

Alumni collaborated with the Western India Regional Council of the Institute of Chartered Accountants of India, Goa Branch, to organize a Career Counseling Programme on Chartered Accountancy and Financial Tax Literacy led by an alumnus who is the Secretary of ICAI Goa Chapter. During the year, the Alumni Engagement Cell launched the Alumni Reconnect Series, wherein it arranged 7 interactive sessions between current students and alumni.

Additionally, fourteen alumni served as Resource Persons, two as Chief Guests and Keynote Speakers, and ten as judges for a range of functions and competitions, including mega events such as Techweek and Anantara. Under the guidance of the alumnus member of the IQAC, the College began the process of digitizing the dead stock register.

An alumnus contributed towards the part payment of fees of three BCA students. The Association organized a gala Golden Jubilee Reunion in association with the Alumni Engagement Cell.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/alumni/#1653032377655-c881e33e-5a9b
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Vision and Mission statements show that the College sees itself as a torchbearer providing students with holistic, quality education.

As a torchbearer, VVM announced Upliftment Scholarships and Talent Scholarships to mark the College Golden Jubilee year. The

College also introduced the BBA programme.

The efforts to provide quality and holistic education to students are visible in the academic, co-curricular and extra-curricular activities undertaken during the year.

Beyond-syllabus academic activities for students included guest lectures, study visits, industrial visits, field trips, short courses, add-on certificate courses and workshops which contributed to skill development and practical knowledge of students.

Other aspects of students' development were taken care of by the Students' Council, Cultural Council, Sports Council, Career Cell, Placement Cell, Students Welfare Cell, Women's Cell, NSS, NCC, Skill Development Centre, etc. through events, competitions, community service. All the College Committees/Councils/Cells/Clubs have student-members who take care of the organization of all intra-college and inter-college events.

The College met the full expenditure for a capacity building workshop for students from socioeconomically challenged backgrounds, organized by the IQAC, SC/ST and OBC Cells.

Thus, the governance is in line with the Vision and Mission, with the College committed to students' all-round development.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The College practices decentralization and participative management in all aspects of its functioning. The Vice-Principal, IQAC Coordinator, Programme Coordinators and HoDs are involved in all academic decisions. The College Director of Physical Education and Sports and the College Librarian run their Departments independently, keeping the Principal informed. The Head Clerk and Accountant manage the administration following all rules and procedures and the System Administrator oversees all IT-

related matters.

The Principal, Vice-Principal, IQAC Coordinator and Convenor of Students' Council are members of the Governing Council (GC), which approves budgets and audited accounts, approval of workshops/ seminars/ conferences, events etc. for expenditure up to Rs. 2 lakhs. The GC approves the Annual Report, E-Governance Report, etc.

The Principal is an invitee to all meetings of VVM's Board of Management and the Core Committee.

The College has appointed Programme Coordinators and Department Heads, who manage all academic matters of their programmes/ departments, such as planning, course allotment and workload distribution, timetables, examinations, pedagogy, seminars/conferences and events. These are then discussed with and approved by the Principal.

The College has about 65 Committees/ Clubs/ Cells/ Councils, each made up of faculty members and students, which plan and implement the annual activities, keeping the Principal informed.

File Description	Documents
Paste link for additional information	https://www.damodarcollge.edu.in/organogram/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Damodar@50, the Perspective plan had suggested measures for implementation by end-2023.

Implementation:

Students completed certificate courses in domain-related areas, e.g. Digital Marketing, MS Excel, Technical Analysis of Stocks, Creative Thinking, Front End Development, etc. Undergraduate students completed 2040 MOOCs.

Industry-academia partnership was fostered through MOUs with Xerviz Wlobal, 91HR, BSE Brokers' Forum, and EduAdvise

International.

All teachers participated in an FDP - Technology for Educators, while some attended FDPs in their respective disciplines.

An NCC(Army) cadet took part in the I-Day Camp and RD Parade. NSS volunteers participated in Adventure Camps and NICs. Teachers attended a Research Methodology FDP organized by the College. A faculty member won the Best Research Paper Award instituted by VVM.

As a step towards asset register digitization, all assets were recorded in an Excel file.

Students participated in a Business Plan competition, attended an Entrepreneurship Boot Camp, showcased their skills in an Akash Kandil making competition, put up stalls during the Bazaar Day series and exhibited their own products at Diwali Utsav.

Best Practices include Workshop on Creative Thinking, Completion of MOOCs courses, Entrepreneurship Boot Camp, Initiation of Digitization of Dead Stock Register, Scholarship Mela, Capacity Building Workshop and Diwali Utsav.

College also drew up and submitted an Institutional Development plan under NEP 2020.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.damodarcollege.edu.in/infrastructure/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Meetings of the Board of Management (BoM), Core Committee (CC) and Governing Council (GC) were held regularly. The BoM and CC decided on policy issues as well as matters such as academic progress, infrastructure development, and resource mobilization and utilization. The GC approved proposals for purchases, student activities, e-governance report, annual report, budgets, etc.

VVM has issued a Code of Conduct, IT Policy, Sports Policy, Policy for Retiring Staff - all of which the College follows.

The College Organogram is accessible on the website. The IQAC met regularly, and all Councils/ Cells/ Clubs/ Committees met at least twice during the year. Regarding staff appointments and service regulations, the College follows Goa University Statutes and Circulars for teachers and Government of Goa's RRs for non-teaching staff.

An email is sent to all teachers twice a year, calling for applications for career advancement, and the career advancement/promotion of non-teaching staff is carried out as and when it falls due

The College maintains the post-based roster for all Regular, Contract and Lecture basis posts. The College follows General Financial Rules 2017, and VVM guidelines in matters of purchase and disposal. Financial powers have been delegated to the Principal and the Accountant.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion6/6.2.2.pdf
Link to Organogram of the institution webpage	https://www.damodarcollege.edu.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The College has several welfare measures for the teaching and non-teaching staff. During 2022-23, permanent staff have availed Children's Education Allowance, Leave Travel Concession, Childcare Leave, Earned Leave, Half Pay (Commutated) Leave and Paternity Leave.

Faculty of the Self-Financed Programmes with at least 3 years of service have been granted tenure contracts and 8 days EL per year. Non-teaching staff of these programmes are entitled to 15 days EL per year after one year and are reappointed every year with an annual performance-based increment of 8-12%. All staff members who have been with the College for at least 3 years are provided health insurance cover for themselves and their families for an amount of Rs. 1 lakh.

Members of VVM Employees' Cooperative Credit Society get loans at a concessional rate of 10.5% and receive 8.5% interest on deposits. All full-time teachers are issued College laptops. Teachers were offered interest-free loans for buying laptops. A Bone Density Detection Camp and a COVID-19 Booster Dose Camp were organized for staff.

The Recreation Cell celebrated Ganesh Chaturthi, Navratri, Diwali and New Year. Summer Potluck and field trips to Nandanvan and Holiday Inn Resort were organized for the staff.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion6/Additional_Information.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

9

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

11

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

11

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teaching Staff

The College followed the appraisal scheme laid down in the Goa University Statutes, viz. Performance Based Appraisal System

(PBAS). Regular faculty members submitted their PBAS forms at the end of the Academic year which were checked and authenticated by the IQAC, and signed by the Principal. These Appraisals record and review the teachers' performance in teaching, participation in other academic activities, participation in extra-curricular activities and research.

Students' feedback about teachers was collected and made available to the respective teachers. Where student feedback is not positive, the Principal discusses the feedback with the teacher and suggests areas and means for improvement.

Non-Teaching Staff

The performance of non-teaching staff was recorded in the Confidential Reports prepared by the Head Clerk and reviewed by the Principal. The College follows the appraisal scheme laid down by the Directorate of Higher Education. The Confidential reports were prepared in April 2023 for the period 1st April 2022 - 31st March 2023.

In the case of non-teaching staff in the self-financed programmes, an appraisal committee comprising the Principal and Vice Principal reviewed the performance of these staff members and recommended the quantum of the increment (between 8 and 12%).

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion6/upload.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The statutory financial audit of College accounts was conducted by an external auditor. All programme accounts were finalized and submitted to the auditor for audit by end-June, including income-expenditure statements and balance sheets. The audited statements were duly signed by the Authorized signatories and the Chartered Accountant.

The audit ensured compliance with regulations, procedures, policies and examined receipts, journal, payments, purchases, contra vouchers, salary disbursements, TDS, Income Tax, GPF, NPS, and salary deductions. There were no objections from the auditor; any clarifications sought were immediately replied to.

The audited accounts were placed before the VVM AGM on 15th September 2023 and approved. The accounts of the aided programme (B.Com) were sent to DHE in October 2023.

The DHE regularly conducts government audit to ensure the proper utilization of salary and non-salary grants and adherence to established procedures. A comprehensive government administrative and financial audit covering the period from 2012-13 to 2019-20 was initiated in March 2021, with the report being received in November 2021. The College provided comprehensive responses to the audit queries and is currently awaiting further communication from the DHE.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion6/6.4.1_6.4.2_Statement_of_Accounts.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

4,01,000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Resource mobilization policy comprises:

A. Planning Infrastructural requirements: BoM manages financial needs for academic programs to meet affiliation criteria and offer administrative support.

B. Funds Mobilization: A Resource Mobilization Plan is devised based on student intake.

C. Monitoring Fund Utilization: Routine purchases undergo scrutiny by LDC, UDC, and the Accountant. After approval by the Principal, bills are settled through Net Banking.

1. The College receives the salary grant for staff of the aided programme from the Directorate of Higher Education. Staff members appointed under the self-financed programmes are paid salaries out of fees collected from students.

2. The College is entitled to an annual non-salary grant of Rs. 35 lakhs from the DHE in addition to the fees collected from students; an additional grant of Rs. 15 lakhs is available for Housekeeping, Gardening and security services.

D. Optimal Utilization: All non-routine financial transactions and purchases require GC/BoM approval. Limited Tender Enquiries or Quotations are sought by the college, and the lowest quotation is selected. The BoM oversees the overall fund utilization.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion6/6.4.3_Merged_doc.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Two practices institutionalized as a result of IQAC initiatives are:

'Scholarship Mela'

The 'Scholarship Mela' functioned as a venue where students could explore and submit applications for scholarships offered by the institution, private businesses, and both state and central governments. This event enabled students to secure financial support for their higher education and stay updated on available scholarship options. Faculty members offered assistance in the application process, resulting in students being awarded various scholarships from both Central and State governments, as well as a private company.

"Diwali Utsav''

This event aimed to promote entrepreneurship among Self Help Groups, special school children and teachers, and college students. It provided a platform generously offered by the college to encourage entrepreneurial spirit and give back to society. These stalls symbolize creativity and entrepreneurship, uniting people from diverse backgrounds and interests, nurturing a sense of community.

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/downloads/agar/2022-23/criterion6/6.5.1_paste_link_for_additional_info.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Review of the teaching-learning process and reforms implemented through IQAC involved the following two aspects:

1. Outcome-Based Education (OBE):

To implement outcome-based education (OBE), the College conducted a 7 day FDP for Educators to highlight the importance of integrating technology and applying Bloom's taxonomy in formulating course outcomes (COs) aligned with the course structure and syllabus This is a crucial step in OBE, as it sets the criteria for measuring and mapping both course and program

outcomes. Throughout the year, instructors designed semester question papers in accordance with course outcomes and cognitive levels.

2. Utilization of Electronic Resources for Teaching and Learning:

The College has access to three subscriptions in this area: INDIA.STAT, N-LIST (National Library and Information Services Infrastructure for Scholarly Content), and Pearson E-Library. N-LIST offers access to e-resources across various domains, while INDIASTAT provides socio-economic statistical data. Pearson E-Library offers students convenient access to a high-quality collection of academic eBooks. Both students and faculty can access these e resources using their college email IDs. Additionally, students engaged in online courses as part of their assessments, adding depth to their learning experience

File Description	Documents
Paste link for additional information	https://www.damodarcollege.edu.in/download/s/agar/2022-23/criterion6/6.5.2_paste_link_for_additional_info.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion6/Annexure-IV-Principal_Annual_Report_2022-23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Males

Females

Males: Females

Students

775

624

775:624

Academic Staff

15

54

5:18

Non-Academic Staff

17

13

17:13

Total

807

691

807:691

The College Proctorial Board maintains discipline, and ensures safety and security of students on the campus. As part of Deeksharambh, the Internal Committee conducted an orientation for all First Year students about sexual harassment and the redressal mechanism. The Department of Sports conducted a 30-hour Certificate course in Self-Defence for girls. The Women's Cell and the IC organized a session on "POSH & Bystander Intervention" which highlighted how sexual violence can be prevented at the workplace, and a session on 'Menstrual Hygiene' . 5 selected students attended the 'Rainbow Ambassador Training' conducted by Red Dot Foundation which works in the areas of gender and safety planning. The objective of the training was to make students aware of inequality, harassment, digital safety & Indian laws. After their training, the students organized events and roles plays on the POSH Act and related issues for other students. A Bone density Camp was organized for VVM staff. The Women's Cell felicitated 50 women ex-students for their achievements in various fields.

File Description	Documents
Annual gender sensitization action plan	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion7/7.1.1Annual_Gender_Plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion7/7.1.1Relevant_Document.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College does not generate liquid waste, biomedical waste, hazardous chemical and radioactive waste.

Solid waste management

Composting is carried out with the wet waste that is produced in the canteen.

The use of paper is minimized by the following measures:

1. Two-sided printing and photocopying
2. Digital Display Boards and website for Notices
3. Leave applications and payslips through Fedena
4. Digital Platform for assignments
5. Use of EmSigner for Office Automation - certificates and internal Notices are created only in Digital form and signed digitally

The NSS Unit regularly conducts cleanliness drives in the campus and the surrounding areas. The collected waste is segregated and collected by the municipality. NSS volunteers participated in the dry waste and E-waste collection drive organized by Margao Mahila Mandal.

E-waste management

The College has periodically disposed of its electronic trash by delivering it to organizations that have been approved by the Goa State Pollution Control Board.

The IT staff of the College use parts from unserviceable electronic items such as computers and projectors to repair functional items. As part of the effort to 'reduce' use, the College purchased 1 single large 3KVA UPS for the labs instead of multiple small ones for each system.

The NSS Unit conducted an e-waste drive; Lions International in association with Vasundhara (Green Club) inaugurated e waste collection drive in the college premises. The e-waste District Coordinator highlighted the harmful effects of e-waste through a video presentation and encouraged students to participate in the e-waste drive.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Institution undertook various initiatives and efforts to promote inclusivity as it enriches the educational experience beyond just acknowledging differences.

Merit-based admission to the college is granted in compliance with the Goa government's reservation policy.

The following number of students from the reserved category were admitted to various programs in 2022-2023.

Category

No of Students

OBC

24

SC

110

ST

171

The college conducted 30-Hour Capacity Building Workshop for students from underprivileged backgrounds. This workshop aimed to improve and raise the abilities required for efficient writing

and verbal communication.

Students of the self-financed programs were permitted to pay fees in four installments.

All staff members participated in the Ganesh Chaturthi, Diwali, Navratri and Christmas celebrations organized by the Recreation Cell. The Cultural Council organized an Inter-Collegiate Ghumat Aarti Spardha.

The Department of Management Studies and Department of Economics in association with the Directorate of Women and Child Development and Aamhi Udyogini Pratishthan, Margao organized "Shree Damodar Diwali Utsav, where Self Help Groups, children and teachers of special schools put up stalls to sell their wares.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

As part of their Life Skills Certificate Course, First Year students attended sessions on Combating Street Harassment, Humanitarianism and a session on The Positive Universe by Brahmakumaris.

To commemorate Constitution Day, students and teachers took a pledge to abide by the Fundamental Duties as enshrined in the Constitution and jointly read the Preamble to the Constitution.

To raise public awareness, students performed a street play 'Jago Grahak Jago' on 'Consumer Rights Day'. NSS volunteers performed a street play on cleanliness and hygiene, visited Old Age Homes and spent time with the inmates. They also spread awareness about Protection against Dengue and chikungunya, AIDS, etc.

The Women's Cell organized a session on "POSH & Bystander Intervention" for staff and students of the College. The session highlighted means to prevent sexual violence at the workplace.

A poster competition on "Mental Health Care for All" was conducted by the NCC Naval Wing on World Mental Health Day. Students attended a session on "India in the contemporary world" which highlighted the importance of defense education in the education system.

Students participated in National Swachh Sagar, Surakshit Sagar Abhiyan: Beach cleaning drive organized by the Indian Coast Guard.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion7/7.1.9Relevant_Document.pdf
Any other relevant information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion7/7.1.9details_of_activities.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College observed various National and International Days and festivals.

The College conducted a Poster Making Competition on World Mental Health Day, a tree plantation drive on World Earth Day, a Bone Density Detection Camp on International Women's Day, a video screening on World Sparrow Day, a Photography Competition on International Biological Diversity Day and an Online Quiz on World Environment Day.

World Friendship Day was celebrated through off-stage and on-stage activities. Tech Week showcased students' talents celebrating which day? It was not observed as any specific national or international day. and International Yoga Day featured various asanas. International Youth Day featured a Youth and HIV/AIDS poster competition and on National Youth Day, students attended a session on Swami Vivekananda. Independence Day, Republic Day and Goa Liberation Day were marked by flag hoisting and cultural programmes.

The College celebrated Ganesh Chaturthi, Navratri, Diwali and Christmas, and hosted Shree Damodar Diwali Utsav with stalls by Self-Help Groups and Special Schools.

The College observed Teachers' Day, Mahatma Gandhi essay competition on Martyrs' Day, Unity Chain and Unity Run on Rashtriya Ekta Diwas, Vigilance Awareness Week activities, Traditional Games on National Sports Day. On Armed Forces Flag Day, funds were raised by selling flags to support our armed forces.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Scholarship Mela

Scholarship Melas are organized to familiarize students with the various scholarship opportunities available and encourage them to avail of them. During the Scholarship Mela, students were informed about the amount of each scholarship, the application procedure, the documents needed, etc., and were told to apply on time. The teachers demonstrated a step-by-step procedure on how to apply for scholarships. As a result of the initiative, many students applied for the scholarships. For the first time, two students received the Reliance Jio scholarship. The challenge faced by the institution was that some students were reluctant to disclose their financial status.

????????? ????????

The Institution organizes pop-up bazaars during festivals for the SHGs and local self-employed people, special children, and students, with a free platform to display and sell their products. Participants are provided free stalls to display their handcrafted items such as jewellery, clothing, home decor, traditional sweets, and savouries specially made during festivals. All participants make brisk sales during this time and get a platform to promote their products. The response is always overwhelming since the whole setup is provided free.

File Description	Documents
Best practices in the Institutional website	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion7/7.2_Best_practices.pdf
Any other relevant information	https://www.damodarcollege.edu.in/downloads/aqar/2022-23/criterion7/7.2_any_other_relevant_info.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College Extension and Outreach Programs indicate institution's dedication to community engagement. Some are as

follows:

Medical and Health Sessions: Bone Density, Dental check-ups, menstrual hygiene sessions and Blood Donation Camps provide regular healthcare facilities, and early detection of health issues along with meeting blood requirements of local hospitals.

Awareness Drives: Educate and raise awareness among locals on Ill Effects of Tobacco, Segregation of Waste, Awareness Programme of Dengue and Chikungunya, Save the Girl Child, and Awareness on rights and duties of consumers.

Cleanliness Drives and Sanitation: Plastic Waste Collection, Cleanliness Drive, Temple Cleanliness Drive and Street Play on cleanliness to promote cleanliness and hygiene in the community by cleaning public spaces.

Career Guidance and Self-Improvement: Provides career guidance and counselling in Commerce & Time Management, Basics of Stock Market Investing, Union Budget for Women Entrepreneurs, Young Leaders Programme etc.

Social Welfare and Service: Promotes financial literacy; encourages students' and staff contribution to society and underprivileged communities through Daanutsav: Donation Drive, Old Age Home visits, Annadaan, etc.

Imparting Wisdom: Awareness sessions conducted on NAAC and NEP for multiple institutions by faculty members as well as peer learning through mentor-mentee programme for Swami Vivekananda College.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. The institution aims to pursue various research grant opportunities, both major and minor, to support significant research projects. By doing so, the aim is to drive impactful research initiatives, ultimately elevating our academic standing and playing a crucial role in the propagation of knowledge.

2. Initiative to establish a Language Laboratory as a resource to enhance linguistic skills by focusing on regional and foreign languages, a Fintech Laboratory which will serve as a hub for financial technology innovation and learning, as well as a Simulation Laboratory to create a safe, controlled environment for practical learning, especially in fields like healthcare, and business.
3. Integrate solid waste management practices into institutional policies and daily operations. Implement a waste segregation system to categorize waste into recyclables, organic, and non-recyclable materials. Implementation of recycling programs covering paper, plastic, glass, and electronic waste.
4. Assess the feasibility of various alternate energy sources which could be adopted, and suitable for the institution/organization.
5. Dissemination of the Indian Audit system through conducting workshops and seminars for educational institutions, and the community. The institution shall encourage the inclusion of audit-related projects as part of students' academic activities.
6. To make infrastructure more disabled-friendly.