

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# NAAC

## **VISION**

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## **MISSION**

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## **Value Framework**

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

## Contents

	Page Nos.
1. Introduction	..... 4
2. Objective	..... 4
3. Strategies	..... 4
4. Functions	..... 5
5. Benefits	..... 5
6. <i>Composition of the IQAC</i>	..... 5
7. The role of coordinator	..... 6
8. Operational Features of the IQAC	..... 6
9. Monitoring Mechanism	..... 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC	..... 8

### Part – A

11. Details of the Institution	..... 9
12. IQAC Composition and Activities	..... 12

### Part – B

13. Criterion – I: Curricular Aspects	..... 14
14. Criterion – II: Teaching, Learning and Evaluation	..... 15
15. Criterion – III: Research, Consultancy and Extension	..... 17
16. Criterion – IV: Infrastructure and Learning Resources	..... 20
17. Criterion – V: Student Support and Progression	..... 22
18. Criterion – VI: Governance, Leadership and Management	..... 24
19. Criterion – VII: Innovations and Best Practices	..... 27
20. Abbreviations	..... 29

---

*Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponmudiraj, Assistant Adviser, NAAC*

# ***Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions***

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;

- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local

society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

### **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

### **Monitoring Mechanism**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([naac.aqar@gmail.com](mailto:naac.aqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.



# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

Carmel College of Arts, Science and Commerce for Women

1.2 Address Line 1

Nuven

Address Line 2

Salcete

City/Town

Margao

State

Goa

Pin Code

403604

Institution e-mail address

carmelcollege64 @gmail.com

Contact Nos.

0832-2790714; 0832-2790959; 0832- 2790190

Name of the Head of the Institution:

Dr. Sr. M. Aradhana A.C.

Tel. No. with STD Code:

0832-2790714

Mobile:

9960917301

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	3Star	-	1999	5 years
2	2 <sup>nd</sup> Cycle	B++	-	2006	5 years
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

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

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

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

- i. AQAR\_2000-05 submitted to NAAC on 21/11/2005
- ii. AQAR\_\_2006-07 submitted to NAAC on 01/03/2007
- iii. AQAR\_ 2007-08 submitted to NAAC on 12/03/2008
- iv. AQAR\_\_2009-10 submitted to NAAC on 19/05/2014

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

MA in Counselling Psychology;  
M. Com in Accounts and Management

1.12 Name of the Affiliating University (for the Colleges)

Goa University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc .....**No**

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 2

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

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Id Cards for Staff and Students

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
--	-

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

-

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	2	0	0	0
UG	3	0	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	3
<b>Total</b>	5	0	0	3

Interdisciplinary	0	0	0	1
Innovative	0	0	0	2

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	0
Annual	0

1.3 Feedback from stakeholders\* (On all aspects) Alumni  Parents  Employers  Students

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

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

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

Revision by some departments on instruction of respective Boards Of Studies.

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	34	11	23	Nil	-

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	29	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	16	32
Presented papers	2	10	Nil
Resource Persons	1	4	2

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

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	95	18	41	22	4	86
BCom	50	22	36	42	-	96
BSc	50	52	42	2	4	100
MA	10	30	70	-	-	100
MCom	22	9	59	4.5	-	72.7

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	1
HRD programmes	4
Orientation programmes	5
Faculty exchange programme	Nil
Staff training conducted by the university	1
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	10
Others	4

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9	Nil	Nil	Nil
Technical Staff	2	Nil	Nil	Nil



## Criterion – III

### 3. Research, Consultancy and Extension

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

Nil

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	0	1
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	3	0

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	-	-
Minor Projects	0	0	-	-
Interdisciplinary Projects	0	0	-	-
Industry sponsored	0	0	-	-
Projects sponsored by the University/ College	0	0	-	-
Students research projects <i>(other than compulsory by the University)</i>	0	0	-	-
Any other(Specify)	0	0	-	-
Total	0	0	-	-

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

ii) Without ISBN No. Nil

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies	0	0	0	0	

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

3.13 No. of collaborations

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
0	0	3	0	0	0	0

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

2

2

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

0

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

JRF 0

SRF 0

Project Fellows 0

Any other 1

3.21 No. of students Participated in NSS events:

University level 0

State level 3

National level 0

International level 0

3.22 No. of students participated in NCC events:

University level 0

State level 27

National level 3

International level 0

3.23 No. of Awards won in NSS:

University level 0

State level 0

National level 0

International level 0

3.24 No. of Awards won in NCC:

University level 0

State level 0

National level 0

International level 0

3.25 No. of Extension activities organized

University forum 0

College forum 0

NCC 2

NSS 5

Any other 0

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

- Visit to home for the Aged, Majorda(NCC)
- Ecological Awareness Trek to Naguesh Forest (NCC)
- 50 NSS volunteers along with program officer visited Government old age home, Margao
- A medical camp at Chichinim for villagers during annual special NSS camp
- Campus cleaning of Chichinim village church, school premises( Mount Mary High School)
- Community visits in Chichinim village

- Sports Day for villagers
- Beach cleaning drive at Mobor Beach
- A visit to Sada Jail( 16<sup>th</sup> December 2010)
- Visit to Sister Valentina’s Haven, orphanage at Colva - snacks and entertainment for inmates
- Blood donation camp – 40 student donors. “Young Blood Donors Bring A Ray Of Hope”.
- Assisted the Rotary club of Margao, mid town in organising Nakshatrazz 2010 – an interschool socio-cultural festival

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	34 acres	0	0	0
Class rooms	30	0	0	0
Laboratories	8	0	0	0
Seminar Halls	1	0	0	0
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	4	3	NSG	7
Value of the equipment purchased during the year (Rs. in Lakhs)	50,28,930	3,00,909	UGC NSG	53,29,839
Others	1590nos	81nos	UGC XI Plan, NSG and Students council	26,34,959  1671nos

#### 4.2 Computerization of administration and library

Library computerization done through LIBSYS Installation

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24165	+++	1003	3,15,866	25168	+++
Reference Books	4240	6,77,35,533	20	0	4260	6,80,51,399
e-Books	0	0	0	0	0	0
Journals	20	21,009	0	0	0	21,009
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	300	0	100	0	0	0

Others (Magazines)	50	10,025	10	2,340	60	12,365
--------------------	----	--------	----	-------	----	--------

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	26	1	0	4	0	0	0	0
Added	32	0	0	0	0	0	10	5
Total	58	1	0	4	0	0	10	5

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

Nil

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	45,724
ii) Campus Infrastructure and facilities	4,000
iii) Equipments	1,57,886
iv) Others(+MA&MCom)	16,373 + 51,567
<b>Total :</b>	<b>2,75,550</b>

### Criterion – V

## 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Orientation, self renewal, admission assistance, notice boards ( general + departments ), intercom and website

#### 5.2 Efforts made by the institution for tracking the progression

Nil

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
663	55	0	0

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

15

(c) No. of international students

Men	No	%	Women	No	%
	2	0.27		716	99.73

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
600	5	39	25	0	669	621	10	54	33	0	718

Demand ratio 3:5      Dropout % 1.80

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

Nil

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

NET	2	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	26

5.6 Details of student counselling and career guidance

Counselor appointed, mentor system and outside agencies

No. of students benefitted

718

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

Through the college Women's Cell

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	39	40,500 + Carmel Society
Financial support from government	75	2,50,261
Financial support from other sources	1	900
Number of students who received International/ National recognitions	0	0

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

**VISION :** “Holistic development of women through education”

**MISSION :**

- To work for the faith formation of our Catholic students
- To have value-based and quality oriented learning
- To prepare women to play a dynamic role in a multi cultural global society
- To inculcate in the students a sense of integrity and service and mould them into leaders
- To bring first generation rural learners into higher education to inculcate in them the strength to demand their due from family and society

***For the realisation of these goals the management expects the collaboration and co operation of all stakeholders***

6.2 Does the Institution has a Management Information System

No

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

6.3.1 Curriculum Development

- New research in subjects encouraged
- Installation of multi media devices and encouraging their use
- Internet facilities for students and faculty

6.3.2 Teaching and Learning

- Subject wise provision of text and reference books
- Increase in number of computers
- Exposure of faculty and students to subject experts and guest lecturers encouraged.
- Honorarium paid to guest lecturers and artists writers poets who visit the college and spend time with students

6.3.3 Examination and Evaluation

- Orientation for students on the semester system and policy of repeat/supplementary examinations.
- Exam committee comprising of faculty members appointed to conduct internal examinations.
- All examinations conducted strictly according to university guidelines



#### 6.3.4 Research and Development

- Workshops on research methodology for faculty
- Faculty encouraged to publish in research journals

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- LIBSYS software in library
- Commerce staff room with tables, chairs and lockers
- Intercom installed in all departments and canteen/library/main gate

#### 6.3.6 Human Resource Management

- Management parties and fellowship on the occasion of Christmas and Carmel Feast
- Morning prayer
- College tours and excursions
- All faculty, staff and student bereavements provided prayerful and emotional support
- Counselling services for staff and students
- Intercom for quick and direct announcements
- Regular minuted faculty meetings
- Open door policy for faculty, staff and students to Principal and Management
- Faculty and staff service books and records meticulously maintained and updated annually
- Paperwork in respect to retiring faculty and staff done promptly
- Income tax filing assistance provided through department of Commerce
- First aid and sick room provided
- Canteen facilities enhanced
- Co operative store facilities enhanced
- Annual faculty orientation and colloquium
- management support and encouragement to faculty when they serve as guest lecturers in other institutions
- Annual inter religious meet
- Faculty picnic
- Interest free loan and financial aid to staff
- Employees assisted when seeking admission of children into sister institutions in Goa and other states
- Provision of refrigeration and microwave warming facilities for support staff
- Seating facility provided with fans and tables for support staff
- Felicitation of teachers completing 25 years of service

#### 6.3.7 Faculty and Staff recruitment

- As per university guidelines and minority status
- Preferment to non teaching staff from the local neighbourhood/community

### 6.3.8 Industry Interaction / Collaboration

- GCCI membership
- Faculty functioning on SEIAA for evaluating development projects in multiple sectors including industry ( State Environment Impact Assessment Authority)
- Faculty functioning on mining committee of GCCI

### 6.3.9 Admission of Students

- As per University guidelines
- Students from the local community/neighbourhood
- Tribal and economically backward girls welcomed

### 6.4 Welfare schemes for

Teaching	-
Non teaching	-
Students	Group life insurance

### 6.5 Total corpus fund generated

14,48,791.18

### 6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Principal & HODs
Administrative	No	No	Yes	Principal

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

- Contribution of articles for the magazine
- Resource persons for guest lectures, college activities, workshops
- Annual student singing competition
- Founded prizes for academic excellence

6.12 Activities and support from the Parent – Teacher Association

- Support during fund raising activities/college annual days/student festivals & extra curricular activities

6.13 Development programmes for support staff

- rotation of duties between various departments
- encouragement to complete higher secondary degree/skills training where applicable

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

**– Removal of all asbestos roofing; dustbins increased; discipline and cleanliness secretary appointed ; classwise campus cleaning; compost pit; outdoor sitouts for students; landscaping of area outside common room, zoology department ; new building designed with natural lighting & ventilation plans; minimum hill cutting policy of the management.**

## Criterion – VII

### 7. Innovations and Best Practices

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

- Value Education classes
- Media coverage of college activities
- Zero hour every week for life skills development
- Competition and socio-cultural activities organised by Departments

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

- Permanent affiliation for 3 units of Hindi
- Continuation of affiliation for Physics and Electronics
- Continuation of MA, MCom
- Major concretisation and internal woodwork in the museum and department of Zoology begun with an estimated cost of Rs. 2 Lakhs

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

- Teacher-Mentor initiative
- Assessment of teachers by the students

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

7.4 Contribution to environmental awareness / protection

- Pavsotsav - monsoon poetry ( Konkani Department)
- Field trip to Netravali, Budbudechem Tallem and Selaulim Dam
- Tree plantation program
- Campus cleaning drive
- Chaka chak mission program
- Green concert – intercollegiate event

7.5 Whether environmental audit was conducted?    Yes     No

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

Nil

### **8. Plans of institution for next year**

- Library facilities to be made more viable for students
- Photo copying facilities to be provided in the library and person appointed for the same
- Revamp the sick room and set up a common room for the students
- Plan to buy high pressure cleaning equipment for outdoor tile cleaning
- Plan to buy a heavy duty electrical grass cutter

Name: **Dr. Manoj R. Borkar**



\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

Name : **Dr. Sr. M. Aradhana A.C.**



\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

**Abbreviations:**

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

\*\*\*\*\*