

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

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

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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). 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 st Cycle	3 Star	-	1999	5 years
2	2 nd Cycle	B++	-	2006	5 years
3	3 rd Cycle	-	-	-	-
4	4 th 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 submitted to NAAC on 19/05/2014**
- ii. **AQAR submitted to NAAC on 12/07/2014**
- iii. **AQAR submitted to NAAC on 15/07/2014**
- iv. **AQAR submitted to NAAC on 25/07/2014**

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; MCom 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

2.11 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

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

All initiatives approved and supported by Management - Carmel Society. Financial support and assistance provided for CCTV cameras in the library, PG Block, driveway. Building repairs and maintenance.

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	4
Total	5	0	0	4
Interdisciplinary	0	0	0	0
Innovative	0	0	0	6

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* Alumni Parents Employers Students
(On all aspects)

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

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

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

- Revision by some departments on instruction of respective Boards Of Studies.
- Credit system implemented at the M. Com from June 2013
- Credit system to be adopted at the MA from June 2014

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
35	13	22	Nil	-

2.2 No. of permanent faculty with Ph.D.

12

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
23	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

5

11

10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	15	31
Presented papers	6	21	
Resource Persons	Nil	4	5

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

Debates; participation of students and paper presentation at National and International seminars; visit to the High Court of Bombay; Goa State Assembly

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

180

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

Open Book Test in Written English for internal assessment

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

17

11

13

100%

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	93	17	38	30	4	89
BCom	58	7	55	24	8	95
BSc	50	88	10	2	-	100
MA	17	82	11	5	-	100
MCom	34	14	22	23	-	94

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

Moderation of internal exams through department heads; rechecking and re totalling of marks of every candidate within the department.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	3
Faculty exchange programme	Nil
Staff training conducted by the university	1
Staff training conducted by other institutions	7
Summer / Winter schools, Workshops, etc.	8
Others	Nil

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	3	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

Upgradation of internet facilities, e journals.

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	1	0	0
Outlay in Rs. Lakhs	0	85,000	0	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	8	4	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	1	0	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	-	-	-	-
Minor Projects	2013 - 16	UGC	85,000	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies	0	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
-	-	1	-	-	-	-

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 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 0 State level 0

National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 100

National level 210 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 25

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 1 NSS 13 Any other 0

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

- **Visit to St. Anthony's home for Orphan girls, Verna. (NCC)**
- **Dental camp at the Balwadi at Durga in Nuvem – 27 NSS volunteers**
- **Dental camp at the balvadi at Poboacao, Nuvem - 94 NSS volunteers**
- **Musical videos on communal harmony and nature shown to the students of Mae dos Pobres high school, Nuvem**
- **Kissan card scheme covering 9 wards of Nuvem, 5 wards of Verna and in Nagoa. Checking documents and filing in forms to enable them to avail of the Kissan Card Scheme - under the supervision of Mr. Amancio Fernandes, ex Deputy Director of Agriculture – 150 volunteers**
- **Road patrolling in Nuvem – during Road Safety Week.**
- **Green Persistent committee of the Pune based IT company Persistent Systems Ltd. staged a Konkani Play, 'Saving Mother Earth' for students of Holy Rosary convent Nuvem. 50 NSS volunteers assisted**
- **Talk on dealing with depression by Dr. Aldina Gomes to the inmates of Navjyoti rehabilitation centre, Nuvem. 10 NSS volunteers assisted**
- **10th annual Bal Mela Day organised by NGO Jan Ugahi Trust at Big Foot Loutalim for underprivileged children. 27 NSS volunteers assisted**
- **Walkathon for an AIDS free generation organised by NGO Udaan as part of annual world AIDS day – 100 NSS volunteers assisted (5thDecember)**
- **As part of Armed Forces Flag Day – fund raising drive initiated by use and sale of flags - 7th December 2013**
- **Rotary Club's Nakshtrazz 2013 – 17 NSS volunteers**
- **National integration project 'Run for Unity' a 2km run flagged off from Ravindra Bhavan organised by Directorate of Education. Government of Goa and the Sardar Vallabhai Patel Rashtriya Ekta Trust to salute the Iron Man of India to commemorate his 63rd death anniversary – 210 volunteers**
- **A visit to St. Anthony's orphanage, Verna. 25 NSS volunteers**
- **Lusofonia Games. 50 NSS volunteers**
- **Blood donation camp . 32 donors**

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	34acres	-	-	34acres
Class rooms	35	-	-	35
Laboratories	11	-	-	11
Seminar Halls(+UGC Network centre)	2	-	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	1	UGC XI Plan	1
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1,83,500	-	-
Others (includes attendance/examination management system)	2203 nos	113 nos +01	UGC XI Plan; NSG; Carmel Society; PTA	Rs. 66,43,605 2317 nos

4.2 Computerization of administration and library

LIBSYS installation; computerization of internal examination procedure; Attendance Management System adopted.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27900	+++	1221	+++	29121	+++
Reference Books	4300	75,38,584	20	3,60,132	4320	78,98,716
e-Books	-	-	-	-	-	-
Journals	30	29653	-	-	30	29653
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	500	-	-	-	500	-
Others (Magazines)	60	12,365	-	-	60	12,365

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	109	13	Wi Fi	4	-	07	10	65
Added	18	04	-	-	-	01	13	01
Total	116	1	-	4	-	1	13	2

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

Computerized Attendance package /software
SMS alerts/messaging service for students/parents

4.6 Amount spent on maintenance in lakhs :

i) ICT

7191

ii) Campus Infrastructure and facilities

6,86,348

iii) Equipments

152192

iv) Others

13,456

Total :

8,59,187

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 and departmental), mentorship, intercom, website, facebook

5.2 Efforts made by the institution for tracking the progression

Facebook

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
653	102	0	0

(b) No. of students outside the state

12

(c) No. of international students

Men	No	%	Women	No	%
	9	1.29		746	98.8

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
686	12	59	45	0	802	626	8	79	42	0	755

Demand ratio 3:5 Dropout % 1.23

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="0"/>	SET/SLET	<input type="text" value="0"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text" value="0"/>

5.6 Details of student counselling and career guidance

No. of students benefitted

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
2	20	0	0

5.8 Details of gender sensitization programmes

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	25	34,700
Financial support from government	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	1	Bronze medal

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

<p>VISION : “Holistic development of women through education”</p> <p>MISSION :</p> <ul style="list-style-type: none">○ 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 <p><i>For the realisation of these goals the management expects the collaboration and co operation of all stakeholders</i></p>

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

<ul style="list-style-type: none">● Department meetings● Yearly self appraisals● Lesson plans for each semester made mandatory
--

6.3.2 Teaching and Learning

<ul style="list-style-type: none">● Group guidance for project work● New department cubicles created – English, Economics● Renovation of Psychology and Chemistry departments● ‘Know your campus’ initiative● Counselling for career guidance● Mentoring programme streamlined● Seriousness of complying with attendance requirement explained to students● Creation of an environment conducive to learning by providing wi-fi support● Faculty instructed on strict adherence to attendance requirement● Encouragement of multi disciplinary projects
--

6.3.3 Examination and Evaluation

- Objective question, quiz, assignments, open book tests, preparing students/teachers for NET/Set exams

6.3.4 Research and Development

- Opportunities to present papers at seminars and publish in journals
- Faculty encouraged to apply for FIP for research
- Research Cell in progress

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Books and e journals added
- CCTV
- Computers added
- Internet for students provided
- Racks for students' bags
- Student ID coding started
- Full time person for photocopying facility provide3d on the new Photocopying machine
- Painting of library building and Botany/Zoology block.
- Renovation of psychology department
- Addition of LCDs and screens
- Renovation of basketball court
- ISO 9001:2008 certification exercise completed. Certificate awarded.
- Stage curtains redone
- Cubicles in departments of Economics and English
- Water filter/cooler installed in staff room
- Sitting and recreation areas for students redone
- Staff provided access to e-journals
- Cctv cameras installed in parking area and library

6.3.6 Human Resource Management

- Collaboration encouraged for all college activities
- Wi fi on campus
- Duties assigned according to aptitude/help to teams
- CCL for faculty
- Outings, picnics
- Appreciation for jobs done well/evaluation and comments at regular staff meetings which are minuted
- Prompt reporting of all work done
- Prompt newspaper announcements and post event reportage

6.3.7 Faculty and Staff recruitment

- Screening of applications by HODs
- Recommendation from past employees sought

6.3.8 Industry Interaction / Collaboration

- Guest lectures
- Commerce students for field trips
- People Pro course
- Signing of MOU with NIO (National Institute of Oceanography, Goa)

6.3.9 Admission of Students

Admission help to students at the first year for choice of subjects

6.4 Welfare schemes for

Teaching	-
Non teaching	--
Students	

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	Yes	ISO 9001	Yes	IQAC
Administrative	Yes	ISO 9001	No	-

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

- Singing competition
- Support for Carmel Ball for Golden jubilee
- Donation of new brass lamp used for all official functions
- Financial support for the alumni given whenever needed

6.12 Activities and support from the Parent – Teacher Association

- Furniture purchased from funds
- Meetings and suggestions
- Vigilance and counselling

6.13 Development programmes for support staff

- Retreat by Br. Joel
- Recollection before Lent
- Orientation
- Seminar for clerks in 2 batches
- TDS/ A/C filing

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

- Tree plantation
- Burning of leaves discouraged
- Digging of composting pit
- Waste bins provided on campus

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.

- Celebration of Golden Jubilee year with inaugural Mass and get together in January 2014 with felicitation of past Principals, retired faculty and non teaching staff
- Involving undergraduate students in museum management to promote their interest in systematic Biology

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

- Documentation in progress towards establishing a research centre in the department of Zoology

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

- Annual faculty picnic
- Woman centred mentoring
- Self renewal for all students
- Retreat for Third year students
- First college to conduct road safety training
- Morning prayer daily over the intercom

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

7.4 Contribution to environmental awareness / protection

- Faculty expertise requisition by the Goa Government for the purpose of environmental governance
- Sensitising students for participating in CUBE (collaborative undergraduate biology education) and assessment of bio diversity
- Awareness and market survey of plant and plant products used in Matoli during Ganesh Chaturthi festival
- Field trip to Tambdi Surla

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

- Submitted proposal for community colleges scheme
- Botany and Zoology department to conduct Diploma courses in Nutrition and Health Education and paramedical services
- BEd and MA Economics proposal submitted to DHE
- Seek monetary aid for RUSA for BEd, Auditorium and fashion designing courses
- Timetable, admission, attendance to be computerised
- College signage to be redone
- Communication and leadership training to be provided to students through egnosi consultants
- To conduct an environmental audit
- To segregate garbage
- To install more cctv cameras
- To complete all relevant documentation and apply for NAAC reaccreditation
- Upgrade of Wi – Fi infrastructure for better connectivity
- Upgradation of ICT infrastructure in the media room
- SAP Training provided to students and ex-students at a subsidized cost.

Name ; **Dr. Manoj M.. Borkar**

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



Signature of the Coordinator, IQAC



Signature of the Chairperson, IQAC

Annexure 1

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
