



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

CARMEL COLLEGE OF ARTS, SCIENCE
AND COMMERCE FOR WOMEN

- Name of the Head of the institution **Dr. Aldina Braganza**
- Designation **Officiating Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **0832-2790959**
- Mobile No: **9075417937**
- Registered e-mail **carmelcollege64@gmail.com**
- Alternate e-mail **principal@carmelcollegegoa.org**
- Address **Nuven**
- City/Town **South**
- State/UT **Goa**
- Pin Code **403713**

2.Institutional status

- Affiliated / Constitution Colleges
- Type of Institution **Women**
- Location **Rural**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **Goa University**
- Name of the IQAC Coordinator **Dr. Brian Mendonca**
- Phone No. **08322790714**
- Alternate phone No. **08322790959**
- Mobile **8600992507**
- IQAC e-mail address **naac@carmelcollegegoa,org**
- Alternate e-mail address **brianmendonca@carmelcollegegoa.org**

3.Website address (Web link of the AQAR (Previous Academic Year)

<https://carmelcollegegoa.org/wp-content/uploads/2020/12/AQAR-Report-2019-20.pdf>

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://carmelcollegegoa.org/wp-content/uploads/aqar2021-22/instit_detail/academic_calendar_2020_21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	A	3.02	2016	29/03/2016	28/03/2021

6.Date of Establishment of IQAC

08/04/2006

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	0	0

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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

- If yes, mention the amount

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

1. Staff members asked to prepare e-content for online teaching 2. All departments encouraged to conduct at least two activities related to the pandemic for students to make them aware of the consequences they may face if proper care is not taken. 3. Seeing to it that Wifi is available to conduct online classes smoothly. 4. National seminar organized in collaboration with Department of Mathematics on NAAC-RAF 2020: Issues and Solutions held on 15th July 2020 5. Preparation of Self Study Report. 6. Webinars conducted by departments. 7. Revamping of the website.

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
1. Preparing e-content by teachers.	Plan implemented successfully.
2. Increasing internet bandwidth.	Plan implemented successfully.
3. All departments to conduct at least one activity connected to the pandemic.	Plan implemented successfully.
4. Conduct trials to check whether all the classrooms can be online or some asynchronous.	Plan implemented successfully.
5. Preparing SSR report.	Plan implemented successfully.
6. Departments to organize webinars.	Plan implemented successfully.

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Management	29/11/2021

14. Whether institutional data submitted to AISHE

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• if yes, whether it is uploaded in the Institutional website Web link:	https://carmelcollegegoa.org/wp-content/uploads/aqar2021-22/instit_detail/academic_calendar_2020_21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	A	3.02	2016	29/03/2016	28/03/2021
6.Date of Establishment of IQAC			08/04/2006		
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	0	0	
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Name	Date of meeting(s)
Management	29/11/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	21/01/2022
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language,	

culture, using online course)

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1 416

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

File Description	Documents
Data Template	View File

2.Student

2.1 1167

Number of students during the year

File Description	Documents
Data Template	View File

2.2 269

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 360

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	75
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	75
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	32
4.2 Total expenditure excluding salary during the year (INR in lakhs)	32.11
4.3 Total number of computers on campus for academic purposes	122

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

Carmel College is renowned for being the only exclusive women's educational institution in Goa. Being affiliated to Goa University, both the undergraduate and postgraduate courses follow the syllabus approved by the University. The faculty members play a pivotal role in the planning of curriculum being a part of the Board of Studies in their respective disciplines. The faculty of the college has been actively involved in the DISTAVO programme, wherein the faculty prepare e-content for their curriculum and present via video lectures. Besides this, faculty coordinators

screen, scrutinize, correct, edit and provide feedback to the participants on the presentations. Carmel College consistently ensures that the prescribed curriculum and syllabus is executed and completed, utilizing a variety of teaching methods and innovative strategies. The institution is mindful of the local/national/regional/global developmental needs while framing learning objectives. . monthly meetings to plan and review the syllabus and ensure effective curriculum delivery through various activities for the students are held. During the pandemic teaching was carried out by online classes, through G meet and G Classroom. The institute incorporates certificate courses to equip them with the necessary skills.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://carmelcollegegoa.org/wp-content/uploads/agar2021-22/1/1.1.1/1_1_1_additional_proof.pdf

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

The Goa University communicates the examination dates, however the ISA (Intra-Semester Assessment), with a 20% weightage of total marks per subject, is decided by the college. A minimum of two ISA's, are conducted for every paper. The Departments conducts two ISAs in each semester for each paper. The first ISA is in the form of an assignment. The second ISA is an objective test with MCQs. A third ISA is conducted for those students who missing out on an ISA due to genuine reasons. During contact hours, the students are apprised of what to expect with regards to the ISAs and are also given opportunities to express their views and concerns about the subject. Lecturers assess the knowledge and skill of students by having open book tests etc. The results of these tests become the basis of the further teaching process. At the end of each semester an SEE (Semester End Examination) is conducted for the first-year and second-year students, as per the guidelines laid down by the concerned BoS of each subject. The evaluation schemes and the question papers for every paper are approved of the HoD of every department.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://carmelcollegegoa.org/wp-content/uploads/agar2021-22/1/1.1.2/additional_proof.pdf

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

B. Any 3 of the above

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

25

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)

3

File Description	Documents
Any additional information	No File Uploaded
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

61

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

61

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

Crosscutting issues are covered in the syllabus, along with various activities.

Professional Ethics: The college through its various departments focuses on ethical principles underlying research, business practice, psychological testing, career counselling, couple and family counselling and clinical practice.

Gender: The faculty utilizes the classroom and field learning situations to create necessary awareness of all women-related issues. Activities organised include movie screenings and watching women-oriented films addressing themes like patriarchy, feminism,

gender disparity, social, legal and cultural approaches towards marriage, domestic abuse.

Human Values: The college has a weekly value education lecture for all the classes, to inculcate universal human values.

Environment and Sustainability: The college ensures awareness of the environment is created among the students through classroom teaching. The course on Food Packaging and Food Laws orients students towards laws governing the setting up of a food-based industrial unit and the pertinent permissions and certifications necessary. The laboratory courses encourage students to generate products from food waste. Most of the courses lay stress on promoting an understanding of the role that environment plays in human behaviour along with facilitating pro-environmental, sustainable, long-term habits and life-skills.

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

16

File Description	Documents
Any additional information	No File Uploaded
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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

334

File Description	Documents
Any additional information	No File Uploaded
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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://carmelcollegegoa.org/wp-content/uploads/agar2021-22/1/1.4/1_4_1_n_1_4_2_url_report_new.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 sanctioned seats during the year

1521

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

269

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

Advanced learners

Students were asked to register for online courses through e-portals such as Swayam, Coursera, etc.

- Initiating discussions on current affairs and asking views and opinions on the same.
- Some of them were given the role of anchors and comperes of programs conducted at the Department.
- motivated to read e-books, e-content, relevant documentaries, newspaper articles, advanced textbooks, journals and to apply for competitive examinations.
- Encourage students to present at seminars, have group discussion triggers, find effective way to formulate questions that foster confidence and conduct informal assessments.
- Exposing students to National and International Research Events and encouraging them to interact with academic, industrial, and subject experts on a regular basis.
- Encouraged to participate in summer research fellowship programmes.

Slow learners

- Remedial teaching.
- Mentoring for overcoming challenges.
- Sending them recordings and additional links for lectures.
- Use of the vernacular language to simplify the content to the concerned students.
- Weak students are encouraged to make their own notes.
- More practice problems are assigned
- Give them guideline how to go about an assignment or how to plan a presentation

- Give them sufficient reading materials
- Students are permitted to meet the teachers to clear doubts, if any, after class hours.

File Description	Documents
Link for additional Information	NIL
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
1167	75

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

Faculty is given freedom and autonomy regarding teaching methods. All adopt a judicious mix of lecture method and modern pedagogies that are student centric

Experiential learning:

- Internships done by the students
- Students involved in organizing webinars.
- Guest lectures by eminent experts from industry and academia were organized.
- The students were encouraged to file RTI applications in different government departments to which they got replies to the queries. They did so as RTI is a part of their curriculum and they received first-hand experience of the RTI process.
- Within the curricular limitations of an affiliated system the various departments of the college prescribe project work. It allows for adequate experiential learning
- Understanding and solving case studies and drawing out solutions and conclusions were introduced to induce experiential learning

Participative learning

- Class seminars
- Group discussions
- Quizzes

- Students are appointed as members of different committees and given responsibilities.
- Socio-political awareness is created by encouraging students to participate in mock parliament and ecological awareness is provided by the environment protection club of the college

Problem solving methodologies via:

- Taking up TY Projects to help develop research skills
- Environment Studies evaluation through case studies
- Community Outreach Programmes
- Critical reviews of films

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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

Innovative techniques have helped us to make the learning experience of students effective.

ICT tools and resources used:

- Computers, LCDs, Wi-Fi,
- Use of Google classroom-a platform for online teaching & learning process,
- Use of google meet for online classroom teaching
- Use of writing tab for writing of chemical equations.
- Online Quiz using google form is conducted to evaluate the students understanding of the subject.
- Software such as SPSS, AMOS are also used by commerce faculty. Chemistry faculty and students use software like ChemSketch, ChemDraw and Data Analysis and Graphing software like Origin. Students of the Mathematics department learn

the use of Software like Python and GeoGebra. Physics department uses PhET Interactive Simulations, Graphing Software, EXCEL Graphics, ExpeYES interface. The department of Hindi uses different websites and tools like bharatdarshan, Gadya Kosh, Sahitya Vimarsh, Hindisamay.com, Rajbhasha.net, Shodhaganga.

- Students are encouraged to access digital library, online courses and DISHTAVO (an initiative of DHE, Government of Goa).
- Lectures are supplemented with presentations using Microsoft PowerPoint software.
- Students were encouraged to refer to e-books, research papers for self-learning.
- Paint and Google jam board were used to explain concepts
- ISAs were conducted by making use of Google forms, and assignments were uploaded in the classroom.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://carmelcollegegoa.org/facilities/

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

54

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

75

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

18

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

786

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.

There are two Intra Semester Assessments per subjects conducted each semester. Each ISA carries 10/ marks. The first ISA is conducted in different forms like Form of PowerPoint Presentation, Audio-Visual Presentations, Field-Based Surveys/Interviews, Case Study and viva-voce.

The timetable of each ISA is intimated (through college website) to the students at least 3 weeks prior to the conduct of the ISA.

The second ISA is objective based (question paper uploaded on google classroom). Upon evaluation of the students' performance, the marks awarded are notified to them via google classroom.

In case a student is unable to answer the ISA due to unavoidable circumstances; a third ISA is given to them, upon producing a valid proof and obtaining the approval of the Principal for the same.

The Examination committee decides the dates for the conduct of internal examinations with due consultation of all HODs and the Principal. The HODs take stock of syllabus covered in different papers by concerned faculty members and question papers/assignments are finalised by different departments well in advance of the timetable of ISA / SEE examination. The internal examinations are managed by the department themselves.

Marks for the examinations are submitted to the college office in time.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.carmelcollegegoa.org/wp-content/uploads/aqar2021-22/2/2.5.1/exam_policy.pdf

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

Students can request for re-verification of ISA and Semester End Examination (SEE) marks by making an application in writing to the Principal of the college. Upon receiving the application, the applicant can verify the same in presence of the Principal and concerned faculty. The grievance process is settled within one week of receiving the application

College has a centralized Grievance cell. Students apply to the Principal for personal verification of a paper; due procedure according to Goa University guidelines is followed.

The Principal and Examination committee ensure the smooth and transparent conduct of University examinations. Question papers for Internal Examinations, as well as end semester examinations, are kept confidentially. The time table for examinations is prepared by Examination committee. Examinations are conducted in a fair manner which does not give any scope to any kind of grievance from the part of the students. Supervisors of examination check the identity card and fee receipt before entering in examination room. Principal and Vice- Principal visit to the examination halls to prevent malpractice.

--The College has an Examination Committee, Unfair Means Committee and Examination Grievance Committee, which handles various aspects related to exams. These committees conduct regular meetings to ensure effective implementation.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.carmelcollegegoa.org/wp-content/uploads/agar2021-22/2/2.5.2/greivance_redressal_policy.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College has clearly stated its Programme Outcomes, Programme Specific Outcomes, Course Outcomes and learning Outcomes which are displayed on the college website. These Outcomes have been set by taking into consideration the different programmes and the heterogeneity of rural and urban students.

As an affiliated college, the programme specific outcomes and the course outcomes are in accordance to the Goa University syllabus. Additionally, faculty formulates subject outcomes which are relevant to the course. Faculty prepare monthly lesson plans for each course, called the 'Subject Proforma' specifying the syllabus covered, the details of topics assigned for group discussions, quizzes, assignments, class presentations, as well as field

surveys and excursions if applicable.

Most of the activities are planned and conducted by departments in accordance with the programme specific and course outcomes. Active and enthusiastic participation in a variety of these co-curricular and extra-curricular activities helps to judge the programme and course outcomes. For academic assessments the college follows both formative and summative approaches as prescribed by the University.

The Vision and mission statements are displayed on the college website as well as in the college campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	NIL
Upload COs for all courses (exemplars from Glossary)	View File

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

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The College provides high-quality education, as evidenced by their programme and course outcomes. The administration focuses on the quality of students and instructors to attain the POs and COs. Various tools/methods are used to assess the achievement of Course objectives. Various departments use direct methods to assess our students' knowledge and skills based on their performance in class tests, internal assessment tests, assignments, semester end examinations, seminars, laboratory assignments, laboratory skills evaluation by conducting Practical exams at the end of each semester, and projects, among other things. Teachers might use these strategies to gain insight into their students' aptitude for the subject.

Mentoring and counselling process are crucial in identifying and addressing gaps in learning outcomes, as well as attempting to establish a humanistic and holistic attitude to life. Each faculty is assigned a group of 20 to 25 students who will monitor the students' progress, provide counselling, if necessary, calculate attendance, and communicate their progress with parents.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NIL

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

357

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	NIL

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://carmelcollegegoa.org/wp-content/uploads/aqar2021-22/2/2.7/SSS_weblink.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)

4.7

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.goa.gov.in/department/goa-forest-development-corporations/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

23

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

14

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

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

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

8

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

3.3 - Extension Activities

3.3.1 - 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 extension activities of Carmel College aim to instill in our young women the mind and spirit to serve the community and to imbibe in the students the Christian values leading to positive actions for the betterment of society. The extension activities are carried to create socially responsible citizens. These activities also help our women in their holistic development and contributing positively to the society and environment. The aim is to instill in our students a sense of coexistence and well-being of all around us.

The various extension activities are conducted under the banners of NCC, NSS, Environment Protection Cell, Women's Cell, Value Education, Consumer Welfare Cell, Civic Club, Biodiversity

Research Cell etc. as well as through associations and collaborations with external agencies along with the departmental extension programs and activities. A number of workshops, seminars, field trips, certificate and add-on courses, inter-class and inter-collegiate competitions organized by the Cells, Clubs and departments on socio-economic, demographic, cultural and environmental issues have helped in sensitizing students and enable students to spread the awareness to their families and communities.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - 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

3.3.3.1 - 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

18

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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

829

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

6

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

4

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.

Classrooms

The college has 24 spacious classrooms in the UG block and 7 in the PG block. All are equipped with ICT and Wi-Fi. Some have a desktop, printer, LAN facility and multi-media speakers.

Laboratories

The physics, chemistry, botany and zoology and psychology departments have their own laboratories. At UG level, there are three computer laboratories - at PG, 3. Each computer laboratory also has a printer for use by the department. The IQAC/ Conference room has an interactive intelligent panel. The Science Laboratories have the required instruments/equipment needed for the specialised conduct of practicals.

Library

The college library has a collection of 38,529 books and 100 magazines. It subscribes to the Inflight database with access to 25,000 journals. Computers with Wi-Fi are provided. The library also houses personal collections. The library periodically adds multimedia resources pertaining to film studies, culture studies and music history. The library also has many rare books in its collection.

Others

The college has a media room. A shade house provides live plant specimens for plant related experiments and a botanical garden nurtures endemic plants of the Western Ghats. There is also a museum with a collection of various species of flora and fauna.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://carmelcollegegoa.org/facilities/

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

College has an indoor stadium with a badminton court of international standard, a pool table, table tennis table, carrom board and chess board. It also has a gymnasium which has weights, a treadmill, a training cycle, yoga mats, a bench press. There are changing rooms for home teams and other teams along with hot and cold water facilities.

College has a multipurpose court used for basketball, volleyball and handball matches. It has a football ground with turf with flood light for day / night matches and a walking track around the football ground. It also has a tennis court.

There is an air-conditioned auditorium with various musical instruments (folk and modern), costumes and a professional public address system. The auditorium is used 300-365 days. The local Margao YWCA organises a programme once a month in the auditorium during the zero hour. The auditorium is also the preferred venue for events. The auditorium is used for department-related activities, singing competition by Carmel, an annual inter-religious programme for staff and the students. The auditorium is also used for community gatherings like a health talk or community health camp. The John Paul Foundation for sports hosts its programme here too.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://carmelcollegegoa.org/sports/

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

32

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

32

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://carmelcollegegoa.org/facilities/
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)**

8.16

File Description	Documents
Upload any additional information	No File Uploaded
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)**

LibSysis an integrated multiuser library management software, that caters to the needs of an advanced library and information professionals. The present times demand Library Management System to deliver much more than operational efficiency. It provides a delightful library experience and gives appreciable staff satisfaction. LibSys is committed to delivering value to the

libraries through its products. In-depth understanding of Library operations implicit needs of the patrons.

The Web-based Library Management System LibSys provides a greatly enhanced user experience through value added features and services. LibSys is built on international standards and open technologies. It covers Acquisition, Cataloguing, Circulation along enriched OPAC. It has a powerful and user-friendly WEB-OPAC along with Windows-based OPAC. Its seamless work-flow enables library staff to manage library operations efficiently and covers all the needs of the library automation. It is a perfect solution for the automation of small libraries and resource centres with basic needs. It configures the entire library workflow easily with the latest software technology. A powerful yet simple solution for the automation of Libraries and Resource Centres having a small set up.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NIL

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 A. Any 4 or more 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)

4.54

File Description	Documents
Any additional information	No File Uploaded
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

2.513

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

Carmel College has all the necessary IT infrastructure to provide all faculty, staff and students free IT facilities. The IT infrastructure and resources are updated and upgraded continuously as per the requirements and changing technology.

Internet bandwidth is upgraded from 10Mbps to 20Mbps over RF with high fault tolerance. Internet connectivity is monitored and controlled by Sophos Next Gen firewall. The college is also a Jio Digital Campus and has access to a state government sanctioned internet line of 60Mbps for internet connectivity.

The existing network switches have been upgraded to manage capability and to Gigabit standard, with POE switches powering access points and CCTV. Access Point (AP) has been upgraded to b/g/n and ac standard and is installed at prominent locations to maximise WIFI coverage. Computers and servers have been installed with Secrite Endpoint security Business Edition antivirus which is renewed annually. Microsoft Volume Licenses have been procured to upgrade existing version of Microsoft Windows and Office. Tally ERP Gold was upgraded to the latest release with subscription of TSS (Tally Software Service).

Desktop Computers (OEM and assembled) and laptops were purchased to upgrade old and aging computers with relevant licenses.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://carmelcollegegoa.org/wp-content/uploads/naac/policies/information technology_policy.pdf

4.3.2 - Number of Computers

119

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

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)

23.94

File Description	Documents
Upload any additional information	No File Uploaded
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.

- Precautions for the safety of students during experiments are taken.
- After the experiments the equipment is put away safely and the lab is cleaned.
- At the beginning of each academic year, the Departments fill in a Library Requisition Slip for the purchase of new books required by the Department.
- After delivery of requirements is made, books are checked as per the bill and then entered into the Accession Registers, numbered as per the Accession Register.
- A stock book for books purchased from UGC Grant is maintained. Annual stock taking of the library books is undertaken from March to May.

Sports equipment can be used from the sports room after recording the borrower's name in the register. For purchase of equipment an acquisition slip has to be submitted to the college office. The equipment and facilities are maintained by the in-house MTS staff/ gymkhana peon.

- A system analyst and technical staff maintain all the computer equipment and software.
- If any IT related equipment is to be purchased, the department has to fill in a requisition slip and submit it to the office.
- Repairs and maintenance of the furniture as well as electrical appliances is done as and when the need arises.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://carmelcollegegoa.org/wp-content/uploads/naac/policies/policies_on_repairs_and_maintenance.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

118

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
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

100

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://carmelcollegegoa.org/news-updates/
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

182

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

182

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

23

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	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

113

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.

12

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
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)

Student representatives acted as facilitators between the teachers and the students. The Women's Cell organized Self Defence Workshop. An online talk on 'Healthy Eating for Healthy Living' was well attended by the students. The Consumer Welfare Cell put up a 'Road Safety Campaign'. Students were involved in an online 'Say No to Tobacco Campaign'. The Environment Protection Club conducted an Online Quiz for students on the occasion of World Wetland Day on 2-2-21. A total of 100 students participated in the quiz.

Two NCC cadets of our college participated in the Army Attachment Camp at Chennai, one attended a RDC Selection Camp at Belgaum, while 32 students attended the ATC camp at Carmel College. NSS volunteers distributed masks and food among migrants, the homeless and street children; NSS volunteers participated in a webinar titled 'Yoga Benefits in Times of Pandemic'. The Independence Day Program saw NSS volunteers prepare traditional nutritious dishes, and plants saplings of fruit-bearing plants. On Gandhi Jayanti they collected litter from streets and bushes.

Students participated in International Women's Day events with the theme 'Choose to Challenge'. Students put up a meaningful presentation on Teacher's Day. The Christmas Program had students singing carols and presenting skits.

File Description	Documents
Paste link for additional information	https://carmelcollegegoa.org/wp-content/uploads/agar2021-22/5/5.3.2/upload_add_inf.pdf
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

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

Carmel College of Arts, Science and Commerce has a registered Alumni Association called the Carmel Ex-Students Association or 'Carmelex'. This association was registered in 2020-2021 under the Societies Registration Act, 1860, with the Sub-Registrar of South Goa on the 15th of October 2020.

Fees. • Entrance Fees/ Admission- ? 10 • Annual Membership Fees for Ordinary Members- ? 100 • Life Membership Fees - ? 1,000/- Alternatively, members can apply directly for life membership on the payment of ? 1,410.

Organization The Carmelex Association is organized into a General Body consisting of the members and Executive Body consisting of President, Vice President, Secretary, Joint Secretary, Treasurer, Assistant Treasurer and Batch Specific Members.

Meetings Annual General Body Meeting is held once a year, usually in the month of August.

Activities • The Carmelex has instituted prizes for excellence in academics. • A token amount is contributed by the graduating students each year. • The Carmelex sponsors refreshments for the Feast of Our Lady of Mount Carmel every year. • The Association organizes the much-anticipated Voice of Carmel Singing Competition on the 14th of February every year. • The Association also organizes fund raising activities such as canteens, pop-up bazaars and festivals.

File Description	Documents
Paste link for additional information	https://carmelcollegegoa.org/alumni/
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

VISION STATEMENT: Holistic development of youth through education amidst a changing, challenging and developing society.

MISSION STATEMENT: To educate youth for altruistic leadership by integrating academic excellence and human ethics.

To provide value-based and quality-oriented education to students with a secular, democratic and syncretic spirit.

Governance is democratic and collaborative. In keeping with the policies and plans, the manager of the college along with the Officiating Principal and Vice Principal, who is the member of the management, designs and initiates the academic, non-academic and administrative programmes. The financial expense for the construction and infrastructure / campus maintenance is borne by the management from the salaries of the working sisters of the management.

PERSPECTIVE FUTURE PLAN

- Encourage faculty to upload videos of lessons on the internet.
- Conduct short term and certificate courses.
- Start more skill-based / job-oriented courses.
- Initiate vegetable garden at homes.

- Encourage faculty to enroll for Ph.D

PARTICIPATION OF TEACHERS

Regular meetings of various committees are chaired by the Principal. A plan of action as needed is drawn up. Academic Calendar is prepared at the beginning of the year. PTA, alumni, and other stakeholders also play an important role in the decision making of the institution.

File Description	Documents
Paste link for additional information	https://carmelcollegegoa.org/wp-content/uploads/agar2021-22/6/6.1.1/policy_apostolic_carmel_congregation.pdf
Upload any additional information	View File

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

At the beginning of the academic year, responsibilities are allotted to the faculty, administrative staff, multi-tasking staff and the daily wagers by the Vice Principal in consultation with the Officiating Principal. The employees are encouraged to exercise freedom in their respective departments / workplace through the responsibilities given to them by abiding to the values, principles, rules, regulation, ethics and culture of the institution and the congregation for the benefit of the students. Officiating Principal is informed and permission is sought before any activity is undertaken in the campus. On the whole, the institution mostly functions in a decentralized and participative manner.

The Principal in consultation with the Vice Principal forms various committees comprising of the faculty members for the smooth functioning of the college. A coordinator is appointed by the Principal for each committee, mostly a senior faculty member and is given responsible freedom to conduct academic, co-curricular and extra-curricular activities for the holistic development of the students in collaboration with the committee members and after obtaining the approval of the Principal.

A few new committees were also formed as per the need of the functioning of the college.

File Description	Documents
Paste link for additional information	https://carmelcollegegoa.org/wp-content/uploads/2020/12/College-HandBook-20-21.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Revamping of the College website.

College has successfully carried out the revamping of the college website which was planned during the last NAAC vision plan. To describe one of the above three, for the purpose of revamping the college website, college administrative section invited three tenders namely 1) Creative Connections, 2) Virtual Webs Servers Private Limited and 3) Mograsy Technologies Private Limited. A committee was formed comprising of the Officiating Principal, Vice Principal, IQAC / NAAC coordinator, System Administrator and the Senior Accountant of the Finance Section of the College. The committee scrutinized the quotations submitted by the tenders and after a lot of discussions evaluated the pros and cons and the work of revamping the website was finally assigned to Virtual Webs. The website sports a modern layout and responsive design for mobile devices. Earlier features are updated and additional features were introduced. The work was completed to the satisfaction of the committee within six months.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
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.

At the helm of the Institution is the Manager and directly under the Manager are the Officiating Principal and Vice Principal. The Manager and the Vice Principal belong to the same Congregation.

The employees of the institution are categorized as 1) Academic Staff, 2) Administrative Staff, 3) Library Staff, 4) Multi-tasking Staff and 5) Daily Wagers - under this are the sweepers and the security personnel.

The Academic Staff comprises of the Faculty of Arts, Science and Commerce Streams and the Director for Physical Education. They are assisted by the Laboratory Assistants, Laboratory Attendants, Laboratory Technician, Technical Assistant, Store Keeper, Field and Plant samples collector and the Multi-tasking staff. The Administrative Staff comprises of the Head Clerk, Accountant, UDC, Junior Stenographer, LDC, System Administrator and Multi-tasking staff.

In the Arts Stream there are seven departments - three of languages (English, Hindi and Konkani) along with History, Political Science, Economics and Psychology. In the Science Stream there are five departments - Zoology, Physics, Chemistry, Botany and Mathematics. Commerce Stream is by itself. Each department comprises of the Head of the Department and the faculty members. Library Staff is made up of the Librarian and Librarian Grade I.

File Description	Documents
Paste link for additional information	https://carmelcollegegoa.org/college-policies/
Link to Organogram of the Institution webpage	https://carmelcollegegoa.org/wp-content/uploads/aqar2021-22/6/6.2.2/organogram.pdf
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
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

FINANCIAL HELP GIVEN TO THE STAFF AND STUDENTS OF CARMEL COLLEGE OF ARTS, SCIENCE AND COMMERCE FOR WOMEN

2020 - 2021

Sr. No.

Particulars

Amount

1

Mrs. Succorine Colaco, for the repairs of the house roof

2,000/-

2

Ms. Santoshi Naik, FYBCom student, part payment of examination fees

5,000/-

3

Ms. Swati S. Naik, TYBCom student, part payment of examination fees

5,000/-

4.

Mr. Afonsinho Jacob Da costa, Cerebro vascular accident, payment of medical bills

10,000/-

5.

Nataline, BCom student, purchase of provision

1,000/-

6.

Ms Antonetta Fernandes, SYBCom student, purchase of provision

5,000/-

7.

Femina Fernandes, SYBCom student, paid for medical bills and purchase of provision

5,000/-

8.

Mr. Deepak Bahadur Gurkha, College Security, Charity

73,016/-

9.

Mr. Minguel Barretto, College Security, Charity

86,451/-

TOTAL

1,92,467/-

File Description	Documents
Paste link for additional information	NIL
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

1

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
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

36

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
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

The faculty submits a performance appraisal report annually, towards the end of the year, that gives an account of the leadership role played by the faculty within the institution and outside as members of the Board of Studies, other University

Bodies such as the Court, Academic Council etc. Faculty also mentions on the same report the various responsibilities handled by them during the year and other details as required. These reports are studied by the Principal who takes cognizance of the achievements and shortcomings of the faculty. The report is then discussed with the faculty concerned and remarks are made accordingly and the faculty also is informed. The students also evaluate the teachers towards the end of the academic year. The teachers are given these papers and asked to make note of the suggestions given by the students.

Every year the non-teaching staff members (Head Clerk, Upper Division Clerk / Lower Division Clerk) write their Annual Performance Assessment Report (APAR) which is assessed by the Reporting Officer along with necessary comments followed by comments from the Reviewing Office and countersigned by the highest authority of the institution with remarks. The same protocol is followed for the Multi -Tasking Staff.

File Description	Documents
Paste link for additional information	NIL
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

Financial Audit by M/s N. T. Mathew & Co. Every year the internal financial audit is conducted during the month of April or May where the Auditors scrutinize the accounts in detail and any enquiries if arise are clarified by the accountants of the college. Once the accounts are approved by the auditors, the financial statement is submitted to the Principal. The Principal then places the audited statement before the Carmel Society of the management for scrutiny and appraisal. It is then filed in the college.

File Description	Documents
Paste link for additional information	NIL
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)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
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

- Major sources of funds are i) Salary Grant from Government (100%), ii) Non-salary Grant from Government - minimum
- Salary of sisters working in the institution utilized for repairs, maintenance and upkeep of the institutions.
- Department finance - respective departments carry out activities either through sponsors or registration or course fees.
- Self-financed courses are sustained by the fees collected from the students.
- Equipment, Instruments, sanitary items etc. are purchased following a standard protocol, either online or through dealers, tenders. Departments give requisition on a requisition slip - Principal - Office - Quotations of the companies are given by the respective department to the office - Comparative Study of the quotations is done (Principal, HoD, Accountant) -- Scrutiny - Purchase Orders - Payment.

File Description	Documents
Paste link for additional information	NIL
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

We have formalized our strategies and processes into policies. This provides a benchmark for the IQAC to ensure that best practices are followed. Some of the our policies are admission policy; environmental policy; cyber security policy; policy for mobilization of funds; and promotion policy, to name a few. All these policies cover various aspects of campus life, progression; cohesion with nature; and zero-waste. IQAC members constantly review the observance of these policies. Where needed they suggest new measures to instill and nurture good governance.

File Description	Documents
Paste link for additional information	https://carmelcollegegoa.org/college-policies/
Upload any additional information	No File Uploaded

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

On account of the pandemic, the teachers were asked to prepare econtent for the syllabus taught. The institution constituted a committee to train the teachers to use google classrooms for teaching. The committee also tested the capacity of our internet bandwidth to conduct online classes. The teachers were given the option to use online or asynchronous (recorded lectures) method of teaching. The teachers were trained in the software to be used for recording lectures. A work schedule was prepared for teaching. The HOD reviewed the teaching learning process and the feedback back was given at the IQAC and staff meetings. Based on the feedback appropriate steps are taken by the IQAC.

File Description	Documents
Paste link for additional information	https://carmelcollegegoa.org/wp-content/uploads/aqar2021-22/6/6.5.2/workschedule.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	NIL
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

The College campus entrance has a main gate manned by a watchman round the clock. An additional security person oversees the faculty parking lot and entry into the postgraduate block. The main gate has a watchman's cabin where a visitor's book is maintained.

In the postgraduate block, ladies and gents toilets are segregated. The undergraduate blocks are all women only. They are equipped with sanitary pad incinerators, washbasins, soap and are cleaned at least twice a day, more if required. Every

block/building has its own row of at least 4 Indian and Western style toilets. A Common room, sick room and medical kit is always available. The Counselor is available throughout college working hours and a secluded room above the library is available to maintain privacy and confidentiality. Creche/day care facility is available, but has at the moment been discontinued due to the Covid situation.

File Description	Documents
Annual gender sensitization action plan	NIL
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://carmelcollegegoa.org/geotag/pgallerygps.php?path=AQAR_2020_21_7.1.1_Specific_Facilities_for_Women

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures **C. Any 2 of the above**
Solar energy
Biogas plant Wheeling to the Grid **Sensor-based energy conservation** **Use of LED bulbs/ power efficient equipment**

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**

All waste on campus is segregated into biodegradable & wet; paper, plastic, glass, e-waste. Glass and e-waste is picked up by a private contractor. The wet waste is composted in pits on the campus. the dry waste is collected every Thursday by the local panchayat. During Covid times, due to lesser quantity of dry waste produced compared to when the college has all students on campus, the dry waste is picked up once a fortnight.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://carmelcollegegoa.org/geotag/pgallerygps.php?path=AQAR_2020_21_7.1.3_facilities
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 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: B. Any 3 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 with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	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 A. Any 4 or all of the above

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

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	No File Uploaded
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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
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).

Carmel College welcomes women who fulfil the eligibility criteria from any race, religion, region to apply for admission into its various courses. Konkani, Hindi, Marathi, Kannada, Tamil, Malayalam, Telugu, Gujarati and Portuguese are all spoken on campus but all classroom and co- and extra-curricular communication and interaction is in English.

Our undergraduate courses are for women only, but postgraduate courses are co-ed. The college welcomes international scholars from the Lusophone, neighbouring and other countries like The Fiji Islands, Uzbekistan and Zambia supported by the ICCR. The mandate of the college management has always been the upliftment of local women through higher education. As such, girls from the surrounding villages in a 20 kms. radius have always been admitted irrespective of a merit list or marks obtained at the class 12 examination.

We have always proudly maintained that Carmel College has played a key role in the progress and affluence of South Goa. The number of female graduates in this region far surpasses the number of male graduates. Even if they decide to be full time homemakers, our alumnae know the value of education and are progressive, aspirational mothers and wives. Centralised admissions does dis-service to our noble cause.

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	No File Uploaded

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

All campus activities are conducted with adherence to our own code of ethics as well as National development goals. Departments of History & Political Science lead the way in commemoration of days of National importance. The Sisters of the congregation of Apostolic Carmel have days of prayer and obligation which include Independence Day, Republic Day, Goa Liberation Day, and Goa statehood Day among others. A weekly value education class for every student addresses issues regarding secularism, responsible social media use, responsible feminism. Students are encouraged to

register themselves on the electoral roll and exercise their franchise and holding a valid Aadhar card. An annual inter-religious meet is organised and so is an annual visit to the state assembly when in session. Students learn the importance of paperwork required to be completed by a responsible citizen such as filing tax returns, using a helmet while riding a two-wheeler, holding a valid driving license, and always using a seat belt. Management and faculty lead by example. During the academic year 2020-21 events, meetings, talks and field trips have not been organised due to the threat of the pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

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

Yes. These are done primarily by the departments of History and Political Science, but also other departments. International Women's Day is celebrated as other commemorative days like World Aids Day and Vanmahotsava. Many of these regular campus activities have had to be shelved due to the Covid-19 pandemic.

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	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

I. Self Defense Training The objective of such training is to empower young women with real-life self defense skills; to be able to protect themselves as well as avoid injury; give them confidence and a positive body image; feel less vulnerable. All first year students to be trained by professional Karate Masters; compulsory for all students - Arts, Science & Commerce. Parents happy to give permission. Young girls in Goa not often trained in physical strength and agility. Students would learn not just self defense but also realise the importance of physical fitness. Very positive results in previous years. However in 2020-21 it was not possible to conduct this training on campus.

II. Work Experience/ Internship To provide the students with a realistic look at the workplace and aid them in choosing career paths; learning workplace skills and ethics; minimum 15 days of remunerative or pro bono work mandatory for every student at least once during their 3year undergraduate course. Students can choose to work any place of their choice. Students gained understanding of the real world of work; appreciation of time management, discipline & teamwork; meeting and dealing with diversity and multicultural work environments.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 priority of Carmel College is to uplift, empower and educate any young woman who seeks an education here. In keeping with this intention, the College has made it mandatory that every student, during the three years of her under graduation complete certificate course in self defense and complete an internship/15 day work experience period.

This aims to make them independent, self-reliant, physically, mentally and emotionally strong young women. Students have reported how actually working in the real world has taught them time management and brought home to them the fact that against all odds sometimes you have to "show up" and just get the work done.

However, during the academic year 2020-2021 due to the Covid-19 pandemic and apprehension of parents this was not feasible.

As soon as conditions are totally normal this good practice will be restored.

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

Carmel College is renowned for being the only exclusive women's educational institution in Goa. Being affiliated to Goa University, both the undergraduate and postgraduate courses follow the syllabus approved by the University. The faculty members play a pivotal role in the planning of curriculum being a part of the Board of Studies in their respective disciplines. The faculty of the college has been actively involved in the DISTAVO programme, wherein the faculty prepare e-content for their curriculum and present via video lectures. Besides this, faculty coordinators screen, scrutinize, correct, edit and provide feedback to the participants on the presentations. Carmel College consistently ensures that the prescribed curriculum and syllabus is executed and completed, utilizing a variety of teaching methods and innovative strategies. The institution is mindful of the local/national/regional/global developmental needs while framing learning objectives. . monthly meetings to plan and review the syllabus and ensure effective curriculum delivery through various activities for the students are held. During the pandemic teaching was carried out by online classes, through G meet and G Classroom. The institute incorporates certificate courses to equip them with the necessary skills.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://carmelcollegegoa.org/wp-content/uploads/aqar2021-22/1/1.1.1/1_1_1_additional_proof.pdf

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

The Goa University communicates the examination dates, however the ISA (Intra-Semester Assessment), with a 20% weightage of total marks per subject, is decided by the college. A minimum

of two ISA's, are conducted for every paper. The Departments conducts two ISAs in each semester for each paper. The first ISA is in the form of an assignment. The second ISA is an objective test with MCQs. A third ISA is conducted for those students who missing out on an ISA due to genuine reasons. During contact hours, the students are apprised of what to expect with regards to the ISAs and are also given opportunities to express their views and concerns about the subject. Lecturers assess the knowledge and skill of students by having open book tests etc. The results of these tests become the basis of the further teaching process. At the end of each semester an SEE (Semester End Examination) is conducted for the first-year and second-year students, as per the guidelines laid down by the concerned BoS of each subject. The evaluation schemes and the question papers for every paper are approved of the HoD of every department.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://carmelcollegegoa.org/wp-content/uploads/aqar2021-22/1/1.1.2/additional_pro_of.pdf

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

B. Any 3 of the above

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**

25

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)**

3

File Description	Documents
Any additional information	No File Uploaded
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

61

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

61

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

Crosscutting issues are covered in the syllabus, along with various activities.

Professional Ethics: The college through its various departments focuses on ethical principles underlying research, business practice, psychological testing, career counselling, couple and family counselling and clinical practice.

Gender: The faculty utilizes the classroom and field learning situations to create necessary awareness of all women-related issues. Activities organised include movie screenings and watching women-oriented films addressing themes like patriarchy, feminism, gender disparity, social, legal and cultural approaches towards marriage, domestic abuse.

Human Values: The college has a weekly value education lecture for all the classes, to inculcate universal human values.

Environment and Sustainability: The college ensures awareness of the environment is created among the students through classroom teaching. The course on Food Packaging and Food Laws orients students towards laws governing the setting up of a food-based industrial unit and the pertinent permissions and certifications necessary. The laboratory courses encourage students to generate products from food waste. Most of the courses lay stress on promoting an understanding of the role that environment plays in human behaviour along with facilitating pro-environmental, sustainable, long-term habits and life-skills.

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

16

File Description	Documents
Any additional information	No File Uploaded
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
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

334

File Description	Documents
Any additional information	No File Uploaded
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**

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://carmelcollegegoa.org/wp-content/uploads/aqar2021-22/1/1.4/1_4_1_n_1_4_2_url_report_new.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 sanctioned seats during the year

1521

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

269

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

Advanced learners

Students were asked to register for online courses through e-portals such as Swayam, Coursera, etc.

- Initiating discussions on current affairs and asking views and opinions on the same.
- Some of them were given the role of anchors and comperes of programs conducted at the Department.
- motivated to read e-books, e-content, relevant documentaries, newspaper articles, advanced textbooks, journals and to apply for competitive examinations.
- Encourage students to present at seminars, have group discussion triggers, find effective way to formulate questions that foster confidence and conduct informal assessments.
- Exposing students to National and International Research Events and encouraging them to interact with academic, industrial, and subject experts on a regular basis.
- Encouraged to participate in summer research fellowship programmes.

Slow learners

- Remedial teaching.
- Mentoring for overcoming challenges.

- Sending them recordings and additional links for lectures.
- Use of the vernacular language to simplify the content to the concerned students.
- Weak students are encouraged to make their own notes.
- More practice problems are assigned
- Give them guideline how to go about an assignment or how to plan a presentation
- Give them sufficient reading materials
- Students are permitted to meet the teachers to clear doubts, if any, after class hours.

File Description	Documents
Link for additional Information	NIL
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
1167	75

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

Faculty is given freedom and autonomy regarding teaching methods. All adopt a judicious mix of lecture method and modern pedagogies that are student centric

Experiential learning:

- Internships done by the students
- Students involved in organizing webinars.
- Guest lectures by eminent experts from industry and academia were organized.
- The students were encouraged to file RTI applications in different government departments to which they got replies to the queries. They did so as RTI is a part of

their curriculum and they received first-hand experience of the RTI process.

- Within the curricular limitations of an affiliated system the various departments of the college prescribe project work. It allows for adequate experienced learning
- Understanding and solving case studies and drawing out solutions and conclusions were introduced to induce experiential learning

Participative learning

- Class seminars
- Group discussions
- Quizzes

- Students are appointed as members of different committees and given responsibilities.
- Socio-political awareness is created by encouraging students to participate in mock parliament and ecological awareness is provided by the environment protection club of the college

Problem solving methodologies via:

- Taking up TY Projects to help develop research skills
- Environment Studies evaluation through case studies
- Community Outreach Programmes
- Critical reviews of films

File Description	Documents
Upload any additional information	View File
Link for additional information	NIL

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

Innovative techniques have helped us to make the learning experience of students effective.

ICT tools and resources used:

- Computers, LCDs, Wi-Fi,
- Use of Google classroom-a platform for online teaching &

learning process,

- Use of google meet for online classroom teaching
- Use of writing tab for writing of chemical equations.
- Online Quiz using google form is conducted to evaluate the students understanding of the subject.
- Software such as SPSS, AMOS are also used by commerce faculty. Chemistry faculty and students use software like ChemSketch, ChemDraw and Data Analysis and Graphing software like Origin. Students of the Mathematics department learn the use of Software like Python and GeoGebra. Physics department uses PhET Interactive Simulations, Graphing Software, EXCEL Graphics, ExpEYES interface. The department of Hindi uses different websites and tools like bharatdarshan, Gadya Kosh, Sahitya Vimarsh, Hindisamay.com, Rajbhasha.net, Shodhaganga.
- Students are encouraged to access digital library, online courses and DISHTAVO (an initiative of DHE, Government of Goa).
- Lectures are supplemented with presentations using Microsoft PowerPoint software.
- Students were encouraged to refer to e-books, research papers for self-learning.
- Paint and Google jam board were used to explain concepts
- ISAs were conducted by making use of Google forms, and assignments were uploaded in the classroom.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://carmelcollegegoa.org/facilities/

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

54

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

75

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

18

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

786

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.

There are two Intra Semester Assessments per subjects conducted each semester. Each ISA carries 10/ marks. The first ISA is conducted in different forms like Form of PowerPoint Presentation, Audio-Visual Presentations, Field-Based Surveys/Interviews, Case Study and viva-voce.

The timetable of each ISA is intimated (through college website) to the students at least 3 weeks prior to the conduct of the ISA.

The second ISA is objective based (question paper uploaded on google classroom). Upon evaluation of the students' performance, the marks awarded are notified to them via google classroom.

In case a student is unable to answer the ISA due to unavoidable circumstances; a third ISA is given to them, upon producing a valid proof and obtaining the approval of the Principal for the same.

The Examination committee decides the dates for the conduct of internal examinations with due consultation of all HODs and the Principal. The HODs take stock of syllabus covered in different papers by concerned faculty members and question papers/assignments are finalised by different departments well in advance of the timetable of ISA / SEE examination. The internal examinations are managed by the department themselves.

Marks for the examinations are submitted to the college office in time.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.carmelcollegegoa.org/wp-content/uploads/agar2021-22/2/2.5.1/exam_policy.pdf

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

Students can request for re-verification of ISA and Semester End Examination (SEE) marks by making an application in writing to the Principal of the college. Upon receiving the application, the applicant can verify the same in presence of the Principal and concerned faculty. The grievance process is settled within one week of receiving the application

College has a centralized Grievance cell. Students apply to the Principal for personal verification of a paper; due procedure according to Goa University guidelines is followed.

The Principal and Examination committee ensure the smooth and transparent conduct of University examinations. Question papers for Internal Examinations, as well as end semester examinations, are kept confidentially. The time table for examinations is prepared by Examination committee. Examinations are conducted in a fair manner which does not give any scope to any kind of grievance from the part of the students. Supervisors of examination check the identity card and fee receipt before entering in examination room. Principal and Vice- Principal visit to the examination halls to prevent malpractice.

--The College has an Examination Committee, Unfair Means Committee and Examination Grievance Committee, which handles various aspects related to exams. These committees conduct regular meetings to ensure effective implementation.

File Description	Documents
Any additional information	View File
Link for additional information	http://www.carmelcollegegoa.org/wp-content/uploads/agar2021-22/2/2.5.2/greivance_redressal_policy.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College has clearly stated its Programme Outcomes, Programme Specific Outcomes, Course Outcomes and learning Outcomes which are displayed on the college website. These Outcomes have been set by taking into consideration the different programmes and the heterogeneity of rural and urban students.

As an affiliated college, the programme specific outcomes and the course outcomes are in accordance to the Goa University syllabus. Additionally, faculty formulates subject outcomes which are relevant to the course. Faculty prepare monthly lesson plans for each course, called the 'Subject Proforma' specifying the syllabus covered, the details of topics assigned for group discussions, quizzes, assignments, class presentations, as well as field surveys and excursions if applicable.

Most of the activities are planned and conducted by departments in accordance with the programme specific and course outcomes. Active and enthusiastic participation in a variety of these co-curricular and extra-curricular activities helps to judge the programme and course outcomes. For academic assessments the college follows both formative and summative approaches as prescribed by the University.

The Vision and mission statements are displayed on the college website as well as in the college campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	NIL
Upload COs for all courses (exemplars from Glossary)	View File

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

2.6.2. Attainment of Programme outcomes and course outcomes are

evaluated by the institution.

The College provides high-quality education, as evidenced by their programme and course outcomes. The administration focuses on the quality of students and instructors to attain the POs and COs. Various tools/methods are used to assess the achievement of Course objectives. Various departments use direct methods to assess our students' knowledge and skills based on their performance in class tests, internal assessment tests, assignments, semester end examinations, seminars, laboratory assignments, laboratory skills evaluation by conducting Practical exams at the end of each semester, and projects, among other things. Teachers might use these strategies to gain insight into their students' aptitude for the subject.

Mentoring and counselling process are crucial in identifying and addressing gaps in learning outcomes, as well as attempting to establish a humanistic and holistic attitude to life. Each faculty is assigned a group of 20 to 25 students who will monitor the students' progress, provide counselling, if necessary, calculate attendance, and communicate their progress with parents.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	NIL

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

357

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	NIL

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://carmelcollegegoa.org/wp-content/uploads/aqar2021-22/2/2.7/SSS_weblink.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)

4.7

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

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.goa.gov.in/department/goa-forest-development-corporations/

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

23

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

14

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year	
8	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File
3.3 - Extension Activities	
3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
<p>The extension activities of Carmel College aim to instill in our young women the mind and spirit to serve the community and to imbibe in the students the Christian values leading to positive actions for the betterment of society. The extension activities are carried to create socially responsible citizens. These activities also help our women in their holistic development and contributing positively to the society and environment. The aim is to instill in our students a sense of coexistence and well-being of all around us.</p> <p>The various extension activities are conducted under the banners of NCC, NSS, Environment Protection Cell, Women's Cell, Value Education, Consumer Welfare Cell, Civic Club, Biodiversity Research Cell etc. as well as through associations and collaborations with external agencies along with the departmental extension programs and activities. A number of workshops, seminars, field trips, certificate and add-on courses, inter-class and inter-collegiate competitions organized by the Cells, Clubs and departments on socio-economic, demographic, cultural and environmental issues have helped in sensitizing students and enable students to spread the awareness to their families and communities.</p>	

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - 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

3.3.3.1 - 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

18

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 last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

829

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

6

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

4

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.

Classrooms

The college has 24 spacious classrooms in the UG block and 7 in the PG block. All are equipped with ICT and Wi-Fi. Some have a desktop, printer, LAN facility and multi-media speakers.

Laboratories

The physics, chemistry, botany and zoology and psychology departments have their own laboratories. At UG level, there are three computer laboratories - at PG, 3. Each computer laboratory also has a printer for use by the department. The IQAC/ Conference room has an interactive intelligent panel. The Science Laboratories have the required instruments/equipment needed for the specialised conduct of practicals.

Library

The college library has a collection of 38,529 books and 100 magazines. It subscribes to the Inflight database with access to 25,000 journals. Computers with Wi-Fi are provided. The library also houses personal collections. The library periodically adds multimedia resources pertaining to film studies, culture studies and music history. The library also has many rare books in its collection.

Others

The college has a media room. A shade house provides live plant

specimens for plant related experiments and abotanical garden nurtures endemic plants of the Western Ghats. There is alsoa museum with a collection of various species of flora and fauna.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://carmelcollegegoa.org/facilities/

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

College has an indoor stadium with a badminton court of international standard, a pool table, table tennis table, carrom board and chess board. Italso has a gymnasium which has weights, a treadmill, a training cycle, yoga mats, a bench press. There are changing rooms for home teams and other teams along with hot and cold water facilities.

College has amultipurpose court used for basketball, volleyball and handball matches. Ithas a football ground with turf with flood light for day / night matches and a walking track around the football ground. It also has a tennikoit court.

There isan air-conditioned auditorium with various musical instruments (folk and modern), costumes and a professional public address system. The auditorium is used 300-365 days.The local Margao YWCA organises a programme once a month in the auditorium during the zero hour. The auditorium is also the preferred venue for events. The auditorium is used for department-related activities, singing competition by Carmelex, an annual inter-religious programme for staff and the students.The auditorium is also used for community gatherings like a health talk or community health camp. The John Paul Foundation for sports hosts its programme here too.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://carmelcollegegoa.org/sports/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

32

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

32

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://carmelcollegegoa.org/facilities/
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)

8.16

File Description	Documents
Upload any additional information	No File Uploaded
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)

LibSysis an integrated multiuser library management software, that caters to the needs of an advanced library and information professionals. The present times demand Library Management System to deliver much more than operational efficiency. It provides a delightful library experience and gives appreciable staff satisfaction. LibSys is committed to delivering value to

the libraries through its products. In-depth understanding of Library operations implicit needs of the patrons.

The Web-based Library Management System LibSys provides a greatly enhanced user experience through value added features and services. LibSys is built on international standards and open technologies. It covers Acquisition, Cataloguing, Circulation along enriched OPAC. It has a powerful and user-friendly WEB-OPAC along with Windows-based OPAC. Its seamless work-flow enables library staff to manage library operations efficiently and covers all the needs of the library automation. It is a perfect solution for the automation of small libraries and resource centres with basic needs. It configures the entire library workflow easily with the latest software technology. A powerful yet simple solution for the automation of Libraries and Resource Centres having a small set up.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NIL

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

A. Any 4 or more 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)

4.54

File Description	Documents
Any additional information	No File Uploaded
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

2.513

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

Carmel College has all the necessary IT infrastructure to provide all faculty, staff and students free IT facilities. The IT infrastructure and resources are updated and upgraded continuously as per the requirements and changing technology.

Internet bandwidth is upgraded from 10Mbps to 20Mbps over RF with high fault tolerance. Internet connectivity is monitored and controlled by Sophos Next Gen firewall. The college is also a Jio Digital Campus and has access to a state government sanctioned internet line of 60Mbps for internet connectivity.

The existing network switches have been upgraded to manage capability and to Gigabit standard, with POE switches powering access points and CCTV. Access Point (AP) has been upgraded to b/g/n and ac standard and is installed at prominent locations to maximise WIFI coverage. Computers and servers have been installed with Seqrite Endpoint security Business Edition antivirus which is renewed annually. Microsoft Volume Licenses have been procured to upgrade existing version of Microsoft Windows and Office. Tally ERP Gold was upgraded to the latest release with subscription of TSS (Tally Software Service).

Desktop Computers (OEM and assembled) and laptops were purchased to upgrade old and aging computers with relevant licenses.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://carmelcollegegoa.org/wp-content/uploads/naac/policies/information technology_policy.pdf

4.3.2 - Number of Computers

119

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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)

23.94

File Description	Documents
Upload any additional information	No File Uploaded
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.

- Precautions for the safety of students during experiments are taken.
- After the experiments the equipment is put away safely and the lab is cleaned.
- At the beginning of each academic year, the Departments fill in a Library Requisition Slip for the purchase of new books required by the Department.
- After delivery of requirements is made, books are checked as per the bill and then entered into the Accession Registers, numbered as per the Accession Register.
- A stock book for books purchased from UGC Grant is maintained. Annual stock taking of the library books is undertaken from March to May.

Sports equipment can be used from the sports room after recording the borrower's name in the register. For purchase of equipment an acquisition slip has to be submitted to the college office. The equipment and facilities are maintained by the in-house MTS staff/ gymkhana peon.

- A system analyst and technical staff maintain all the computer equipment and software.
- If any IT related equipment is to be purchased, the department has to fill in a requisition slip and submit it to the office.
- Repairs and maintenance of the furniture as well as electrical appliances is done as and when the need arises.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://carmelcollegegoa.org/wp-content/uploads/naac/policies/policies_on_repairs_and_maintenance.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

118

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
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

100

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://carmelcollegegoa.org/news-updates/
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

182

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

182

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

A. All of the above

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

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

23

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	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

113

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	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.

12

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
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)

Student representatives acted as facilitators between the teachers and the students. The Women's Cell organized Self Defence Workshop. An online talk on 'Healthy Eating for Healthy Living' was well attended by the students. The Consumer Welfare Cell put up a 'Road Safety Campaign'. Students were involved in an online 'Say No to Tobacco Campaign'. The Environment Protection Club conducted an Online Quiz for students on the occasion of World Wetland Day on 2-2-21. A total of 100 students participated in the quiz.

Two NCC cadets of our college participated in the Army Attachment Camp at Chennai, one attended a RDC Selection Camp at Belgaum, while 32 students attended the ATC camp at Carmel College. NSS volunteers distributed masks and food among migrants, the homeless and street children; NSS volunteers participated in a webinar titled 'Yoga Benefits in Times of Pandemic'. The Independence Day Program saw NSS volunteers prepare traditional nutritious dishes, and plant saplings of fruit-bearing plants. On Gandhi Jayanti they collected litter from streets and bushes.

Students participated in International Women's Day events with the theme 'Choose to Challenge'. Students put up a meaningful presentation on Teacher's Day. The Christmas Program had students singing carols and presenting skits.

File Description	Documents
Paste link for additional information	https://carmelcollegegoa.org/wp-content/uploads/aqar2021-22/5/5.3.2/upload_add_inf.pdf
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

76

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

Carmel College of Arts, Science and Commerce has a registered Alumni Association called the Carmel Ex-Students Association or 'Carmelex'. This association was registered in 2020-2021 under the Societies Registration Act, 1860, with the Sub-Registrar of South Goa on the 15th of October 2020.

Fees. • Entrance Fees/ Admission- ? 10 • Annual Membership Fees for Ordinary Members- ? 100 • Life Membership Fees - ? 1,000/- Alternatively, members can apply directly for life membership on the payment of ? 1,410.

Organization The Carmelex Association is organized into a General Body consisting of the members and Executive Body consisting of President, Vice President, Secretary, Joint Secretary, Treasurer, Assistant Treasurer and Batch Specific Members.

Meetings Annual General Body Meeting is held once a year, usually in the month of August.

Activities • The Carmelex has instituted prizes for excellence in academics. • A token amount is contributed by the graduating students each year. • The Carmelex sponsors refreshments for the Feast of Our Lady of Mount Carmel every year. • The Association organizes the much-anticipated Voice of Carmel Singing Competition on the 14th of February every year. • The Association also organizes fund raising activities such as canteens, pop-up bazaars and festivals.

File Description	Documents
Paste link for additional information	https://carmelcollegegoa.org/alumni/
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

VISION STATEMENT: Holistic development of youth through education amidst a changing, challenging and developing society.

MISSION STATEMENT: To educate youth for altruistic leadership by integrating academic excellence and human ethics.

To provide value-based and quality-oriented education to students with a secular, democratic and syncretic spirit.

Governance is democratic and collaborative. In keeping with the policies and plans, the manager of the college along with the Officiating Principal and Vice Principal, who is the member of the management, designs and initiates the academic, non-academic and administrative programmes. The financial expense for the construction and infrastructure / campus maintenance is borne by the management from the salaries of the working sisters of the management.

PERSPECTIVE FUTURE PLAN

- Encourage faculty to upload videos of lessons on the internet.
- Conduct short term and certificate courses.
- Start more skill-based / job-oriented courses.

- Initiate vegetable garden at homes.
- Encourage faculty to enroll for Ph.D

PARTICIPATION OF TEACHERS

Regular meetings of various committees are chaired by the Principal. A plan of action as needed is drawn up. Academic Calendar is prepared at the beginning of the year. PTA, alumni, and other stakeholders also play an important role in the decision making of the institution.

File Description	Documents
Paste link for additional information	https://carmelcollegegoa.org/wp-content/uploads/aqar2021-22/6/6.1.1/policy_apostolic_carmel_congregation.pdf
Upload any additional information	View File

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

At the beginning of the academic year, responsibilities are allotted to the faculty, administrative staff, multi-tasking staff and the daily wagers by the Vice Principal in consultation with the Officiating Principal. The employees are encouraged to exercise freedom in their respective departments / workplace through the responsibilities given to them by abiding to the values, principles, rules, regulation, ethics and culture of the institution and the congregation for the benefit of the students. Officiating Principal is informed and permission is sought before any activity is undertaken in the campus. On the whole, the institution mostly functions in a decentralized and participative manner.

The Principal in consultation with the Vice Principal forms various committees comprising of the faculty members for the smooth functioning of the college. A coordinator is appointed by the Principal for each committee, mostly a senior faculty member and is given responsible freedom to conduct academic, co-curricular and extra-curricular activities for the holistic development of the students in collaboration with the committee members and after obtaining the approval of the Principal.

A few new committees were also formed as per the need of the

functioning of the college.

File Description	Documents
Paste link for additional information	https://carmelcollegegoa.org/wp-content/uploads/2020/12/College-HandBook-20-21.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Revamping of the College website.

College has successfully carried out the revamping of the college website which was planned during the last NAAC vision plan. To describe one of the above three, for the purpose of revamping the college website, college administrative section invited three tenders namely 1) Creative Connections, 2) Virtual Webs Servers Private Limited and 3) Mograsy Technologies Private Limited. A committee was formed comprising of the Officiating Principal, Vice Principal, IQAC / NAAC coordinator, System Administrator and the Senior Accountant of the Finance Section of the College. The committee scrutinized the quotations submitted by the tenders and after a lot of discussions evaluated the pros and cons and the work of revamping the website was finally assigned to Virtual Webs. The website sports a modern layout and responsive design for mobile devices. Earlier features are updated and additional features were introduced. The work was completed to the satisfaction of the committee within six months.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
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.

At the helm of the Institution is the Manager and directly

under the Manager are the Officiating Principal and Vice Principal. The Manager and the Vice Principal belong to the same Congregation. The employees of the institution are categorized as 1) Academic Staff, 2) Administrative Staff, 3) Library Staff, 4) Multi-tasking Staff and 5) Daily Wagers - under this are the sweepers and the security personnel.

The Academic Staff comprises of the Faculty of Arts, Science and Commerce Streams and the Director for Physical Education. They are assisted by the Laboratory Assistants, Laboratory Attendants, Laboratory Technician, Technical Assistant, Store Keeper, Field and Plant samples collector and the Multi-tasking staff. The Administrative Staff comprises of the Head Clerk, Accountant, UDC, Junior Stenographer, LDC, System Administrator and Multi-tasking staff.

In the Arts Stream there are seven departments - three of languages (English, Hindi and Konkani) along with History, Political Science, Economics and Psychology. In the Science Stream there are five departments - Zoology, Physics, Chemistry, Botany and Mathematics. Commerce Stream is by itself. Each department comprises of the Head of the Department and the faculty members. Library Staff is made up of the Librarian and Librarian Grade I.

File Description	Documents
Paste link for additional information	https://carmelcollegegoa.org/college-policies/
Link to Organogram of the Institution webpage	https://carmelcollegegoa.org/wp-content/uploads/aqar2021-22/6/6.2.2/organogram.pdf
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
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

FINANCIAL HELP GIVEN TO THE STAFF AND STUDENTS OF CARMEL COLLEGE OF ARTS, SCIENCE AND COMMERCE FOR WOMEN

2020 - 2021

Sr. No.

Particulars

Amount

1

Mrs. Succorine Colaco, for the repairs of the house roof

2,000/-

2

Ms. Santoshi Naik, FYBCom student, part payment of examination fees

5,000/-

3

Ms. Swati S. Naik, TYBCom student, part payment of examination fees

5,000/-

4.

Mr. Afonsinho Jacob Da costa, Cerebro vascular accident,
payment of medical bills

10,000/-

5.

Nataline, BCom student, purchase of provision

1,000/-

6.

Ms Antonetta Fernandes, SYBCom student, purchase of provision

5,000/-

7.

Femina Fernandes, SYBCom student, paid for medical bills and
purchase of provision

5,000/-

8.

Mr. Deepak Bahadur Gurkha, College Security, Charity

73,016/-

9.

Mr. Minguel Barretto, College Security, Charity

86,451/-

TOTAL

1,92,467/-

File Description	Documents
Paste link for additional information	NIL
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

1

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
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

36

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
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

The faculty submits a performance appraisal report annually, towards the end of the year, that gives an account of the leadership role played by the faculty within the institution

and outside as members of the Board of Studies, other University Bodies such as the Court, Academic Council etc. Faculty also mentions on the same report the various responsibilities handled by them during the year and other details as required. These reports are studied by the Principal who takes cognizance of the achievements and shortcomings of the faculty. The report is then discussed with the faculty concerned and remarks are made accordingly and the faculty also is informed. The students also evaluate the teachers towards the end of the academic year. The teachers are given these papers and asked to make note of the suggestions given by the students.

Every year the non-teaching staff members (Head Clerk, Upper Division Clerk / Lower Division Clerk) write their Annual Performance Assessment Report (APAR) which is assessed by the Reporting Officer along with necessary comments followed by comments from the Reviewing Office and countersigned by the highest authority of the institution with remarks. The same protocol is followed for the Multi -Tasking Staff.

File Description	Documents
Paste link for additional information	NIL
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

Financial Audit by M/s N. T. Mathew & Co. Every year the internal financial audit is conducted during the month of April or May where the Auditors scrutinize the accounts in detail and any enquiries if arise are clarified by the accountants of the college. Once the accounts are approved by the auditors, the financial statement is submitted to the Principal. The Principal then places the audited statement before the Carmel Society of the management for scrutiny and appraisal. It is then filed in the college.

File Description	Documents
Paste link for additional information	NIL
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)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
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

- Major sources of funds are i) Salary Grant from Government (100%), ii) Non-salary Grant from Government - minimum
- Salary of sisters working in the institution utilized for repairs, maintenance and upkeep of the institutions.
- Department finance - respective departments carry out activities either through sponsors or registration or course fees.
- Self-financed courses are sustained by the fees collected from the students.
- Equipment, Instruments, sanitary items etc. are purchased following a standard protocol, either online or through dealers, tenders. Departments give requisition on a requisition slip - Principal - Office - Quotations of the companies are given by the respective department to the office - Comparative Study of the quotations is done (Principal, HoD, Accountant) -- Scrutiny - Purchase Orders - Payment.

File Description	Documents
Paste link for additional information	NIL
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

We have formalized our strategies and processes into policies. This provides a benchmark for the IQAC to ensure that best practices are followed. Some of the our policies are admission policy; environmental policy; cyber security policy; policy for mobilization of funds; and promotion policy, to name a few. All these policies cover various aspects of campus life, progression; cohesion with nature; and zero-waste. IQAC members constantly review the observance of these policies. Where needed they suggest new measures to instill and nurture good governance.

File Description	Documents
Paste link for additional information	https://carmelcollegegoa.org/college-policies/
Upload any additional information	No File Uploaded

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

On account of the pandemic, the teachers were asked to prepare content for the syllabus taught. The institution constituted a committee to train the teachers to use google classrooms for teaching. The committee also tested the capacity of our internet bandwidth to conduct online classes. The teachers were given the option to use online or asynchronous (recorded lectures) method of teaching. The teachers were trained in the software to be used for recording lectures. A work schedule was prepared for teaching. The HOD reviewed the teaching learning

process and the feedback back was given at the IQAC and staff meetings. Based on the feedback appropriate steps are taken by the IQAC.

File Description	Documents
Paste link for additional information	https://carmelcollegegoa.org/wp-content/uploads/agar2021-22/6/6.5.2/workschedule.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	NIL
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

The College campus entrance has a main gate manned by a watchman round the clock. An additional security person oversees the faculty parking lot and entry into the

postgraduate block. The main gate has a watchman's cabin where a visitor's book is maintained.

In the postgraduate block, ladies and gents toilets are segregated. The undergraduate blocks are all women only. They are equipped with sanitary pad incinerators, washbasins, soap and are cleaned at least twice a day, more if required. Every block/building has its own row of at least 4 Indian and Western style toilets. A Common room, sick room and medical kit is always available. The Counselor is available throughout college working hours and a secluded room above the library is available to maintain privacy and confidentiality. Creche/day care facility is available, but has at the moment been discontinued due to the Covid situation.

File Description	Documents
Annual gender sensitization action plan	NIL
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://carmelcollegegoa.org/geotag/pgallerygps.php?path=AOAR 2020 21 7.1.1 Specific Facilities for Women

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

C. Any 2 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

All waste on campus is segregated into biodegradable & wet; paper, plastic, glass, e-waste. Glass and e-waste is picked up

by a private contractor. The wet waste is composted in pits on the campus. the dry waste is collected every Thursday by the local panchayat. During Covid times, due to lesser quantity of dry waste produced compared to when the college has all students on campus, the dry waste is picked up once a fortnight.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://carmelcollegegoa.org/geotag/pgallerygps.php?path=AQAR_2020_21_7.1.3_facilities
Any other relevant information	No File Uploaded

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

B. Any 3 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 with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	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

A. Any 4 or all 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	No File Uploaded
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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
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).

Carmel College welcomes women who fulfil the eligibility criteria from any race, religion, region to apply for admission into its various courses. Konkani, Hindi, Marathi, Kannada, Tamil, Malayalam, Telugu, Gujarati and Portuguese are all spoken on campus but all classroom and co- and extra-curricular communication and interaction is in English.

Our undergraduate courses are for women only, but postgraduate courses are co-ed. The college welcomes international scholars from the Lusophone, neighbouring and other countries like The Fiji Islands, Uzbekistan and Zambia supported by the ICCR. The mandate of the college management has always been the upliftment of local women through higher education. As such, girls from the surrounding villages in a 20 kms. radius have always been admitted irrespective of a merit list or marks obtained at the class 12 examination.

We have always proudly maintained that Carmel College has played a key role in the progress and affluence of South Goa. The number of female graduates in this region far surpasses the number of male graduates. Even if they decide to be full time homemakers, our alumnae know the value of education and are progressive, aspirational mothers and wives. Centralised admissions does dis-service to our noble cause.

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	No File Uploaded

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

All campus activities are conducted with adherence to our own code of ethics as well as National development goals. Departments of History & Political Science lead the way in commemoration of days of National importance. The Sisters of the congregation of Apostolic Carmel have days of prayer and obligation which include Independence Day, Republic Day, Goa Liberation Day, and Goa statehood Day among others. A weekly value education class for every student addresses issues regarding secularism, responsible social media use, responsible feminism. Students are encouraged to register themselves on the electoral roll and exercise their franchise and holding a valid Aadhar card. An annual inter-religious meet is organised and so is an annual visit to the state assembly when in session. Students learn the importance of paperwork required to be completed by a responsible citizen such as filing tax returns, using a helmet while riding a two-wheeler, holding a valid driving license, and always using a seat belt. Management and faculty lead by example. During the academic year 2020-21 events, meetings, talks and field trips have not been organised due to the threat of the pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

**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**

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

Yes. These are done primarily by the departments of History and Political Science, but also other departments. International Women's Day is celebrated as other commemorative days like World Aids Day and Vanmahotsava. Many of these regular campus activities have had to be shelved due to the Covid-19 pandemic.

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	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

I. Self Defense Training The objective of such training is to

empower young women with real-life self defense skills; to be able to protect themselves as well as avoid injury; give them confidence and a positive body image; feel less vulnerable. All first year students to be trained by professional Karate Masters; compulsory for all students - Arts, Science & Commerce. Parents happy to give permission. Young girls in Goa not often trained in physical strength and agility. Students would learn not just self defense but also realise the importance of physical fitness. Very positive results in previous years. However in 2020-21 it was not possible to conduct this training on campus.

II. Work Experience/ Internship To provide the students with a realistic look at the workplace and aid them in choosing career paths; learning workplace skills and ethics; minimum 15 days of remunerative or pro bono work mandatory for every student at least once during their 3 year undergraduate course. Students can choose to work any place of their choice. Students gained understanding of the real world of work; appreciation of time management, discipline & teamwork; meeting and dealing with diversity and multicultural work environments.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 priority of Carmel College is to uplift, empower and educate any young woman who seeks an education here. In keeping with this intention, the College has made it mandatory that every student, during the three years of her under graduation complete certificate course in self defense and complete an internship/15 day work experience period.

This aims to make them independent, self-reliant, physically, mentally and emotionally strong young women. Students have reported how actually working in the real world has taught them time management and brought home to them the fact that against all odds sometimes you have to "show up" and just get the work done.

However, during the academic year 2020-2021 due to the Covid-19 pandemic and apprehension of parents this was not feasible.

As soon as conditions are totally normal this good practice will be restored.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To change the Best Practice from Self Defense to "Healthy Woman, Healthy Nation". Every student to choose at least one indoor or outdoor sport and pursue it. Alternatively, students could attend a fitness class offline or online. Details to be worked out depending upon the trajectory of the Covid-19 pandemic.

2. To continue with the Internship/work experience requirement for all our students.

3. To open up classes on campus for all students and resume all regular co and extra-curricular activities.