SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

MURGAON EDUCATION SOCIETY'S COLLEGE OF ARTS AND COMMERCE

MURGAON EDUCATION SOCIETYS COLLEGE OF ARTS AND COMMERCE
ZUARINAGAR, GOA- 403726
403726
www.mescollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Murgaon Education Society's College of Arts & Commerce, situated at Zuarinagar, Goa, was founded by the great visionary and philanthropist Late Shri. Vasantrao Subrai Joshi. It is one of the premier institutions of higher education in the state of Goa and has completed 48 years since its inception. The present educational campus transformed the barren, rocky and unyielding land into a lush green, fertile paradise.

The College is currently offering the following programmes: B.A., B.Com., B.B.A, B.C.A., B.B.A (Shipping and Logistics) and M.Com. The college also conducts a diploma course in Counselling Techniques and various add on/certificate courses. The college has two Research Centres in Sociology and Economics. At present, the college has 1474 students and 60 full-time teaching faculty.

The college imparts learner-centric education which aims at the holistic development of the student community emphasizing the use of ICT in teaching and learning. The college has six laboratories. The college library is fully automated and well- equipped with 31241 books and 78 journals and periodicals, and the Library is a member of N-List program of INFLIBNET.

The college, engaged in many extension activities through its NCC, NSS and various departments organizes various camps for the benefit of the community such as blood donation camp and medical checkup. AIDS awareness programmes are undertaken in order to generate social awareness as a part of Red Ribbon Club. On the days of national importance, various rallies are organized to create social awareness in the society on issues of social importance with the help of NSS volunteers. The NCC cadets have been selected for the Republic Day Parade and for youth exchange programs. The students of the college have participated in many sports events at state, national and international levels, such as athletics, cricket, table-tennis, taekwondo and power lifting and have brought many laurels to the college.

The college has become, over the years, a positive force for national development. M.E.S. College of Arts and Commerce, Zuarinagar, Goa, with good infrastructure facilities, qualified and committed staff and supporting management, has the potential to become a centre of excellence.

Vision

A dynamic centre of excellence to learn and innovate, fostering holistic development of the individual.

Mission

The college is committed to provide a foundation for lifetime learning through innovative and value-based inclusive education responsive to the ever-changing needs of the society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

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Institutional Strength

- M.E.S. College of Arts and Commerce is one of the premier institutions of higher education in the state of Goa offering a wide range of programmes and courses. It attracts students not only from the State of Goa, but from other states of India as well as from abroad.
- The Institution has well-qualified and committed faculty. At present, fifteen faculty members have been awarded Ph.D., one faculty member has submitted Ph.D. thesis and thirteen faculty have registered for Ph.D. Five faculty have M. Phil as their highest qualification. Two of the faculty members from the Departments of Economics and Sociology are research guides to doctoral students.
- The institution has a very supportive management.
- The Institution has an excellent teacher-student ratio of 1:25
- The Institution has an excellent mentor-mentee ratio of 1:32
- The Institution has a wi-fi enabled campus with good internet connectivity. The existing ICT facilities have helped in strengthening the teaching-learning process.
- The 'Go Green' initiative at M.E.S. College is unique in the sense that, it is environmental friendly and provides education to promote sustainable and eco-friendly practices on the campus.
- The institution has an active College Council, vibrant NSS and NCC Units and various Cells and Associations which contribute to the holistic development of students.
- The Institution has a registered Alumni Association and a vibrant Parent-Teacher Association which play a significant role in the development of the Institution.

Institutional Weakness

- The college is situated close to the airport and lies in the approach funnel of the airport. Hence, the college cannot have multi-storyed buildings due to restrictions from the Airport Authority of India.
- Though the count of faculty members with doctorates and the number of research publications, has increased over the years, they are not commensurate with the overall faculty strength.
- As the college is affiliated to Goa University, it has limited academic freedom to revise or upgrade the syllabi.
- The institution does not have any smart classroom.
- The institution does not have any student exchange programmes and faculty exchange programmes with reputed institutions at the national and international level.
- At present, the institution is running only one masters programme, namely, M.Com.
- The institution does not have a language lab.

Institutional Opportunity

- Faculty members could be motivated to pursue doctoral and post-doctoral research and publish in

reputed national and international journals which are included in the UGC CARE list.
- More certificate courses which cater to the needs of the industry and enhance employability, can be introduced.
- More post-graduate degree and diploma programmes could be introduced.

- The institution could sign MoUs with reputed institutions at the national and international level and initiate student exchange programmes and faculty exchange programmes.

- The institution could set up a fully equipped language lab.
- The institution could establish more industry-academia linkages so as to create competencies that would increase the employability of students
- The institution could set up an incubation centre.
- The institution could mobilize more funds from the State Government for the conduct of seminars, workshops, faculty development programmes, etc.
- The college can encourage some of the teachers to be 'Master Trainers' in areas of their interest. This will ensure expertise in certain areas.

Institutional Challenge

- A major challenge for the institution would be to adapt to the changing requirements of the job market.
- Since a majority of our students are first generation learners, there is a possibility of some of them dropping out before completing graduation. Hence the institution faces the challenge to retain these students and motivate them to complete their graduation.
- The institution also faces the challenge of motivating students to pursue higher education after graduation.
- Creation of e-resources by the faculty is a major challenge.
- The college is situated on a rocky plateau. It becomes difficult to create and maintain greenery.
- There is a problem of availability of water for all purposes, though the college has borewell facility.
- Introducing and running self-financed new courses in UG and PG programmes is a major challenge.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated to Goa University and functions under the affiliating system of higher education. Many of our faculty members are members of the Academic Council, Court and Boards of Studies of Goa University. The faculty are also members of sub-committees for the drafting of syllabi. They use their expertise in helping develop syllabi that are relevant to the needs of the times.

On the recommendations of the UGC and as per Goa University statutes, the institution has introduced the

Choice Based Credit System (CBCS) for all its programmes in a phased manner and ensures effective curriculum delivery through its well-planned academic programmes and processes.

The institution enriches the prescribed curriculum through various value-added diploma and certificate courses which serve to enhance the knowledge and skills of the students. Field trips and study tours are organized thereby giving students practical knowledge of the concepts taught in the classroom. Students are encouraged to participate in co-curricular and extra-curricular activities at the institutional, state and national levels. Participation in such activities enable the students to grow intellectually, develop relevant competencies and sensitize them about gender issues, human values, environment and sustainability, human values and professional ethics.

The institution aims to offer the best possible environment and learning experience to encourage students to perform to their full potential. The institution has a structured feedback mechanism. Institutional feedback and feedback about curriculum is obtained from students, alumni and parents. The students also provide feedback about faculty. This practice has made a major breakthrough in maintaining quality standards in teaching.

Teaching-learning and Evaluation

The institution works towards improving the quality of teaching-learning and evaluation. The institution attracts students from Goa, other states of India and abroad. Bridge courses are conducted for certain subjects at the beginning of every academic year.

The mentoring system is formalized and functioning well. Two teachers are appointed as mentors for each class, each mentoring a group of 30 students. All mentors have regular meetings with their mentees, the reports of which are submitted to the IQAC.

Student centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning. Experiential learning methods include internships, field trips, industrial visits and study tours within and outside the state. The final year students undertake projects/dissertations. Participative learning is encouraged among the students through interactive group discussions, debates on contemporary issues, case studies and presentations by students. Peer learning is considered as one of the best methods of interactive learning. This is a process wherein an academically bright student teaches a group of academically weaker students. The faculty make use of Google Classroom, Moodle, Inflibnet, E-PG Pathshala, Flipped classroom and YouTube videos.

On the basis of the circular received from Goa University with respect to academic terms, the College prepares its academic calendar, which includes activities planned by the Committees and Departments. The University announces the examination dates and the college adheres to these dates. Transparency is maintained by showing the assessed answer sheets of Intra Semester Assessment (ISA) to the students. The Goa University ordinances are strictly followed for the conduct of ISA and Semester End Examination (SEE). The college regularly reviews all course outcomes.

Research, Innovations and Extension

M.E.S. College has two research centres in Economics and Sociology . Two students have enrolled for Ph.D. in Economics and Sociology. Fifteen faculty members have Ph.D. degree and thirteen faculty members have

registered for Ph.D. degree. Two of the faculty members are research guides to doctoral students. The faculty members are actively involved in research and have published research papers in national and international journals, besides authoring and editing books. Since the opportunities for entrepreneurs are growing in Goa, the college has taken an initiative to start an Entrepreneurship Hub for the creation and transfer of knowledge.

The college organizes extension activities in order to spread awareness and strengthen the individual's sense of responsibility towards societal development. Through these extension activities, students are empowered to act responsibly towards social issues.

M.E.S. College has been selected by MHRD, Government of India to adopt five villages under the Unnat Bharat Abhiyaan Scheme, a scheme to bring out positive socio-economic change in Indian villages. The college is one among 292 non-technical institutions selected in Phase II under the scheme. M.E.S. College has adopted five villages: Sancoale, Dabolim, Verna, Mormugao and Chicalim under the scheme. Some of the activities undertaken are anti-plastic drives, distribution of paper bags, door to door awareness on sanitation, shop to shop awareness on cleanliness and single use plastic and creating awareness of voting rights. In 2018-19, the college received A+ Grade from Goa University under the Swachatam Mahavidhyalaya Samman and an appreciation award from the Association of Lions Club International in 2018-19 in recognition of valuable services towards humanity by way of extension activities.

Infrastructure and Learning Resources

The college has provided excellent infrastructural facilities as per the norms laid down by UGC and Goa University. The college is located on a campus admeasuring 67016 sq. mts. and is spread over four buildings.

The college has two seminar halls, six laboratories , gymnasium, gymkhana/ multi-purpose hall for indoor games, football ground, volleyball court and two basketball courts. Facilities such as Girl's common room, Canteen, stationery shop, cafeteria, Health Centre and Counsellor's room are provided on campus. A sum of ? 2,00,00,000 was sanctioned and released to the college under RUSA under the component 'Infrastructure grants to Colleges' for repair and renovation, purchase of equipment and new construction. Hence, the college added five class rooms, purchased CCTV surveillance, computers and equipment and undertook renovation work. .

The college has 45 ICT enabled classrooms with Wi-Fi facilities and sound system, six laboratories and two seminar halls. The computing equipment include 3 Servers, 115 Desktops and 25 Laptops. The IT Labs are well equipped with computers with latest configurations.

The library is equipped with NEW GENLIB software 3.1.4 version. The automation of the library is completed. The library is well- equipped with 31241 books and 78 journals and periodicals, and the library is a member of N-List program of INFLIBNET. The library facility is extended to the public. Under the book bank facility, books are given to the meritorious and economically backward students and to students who have enrolled for remedial coaching classes.

Student Support and Progression

At M.E.S. college, students from all sections of society are granted admission. The SC/ ST/ OBC students are identified at the time of admission and are urged to avail scholarships and freeships.

Various Certificate and Diploma courses have been introduced in Basics of Theory of Music (Western Classical), MS Excel for Accounting and Taxation, Practical Banking, Spoken Portuguese, Tally ERP 9 with GST, Spoken Sanskrit, Written Communication and Diploma Course in Counselling Techniques.

The Centre for Competitive Examinations provides training for the students with subsidized fees for various competitive examinations like Staff Selection Commission, IBPS, Bank-PO, Insurance, Railway Recruitment Board Exams, GPSC, CAT and various Government examinations. The Placement Cell has been very active. In 2018-19, fourteen companies, visited the MES College Campus and selected 129 students from a total of 395 students who appeared for the interviews.

The Directorate of Higher Education, Government of Goa has sanctioned posts for professional counselors for all colleges in the state. Two qualified counselors are appointed for counselling the students and are available in the college everyday.

The college has an active Students' Council with the General Secretary, Ladies Representative, Class Representatives and the scholars as its members. Students are represented on several academic and administrative committees of the institution such as the IQAC, College Council, Sexual Harassment Committee, Students Grievance Redressal Cell, NSS Advisory Committee, Association of Art and Culture, Sports Advisory Committee and Gender Champion Cell.

The college has an active Alumni Association and Parents Teachers' Association. The alumni assist in placements of our students, providing them internship and referrals for employment.

Governance, Leadership and Management

The College aims to be a dynamic Centre of excellence which focusses on teaching-learning and innovation and holistic development of students through value-based education. The College is governed by the Board of Trustees of the Murgaon Education Society. The Governing body includes the Managing Committee and the Local Managing Committee.

The governance of the College is democratic, transparent and inclusive. Participative management has been achieved through open discussions and deliberations of committees like Local Managing Committee, IQAC, Examination Committee, College Council and Internal Complaints Committee. The Institutional Strategic / perspective plans are effectively deployed. The Management Information System (MIS) has been implemented.

The college has implemented several welfare measures for the employees such as Group insurance, M.E.S. Employees' Cooperative Credit Society and speedy disbursement of Governmental welfare schemes to the employees . The children of non-teaching staff studying in the college are given concession in payment of tuition fees.

The College conducts internal and external financial audits regularly. The Internal Audit is carried out by a competent auditor who is appointed by the Governing Body of the College. The external audit is carried out by Government auditors appointed by the Department of Higher Education, Government of Goa.

Several post-accreditation initiatives have been undertaken by the college. Academic audit was conducted for the UG programmes. Post-graduate programmes have been introduced. The faculty are motivated to pursue

research and are granted study leave. Buildings are more disabled friendly. The Placement and Counselling Cells have been strengthened.

Institutional Values and Best Practices

Keeping with the vision and mission of the college, M.E.S. College is committed to provide higher education, giving equal opportunity to all students seeking admission in our college. The college lays emphasis on the educational needs of economically and socially backward communities. The college provides a friendly and growth-oriented ambience for a large number of first generation learners by creating an environment which fosters leadership qualities, teamwork, cooperation, emotionally balanced and socially responsible citizens. The students are encouraged to participate in various co-curricular and extra-curricular activities at state, national and international levels.

The college campus is clean and green. The objective of the 'Go-Green' initiative is to sensitize students and the teaching community to conserve the natural resources for future generations. Emphasis is laid on several environmental aspects ranging from recycling to energy conservation. The college organizes 'Vanamohotsav' every year in collaboration with Lions Club of Vasco da Gama, Lions Club of Cortalim, and/or NGOs.The College has a vermicomposting unit and Roof top rainwater harvesting.

With a view to create an awareness among students and staff of the college as well as people living in the neighborhood about environmental and social issues, The Foundation For Environment Research and Conservation (FERC) in association with Murgaon Education Society and in collaboration with the Nature Club of MES College, has started a monthly lecture series called 'Kasturi'. The 'Go Green' initiative at M.E. S. College Campus is unique in the sense that environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The college has a Botanical-Butterfly garden as a green initiative and a habitat for butterflies.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MURGAON EDUCATION SOCIETY'S COLLEGE OF ARTS AND COMMERCE
Address	Murgaon Education Societys College of Arts and Commerce Zuarinagar, Goa- 403726
City	Zuarinagar
State	Goa
Pin	403726
Website	www.mescollege.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Rekha R. Gaonkar	0832-2555772	7875434375	0832-2556010	mescollege1@gmail.com
IQAC / CIQA coordinator	Meenakshi Bawa	0832-2542455	9823019832	-	bawameenakshi@yahoo.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	16-06-1972

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Goa	Goa University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	26-04-1976	View Document
12B of UGC	16-05-1988	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Murgaon Education Societys College of Arts and Commerce Zuarinagar, Goa-403726	Rural	16.56	14599.84

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Economics	36	HSSE	English	70	63
UG	BA,Sociology	36	HSSE	English	70	60
UG	BA,Konkani	36	HSSE	English	60	48
UG	BA,Psychology	36	HSSE	English	70	62
UG	BA,English	36	HSSE	English	60	60
UG	BA,Political Science	36	HSSE	English	50	50
UG	BA,Tourism And Travel	36	HSSE	English	40	38
UG	BCom,Commerce	36	HSSE	English	738	738
UG	BCA,Computer Application	36	HSSE	English	240	123
UG	BBA,Business Administration	36	HSSE	English	121	121
UG	BBA,Business Administration	36	HSSE	English	90	60
PG	MCom,Commerce	24	Bachelor in Commerce	English	60	49
Doctoral (Ph.D)	PhD or DPhil,Economics	72	Masters in Economics	English	1	1
Doctoral (Ph.D)	PhD or DPhil,Sociology	72	Masters in Sociology	English	1	1

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				19				44
Recruited	0	0	0	0	8	11	0	19	12	32	0	44
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				16
Recruited	0	0	0	0	0	0	0	0	7	9	0	16
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				19
Recruited	17	2	0	19
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	5	2	0	7
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	8	0	0	1	0	11
M.Phil.	0	0	0	3	1	0	0	1	0	5
PG	0	0	0	3	2	0	9	7	0	21

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	2	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	9	30	0	39

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	22	20	0	42

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	2	0	0	0	2
	Others	0	0	0	0	0
Diploma	Male	2	0	0	0	2
	Female	18	0	0	0	18
	Others	0	0	0	0	0
UG	Male	631	10	0	14	655
	Female	759	9	0	0	768
	Others	0	0	0	0	0
PG	Male	12	0	0	0	12
	Female	37	0	0	0	37
	Others	0	0	0	0	0
Certificate / Awareness	Male	79	0	0	0	79
	Female	186	0	0	0	186
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	9	20	27	12
	Female	21	13	16	14
	Others	0	0	0	0
ST	Male	7	8	5	6
	Female	8	8	20	12
	Others	0	0	0	0
OBC	Male	27	28	27	23
	Female	28	31	41	53
	Others	0	0	0	0
General	Male	200	248	173	191
	Female	266	259	236	223
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		566	615	545	534

3. Extended Profile

3.1 Program

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
422	415	398	393	374

File Description	Document
Institutional data prescribed format	View Document

Number of programs offered year-wise for last five years?

2018-19	2017-18	2016-17	2015-16	2014-15
15	15	14	11	12

3.2 Students

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1547	1541	1350	1305	1295

File Description	Document
Institutional data in prescribed format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
230	251	216	218	166

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during last five years

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2018-19	2017-18	2016-17	2015-16	2014-15
484	506	338	403	451

File Description	Document
Institutional data in prescribed format	[View Document]

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
63	55	51	51	50

File Description	Document
Institutional data in prescribed format	[View Document]

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
63	55	51	51	50

File Description	Document
Institutional data in prescribed format	[View Document]

3.4 Institution

Total number of classrooms and seminar halls

Response: 11

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
91.30	139.06	196.01	356.02	94.63

Number of Computers

Response: 91

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college is affiliated to Goa University and functions under the affiliating system of higher education. Goa University has introduced the Semester and Choice Based Credit System (CBCS) for UG and PG programmes.

The college receives the curriculum approved by the respective Board of Studies and Academic Council of Goa University. The Institution ensures effective curriculum delivery through its well-planned academic programmes and processes. The college ensures minimum 90 working days in each semester. Most of the courses taught in the UG and PG programmes are of four credits, each credit comprising of fifteen hours of teaching and learning. Courses in B.C.A. Programme, B. A. Psychology, Generic Elective and Skill Enhancement Courses have a practical component. The college time table committee ensures that four lecture hours are allotted to each course per week and that each course of four credits gets sixty hours of teaching and learning.

On receipt of the curriculum, the respective Heads of the twelve Departments of the college hold meetings with the faculty to select and distribute core and elective courses according to the specialized field of study, expertise and interest of the faculty. Each faculty prepares teaching plans for the courses to be taught. At the end of the semester, the faculty submits the compliance of teaching plans to the IQAC.

In addition to the lecture method, the pedagogy consists of discussions, debates, seminars and field trips. The topics are intimated to the students in advance to enable them to read and be prepared for effective interaction.

Various enrichment certificate courses such as Tally ERP.9 with GST, MS Excel in Accounting and Taxation, Practical Banking and Financial Aspects, Quantitative Techniques and Basics of Econometrics, Written English, Conversational Portuguese, Spoken French and Diploma Course in Counselling Techniques are being conducted. The duration of each certificate course is 30 hours (2 Credits) and that of Diploma course is 120 hours (8 Credits).

In order to introduce group learning and critical thinking the final year students of B.A., B.Com., B.C.A. and M.Com. programmes are offered a project/dissertation of four/five/eight credits, under the guidance of a teacher. Students undertake field work which includes surveys and interviews of respondents and experts, for primary research and visits to different libraries for secondary research. Students who study Psychology, visit old-age homes, orphanages and mental asylums in order to get an insight into the various components of their syllabus. The syllabus is reinforced through practical exercises in the Psychology Lab, Economics Lab and Commerce Lab.

B.B.A., B.C.A., B.A. and B.Com. students do internships in the industry to receive practical exposure.

To monitor the delivery of curriculum, an academic audit is conducted every year for all specialized courses of B.A./B.Com. by external subject experts. Academic audit is mandatory for the self-financed programmes. B.B.A., B.B.A. (Shipping and Logistics) and B.C.A. programmes undergo an academic audit conducted by the Academic Audit Committee of Goa University.

File Description	Document
Upload Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The Institution adheres to the academic calendar including the conduct of Continuous Internal Evaluation (CIE). At the beginning of every academic year, on the basis of the circular received from Goa University with respect to academic terms for the academic year, the College prepares its academic calendar as per the specified dates for commencement and end of semesters. The schedule specifies the dates for Intra Semester Assessment (ISA) and Semester End Examination (SEE).

The HODs, Chairpersons of various committees, College Director of Physical Education, NSS programme officers and NCC officers submit their plan of activities prior to the beginning of every academic year. Based on these submissions and in line with its academic schedule, the college prepares its own academic calendar.

The Institution has separate prospectus for undergraduate and post-graduate programmes. The prospectus contains rules and regulations of the college, schedule of the academic and cultural activities and examinations including the conduct of CIE. The faculty members and students are provided with a copy of the prospectus. Each Department holds faculty meetings wherein courses and workload are allocated. Each faculty member prepares a teaching plan keeping in mind the objectives, content and learning outcomes of the assigned theory/practical course. At the end of each semester, faculty members submit a compliance report of the teaching plan for each course indicating the number of lectures engaged during the semester and the syllabus covered.

The attendance of students is recorded for every lecture and the percentage of lectures attended is displayed on the notice board at the end of every month. The students and parents are periodically informed about the attendance. Students with less than 75% attendance are not eligible to appear for SEE.

The time-table for the SEE of Semesters I, II, III and IV is prepared by the Examination Committee while that of Semesters V and VI and Post-graduate programmes is notified by Goa University. Answer books are evaluated and results are declared by the Institution as per the dates mentioned in the College prospectus. For the First and Second Year students, the dates for verification of answer books are decided and announced by the Examination Committee. Dates for revaluation, in the case of Third Year and Post-graduate programmes are notified by Goa University.

File Description	Document
Upload Additional information	[View Document]()
Link for Additional information	[View Document]()

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 last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	[View Document]()
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document]()
Any additional information	[View Document]()

1.2 Academic Flexibility

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

Response: 86.67

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

Response: 13

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 23

1.2.2.1 **How many Add on /Certificate programs are added within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
8	4	5	3	3

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 7.04

1.2.3.1 **Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
281	65	87	42	45

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

1.3 Curriculum Enrichment

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

Response:

The Institution has successfully integrated cross cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum through a variety of core/elective courses.

Professional Ethics:

- The college offers courses on Professional Ethics in B.B.A. programme, under which the ability to apply the Principles of Ethics in respect for human dignity, wrongness of killing, gender discrimination and equality to animals are emphasized. Preserving the integrity of biosphere in real life and simulated situation is considered to be a fundamental value.
- Under Business Ethics, basic ethics, basic ethical principles in business, ethics in market place and external exchanges of business, ethics and environment, are covered.
- The B.A. Programme offers the Course Cyber Space and Cyber Security and B.Com programme offers Computer Applications-II, which addresses the ethics related to cyber usage.

Gender Issues:

- The college offers courses such as Women's Issues, Psychology of Gender and Identity, Women & Society in India which are prescribed courses for the B.A. Programme. Feminism is one of the major topics in the Course on Modern Literary Theory in the B.A. Programme. The teaching of Literature provides opportunities to analyze women's predicament as these appear in Novels, Short Stories, Epics, Plays and Poetry.

Programme	Semester	Course
B.A. Sociology	III	Women's Issues
	IV	Gender and Violence
	V & VI	Women and Society In India
B.A. Psychology	III	Psychology of Gender and Identity
B.A. English	VI	Modern Literary Theory
	II	Indian Writing in English
	III	British Poetry and Drama 14th to 17th Centuries
	IV	British Poetry and Drama 17th and 18th Centuries

Human Values:

- Under Skill Enhancement Courses such as Stress Management, Psychology and Life Adjustment, Social Skills and Etiquettes, Corporate Interpersonal Skills, Human Values and Ethics are taught.
- The courses on Human Resource Management, Practical Ethics, Organizational Behaviour, Literature, Human Rights and Emotional Intelligence are taught in B.B.A./B.Com./B.A. programmes, which emphasize upon human values.

Programme	Semester	Course

B.A. Sociology	III	Social Skills and Etiquettes
B.A. Sociology	IV	Corporate Interpersonal Skills
B.A. Psychology	IV	Psychology and Life Adjustment.
B.A. Psychology	III	Stress Management
B.A. Political Science		Human Rights
B.B.A.	F.Y.	Organizational Behaviour
B.B.A.	S.Y.	Practical Ethics
B.B.A.	T.Y.	Emotional Intelligence

Environment and Sustainability:

- Students are sensitized to environment and sustainability through a course on Environmental Studies, which is a compulsory course for B.A. /B.Com. /B.C.A. programmes.
- Environmental Economics I and II taught for Semesters V and VI cover Environment as an economic and social asset, environmental quality and command/control strategies and environmental policies.
- The B.B.A. students study Environment Management. Environmental Economics has also been the part of our B.A. Programme.

Programme	Semester	Course
B.A./B.Com./ B.C.A.	I & II	Environmental Studies
B.Com.	III	Economics of Resources
B.A. Economics	V & VI	Environmental Economics
B.B.A.	II & III	Environment Management

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

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 6.06

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
27	21	22	26	25

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 34.94

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 545

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*
E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: D. Any 1 of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

E. Feedback not collected

D. Feedback collected

C. Feedback collected and analysed

B. Feedback collected, analysed and action has been taken

Response: C. Feedback collected and analysed

File Description	Document
Upload any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 84.19

2.1.1.1 **Number of students admitted year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1547	1541	1350	1305	1295

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1756	1820	1628	1596	1551

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 39.92

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
81	87	103	104	57

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

The institution assesses the learning levels of students and organizes special programmes for advanced learners and slow learners.

At the beginning of the academic year, bridge courses are conducted to bridge the gap between the courses studied at higher secondary level and courses they would be studying at the undergraduate level.

- **Identification of slow and advanced learners:**

Students are identified as slow and advanced learners based on their performance in previous examinations and proficiency tests which are conducted at the beginning of the academic year. The performance of students in the Intra-Semester Assessment (ISA) and Semester-End Examination (SEE) also helps in identifying the slow and advanced learners.

- **Catering to the needs of advanced learners:**

Special coaching classes are conducted for Company Secretary (C.S.) and Common Proficiency Test for Chartered Accountancy (C.A.) for advanced learners. The college provides additional books under the book bank facility.

The advanced and slow learners are motivated to participate in debates, group discussions, quizzes, seminars, workshops, literary competitions, management competitions and other co-curricular activities at the state and national levels. Students are encouraged to register for value added and certificate courses conducted by the college.

- **Catering to the needs of slow learners:**

1. *Remedial coaching classes:* Students having difficulties in understanding the concepts in different courses are given an opportunity to enroll for remedial coaching classes. The remedial coaching scheme is also extended to SC/ST/OBC/Minorities/Physically Challenged and students belonging to General Category below poverty line. The remedial teaching has been continued even after non-receipt of UGC funds. An analysis of the students' results showed that their performance has improved after attending these classes.
2. *Peer learning:*

- Peer learning has been going on informally for several years. From the academic year, 2017-18, peer learning was formalized. This is a process wherein an academically bright student teaches a group of academically weaker students.
- Advanced learners assist slow learners by explaining difficult concepts. A record has been maintained by the college regarding the execution and other details of peer learning. The outcome of peer learning is encouraging. Some of the students who benefited by peer learning have pursued their higher education.

1. *Book Bank Facility:* The college provides book bank facility for slow learners and for socially and economically backward students.
2. *Mentoring:* The mentor helps the students in identifying their strengths and weaknesses and steps are taken to facilitate academic, social and emotional growth of students. If the mentees have difficulties in any course, they are guided by the mentors to approach the concerned faculty. The mentors have identified positive changes that have resulted from mentoring in terms of students' attendance, results, behaviour, etc.
3. *Counselling:* The services of full-time counselors are available for the benefit of slow learners.
4. *Practice tests and preliminary examinations:* In certain courses, practice tests and preliminary examinations are conducted before the ISA and SEE. The slow learners and under performers in examinations are benefited by this practice.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 24.76

File Description	Document
Any additional information	[View Document](#)

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

Response:

The College lays emphasis on student centric methods of learning such as:

- **Experiential learning:**
- **Internships**: Students undergo internships to get a hands-on experience in an industry. Internships are part of the curriculum of the B.B.A. and B.B.A. (Shipping and Logistics) programmes. After

completing the internship, students prepare a report along with which they have to submit the certificate given by the organization. The report is evaluated and assessed through a presentation and viva voce. M.Com. students undergo summer internships as part of their curriculum. The B.C.A., B.Com. and B.A. students undergo internships voluntarily.

- **Field trips, industrial visits and study tours** are organized within and outside the state. Students visit industry and interview managers. They view the production process and get first-hand experience which is later shared in the class via presentations. B.B.A. and B.B.A. (Shipping & Logistics)students work on business research projects wherein they conduct field surveys, collect data, analyze and draw conclusions. The final year students of all other programmes work on projects/dissertations. The students visit libraries for reference work and collect data from field visits. Each student prepares a report of the project/dissertation and submits it for internal and external evaluation.
- **Participative learning**
- The faculty members nurture creativity and innovation among students in the teaching-learning process through participatory learning methods such as interactive group discussions, presentations by students, movie screening, role plays, case studies and course related games.

- Interactive group discussions are encouraged in classrooms. Topics on current issues are assigned to each group of students and discussions are held.
- Debates on topics relevant to the syllabus are conducted by some teachers in which students actively participate.
- Power point presentations with the help of audio-visual aids are made by the students on the topics assigned by the faculty.
- In courses such as English, Psychology, Sociology, Konkani, Commerce and Management, concepts/themes are depicted through role plays.
- The Department of English conducts sessions on article reviews and report writing as a part of their curriculum. Other Departments hold discussions on newspaper articles relevant to the courses to keep the students abreast with the latest developments taking place.
- Business executives, experts from industries and NGOs are invited to share their experiences and expertise with the students.

- **Problem solving methodologies:** The problem-solving methodologies are as follows:

- *Case study:* The Department of Business Administration and other departments use the case study method to enable the students to come up with innovative solutions for the problems under discussion. Through this method, the students are able to develop their conceptual and analytical skills which help them to solve problems in real life situations.
- The B.C.A. students make use of theoretical concepts learnt in the class to solve practical problems with the use of computers and programming techniques.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

- At M.E.S. College, teachers use ICT enabled tools for effective teaching learning process. Information and Communications Technology (ICT) can help the teaching learning process to be effective only when teachers integrate it into the curriculum through different means.
- Teachers use a diverse set of ICT tools to communicate, create, disseminate, store, and manage information.
- Teachers use various means to integrate ICT into teaching learning process which is user friendly and accessible to all the students. ICT tools such as laptops, desktops, LCD projectors and speakers are being used by the teachers in the teaching learning process to make it more interactive and effective to the audio learners, visual learners and the audio-visual learners.
- Some of the innovative e-resources which are being used by the teachers are MOOC, Inflibnet, e-PG Pathshala, NList, Flipped classroom and YouTube.
- The teachers make use of google classroom. With this method of teaching, teachers can share reading material, distribute assignments, share grades and send feedback.
- Teachers make use of the "flipped classroom" model where the students watch lectures at home on the computer / mobile and use classroom time for interactions. The teachers are able to simplify complex concepts where they are able to give examples and explain them with the help of a video. It also creates a constructivist environment where students are able to pinpoint for themselves from the video the various relationships of the concepts.
- Videos related to subject matter are shown to students, followed by a discussion of the same. In language courses, word games are organized using Microsoft office word and students are also encouraged to use blogs.
- The commerce students, as part of their curriculum on Modern Communication Skills, make short two-minute video documentaries titled Digital Story Telling, and present them to the class with background music and commentary.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 31.84

2.3.3.1 Number of mentors

Response: 49

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 14.81

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
9	9	9	6	7

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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

Response: 10.83

2.4.3.1 **Total experience of full-time teachers**

Response: 682

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

- At M.E.S. College, the mechanism of internal assessment is transparent and robust. The Goa University ordinances are strictly followed for the conduct of internal assessment for all the programmes offered by the college. The internal assessment is 20% of the total assessment for B.A., and B.Com. programmes, 50% of the total assessment for the B.B.A., B.B.A. (Shipping and Logistics) and B.C.A. (CBCS courses only) programmes, 40% of the total assessment for B.C.A. (non-CBCS courses), M.A. and M.Com. programmes. Internal assessment is conducted (Intra-Semester Assessment) semester-wise.
- To conduct Intra-Semester Assessment (ISA) and Semester End Examination (SEE), different committees have been constituted by the college. The schedule for the ISAs is notified at the beginning of each semester by publishing the same in the prospectus and academic calendar.
- Students are required to answer two compulsory ISAs out of which one must be a written test and the other may include different modes such as assignments, presentations, orals, that promote analytical and critical thinking and communication skills.
- The first ISA test is generally completed by the end of July for odd semesters and end of January for even semesters. The second ISA will be completed as decided by the teacher but before the end of the semester.
- Repeat ISAs are conducted for those students who have missed the written test for some genuine reason (medical grounds, participation in State/ National /International sports, events/NCC/NSS). The repeat ISAs are generally conducted in August for odd semesters and February for even semesters.
- The performance of students in ISAs is communicated to the students within two weeks.
- Transparency is maintained by showing the assessed answer sheets of ISA to the students. The papers are solved in class and students are made aware of their mistakes.
- B.B.A., B.B.A. (Shipping & Logistics) and B.C.A. programmes use individual and group assessments. Students are groomed to face real life scenarios. There are group written assignments, group presentations, group role plays, group industry assignments, and group activities. Oral forms of assessment include debates, role plays, presentations, viva, and class discussions. Written modes of assessment include closed book tests, open book tests, and surprise quizzes. On the job learning is done through internships and simulations through case analysis.
- The students of B. A. Semester III/IV, who opted for Journalism, were required to make a video

assignment of any issue-based topic in and around Vasco for their internal assessment. Similarly students of B. A. Semester III/IV, who opted for Travel Writing/World Literatures, were required to make a video assignment for their internal assessment.

- In the subject of Compensation Management, students of B.Com. Semester IV learnt how to prepare payrolls which were evaluated.

File Description	Document
Any additional information	[View Document](#)

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

Response:

- The mechanism to deal with examination-related grievances is transparent, time-bound and efficient. In order to deal with examination related grievances, the college has constituted an Examination Grievance Committee in accordance with the Goa University Ordinance.
- As per the Goa University Ordinance OC-66.5**.** Clause 6:

(a) (i) Revaluation of answer books of the candidates at Semesters V and VI is permitted as per the existing provisions of OA-5.15 for revaluation/ verification.

   (ii) However, revaluation at Semesters I to IV examinations is not permitted. Personal verification of marks shall be granted to the candidate in the presence of the Principal/ Vice-Principal and the concerned Examiner, provided he/she has applied for the same along with payment of prescribed fees, within one week of the declaration of the results.

(b) The following shall be the procedure for the verification of marks:

(i) On a notified day and time, which should be not later than 10 days after the receipt of application from the candidate, the candidate shall be shown the answer book in the chamber of the Principal/ Vice-Principal in the presence of the Examiner concerned.

(ii) If the candidate is not satisfied with the result on personal verification of answer book, he/she may apply to the College Grievance Committee within a week.

(iii) The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.

- The investigation of grievance by the College Grievance Committee is stated in Goa University ordinance OC-66.7.3 as follows:

The Committee shall consider the written complaint by a student on the conduct of examination provided that:

(i) The complaint is submitted within 15 days after the declaration of results;

(ii) The complaint is accompanied with a fee of Rs.200/- (refundable if the complaint is found genuine); and

2. The matter is referred to the Committee by the Principal.

The Committee shall invite a reply to the allegations, if any, made by the student from the concerned party.

3. After considering the reply of the concerned party, the Committee shall recommend a course of action in writing to the Principal.

4. The Principal may inform the student the findings of the Committee and shall take appropriate action including reassessment of the said answer books.

5. A minimum fine of Rs.200/- which shall not exceed Rs.500/-, shall be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt at casting aspersions on the teacher(s) concerned. If the allegations are found to be genuine and the same is recorded giving reasons, the action shall be taken as provided under OA-5.2.6.

- Any malpractices during the examination are referred to the College Unfair Means Inquiry Committee and are investigated as per Goa University Ordinance OC-66.7.2.

File Description	Document
Any additional information	[View Document]()
Link for additional information	[View Document]()

2.6 Student Performance and Learning Outcomes

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

Response:

- The college displays the Course Outcomes of all the programmes, namely, B.A. / B.Com. / B.B.A. / B.B.A. (Shipping and Logistics), B.C.A., M.A. /M.Com. on the college website and communicates the same to the students via mail/google classroom.
- Since the Programme Outcomes, Programme Specific Outcomes and Course Outcomes have not been provided by Goa University for most courses, the faculty members at M.E.S. College have designed the same.
- A Committee was constituted by the Principal to frame the Programme Outcomes.
- All Heads of Departments were requested to frame the Programme Specific Outcomes along with faculty members from their respective Department. The faculty members teaching the same course/paper have framed course outcomes collectively.

- The learning objectives and course outcomes of each course are stated in the teaching plan which is prepared by all the faculty members.
- The course outcome enumerate, the benefits the students get on learning the course, the usefulness of the course in developing their personality, future career opportunities and addition to their knowledge reservoir. Students are enlightened about new concepts, new ideas and the advanced knowledge they will acquire on learning the respective course.
- All the Programme Outcomes, Programme Specific Outcomes and Course Outcomes are submitted to the IQAC.
- A review of Programme Outcomes, Programme Specific Outcomes and Course Outcomes has been done. The Principal holds regular meetings with the Heads of Departments. At these review meetings, the faculty members have been requested to revise course outcomes for all courses. The programme outcomes, programme specific outcomes and Course Outcomes are prepared after thorough deliberation and discussion with the faculty members.
- These course outcomes are communicated to the students at the beginning of every semester.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Past link for Additional information	[View Document](#)

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

Response:

- Attainment of Programme outcomes and course outcomes are evaluated by the institution in several ways.
- The level of attainment of course outcomes is an indicator of the success of the teaching-learning process. The level of attainment of course outcomes is measured in both formal and informal ways.
- Since M.E.S. College is an affiliated institution, the Ordinances of Goa University are adhered to for the formal measurement. As per Goa University Ordinances, there are two components of assessment for each course, namely, Intra-Semester Assessment (ISA) and Semester End Examination (SEE)., which have 20% weightage and 80% weightage respectively for the B.A. and B.Com. programmes, 50% weightage and 50% weightage respectively for the B.B.A., B.B.A. (Shipping and Logistics) and B.C.A. (CBCS courses only) programmes, 40% weightage and 60% weightage respectively for B.C.A. (non-CBCS courses), M.A. and M.Com. programmes.
- Different modes of assessment are used for the ISA component such as tests, quizzes, presentations, assignments and report writing.
- In addition to the two ISAs in every semester, revision tests are taken periodically to evaluate outcomes of the courses.
- Question papers for the ISAs and SEE are set by the faculty members on the basis of the learning objectives and outcomes outlined for each course. These papers include memory based and application-oriented questions.
- An important method of assessing course outcomes is analyzing the results. The college works

towards achieving 100% pass percentage for all courses. When the results are announced for each semester, every department submits a detailed result analysis to the Principal. The Principal holds a meeting of all Heads of Departments for a detailed discussion on the results. If any department is unable to meet the target, explanation is sought for. The results are compared with that of the University average. By analyzing the results of the students in the ISAs and SEE, the institution evaluates the outcomes of different programmes and courses.

- The results are analyzed by the faculty member concerned at the end of the semester for each course. These analyses serve as a measure of the attainment levels of the students.
- Students across all programmes provide faculty feedback at the end of the semester for every course. This feedback covers various aspects of the teaching-learning process. The students provide feedback about the faculty on four broad parameters, namely, discipline, subject knowledge, imparting knowledge, use of teaching aids and teachers' attitude towards students. Based on the faculty evaluation by students, each teacher provides a summary to the Head of Department, who further submits a report to the IQAC. This practice of obtaining faculty feedback is reflective of the attainment of desired outcomes from the students' point of view.

File Description	Document
Upload any additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 82.06

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
373	423	273	350	370

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
484	506	338	403	451

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.47

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	[View Document]

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

Response: 3.17

3.1.2.1 **Number of teachers recognized as research guides**

Response: 02

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.1.3.2 **Number of departments offering academic programes**

2018-19	2017-18	2016-17	2015-16	2014-15
22	11	22	11	22

File Description	Document
List of research projects and funding details	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

- The Institution has created an ecosystem for innovations and taken several initiatives for creation and transfer of knowledge during the last five years. The Department of Commerce organized a five-day entrepreneurship and business skill education programme, '*Change the Mindset*'. Students presented their business ideas and the best business plans were selected for participation in the Regional Business Plan Competition held at Goa Chamber of Commerce and Industries (GCCI), Panjim, Goa in 2017-18. The programme motivated the students to become creators of jobs rather than job seekers. The GCCI, I-Create and Goa Commerce Teachers' Association helped develop the business plans that the students had created into feasible business plans. Three faculty members from the college were trained as Master trainers.
- The Government of Goa has come up with a policy to create an ecosystem that fosters start-ups which focus on innovation, development, improvement of products or services that are powered by engineering or internet based software or technology. Since the opportunities for entrepreneurs are growing in Goa, M.E.S. College has taken an initiative to start an Entrepreneurship Hub for the creation and transfer of knowledge.
- The Entrepreneurship Hub organized a program in association with Department of Information Technology, Government of Goa, who are the nodal agency for start-ups. Mr Anil Chhikara, Serial Entrepreneur and TEDx Speaker, enthralled the students with success stories and explained the principles for success.
- The Entrepreneurship Hub, in collaboration with 'Goa State Innovation Council', Government of Goa, organised a program on 21st February 2018. The speakers were Mr Sudip Faldesai, Mr Rajaram Parsekar, Mr Sushant Surlakar and Mr Tushar Sawant. They addressed the students on topics such as Introduction of Goa State Innovation Council and Bootcamp, How to become a Tech Start-up Entrepreneur? Process of setting up an Enterprise, Ideation, Planning, execution, etc. and Various Government Funds and Schemes assistance for starting up.
- Ten entrepreneurs and industry personnel were invited to address the students and share their entrepreneurial experiences. A session worth mentioning is one by Mr. Suprajit Raikar who

elaborated on how to sell on Amazon for students who wish to explore entrepreneurial opportunities as well as for those who wanted to gain an understanding on how the process works. The students were also initiated on the intricacies and various policies to start a new business and avail funding.

- The Department of Computer Applications organized a Seminar on IoT (Internet of Things) where the students were introduced to innovative technologies on which various apps are hosted and applied in daily life. The introduction of 'BOLT', an IoT platform, enlightened the students about the innovative platform that enables businesses and makers to easily build IoT prototypes and products. Products such as Dosamatic an Automatic Dosa Maker, iSafe Hooter which looks at crowdsourcing security, Humanoid Robot, Smart Bell - an automated school bell, IoT Lighting, Be Lawn Smart - an automated gardening system etc. are built using the BOLT platform.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 7

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

2018-19	2017-18	2016-17	2015-16	2014-15
02	01	01	02	01

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 2

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 4

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.39

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
18	2	00	01	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.7

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

2018-19	2017-18	2016-17	2015-16	2014-15
02	03	22	09	02

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

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

Response:

The college commits itself to organise extension activities in order to motivate and strengthen the holistic development of the students. Some of the extension activities carried out by NCC cadets and NSS volunteers are as follows:

- **Unnat Bharat Abhiyan:** Unnat Bharat Abhiyan is inspired by the vision of transformational change in rural development processes by leveraging knowledge institutions to help build the architecture of an Inclusive India. The scheme aims to link higher education institutions (HEIs) with set of at least five villages, so that they can contribute to economic and social betterment of these village communities using their knowledge base. Under this scheme, HEIs participate in development activities, particularly in rural areas. The college is one among 292 non-technical institutions selected in Phase II under the scheme. The NSS unit has adopted five villages, namely, Mormugao, Chicalim, Sancoale, Verna and Dabolim. Some activities undertaken are anti-plastic drives, distribution of paper bags, door to door awareness on sanitation, shop to shop awareness on cleanliness and single use plastic, awareness of voting rights etc. The NSS unit de-silted and cleaned a pond and revived a neglected spring at Moprila village, Quepem taluka.
- **Local Community based extension activities:** As part of the institution's responsibility to contribute to the development of the local community (Vidhya Nagar colony, Dabolim and Zari), the institution extends the use of Sports infrastructure (Basketball court and football ground), Library Facilities and other infrastructure.
- **Relief Fund Drives:** The NSS volunteers and NCC cadets along with teachers actively participate in the collection of relief funds. The college collected Rs. 1,40,000/- for the Kerala flood relief in 2018, and was credited to the Kerala Chief Minister's Relief Fund.
- **Community Sensitization and awareness initiatives:**
- **Swachh Bharat Abhiyan:** Goa University assesses the colleges in Goa for campus cleanliness every year. In 2018-19, the college received the A+ Grade under the **Swachatam Mahavidhyalaya Samman**.
- **Gender issues**: Rallies and street plays are undertaken by the NSS unit to celebrate International Women's Day. The NCC unit has conducted awareness programmes such as anti-dowry campaigns and rallies. Programmes are conducted under the Beti Bachao Beti Padhao initiative of the government.
- **Health care:** The NSS/ NCC unit has organized medical camps, blood donation camps, AIDS awareness programmes and rallies to create awareness on health-care.
- **Empowerment:** Initiatives such as voting rights awareness, digital and cashless economy,

pollution awareness programmes etc. have been undertaken by the NSS and NCC units. The Nature Club of the institution in collaboration with Foundation for Environment Research and Conservation (FERC) has also initiated a lecture series on environmental issues titled 'Kasturi Lecture Series.'

- **Road Safety:** The NSS unit in collaboration with the Traffic Cell, Vasco-da-Gama, undertakes regular initiatives for students to volunteer as junior traffic representatives.

- **Volunteering for Community Events:** NSS volunteers and NCC Cadets of M. E. S. College extend their support to the community by volunteering for events such as Goa River Marathon and Marathon organized by Goa Shipyard Limited.

File Description	Document
Upload any additional information	[View Document](#)

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)

3.4.3 Number of extension and outreached Programmes 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 organised in collaboration with industry, community and NGOs during the last five years.

Response: 104

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
23	24	28	19	10

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 52.22

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

2018-19	2017-18	2016-17	2015-16	2014-15
760	803	691	730	710

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
e-copies of related Document	[View Document](#)
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document](#)

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 5

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	4	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 4 - 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.

Response:

The college has provided excellent infrastructural facilities as per the norms laid down by UGC and Goa University. The classrooms are spread over four blocks, out of which two blocks are allotted for B.A. and B.Com. programmes; One block is exclusively allotted for BCA programme and an exclusive building provided for BBA programme. The average size of these classrooms is 50 Sq. Mts.

The Details of Physical infrastructural facilities are as follows.

- 45 ICT enabled classrooms with Wi-Fi facilities and sound system.
- 06 Laboratories with an average size of 63 Sq. Mts.(04 Computer Laboratories, 01- Psychology Laboratory and 01 Economics Laboratory)
- Computing equipment includes 03 Servers, 115 Desktops and 25 Laptops.

The computer configuration of the laboratories are as follows:

IT Laboratory

- Dell Vostro 3250 with G4440 processor   05 Computers
- Dell Vostro with 7th Generation Core i-3 3268 processor   10 Computers
- Dell Desktop Core i5 2400   01 Computers
- Dell Desktop, 2nd Generation, G630,   05 Computers
- Dell Desktop ,3rd Generation , Core i3-3320   04 Computers
- HCL Intel CORE I5 CPU 650   01 Computer
- Dell T20 Tower, intel Xeon E3-1225V3 [Quad Core], 3.2 GHz   01 Server

Psychology Lab

- Dell Vostro Desktop,   7th Generation Core i-3 3268 Processor   08 Computers
- Dell Vostro Desktop, 2nd Generation Dual 2   02 Computers

Economics Laboratory

- Dell Desktop, RU91FDI,Intel (R) Core(TM) i3-6100CPC, 3.70 GHz   02 Computers

BBA Laboratory

- HCL EC2-Intel Core 2 Duo CPU E& 500   01 Computer

- HCL Intel CORE I5 CPU 650   15 Computers
- Dell Desktop, 3rd Generation, Core i3-3220   02 Computers
- Lenovo Ideacentre 510S Intel i38100   07 Computer

BCA Laboratory

- Dell VOSTRO Inspiron PC Intel i5 processor   04 Computers
- VIP assembled PC with intel i3 processor   05 Computers
- HCL A350 i3-540 processor   01 Computer
- Acer Emac / Veriton pc, intel core i3 processor   02 Computers
- Acer Aspire / VERITON, intel core 2 duo processor E7400   01 Computer
- Acer Veriton PC with Intel (R) Core   15 Computers
- IBM X-3620 M3 RAID Server   01 Server

Library

- Dell Vostro 3250, 6thgeneration G4440 processor   05 computers
- Dell T20 Tower, Intel Xeon E-3-1225V3,3.2 GHz   01 Server

Learning Resources include Library and LMS(Moodle and Google Classroom)

In addition to above, the other facilities include two Seminar halls with ICT facility, Girls' Common room, NSS room, NCC room, Counseling Room/Health Centre, Canteen and MES Cafe.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The institution has adequate facilities to organize cultural activities, sports and games.

Cultural activities

The cultural activities are conducted in a hall (Gymkhana). The size of the hall is 100 sq mts and the seating capacity is approximately two hundred. The college organizes various inter-class competitions such as Ghumat Arti and Makar Making during Ganesh festival, carol singing and crib making during Christmas. The College Council organizes competitions for the students during 'Fun week' in the month of December. During Dussehra, Saraswati Puja is performed. The Annual Social Gathering is organized in

the open space available in Block IV. In addition to this, there are two Halls to organize various activities.

Sports Facilities include-

Indoor Games:

The Gymkhana is a multipurpose hall where all indoor games such as badminton, table-tennis, high jump, chess practices and powerlifting are held.

Outdoor Games:

The football ground (55mx50m) is used for football practices by men's and women's football teams. Some of the events at the Annual College Athletic Meet such as High Jump, Long Jump, Discuss Throw, Shot Put, Javelin Throw, etc. are conducted on this ground. The college has two basketball courts (28mx15m) which are used by men's and women's basketball teams.

Gymnasium

- Gymnasium (**area)** is a place, where gymnastics and athletics activities are held. Training for intercollegiate competitions such as Weight lifting, power lifting and weight training take place in the Gymnasium. The equipment in this Gymnasium include - Waist Belt, Bar with Collar Small size, Weight Lifting Set with rod 18kg, Bar with collar Big Size, Plates 15kg – 2 nos., 25kg – 2nos,20 Kg – 2 nos, 10 kg- 2 Nos., 2 ½ kg – 2 nos., 1 ¼ kg – 2 nos., Bar with lock, Medicine Ball - 2 nos., Weight lifting Rod – 2 Nos. , Mirror, Olympic bar, Dumbbell 5kg – 4 nos. and Single Station Units for Developing Different Muscle groups – 2 Units.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 0

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 68.58

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
91.30	139.06	196.01	356.02	94.63

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Name of ILMS Software	Nature of Automation	Version	Year of Automation
NEWGENLIB	Partially	3.1.4	2018-19
NEWGENLIB	Partially	3.1.4	2017-18
NEWGENLIB	Partially	3.1.3	2016-17
NEWGENLIB	Partially	3.1.2	2015-16
NEWGENLIB	Partially	3.1.1	2014-15

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 6.19

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
7.28	8.47	6.51	4.84	3.87

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students during the last completed academic year

Response: 4.62

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

Response: 75

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution provides access to information and technology through IT infrastructure. The college offers Skill Enhancement and Generic Elective courses in Computer Science under Choice Based Credit System. IT infrastructure has been created to fulfill the requirements of the courses/ programmes. The IT Labs are well equipped with adequate number of computers with latest configurations. The updation of IT infrastructure is based on the advancement of technology. The old systems are upgraded or replaced as per the recommendations of the Faculty members. Computers are networked and provided with high-speed internet connectivity. All class rooms and seminar halls are equipped with ICT facilities. Two Servers were installed in May 2017. In total there are 3 Servers and 115 computers.

The College has upgraded/updated the broadband connection :

- From 4 Mbps (Copper Cable) in Nov. 2014 to 80 Mbps (Fiber Optics) in Nov. 2017 and updated to 100 Mbps(Fiber Optics) in July 2018 for B.A./B.Com. programmes.
- From 4 Mbps(Copper Cable) in Nov. 2014 to 100 Mbps(Fiber Optics) in Nov. 2017 for BBA programme.
- From 4 Mbps(Copper Cable) in Nov. 2014 to 100 Mbps(Fiber Optics) in Nov. 2017 for BCA programme and
- Installed 50 Mbps(Fiber Optics) in July 2018 for M.Com. programme.

The College has installed 3 more D-Link Routers in July 2018 to extend Wi-Fi facility.

47 CCTV cameras were installed in Nov. 2017 in order to meet the security and safety guidelines from UGC.

- The college has implemented ERP software named 'PATHSHALA'.
- The College has four computer laboratories with desktop computers having latest configuration which meet the requirements of the various courses that are being offered under various programmes.
- All four labs are equipped with LCD, LAN and Wi-Fi facilities.
- The Psychology Laboratory is equipped with LCD and 10 desktop systems.
- The Economics Laboratory is equipped with LCD and 02 desktops.

The details of the ICT facilities are as follows.

	BA B.COM.	/BBA/BBA(SL)	BCA	MA /M.Com.	Library	Office	TOTAL
Desktop Computer	39	25	28	-	06	17	115
Server	01	-	01	-	01	-	03
Laptop	17	06	-	-	-	02	25
LCD	34	07	04	-	-		45
Printer	2	06	01	-	01	10	20
Scanner	01	01	-	-	-	-	02
Wi-Fi Access point	05	04	01	02	01		13

The College has following Microsoft paper Licenses & other Licenses

	BA/B.COM.	BBA/BBA(SL)	BCA	TOTAL
MS Windows	30	20	30	80
MS Office	31	20	21	72
Windows Server	01	-	01	02
Quick Heal Antivirus	30	30	13	73

Other provisions include:

- 14 UPS/ Inverters
- 03 Photocopiers
- ILMS Software **NewGenLIB** provides a very user-friendly interface for searching documents in the library and their issue-status.
- Internet facilities are made available on the campus through LAN and Wi-Fi.
- The campus is Wi-Fi enabled.
- Separate Wi-Fi facility is provided for staff of B.A., B.Com., BCA, BBA, BBA(S&L) and M.Com.
- Laptops are provided to each department.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 17.14

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

E. < 05 MBPS

D. 05 MBPS – 10 MBPS

C. 10 MBPS – 30 MBPS

B. 30 MBPS – 50 MBPS

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 48.57

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

2018-19	2017-18	2016-17	2015-16	2014-15
63.30	71.64	66.93	66.96	65.33

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

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.

Response:

The college has certain systems and procedures for maintaining and utilizing physical, academic and support facilities. The academic facilities are classrooms, laboratories, library and computers.

Maintenance of Classrooms, Furniture and Laboratories

The furniture and teaching aids in all the classrooms and laboratories are looked after by the respective teachers in charge. These teachers monitor the maintenance work periodically in their respective classrooms. In case of any minor repair work, the same is registered in the complaint register which is maintained in the office and these complaints are attended on priority basis. Staff members of respective departments also monitor the effective utilization of the laboratories. Classroom and Laboratory facilities are optimally used. Seminar halls are effectively used for organizing academic meetings, seminars, conferences and cultural events. The cleanliness of the entire college campus is taken care of by the housekeeping staff.

Maintenance of Physical Facilities

The maintenance of physical facilities of the college is entrusted to a committee which comprises of the Principal, Head Clerk, Architect, Civil Engineer and an Electrician. This Committee regularly monitors the maintenance of the physical facilities. The services of the plumbers, electricians, computer technician are available on call basis. This ensures smooth and efficient functioning and maintenance of equipment, sewage and drainage systems.

Maintenance of Electronics and Instruments

The maintenance of electronic equipment and other instruments is outsourced. As soon as the complaint is registered for nonfunctioning of an electronic device or an instrument, the Head Clerk refers it to the technician who rectifies and repairs it as early as possible.

Maintenance of ICT Facilities

The Heads of the Departments, Computer Programmers and support staff monitor and maintain the ICT facilities like computers, servers and LCDs. In case of any problem with these ICT facilities, the college seeks the help of the supplier who then rectifies it. Wi-Fi facilities in the campus are maintained by the respective departments.

Maintenance of Lab Equipments

In order to maintain the Lab equipments of various departments, Stock registers and log books are maintained. Entries relating to the repairs and maintenance of these equipments are entered in this register. A users' log book is maintained to keep track of the usage of these equipments.

Maintenance of other amenities

The maintenance of equipments used for watering the plants, sewage, bore-well & gardening is done on a regular basis. The campus is equipped with 24/7 safe and adequate drinking water supply. Fire extinguishers are installed in various blocks and the campus is under CCTV surveillance.

Emergency Maintenance

The other emergency maintenance like replacing bulbs/tube lights, repairing of water taps, cleaning of blocked drains, etc. are taken   care of by the multi-tasking staff.

Library Facilities

As per the library policy of the college, all bonafide students have an open access to a wide range of library resources which include books journals, CDs and E-resources. Students can refer to these resources to acquire knowledge in various courses that they study. It also has resources for personality development, sports, career guidance, competitive exams, etc., In order to access these resources; the users are expected to follow the rules and regulations of the college library. It is mandatory for the students and staff of the college to have a Library Card. The library facility is extended to the public. They are required to pay the deposit and fees to the college to avail the facilities.

In order to utilize learning resources more effectively, the library provides the following facilities:

i) Reading Hall and Project room- The students and staff can avail this facility from 8:00 a.m. to 4:00 p.m. on all working days.

ii) Book lending facility- Under this facility**,** the students can borrow two books for a period of seven days and the staff can borrow up to 20 books and retain the books till the end of the semester. The circulation counter is open from 8:30 am to 4:00 pm. Latest periodicals and question papers are issued to the students against ID cards for reference in the library premises only.

iii) Reference Section- Encyclopaedias, dictionaries and reference/ rare books are issued to staff and students for use in the Library.

iv) Book Bank Facility- Under this facility, a set of subject/course books is given to the meritorious and economically backward students.

v) Remedial coaching Book Bank- The book bank facility is extended to the students belonging to SC,ST,OBC and minority community.

The Library also has a policy for Loss of Borrowed resource materials.

For the effective use of above facilities an orientation programme is conducted every year for the new entrants.

Apart from this the College also has a **Library Advisory Committee** which takes initiatives for the maintenance and optimum utilisation of the library resources.

The library staff is responsible for the maintenance of library resources. The book shelves are periodically

cleaned and fumigated. Proper pest management is done to minimize the problems caused by insects.

Maintenance of Sports and Gymnasium

The sports and fitness equipments are maintained by the College Director of Physical Education. The maintenance of basketball courts, Gymnasium and playgrounds are done during the summer/winter break with the help of multi-tasking staff.

Maintenance of Campus Cleanliness

The Head Clerk of the college is in charge of campus cleanliness. The campus including the classroom and washrooms are regularly cleaned by the housekeeping team every morning, before the college hours. The college also has a beautiful garden which is nurtured by the gardener.

File Description	Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 2.28

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
36	51	34	29	13

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 10.94

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
169	180	153	140	130

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1.Soft skills
    2.Language and communication skills
    3.Life skills (Yoga, physical fitness, health and hygiene)
    4.ICT/computing skills

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 34.13

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
150	330	296	1011	520

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 12.75

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
81	46	51	75	19

File Description	Document
Upload any additional information	[View Document](#)
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years (Data Template)	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 24.17

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 117

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education (Data Template)	[View Document](#)
Any additional information	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT/JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations*, etc.*)) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government**

examinations) year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)

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 last five years.

Response: 116

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) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
31	18	21	37	09

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

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

Response:

The institution facilitates students' representation and engagement in various administrative, co-curricular

and extra-curricular activities.

There are established processes and norms set by the college in the formation of Students' Council and the statutory committees.

Students' Council:

As per the constitution of the College Council (Students' Council), the Council is formed every year. The Students' Council consists of members including the General Secretary, Ladies Representative, Class Representatives, Secretaries of various associations and scholar members. The General Secretary is the head of the Students' Council elected by the students. The girl students of the college elect the Ladies Representative. The class representatives are elected by the students of the class. The number of class representatives depends on the number of divisions in each U.G and P.G programme.

This Council is formed through the elections as per the norms and guidelines of Goa University. The Principal of the college is the President. One of the senior faculties is the chairperson of the Students' Council who also acts as an advisor.

College Students' Representation in University Students' Council:

The students of the college are represented as University Class Representatives (UCR) and University Faculty Representatives (UFR) as per the guidelines of Goa University.

Functioning of Students' Council:

After the completion of the election process of the Students' Council of the college, the Council members officially meet to discuss and plan for co-curricular and extra-curricular activities under the guidance of the chairperson of the Students' Council and the Principal.

Students are represented on the following academic and administrative bodies/committees of the institution:

1. IQAC
2. Sports Advisory Committee
3. Students Grievance Redressal Cell
4. NSS Advisory Committee
5. Commerce Association
6. Economics Club
7. Psychomatrix Club
8. Sanskruti
9. Socio Study Circle
10. Entrepreneurship Hub
11. Debating Club
12. Nature Club
13. Gender Champion Cell
14. Library Committee
15. Konkani Sahitya Mandal
16. Readers Club

17. Internal Complaints Committee

Administrative activities:

The students shoulder administrative responsibilities in the capacity of President, Secretary, Treasurer and co-opted members in carrying out the activities of various associations /department clubs.

Co-curricular Activities (Seminars/ Workshops/ Conferences):

The student volunteers play an active role in the organization of sponsored seminars/ workshops/ conferences organized by various departments of the college.

Extra-curricular Activities:

The Students' Council organizes the following activities every year.

- Inauguration of the College Council
- Talent search for freshers
- Debating Competition
- Fun Week
- Annual Day
- Essay Writing
- Elocution Competition
- Annual Social Gathering
- Annual Athletic Meet
- Teacher's Day Celebration
- Farewell function for final year students
- Celebration of festivals.

These activities provide a platform for the students to showcase their talents and develop organizational skills. The members of the College Council motivate the students to participate actively in inter-class and inter-collegiate events.

File Description	Document
Upload any additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 80.8

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
99	87	72	72	74

File Description	Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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

Response:

The college has an Alumni Association which is registered under the Society's Registration Act 1860 (Central Act 21 of 1860) from 18th July 2016. The Executive/Managing Committee of the Alumni Association comprises of the Chairman, Vice-Chairman, President, Vice-President, Joint Vice-President, General Secretary, Joint General Secretary, Treasurer, Joint Treasurer and co-opted members who are elected by the General Body. The tenure of the Executive/ Managing Committee is three years.

Support Services:

The Alumni Association maintains close ties with the former students of the college and contributes towards the benefit of the students.

The Alumni assists in placements of students, providing career counselling, internship and referrals for employment.

Some of the alumni are the members of the P.T.A and help in the development of the institution in various ways such as:

1. Leveling of the football ground
2. Renovation of washrooms
3. Construction of footpath to Block I
4. Purchase of barcode printer cum scanner for the library
5. Sponsored LCD projectors
6. Sponsored Water Filter
7. Sewerage work
8. Construction of new soak pits
9. Provision of Dustbins

10. Sanitary pad vending machines and incinerators

The alumni who are eminent personalities in their respective fields are invited by various departments of the college to share their experiences and motivate present students for higher studies. Various Departments like Commerce, Psychology, Political Science, Tourism and Travel, Konkani, Economics and Physical Education invite eminent alumni as guests, resource persons and judges for various college events and functions.

The college has an Alumni Association Coordination Committee which mobilizes the participation of alumni in college activities. The college also maintains contact with its alumni through the website and social media.

Financial Support:

The Alumni Association sponsored student-related co-curricular activities for the Department of Psychology-Psychobuzz for two consecutive years.

File Description	Document
Upload any additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)
E. <1 Lakhs

D. 1 Lakhs - 3 Lakhs

C. 3 Lakhs - 4 Lakhs

B. 4 Lakhs - 5 Lakhs

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

- The governance of the institution reflects from the commitment of Murgaon Education Society and the vision and mission of the college. The college aims to be a dynamic Centre of excellence which focusses on teaching-learning and innovation that is responsive to the ever changing needs of the society. Emphasis is laid on the holistic development of students to inculcate secular, democratic and non-discriminatory attitude, through value based quality education.

- The governance of the college is democratic, transparent and inclusive. Experienced and qualified faculty who are actively involved at every stage in the decision making process, work hard to transform the students as true nation builders.

- The College is governed by the Board of Trustees of Murgaon Education Society. The Governing body includes the Managing Committee of Murgaon Education Society which runs M.E.S. College and the Local Managing Committee of M.E.S. College which is constituted by virtue of a statute of Goa University. The Local Managing Committee is responsible for preparing the budget of the College and for its overall functioning. It includes the representatives of the Society, the Principal and teachers of the College.
- The Managing Committee and Local Managing Committee are reconstituted every three years. Two faculty members are nominated as members of the Local Managing Committee. The Principal is an ex-officio member of both the committees. Both committees formulate the overall academic, financial and administrative policies of the college and ensure their implementation. Both committees function with full freedom.
- The Managing Committee is the apex body of the College. The founder Principal is the Chairman and the former Director of Higher Education, Government of Goa, is one of the Vice-Chairmen of the Society. Under their leadership frequent meetings are organized with the faculty to introduce innovative academic programmes. The Governing Body encourages open and free discussion.
- Recently the college started the following need-based programmes:

1. B.B.A. Shipping and Logistics
2. M.Com.
3. M.A. English
4. Ph.D. Economics
5. Ph.D. Sociology

- The Managing Committee plans to add Ph.D. Programmes in Commerce, Psychology and Konkani.
- The perspective plan of the College Management is to provide access to higher education of global standards. The College will be 50 years old in 2022. The time frame has been set to reach the level of autonomous college within ten years and the level of deemed university within fifteen years thereafter.
- The College also proposes to set up an institution focusing on studies of Buddhism, Gandhian

Philosophy and Peace. It will be named after Pandit Dharmanand Kosambi, a profound scholar of Pali and a world renowned authority on Buddhism.

- The participation of teachers in decision making bodies takes place through meetings of the Heads of Departments and various Committees including IQAC. The meetings are held regularly to discuss and implement decisions taken on academic and co-curricular activities of the college.
- The IQAC collects and analyzes feedback from different stakeholders which is then considered for the development of the future plan of action.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

- The administration of the College functions on decentralized and participative mode. The Principal delegates responsibilities and provides operational autonomy to the Heads of Departments (HODs). They are responsible for mentoring, guiding and supervising the faculty. The faculty members of the Department conceptualize new courses and submit the proposal for approval of the Managing Committee. The College further submits the proposal of starting new courses/programmes to Goa University. The Affiliation Inquiry Committee visits the college and interacts with the Management, Principal and faculty members. Each Department prepares a budget for the academic year. It is approved by the Managing Committee. The sanctioned budget is informed to the HODs and the funds are released as and when required to organize curricular and co-curricular activities. These measures translate into decentralized governance in a large measure.
- Participative management is the sine qua non of the governance of M.E.S. College. It has been achieved through open discussions and deliberations of all committees like Local Managing Committee, IQAC, Examination Committee, College Council, Attendance Committee, Internal Complaints Committee, College Unfair Means Inquiry Committee, Anti-Ragging Committee and Women's Cell.

Case Study: The Examination Committee

- This Committee comprises of a chairperson and six members. The committee is appointed by Principal for a period of three years. The committee is in charge of all matters pertaining to B.A. and B. Com. Examinations in the college as per Goa University Ordinance OC-66 and other relevant university Circulars/Notifications.
- The Committee prepares the examination time-tables, supervision charts and arrangement of blocks. The Committee ensures and maintains safety and confidentiality of question papers, results and other data. The Committee makes special seating arrangement for disabled students appearing for examinations.
- The Committee decides the time frame for setting and submission of question papers for Intra

Semester Assessment (ISA) and Semester End Examinations (SEE) for B.A. and B.Com. semesters I to IV, assessment of answer sheets and submission of marks. The Examination Committee has full freedom to declare the result of semesters I to IV. To ensure transparency, the answer sheets of the ISA are shown to the students.

- The mark sheets of B.A./B.Com./B.C.A. students are distributed to parents by the mentors. The parents are apprised of the academic performance and attendance of their children.
- In the B.B.A. programme teaching and evaluation of the course is entirely independent. Each faculty member decides the mode of delivery and methods of evaluation. Evaluation of the course is both internal and external.
- The institution has constituted the following statutory bodies as per Goa University Ordinance: College Unfair Means Inquiry Committee (CUMIC), College Grievance Committee and ISA Monitoring Committee. After declaration of results, students can raise their grievances as per the procedure set by Goa University. These committees function independently for the smooth functioning of the examination.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The Institutional Strategic / perspective plans are effectively deployed. Digital transformation is one of the strategic plans successfully executed by the College.

Strategy: Digital transformation

- The institution has successfully planned and implemented Digital Transformation in administration, finance, admissions, teaching-learning, evaluation and library.
- Keeping in tune with the changing times, the Management and IQAC have decided to move from paper-based systems to digital platform. The institution believes that to improve the efficiency and maintenance of all records systematically, automation is a necessity. This was also one of the suggestions put forward by the NAAC Peer Team in 2015 during the third cycle of accreditation. In view of this, the institution decided to work towards full automation.

Action Plan:

- To begin with, the College constituted the College Automation Committee comprising of faculty, non-teaching staff and technical experts. Different committees were formulated to identify the required modules and requirements under each module such as staff and students management, attendance report, admission process, finance automation- maintenance of assets, inventory

management, linking bank books with college accounts, fee payments, payment of salary, wages, grants etc., library - procedure for order and acquisition of books, maintenance of books, magazines etc. It was decided to outsource the work of automation. Accordingly tenders were floated in local newspapers. Service providers were asked to make presentations to the faculty and management. The work of automation was then awarded to the lowest bidder who met the specifications put across by the college.

Process and Outcome of Implementation:

- The Management Information System (MIS) has been implemented. There are three users: teachers, students and administrator.
- The nine modules which are in operation are as follows:

- *Admissions:* The provision for online admission is available in this module. The institution has a tie-up with HDFC Bank for online admission. Students have to fill the admission form and pay the fees online or offline.
- *Attendance:* This module helps faculty members in recording attendance. The faculty member can take online attendance on their mobile or laptop. A monthly report can be viewed so as to know the attendance percentage of students.
- *Examination:* This module helps the faculty members to enter course-wise marks of internal assessment. This module generates mark sheets of the students.
- *Human Resource (HR):* This module manages to carry out HR operations of the institution such as Recruitment of Staff, Payroll, and Leave Management.
- *Library:* This module manages to carry out library activities of the college. Students can issue and return books online.
- *Learning Management System (LMS):* This module is an online platform for teachers and students to interact. Online assignments, Quiz, discussion forums and reading material are designed by the faculty members.
- *Finance:* This module helps to manage the financial transactions of the institution and it is integrated with tally software.
- *Events:* This module enables faculty members to update and keep records of activities organized by the college.
- *MIS Reports:* This module helps in generating reports of different activities of the college.

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)

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.

Response:

07-08-2020 09:13:10

- The College is affiliated to Goa University and is recognized under 12(B) & 2(f) of the UGC Act. It is a grant in-aid institution of Government of Goa. It is mandatory for the college to adopt and implement all the policies, rules, service conditions, statutes and Ordinances of Goa University. In addition to this, the college has its own policies and administrative set-up.

The organizational hierarchy of the institution is as follows:

- The College is headed by the Board of Trustees of Murgaon Education Society.
- The top management includes the Managing Committee of the Society which runs the College and the Local Managing Committee of M.E.S. College constituted by virtue of a statute of Goa University.
- The Local Managing Committee, which is responsible for preparing the budget of the college and its overall functioning, includes members of the Managing Committee, the Principal and faculty of the college.
- Both the committees formulate the overall academic, financial and administrative policies and plans of the college and ensure their implementation.
- The Principal is an ex-officio member of both the above-mentioned committees. The Principal is the academic and administrative head of the college. All decisions pertaining to the day-to-day functioning of the college are taken by the Principal. The Principal supervises the implementation of the plans of the institution and addresses the related issues. The Principal is also the convenor of committees of strategic importance and is directly involved in decision making.
- The Principal is assisted by the Vice Principal, IQAC coordinator, Heads of Departments (HODs), faculty, Office Superintendent, Librarian and College Director of Physical Education.
- The Vice Principal assists the Principal in the day-to-day functioning of the college and performs duties assigned by the Principal from time to time. In the absence of the Principal, the Vice Principal looks after the smooth functioning of the College.
- The HODs take decisions pertaining to their Departments with the approval of the Principal and in conformity with the policies laid down by the Management and IQAC.
- The College Librarian is responsible for the smooth functioning of the library.
- The College Director of Physical Education is in charge of and monitors all the sports-related activities.

The academic workload of the college determines the recruitment of faculty.There are three types of faculty recruitment - regular, contract and lecture-basis. The Institution strictly adheres to the recruitment procedures specified by UGC, Goa University and Government of Goa.

Service rules:

The faculty members and administrative staff are governed by the service conditions laid down by the Government of Goa and Goa University. The service books are systematically maintained.

Promotion:

The promotion of faculty members is based on Career Advancement Scheme as per the norms of UGC and statutes of Goa University. The IQAC helps faculty members to calculate API scores mentioned in Performance Based Appraisal System (PBAS).Faculty who are due for career advancement are deputed for orientation and refresher courses so that career advancements are held on time.

File Description	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

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

6.3 Faculty Empowerment Strategies

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

Response:

The college has implemented several welfare measures to keep the morale and motivation of the employees high. The welfare measures are as follows:

- **Group Insurance for employees:** Group insurance is an insurance which covers a group of people of a particular organisation. M.E.S. College has four categories of members under the Group /insurance Scheme. This scheme saves 25% of the premium under savings which is then paid on

retirement and the balance 75% is paid on death of the policy holder. A total of 25 teaching and 12 non teaching staff are presently covered under this scheme. Each employee contributes a nominal amount.

- **M.E.S Employees Cooperative Credit Society:** The College has a Cooperative Credit Society for the benefit of its employees. It was started in year 1986. The Society was adjudged as the best Cooperative Credit Society in the year 2017 by the Goa State Co-operative Union Limited, Panaji, Goa. The society has been disbursing loans at low interest rates (9%), providing the facilitiy of fixed deposits and reccuring deposit (8%) to its members. Presently a total of 30 faculty members and 17 non teaching staff who are members of the Credit Society have availed the benefits through this society.

- The college has the provision for the **speedy disbursement of governmental welfare schemes** to the employees like Child Care Leave, Paternity and Maternity leaves, study leave and sabbatical leave**.**

- The children of non-teaching staff studying in the college are given **concession in payment of tuition fees**.

- The College has an **Internal Complaints Committee** to address issues related to Sexual Harassment of women at the workplace.

- The **campus is Wi-Fi enabled** and accessible to both teaching and non-teaching staff.

- The College has a **Research Cell** which aims to inculcate scientific temperament and thereby create a conducive environment for research. The Cell is equipped with computers, printer and internet facility.

- The staff has been allotted **Parking space** on campus for two and four wheelers.

- The College avails seven **Discretionary holidays** on prior approval from the Directorate of Higher Education, Government of Goa in commemorating local festivals like Vasco Saptah, Cansaulim Three Kings Feast, Sancoale St. Joseph Vaz feast.

- The **Staff Club** of the College hosts various programs and activities for the teaching and non-teaching staff to create a sense of belonging. The Management felicitates the teaching and non-teaching staff on occasions like award of Ph.D., other Professional achievements and superannuation. It also holds functions to welcome newly joined staff members.

- The College has a **Health Centre** which is equipped with a bed, first aid box and wheel chair facilities. A private physician visits on a weekly basis. At the time of emergency the college contacts Ambulance service and nearby hospitals.

- Food in the **Canteens** is provided at subsidized rates.

- Each Department is provided with **laptops/computers** and printers for carrying out administrative and academic activities.

- The college has provided **independent workspace** for all faculty members.

- The college has **separate and well maintained washrooms** for ladies and gents faculty.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 33.77

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
20	30	19	18	5

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	0	1

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 10.95

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation /**

Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	8	5	7	2

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

Performance Appraisal System for teaching staff:

- The institution has a Performance Appraisal System for teaching staff as per UGC regulations of 2010. Teachers, who are eligible for promotion, can apply for the same by submitting an application in the required PBAS (Performance Based Appraisal System) proforma as per the guidelines of the UGC Career Advancement Scheme and Goa University statutes.
- The performance appraisal of the faculty members helps the institution to measure their key performance areas, map their career progression and evaluate their contribution to the institution. This enables the institution to guide them to improve their performance.
- The faculty members are expected to submit the information at the end of every academic year in the prescribed self-appraisal form. The teachers document their teaching-learning-evaluation activities, Professional Development, involvement in co-curricular and extension activities and research and academic contributions in this form. The faculty members are promoted based on certain number of years of service and API score.
- **Students Feedback:** The faculty is evaluated by the students at the end of each semester for every course. The students provide feedback about the faculty on four broad parameters, namely, class discipline, subject knowledge and its delivery, use of ICT, teaching aids and teachers' attitude towards students. On the basis of the analysis of the student feedback prepared by the IQAC, the Principal guides the faculty concerned.
- **Teaching Plan:** At the beginning of each semester, each faculty member prepares and submits a course-wise academic plan to the IQAC. The compliance of the teaching plan is submitted to the IQAC at the end of each semester.
- **Academic audit:** For B.A./B.Com. programmes, academic audit is conducted for every semester. External subject experts are appointed for the same. For B.C.A. and B.B.A. programmes, an academic audit committee is appointed by Goa University to check the content delivery and evaluation processes. The suggestions of the audit committees are implemented.

Performance Appraisal System for non-teaching staff:

- For non-teaching staff the rules of Government of Goa are applicable. They are subject to promotion in their respective fields based on seniority.
- The Confidential Report of non-teaching staff is prepared by Head Clerk and submitted to the Principal every year for further review.
- When a non-teaching staff is due for promotion, the Chairman of Managing Committee appoints a Departmental Promotion Committee(DPC) as per the guidelines of Directorate of Higher Education (DHE).
- The Committee reviews the performance of non-teaching staff and prepares the minutes of the meeting. The minutes are then sent for approval. Once the approval is received from the DHE, promotion is granted to the non-teaching staff.

File Description	Document
Upload any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- The College conducts internal and external financial audits regularly. The Internal audits are carried out on an annual basis whereas the external audits are carried out as decided by the Government of Goa.

- The Internal Audit is carried out under a competent auditor who is appointed by the Governing Body of the College. The internal auditor looks into the financial matters of the institution and ensures transparency in utilization of various grants and fees received by the College from different stakeholders.

- The external / statutory audit is carried out by Government auditors appointed by the Department of Higher Education, Government of Goa. The external / statutory audit has been completed up to the financial year 2011-12.The process of internal auditing of 2018-19 is in progress. The institution has been conducting regular external financial audit. The College Accountant prepares financial and other statements and supporting documents for the financial audit under the guidance of the Internal Audit Committee and presents it to a certified Chartered Accountant for audit and certification. Due to the regular internal financial audit carried out by the college, it is able to reduce the queries raised by the external / statutory audit carried out by Government auditors.
- The accountant of the College maintains regular communication with the Auditor to clarify any queries on various aspects of the statement of accounts. Any clarification on queries raised is sorted out by the Principal and Managing Committee with the accountant.
- The internal audit reports for the years 2014-15, 2015-16, 2016-17 and 2017-18 issued by the auditor were found to be satisfactory.

File Description	Document
Upload any additional information	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

- The College has well-defined strategies to mobilize funds and utilize resources.
- M.E.S. College of Arts and Commerce is a Government-aided institution, affiliated to Goa University. The college has permanent affiliation. It is entitled to receive salary and non-salary grants. The college is required to submit in advance the salary claim in the first week of every month to the Directorate of Accounts. The Government of Goa disburses salary grants on time. As soon as the salary grant is received from the Directorate, it is credited to the bank accounts of faculty and staff. Along with salary grants, the college also receives other claims such as reimbursement of LTC, medical claim etc., In addition to the salary grants, the college receives non-salary grants annually in two instalments. The strategies for salary and non-salary grants are clearly defined by the Directorate of Higher Education. The regular faculty is paid as per the recommendations of UGC. Contract basis faculty members are paid consolidated salaries of ?65,000/?60,000/?50,000 as per the number of years of teaching experience and qualifications. Lecture basis teachers are paid ?750 per lecture.
- The Directorate of Higher Education has classified affiliated colleges into different categories based on the total enrolments of students for aided programmes. The college is grouped under category "C". As per this classification, the college is entitled to receive ? 45,00,000 as non-salary grants annually. Non-salary grants can be utilised for maintenance, purchase of furniture, equipments, security, and reimbursement of registration fees for seminar / conferences and travel. Non-salary grant is always reimbursed.

- The college is also recognised by UGC under section 12(B) and 2(f) of the UGC Act 1956. The college has received grants for College Development, Faculty Development and remedial teaching from UGC. In the past the college was the beneficiary of research grants as well.
- Whenever schemes are announced by UGC, MHRD, ICSSR and other funding agencies the college has availed the benefits of the schemes. The college has been a beneficiary of RUSA grants of ? 2,00,000,00 under the component "Infrastructure grants to Colleges". The RUSA funds were utilised as per the norms of funding agency for construction of classrooms, renovation/repairs and purchase of equipments. The college has constituted a Project Monitoring Committee to facilitate execution of construction work and utilization of funds under the scheme RUSA.
- Two undergraduate programmes (B.A.) and (B.Com.) are government aided. The college has three more UG programmes in Computer Application (B.C.A.), Business Administration (B.B.A.), B.B.A. (Shipping and Logistics) and a Post-Graduate programme in Commerce (M.Com.). All these four programmes are self-financed, since the state government has stopped funding new programmes.
- To run the above self-financed programmes successfully the College was in need of infrastructure. A Philanthropist from Vasco, Goa donated the entire cost of construction and furnishing of Block V of the College.
- The Parents-Teachers Association (PTA) also provides funding for certain needs of the college.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

The IQAC has contributed significantly to institutionalize the quality assurance strategies and processes. Two practices that were institutionalized as a result of IQAC initiatives are as follows:

1. Feedback from stakeholders:

- The IQAC has played a pivotal role in designing the feedback forms.
- *Institutional feedback* is obtained manually from parents at the time of collection of semester-end examination mark-sheets. In order to sensitize parents about the academic progress of their wards, results are distributed to parents of students by respective mentors. On analyzing the feedback of the parents, necessary action is taken wherever necessary. The institutional feedback is obtained online from students.
- The IQAC prepares a report based on suggestions given by the students and parents. For instance, after analyzing the feedback obtained from students and parents, a new canteen contractor was appointed in 2017. However, the analysis of feedback from parents and students in 2017-18 revealed that there was need for further improvement of canteen facilities. Hence, a new canteen contractor was appointed in 2018.

- Another suggestion made by the students and parents was the need to improve the Wi-Fi connectivity. Four Wi-Fi connections have been upgraded with high-speed internet connectivity.
- *Feedback about curriculum* has been submitted online by students and manually by parents and the alumni. The feedback has been analyzed by the IQAC.
- *Feedback on Faculty* is submitted by all students. The students provide feedback about the faculty on four broad parameters, namely, discipline, subject knowledge, imparting knowledge, use of teaching aids and teachers' attitude towards students. Based on the students' feedback, each teacher provides a summary to the Head of Department, who further submits a report to the IQAC. The Principal, after going through the same, accordingly redresses the matter wherever the need arises. This practice has made a major breakthrough in maintaining quality standards in teaching.

2. Mentoring:

- Teachers play a major role in the life of adolescents. It is the teacher who is usually an adolescent's greatest strength, someone who places faith in the student and who guides and mentors the student to gear them towards their adult life. Keeping this in mind, the IQAC has played a significant role in formalizing and documenting the mentoring system.
- Two teachers are appointed as mentors for each class, each mentoring a maximum of 30 students. All mentors have regular meetings with their mentees. Reports of these meetings are submitted to the IQAC at the end of every semester.
- During the academic year 2018-19, the mentor report forms were modified so as to include steps taken to identify strengths and weaknesses of students and steps taken to facilitate academic, social and emotional growth of students.
- Some teachers have identified positive changes that have emerged as a result of mentoring in terms of students' attendance, results, behaviour, etc.
- The IQAC organized a Faculty Development Programme on 'Professional and Self-Development for College Teachers' to build interpersonal, leadership, communication and conflict management skills in college teachers and also to impart knowledge, skills and attitudes on effective mentorship.

File Description	Document
Upload any additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC reviews the teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals. The following institutional reviews and teaching learning reforms have been facilitated by the IQAC:

1.Academic Audit: Academic audit is mandatory for the self-financed undergraduate programmes, namely, B.B.A., B.B.A. (Shipping and Logistics) and B.C.A. and is done by the Academic Audit Committee of Goa University.

On the recommendation of the IQAC, academic audit was initiated for the B.A and B.Com. programmes with the objective of improving the quality of teaching-learning-evaluation. The College appointed external subject experts for this purpose. The academic audit was conducted for the following programmes: B.Com., B.A. Economics, B.A. Sociology, B.A. English, B.A. Konkani, B.A. Psychology and B.A. Political Science. The faculty maintained the relevant documents in their respective course files. The documents were presented to the subject experts who provided their valuable suggestions. The main aim of the process of academic audit was to improve the accountability of teachers for better delivery of courses and improve the results of the students. On the basis of the report of the subject experts, the Principal counsels the faculty, wherever required.

2. Peer learning Peer learning has been practiced in the institution as one of the effective ways to help undergraduate students understand concepts more clearly and enhance their knowledge on the subject. This is a process where an academically bright student teaches a group of academically weaker students.

Peer learning has been going on informally for several years. However, as per the recommendations and decisions taken by the IQAC, peer learning was formalized in 2017-18. The faculty conduct a basic test in their respective course. This is one of the ways to identify the advanced learners and slow learners.

In certain courses, advanced learners were identified by the faculty, while in others, advanced learners voluntarily agreed to help their peers. Each advanced learner records the details of sessions taken (namely, date, time and topics covered) with their peers. In addition to this, the faculty maintains a record sheet of the details of the advanced learners and slow learners

Peer learning was conducted in certain courses of the B.A. / B.Com. programmes and has been documented. Generally, an advanced learner was assigned a group of five or less than five slow learners. The number of advanced learners varies between one to four per class. The advanced learners were given appreciation certificates at the end of the academic year. An analysis of the performance of students before and after peer learning has been done by the IQAC. There has definitely been a positive outcome in terms of better results.

Note: The incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives have been displayed on the College website.

https://mescollege.org/wp-content/uploads/2020/02/6.5/6.5.3%20Quality%20Initiatives%20by%20IQAC.pdf

File Description	Document
Upload any additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Upload any additional information	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

07-08-2020 09:13:14

Criterion 7 - 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 last five years.

Response:

The institution has initiated several measures for the promotion of gender equity in curricular and co-curricular activities and provided facilities for men and women in the college campus.

- The college is a co-education institution, with female students accounting for more than 60 percent of the total student strength. The institution is sensitive towards women's issues and therefore has laid significant emphasis on gender sensitivity. The college has taken a number of measures to ensure the safety and security of the students and staff members on the campus.
- **Curricular Activities:**
- The institution has introduced courses on gender equity issues such as Women's Issues, Psychology of Gender and Identity, Women & Society in India which are prescribed courses for the B.A. Programme. Feminism is one of the major topics in the Course on Modern Literary Theory in the B.A. Programme.

Co- Curricular Activities:

- The institution organizes guest lectures, seminars and workshops on health and hygiene, self-defense techniques, nutrition, gender and equity for girl students of the college.
- The institution has constituted a Gender Champion Cell in 2017-18 to promote gender equity among the students. The Gender Champion Cell organized a guest lecture on 'Laws and Legislations for Gender Equality' and conducted workshops on Gender Sensitisation and Gender Roles. The students are deputed to attend gender-related seminars and workshops organized by other institutions. The responsibility of the gender champions is to sensitize the students on the campus about gender issues.

- The college has Women's Cell known as 'Jyoti'. This is to empower girl students and women staff with adequate skills. For instance, the Cell, in collaboration with the Department of Physical Education, organized a self-defense program for Girl students from 15th January 2018 to 10th February 2018.
- **Other Facilities:**

- The entire college campus is under CCTV surveillance to ensure the safety of the staff and students. In addition, the institution has appointed three security personnel on the campus round the clock.
- A spacious and well-ventilated common room is available for girl students with adequate number of washrooms and seating arrangements.
- Vending machines for sanitary pads and incinerators are installed in the girls' washrooms to provide affordable access to sanitary care and hygienic disposal mechanism.

- A Ladies Representative is elected to the College Council to represent various issues related to the girl students.

- Female faculties are deputed as NSS Program Officers to accompany female volunteers for seven days residential NSS Special Camps. Faculty member/s are sensitized to handle issues of girl students on a case-to-case basis.
- The college has appointed two full time professional counsellors to address the issues of students. A separate counselling room is provided to deal with academic, personal, career and stress-related problems with high confidentiality.
- The college also has an effective mentoring system in place.The mentors interact with their mentees every month and provide valuable support to them in academic and other matters.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Link for annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

   1. **Solar energy**
   2. **Biogas plant**
   3. **Wheeling to the Grid**
   4. **Sensor-based energy conservation**
   5. **Use of LED bulbs/ power efficient equipment**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: E. None of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Solid waste management:

The institution has an effective solid waste management. The institute takes adequate measures for effective collection, segregation, recycling, management and disposal of solid waste.

- **Vermi composting:** To deal with solid waste the college has an excellent functional vermi composting unit since March 2003. Dry leaves and kitchen waste from the college canteen are collected and are placed in the vermi composting unit. The vermi composting unit generates around 1500 kg of compost every year which is used for manuring plants in the college campus. Surplus manure is sold at a reasonable price of Rs. 15 per kg to the college staff and to the neighboring community. The college has generated an income of Rs. 12,380/- from vermi composting from 2015 to 2019. The college in collaboration with Mormugao Municipal Council Vasco collects Nirmalya (used flowers) during Ganesh festival which is deposited in the vermi composting unit. NSS volunteers are involved in the process of vermi composting.
- **Dry Waste management:** The College has collaborated with Goa Waste Management Corporation, Saligao, Goa for segregation of dry waste. Dustbins are placed across the campus. The dry waste is segregated into three categories viz., paper and cardboard, plastic and glass and metal. After segregation, the dry waste is handed over to Goa Waste Management Corporation for the purpose of recycling.
- **Recycling of paper:** The College has launched the project 'Re Paper' bins. Under this project, the waste paper generated in the campus is collected, stored and then sent for recycling. The paper collected is being sent to Ms. Roshan Bandekar, an entrepreneur who owns a unit of making bags, envelopes, etc. from handmade paper. The paper collected from MES College is being used to make gift bags.
- **Installation of an incinerator:** The College has installed an incinerator to dispose of sanitary pads and bio-waste generated on campus.

Liquid waste management:

- The college is situated in the Panchayat area and is not connected to the sewage line. As and when the septic tanks are full, sewage removal tankers are hired. The sewage is then sent to the sewage treatment plant.

E-waste management:

- The college has an e-waste policy and a committee for disposal of unserviceable equipments, computers, printers etc. The committee is constituted to deal with the E-waste. The committee confirms the condition of the items to declare as condemned items. All the condemned items are auctioned and the highest bidder is asked to clear the condemned items and deposit the amount in

the college bank account.

File Description	Document
Any other relevant information	[View Document](#)
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: E. None of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

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**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: E. None of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **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**

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: E. None of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

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 500 words).

Response:

Since inception, it has been the endeavour of the institution to promote inclusiveness in all aspects and this is reflected in the diversity amongst the students vis-à-vis their religion, caste, language, state of origin and socio-economic backgrounds. Acceptance of diverse cultures among students and faculty is the accepted norm of the institution. Various programmes and activities are undertaken to celebrate diversity and promote an inclusive environment. They are as follows:

- **Socio-cultural activities:** The Association of Art and Culture organizes the Annual Social Gathering every year to showcase the talents of students and encourage them to present the culture of different states through songs and dances.
- **Inter-religious prayers:** The inaugural address by the Principal at the commencement of the academic year always starts with prayers offered by the faculty of the college belonging to different religions.
- **Celebration of festivals of all religions:** The students and faculty celebrate various festivals with fervour. Festivals like Gokulashtami, Ganesh Chaturthi, Diwali and Christmas are celebrated in the college. The College Council organizes a Dahihandi competition on Gokulashtami day. On the eve of Ganesh Chaturthi, inter-class Ghumat Aarti, makhar-making and garland-making competitions are organised. Inter-class carol singing and star making competitions are organized on the eve of Christmas. Sweets are distributed by the faculty to the teaching and administrative staff during Diwali and Christmas.
- **Traditional Day:** As part of the Fun Week, the College Council celebrates traditional day every year. Students from diverse cultures come to college dressed in their traditional attire showcasing unity in diversity. International students also get an opportunity to showcase their culture and tradition.
- **Students' Participation in National Integration Camps:** Students are deputed every year to participate in national integration camps organized by the Ministry of Sports and Youth Affairs, Government of India.

- **Ek Bharat Shreshtha Bharat (EBSB):** This is the initiative of the Ministry of Human Resource and Development (MHRD). Under this programme, the state of Goa is paired with the state of Jharkhand. The college is paired with three institutions from the state of Jharkhand. The paired institutions are organizing various activities such as screening of documentaries and films, celebration of EBSB Day, food festival, learning language and culture, student exchange and faculty exchange.
- **Value Education:** The College has a Value Education Cell. Spiritual Leaders from Ram Krishna Mission, Art of Living, Maulavis, Roman Catholic Priests, etc. are invited from time to time to address students as a part of the activities of this cell.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The institution sensitizes the students and employees to their constitutional obligations, namely values, rights, duties and responsibilities on a regular basis. Infact, one of the goals of the institution is to empower youth of the college to be responsible citizens of the country through holistic education. It is the conviction of the institution that along with academic teaching and learning it has to impart holistic education to make the students understand their constitutional obligations towards the nation.

Some of the efforts taken by the institution in this regard are as follows:

- **Courses offered:** Under the B.A. Political Science programme, courses such as Constitution of India, Constitutional and Social Issues in India, Human Rights Movement in India, M.K. Gandhi's Political, Social and Economic Thought are offered to the students.
- **Constitution Day**: This day is observed to create awareness among the student community to know their rights, duties and responsibilities towards the nation. The Preamble of India and Fundamental Duties are recited to the students. A guest speaker is called to create awareness about the Indian Constitution. Movies and documentaries are screened to sensitize the students about Indian polity and society.
- **International Human Rights Day:** This day is celebrated on 10th December every year in the college wherein a resource person is invited to create awareness about various dimensions of Human Rights.
- **Days of National Importance:** Celebration of Independence Day not only involves formal flag hoisting, but many other activities like patriotic singing, poster-making and slogan writing competitions which sensitize the students on the national freedom struggle and sacrifices made by our freedom fighters. This not only enlightens the students about their obligations towards the

nation but creates a strong sense of patriotism. Every year on 26th January, a Chief Guest is invited to deliver a talk on constitutionalism, democracy, communal harmony and individual rights to commemorate the occasion of Republic Day.

- **Goa Liberation Day**: This day is celebrated on 19th December to mark the liberation of Goa from the Portuguese rule and integration of the state of Goa into the Republic of India.
- **Gandhi Jayanti**: This day is celebrated to commemorate the birth anniversary of Mahatma Gandhi as well as celebrate his life that serves as a guiding path for several people in India as well as across the world. Documentaries and films pertaining to the life of Gandhiji are screened. These films depict Gandhi's philosophy and his ideologies of Satya (truth) and Ahimsa (non-violence).
- **NCC activities**: As a part of the NCC activity, the cadets are taught the values, rights, duties and responsibilities of citizens.

File Description	Document
Link for any other relevant information	[View Document](#)

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.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: D. 1 of the above

File Description	Document
Code of ethics policy document	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The Institution celebrates national and international commemorative days and festivals and

organizes events on these days.

- **Days of National Importance:** The college celebrates days of national importance and national identities with great zeal and enthusiasm every year by conducting activities such as rallies, campus cleaning, guest lectures, shramadaan, awareness drives etc. The college also recognizes the sacrifices made by our freedom fighters. In memory of their contribution, the college organizes programmes such as guest lectures and various competitions like essay-writing, poster competition and elocution competition for the students. National days like Independence Day, Republic Day and Goa Liberation Day are celebrated with a sense of patriotism. Freedom fighters are invited as chief guests. NCC cadets and NSS volunteers accord the guard of honour and the tricolour is hoisted at the hands of the chief guest.

- **International Yoga Day:** On 21st June every year, faculty and students perform various asanas and pranayam to signify the importance of exercises for a healthy mind and body.
- **World Tourism Day**: On 27th September various cultural programmes are organised depicting the culture and tradition of various states.
- **Goa Opinion Poll Day**: The Goa Opinion Poll was a referendum held in the state of Goa on 16th January 1967 to decide the future of the Union Territory of Goa, Daman and Diu within the Indian Union. It was on this date that the people of Goa voted against merging with Maharashtra and chose to remain a Union Territory. Opinion Poll Day of Goa is observed every year in the college. Guest lectures are organized to signify the importance of this day and create awareness among the student community.
- **Observance of birth and death anniversaries of national leaders and freedom fighters:** Programmes organized on the occasion of birth and death anniversaries of national leaders and freedom fighters aim at inculcating moral values among the students. Students are made aware of the life, contribution and sacrifices of these personalities in nation-building activities.
- **Celebration of national festivals:** Students, irrespective of their caste, religion, region, gender, socio-economic-cultural background actively participate in programmes and competitions organized to celebrate national festivals. On the day of Gokulashtami, the popular ritual of 'Dahi-Handi' is celebrated. Ganesh Chaturthi is celebrated by organizing competitions like Ghumat Aarti and Makhar making competition. Similarly, Diwali is celebrated by organizing competitions like Diya making, garland making and sky lantern (Akash Kandil). Christmas is also celebrated by holding competitions like carol singing and star and crib making.

File Description	Document
Link for Geotagged photographs of some of the events	[View Document](#)
Link for any other relevant information	[View Document](#)

7.2 Best Practices

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

Response:

The description of the Two Best Practices namely Go Green and Peer Learning, is provided in the institutional website as per the NAAC Format.

https://mescollege.org/wp-content/uploads/2020/02/7/Criterion%207/7.2%20Best%20Practices.pdf

File Description	Document
Link for any other relevant information	[View Document](#)
Link for Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Murgaon Education Society (M.E.S.) was established in 1971 with a mission to provide access to higher education, to the youth residing in and around Mormugoa Taluka. This was a boon to students who had to travel to neighbouring towns.

M.E.S. College of Arts & Commerce was the first educational institution set up by the Murgaon Education Society in the year 1972. Over the years the college has helped students to develop a positive attitude towards national and global development. The College aims to bring integrated development of its students so that they can play a positive role in nation building, become self-reliant, and provide leadership to the society.

In line with its vision of, 'serving the society', the college provides higher education, giving equal opportunity to all students seeking admission in our college. The college lays emphasis on the educational needs of economically backward class and deprived communities belonging to SC/ST/OBC categories. Many of the students come from slum areas, migrant settlements and minority communities. Many are first-generation learners belonging to the socially and economically backward sections of the society.

The institution strives hard to support students who are financially weak through Students' Education Fund created by the faculty. Every year faculty members contribute a requisite amount from their salary to this fund voluntarily. The said funds are made available to the needy students based upon the number of applicants and available funds. Students are also provided financial assistance from the Students' Aid Fund, scholarships/freeships from various state and central government schemes.

Whenever the sanctioned intake capacity is full, efforts are made to obtain additional divisions and faculty by obtaining NOC from Directorate of Higher Education (DHE), Government of Goa and Goa University with an aim of providing education to all.

The college aims at holistic development of the students by developing creative and critical thinking, nurturing innovations and excellence, developing professional etc. The students are encouraged to participate in various co-curricular and extra-curricular activities including organisation of different events, seminars and workshops. They are also exposed to research projects, exhibitions and seminars. Their transformation is reflected in the many achievements and awards at national, state and university levels.

In the last 47 years the college has produced eminent leaders, administrators, professional and responsible citizens. Our alumni have become ministers, MLAs, Chartered Accountants, Mamladars, civil servants, chairpersons of local authorities, businessmen, NGO professionals, professional counselors, company secretaries, government officers, Lawyers, Principals, Assistant and Associate Professors, school teachers, bank officials, police officials, railway officials, sports personnel, musicians, etc.

 The institution believes that a higher education institution cannot remain as an ivory tower; instead, the institution must serve the community around it. In pursuance of this philosophy, the college has undertaken several extension activities for the benefit of the people in the surrounding community. The college strives hard to achieve the core values such as integrity, pursuit of excellence, respect for diversity, service to society, commitment to a sustainable environment.

 The college serves the society through

- Organising blood donation camps
- Conducting anti-plastic awareness drive
- Distribution of cloth bags in the local festival and to the shop keepers in the surrounding areas
- Adoption of village (Zari and Sancoale village)
- Financial literacy programmes in vernacular languages
- Sharing of the college resources with the surrounding community (hall, sports ground, library, etc)
- Celebration of the 'joy of giving' week, wherein household articles, clothes, grocery, etc. are donated to the needy people with the help of NGOs.
- Awareness drive on voter's rights and the election process in the nearby villages.
- Collection of funds for the victims of national disaster.
- Provision of college infrastructure for the conduct of state/central examinations is done free of cost.

These experiences have enriched education, research and inculcate the values of community development, spiritual values, transparency and have spread the light of knowledge in society.

B. A. TOURISM AND TRAVEL

Recognizing the importance of tourism and travel for the Goan economy, the institution identified an undergraduate programme in tourism and travel took initiative to start tourism and travel as a vocational course under UGC in 1993, which later matured into a full-fledged programme. Tourism and Travel is an innovative course which was first started by M.E.S. College in the state of Goa, to facilitate manpower for the growing and flourishing tourism industry in Goa. A three-year course under the B.A. programme, it provides 100% placements to students in the hospitality industry and the service sector (airports, hotels, travel agencies, Event Management Companies, Casinos). Some of the students choose to pursue higher education while some opt for starting their own ventures in the field of tourism. Going by the success of this course, the College, has prompted other colleges in Goa to offer a B.B.A. Programme in Tourism & Travel.

B. B. A. in SHIPPING & LOGISTICS

Mormugoa being a port town and having a major port catering to national and international tourists and handling major cargo exports, provides openings for students in this industry. To cater to the requirements of the industry, M.E.S. College introduced B.Com (Shipping Management) programme under "Industry related innovation programme" of UGC. The programme was initially funded by UGC for five years and is currently running as self-financed programme as Bachelor of Business Administration (Shipping & Logistics).

It is the only undergraduate programme in India which addresses the commercial and managerial side of the shipping industry preparing the students for global carriers. The course imparts in depth knowledge and covers a wide range of subjects like shipping law, supply chain, material handling, customs, marine insurance, air cargo, logistics; economics of shipping etc. which helps the students to gain strong foundation of shipping concepts. The three years bachelors' degree programme with practical exposure provides training as well as excellent job opportunities to the students at both national and international level.

File Description	Document
Link for any other relevant information	[View Document](#)
Link for appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

The college is a Government-aided institution affiliated to Goa University. The college is also recognised by UGC under section 12(B) and 2(f) of the UGC Act 1956. The college is governed by the Board of Trustees of Murgaon Education Society. The Governing body includes the Managing Committee of Murgaon Education Society which runs M.E.S. College and the Local Managing Committee of M.E.S. College which is constituted by virtue of a statute of Goa University.

The B.B.A. in Shipping and Logistics is only one of its kind in the country. It is the first undergraduate programme in India which addresses the commercial and managerial side of the shipping industry. Tourism and Travel is an innovative course which was first started by M.E.S. College in the state of Goa, to facilitate manpower for the growing and flourishing tourism industry in Goa.

The College also offers certificate courses such as MS Excel for Accounting and Taxation, Practical Banking, Quantitative Techniques and Basics of Econometrics, Written Communication, Conversational Portuguese, Basics of Western Classical Music (Pianoforte) and Tally ERP.9 with GST.

It is poised to become a centre of excellence in view of the great achievements so far as the multi-dimensional personality development of students and the growth of staff are concerned.

Concluding Remarks :

The perspective plan of the College Management is to provide access to higher education of global standards.

The College will be 50 years old in 2022. From then we shall prepare to acquire autonomy and by the time it steps into 75, it is to become a deemed University, focusing on providing state of the art facilities for exchange of knowledge and providing courses that meet the needs of industry and society.

The proposed institute is to be named after Pandit Dharmanand Kosambi, a profound scholar of Pali, a world renowned authority on Budhism and an ardent Gandhian. The time frame has been set to reach the level of autonomous college within ten years and the level of deemed university within fifteen years thereafter.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification

1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders*
	
	1) Students
	
	2)Teachers
	
	3)Employers
	
	4)Alumni
	
	   Answer before DVV Verification : C. Any 2 of the above
	   Answer After DVV Verification: D. Any 1 of the above
	Remark : Input modified

2.1.1	**Average Enrolment percentage (Average of last five years)**
	
	   2.1.1.1. **Number of students admitted year-wise during last five years**
	   Answer before DVV Verification:
	
	  | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
	  | 1560 | 1554 | 1369 | 1307 | 1306 |
	
	   Answer After DVV Verification :
	
	  | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
	  | 1547 | 1541 | 1350 | 1305 | 1295 |
	
	   2.1.1.2. **Number of sanctioned seats year wise during last five years**
	   Answer before DVV Verification:
	
	  | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
	  | 1756 | 1820 | 1628 | 1596 | 1551 |
	
	   Answer After DVV Verification :
	
	  | 2018-19 | 2017-18 | 2016-17 | 2015-16 | 2014-15 |
	  | 1756 | 1820 | 1628 | 1596 | 1551 |
	
	   Remark : As per revised proof.

2.1.2	**Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of**

supernumerary seats)

2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
100	108	121	120	68

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
81	87	103	104	57

Remark : Input Changed as per provided proof

2.6.3

Average pass percentage of Students during last five years

2.6.3.1. **Number of final year students who passed the university examination year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
375	425	273	346	359

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
373	423	273	350	370

2.6.3.2. **Number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
484	503	330	391	447

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
484	506	338	403	451

Remark : as per provided proof , hei input been changed

3.1.3

Percentage of departments having Research projects funded by government and non government agencies during the last five years

3.1.3.1. **Number of departments having Research projects funded by government and non-government agencies during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

3.1.3.2. **Number of departments offering academic programes**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
15	15	14	11	12

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
22	11	22	11	22

Remark : no projects . hence hei inputs be 0 for all the years

3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years** 3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.** Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
20	06	00	01	01

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
18	2	00	01	0

Remark : Entries provided with UGC link are accepted. Other entries were not found in UGC Care list

3.5.1	**Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
116	132	103	96	53

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

Remark : some certificate Copies of collaboration/related documents indicating the nature of collaboration and activities year-wise are missing . there should be 500 certificates on the whole

4.1.3	**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)* 4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 46 Answer after DVV Verification: 0 Remark : the provided are not geo tagged photos .
4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)** 4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)** Answer before DVV Verification: TABLE1 Answer After DVV Verification : TABLE2 Remark : dvv accepts the first even input given by hei
5.1.1	**Average percentage of students benefited by scholarships and freeships provided by the Government during last five years** 5.1.1.1. **Number of students benefited by scholarships and freeships provided by the**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
63.30	71.64	66.93	66.96	65.33

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
63.30	71.64	66.93	66.96	65.33

Government year-wise during last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
37	116	91	71	6

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
36	51	34	29	13

5.1.2	**Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**
	
	    5.1.2.1. **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**
	Answer before DVV Verification:
	
	{{TABLE1}}
	
	Answer After DVV Verification :
	
	{{TABLE2}}
	
	    Remark : as per given proofs , Hei input for Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years has been changed

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
58	58	49	84	57

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
169	180	153	140	130

5.1.4	**Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years** 5.1.4.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
150	419	308	990	520

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
150	330	296	1011	520

    Remark : As per provided proofs , HEI Input been changed .

7.1.2	**The Institution has facilities for alternate sources of energy and energy conservation measures** 1. **Solar energy** 2. **Biogas plant** 3. **Wheeling to the Grid** 4. **Sensor-based energy conservation** 5. **Use of LED bulbs/ power efficient equipment** Answer before DVV Verification : D. 1 of the above Answer After DVV Verification: E. None of the above Remark : DVV requires Geo tagged photographs of the facilities with caption. Attached photographs are not geo tagged ones.
7.1.4	**Water conservation facilities available in the Institution:** 1. **Rain water harvesting** 2. **Borewell /Open well recharge** 3. **Construction of tanks and bunds** 4. **Waste water recycling** 5. **Maintenance of water bodies and distribution system in the campus** Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: E. None of the above Remark : Geo tagged photographs of the facilities with caption are not provided .
7.1.5	**Green campus initiatives include:** 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** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: E. None of the above Remark : Geo tagged photographs/videos of the facilities along with caption are not provided
7.1.7	**The Institution has disabled-friendly, barrier free environment** 1. **Built environment with ramps/lifts for easy access to classrooms.** 2. **Disabled-friendly washrooms** 3. **Signage including tactile path, lights, display boards and signposts** 4. **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**

	Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: E. None of the above Remark : Link to Geo tagged photos and videos with date and caption are not provided

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year-wise during last five years** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
1560	1554	1369	1307	1306 | Answer After DVV Verification | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
1547	1541	1350	1305	1295	
2.1	**Total number of classrooms and seminar halls** Answer before DVV Verification : 47 Answer after DVV Verification : 11
2.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)** Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
154.61	210.71	262.95	422.98	159.96 | Answer After DVV Verification: | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
91.30	139.06	196.01	356.02	94.63	