

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

S.S.DEMPO COLLEGE OF COMMERCE & ECONOMICS

1.2 Address Line 1

SERRA BUILDING, NEAR ALL INDIA RADIO

Address Line 2

ALTINHO

City/Town

PANAJI

State

GOA

Pin Code

403001

Institution e-mail address

office@dempocollege.edu.in

Contact Nos.

0832-2226806 / 2226803

Name of the Head of the Institution:

Dr. Radhika S. Nayak

Tel. No. with STD Code:

0832 – 2226806 / 2226803

Mobile:

09422439876

Name of the IQAC Co-ordinator:

Dr. Deepali V. Churi

Mobile:

9420595049

IQAC e-mail address:

principal@dempocollege.edu.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

12741

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/56/RAR/06

1.5 Website address:

www.dempocollege.edu.in

Web-link of the AQAR:

<http://dempocollege.edu.in/statutory/#iqac/AQAR2013-14.pdf>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	NA	MARCH 2003	MARCH 2008
2	2 nd Cycle	B	2.77	SEPT.2011	SEPT. 2016
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

JUNE 2003

1.8 AQAR for the year (for example 2010-11): 2013-14

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

- i. AQAR 2011-12 _____ (DD/MM/YYYY)
- ii. AQAR 2012-13 Submitted on 07/01/2014
- iii. AQAR 2013-14 _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education YES Men Women

Urban YES Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Goa University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text" value="1"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>	
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>	
2.3 No. of students	<input type="text" value="NIL"/>	
2.4 No. of Management representatives	<input type="text" value="01"/>	
2.5 No. of Alumni	<input type="text" value="NIL"/>	
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>	
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>	
2.8 No. of other External Experts	<input type="text" value="NIL"/>	
2.9 Total No. of members	<input type="text" value="11"/>	
2.10 No. of IQAC meetings held :	<input type="text" value="1"/>	<input type="text"/>

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

Non-Teaching Staff Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Internal Quality Assurance: Perspective Planning and Charting a Roadmap to Excellence

2.14 Significant Activities and contributions made by IQAC

Sharing of Academic ideas through research presentation of faculty members

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Exam dates, Result declaration dates decided in advance	Exam conducted and results declared as scheduled
Students teachers appraisal to be made online	Objective achieved with online appraisal form being made available through Google Doc platform.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

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Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	1	1	2	-
UG	2	-	1	-
PG Diploma	1	-	1	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	4	1	4	-
Interdisciplinary	--	--	-	-
Innovative	1	1	2	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: CBCS- 4

Elective option – 1 (B.com)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	1
Annual	-

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

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

*Please provide an analysis of the feedback in the Annexure: Feedback obtained online and details are maintained in files available with Principal

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

Revised syllabus drafted and approved by Goa University implemented in 2013-14 for F.Y.B.Com

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	13	08		1 physical director

2.2 No. of permanent faculty with Ph.D.

05

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	04	-	-	-	-	-	-	03	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

23

46

28

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	6	9	30
Presented papers	6	6	3
Resource Persons	-	1	5

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

Case studies, field trips, national level industry visits, Internships, Flipped classroom method, spaced learning method, video logs, Blogs, Collaborative and reflective learning, problem and Enquiry based learning.

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

180

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

MCQ's, Role Play, Open book test, PPT presentations, Double valuation, online test.

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

5

5

5

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.com	259	14.71	33.33	42.85	9	89.18
M.com	33	3.03	24.24	57.57	3.03	87.87
B.B.A	60	-	81.66	3.33	-	85
PGDBA	10		60			60

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

- Ideas on creating enabling environment for teaching learning are discussed during IQAC meetings and initiatives taken accordingly. Acquisition of ICT equipments, softwares, designing of new short term courses have been outcome of such initiatives.
- Online evaluation of teachers has been conducted to obtain faster student feedback. As a quality improvement initiative, these are discussed with HoDs and subject teachers.
- Student feedback through suggestion box system are discussed in IQAC meeting with Action Taken Report and ideas are invited for necessary corrections. Pedagogical issues are discussed with individual teachers for quick resolution of problem.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	01	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

-Encouraging Faculty to register for Doctoral Studies
-Encouraging and supporting faculty to attend workshops on Research Methodology and Statistical Analysis
-Enhancing the quality of 'Anushandhan'(in-house research journal) to a peer reviewed journal with eminent academicians from reputed institutions in India and abroad as members of the peer review committee.
-Faculty with research experience share their expertise in research methodology with new research scholars.

3.2 Details regarding major projects :

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	
Outlay in Rs. Lakhs	Rs.781800	-	512800	

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	1	5
Non-Peer Review Journals	-		
e-Journals	-		
Conference proceedings	2		

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2011-2014	UGC	781800	512800
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-

Any other(Specify)	-	-	-	-
Total		-	781800	512800

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

Nil

-

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

N

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): None

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS: Nil

University level State level

National level International level

3.24 No. of Awards won in NCC: Nil

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- (i) Two Blood Donation camps were organised by NSS unit of the college
- (ii) Cultural Programme were organised for inmates of Old Age Home
- (iii) A workshop was organised for Students of ' Hamara School'.
- (iv) Candles made by Prisoners of Aguada Jail were sold by NSS volunteers
- (v) Annual NSS social and NCC Camps were organised by college
- (vi) Students collected utensil, clothes for flood affected victim of Uttarakhand

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2.5acres	726 sq.mt	Building Rent paid by Mgt. DCT	Govt. Grant
Class rooms	23	2	Mgmt. DCT	
Laboratories	3	-	Mgmt. DCT	
Seminar Halls	2	-	Mgmt. DCT	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-		-
Value of the equipment purchased during the year (Rs. in Lakhs)	76.62 lakhs	11.55 lakhs	UGC fund, Govt. Grant. College Exam Fee	88.17 lakhs
Others				

4.2 Computerization of administration and library

OPAC – Online Public Access Catalogue
Computerisation of books circulated for students

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15137	2669442	961	397372	16098	3066814
Reference Books	20264	1500585	312	82813	20576	1583398
e-Books	-	-	-	-	-	-
Journals	65	110112	72	162337	137	272449
e-Journals	-	-	-	-	-	-
Digital Database	1	44944	1	47191	2	-
CD & Video	36	8164	-	-	-	-
Others (specify)	N-list	5000	N-list	5000	1	10000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments B.Com	Others
Existing	85	3	1:4	-	-	02	6	3
Added	23	-	1:1	-	-	-	-	1
Total	108	3		-	-	02	6	4

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

- Wi-fi Network made available to teachers and students
- Teachers Evaluation by students is made online
- Photoshop and Coral Draw- computer application software offered as subject to BBA
- Trainers Provided

4.6 Amount spent on maintenance in lakhs :

i) ICT	5.85
ii) Campus Infrastructure and facilities	1.49
iii) Equipments	0.99
iv) Others	-
Total :	8.33

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The awareness about students support services is an institution-wide activity. Regular notices are displayed on availability of scholarship schemes and other benefits. Career guidance and placement cell provides counselling and placement services on regular basis. IQAC cell obtains updates on such activities

5.2 Efforts made by the institution for tracking the progression

The institution has well established career counselling and placement cell which is entrusted with responsibility of tracking student progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1043	11	-	-

(b) No. of students outside the state

5

(c) No. of international students

29

Men	No	%	Women	No	%
	546	47.3		608	52.69

No	%
608	52.69

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1016	11	65	60	02	1154	997	11	51	62	01	1122

Demand ratio

Dropout %

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

Regular Programs conducted by inviting coaching institutions for providing information on competitive exams

No. of students beneficiaries

250

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

HDFC Securities conducted talk on career and development. Experts from ICFAI, Hyderabad conducted career counselling on choosing the right course. Neeraj Sharma from Lexican Group of Institute, Pune conducted a talk on 'Personality Improvement'.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	250	2	-

5.8 Details of gender sensitization programmes

The institution has established centre for equal opportunity (CEO) which undertakes regular programmes on gender sensitisation.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	10	17150
Financial support from government	29	482986
Financial support from other sources	26	24000
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____ - _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision- Commerce in the service of Society

Mission- To nurture, healthy, reliable and creative citizens whose social awareness will vitalize the community, both locally and globally

6.2 Does the Institution has a management Information System

Contract for creating, Installing and making operational wi-fi enabled campus. Total Network Solution System has been awarded to Genora-Infotech Pvt. Limited. Verna. First phase of implementation, namely Library Systems shall be installed and be functional by November 1, 2014.

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

6.3.1 Curriculum Development

Dr. Pravin Gaonkar and Dr. Harip Khanapuri are member of BOS commerce. Mr. Nikhil Varerkar is member of sub-committee of BOS commerce in subject of Economics. College organised workshop to discuss syllabus of Spoken English and Business communication for F.Y. and S.Y. B.com.

6.3.2 Teaching and Learning

A 2 day workshop was conducted for teaching Faculty on Faculty improvement programme conducted by EGNOSI to enable teachers with ICT teaching and learning methodology.

6.3.3 Examination and Evaluation

Orientation was conducted for students regarding SEE and ISA. The institution strictly adheres to the University ordinance for examination and evaluation matters.

6.3.4 Research and Development

In-house research journal 'Anushandan' was improved by obtaining ISSN and by making it a peer-reviewed Publication

6.3.5 Library, ICT and physical infrastructure / instrumentation

New campus plans are ready and submitted for approval of competent authority

6.3.6 Human Resource Management

A 2 day Faculty Improvement Programme conducted for teaching Faculty in association with EGNOSI to enhance their ability in imparting knowledge.

6.3.7 Faculty and Staff recruitment

All positions were filled as per the eligibility criteria of the UGC, Goa University and in compliance of the regulations of the govt. of Goa

6.3.8 Industry Interaction / Collaboration

MOU's with GCCI and National Institute of Event Management. Dempo College Event Management Association- a registered association for Professionalising practices of Event Management in Goa. Need based linkages are established with government organisation in tourism and Event Management industry (ESG, Directorate of Tourism etc.). Linkages with industry for internship of M.Com, BBA, Event Management, MA.

6.3.9 Admission of Students

Admission Process is transparent, merit based and in compliance to the rules and regulations of Govt. of Goa

6.4 Welfare schemes

Teaching	Instant loans upto 3 lakhs provided through staff co-operative credit society
Non teaching	Loan upto 1 lakh provided through staff co-operative credit society
Students	Student Aid Fund (student is charged @ Rs. 58/-)

6.5 Total corpus fund generated

NA

6.6 Whether annual financial audit has been done

Yes

Y

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Y	Goa university	NO	-
Administrative	Y	Auditor appt. by Mgmt.	NO	-

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

For UG Programmes

Yes

y

No

For PG Programmes

Yes

y

No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

The institution has a Registered Alumni Association. The association facilitated creating database of institution alumni through social media (Facebook Page created for Alumni).

6.12 Activities and support from the Parent – Teacher Association

The institution has a Registered PTA. It holds regular executive committee meetings and AGM to discuss issues and incorporate suggestions.

6.13 Development programmes for support staff

NIL

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

Sale of e-waste to recycling agencies.
NSS unit conducts campus cleaning programmes.

Criterion – VII

7. Innovations and Best Practices

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

- (i) Changing the traditional classrooms to technology enabled classrooms with LCD projector system in each classroom.
- (ii) The institution has adopted the practice of having a professional counsellor on-campus on specified days for personal interaction with students and parents. Further the same counsellor also conducts interaction-cum-counselling sessions for small group of students according to predefined schedule. This measure has helped in bringing about a positive approach of students and parents towards counselling. Several student related issues have been resolved on account of such interactive sessions.
- (iii) Voters ID programme for students through NSS Unit
- (iv) Biometric attendance system for teaching and non-teaching staff
- (v) Online Student evaluation of teachers has helped in providing instant feedback to teachers on teaching-learning processes.

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

- Introduction of ICT measures accomplished as per the plan by installing LCD projector in every classroom
- Conduct of annual faculty development programme on improvements in teaching-learning processes. The programme was conducted by EGNOSI, a consultancy firm.

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

Annexures enclosed

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

7.4 Contribution to environmental awareness / protection

- The institution has strong NSS unit that has undertaken activities like collection of used milk packets, campus cleaning exercise among others.
- The college also has Nature, Art and Photography Club that undertakes nature hike as special environmental awareness activity.
- The faculty members regularly discuss environmental issues with students through audio-visual content in the subject of Environmental Studies offered in B.Com programme.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT Analysis:

Strengths

- (i) The institution has financially strong management having ownership of industrial enterprises in various sectors including mining and metals, shipbuilding, ore trading and sunrise industries including travel and hospitality, media and sports promotion ventures.
- (ii) The institution is located in the capital city of Panjim and in close proximity to satellite towns around the capital. This ideal location is well suited for developing an effective network with stakeholders.
- (iii) The institution is NAAC reaccredited.
- (iv) The campus is ICT enabled with facilities of LCD projectors in every classroom, MIS for library and administrative purposes, computerized processing of examination results and attendance and wi-fi access to staff and students. The institution also has fully functional IBM server.
- (v) The teaching staff of the institution is well qualified with many of them either possessing or pursuing doctoral qualification in respective areas of specialisation. Several members of the teaching staff also have professional qualifications in the areas of management, law and accountancy.

SWOT Analysis:

- (i) Well qualified, efficient and computer savvy administrative staff.
- (ii) The institution has strong alumni comprising of entrepreneurs, professionals, academicians, and social activists.

Weaknesses:

- (i) Limited physical infrastructure restricting the scope for academic expansion by introducing new courses and augmenting the existing ones.
- (ii) Contractual appointments of teaching faculty due to state policy limits the delegation of authority for institutional initiatives and disincentivates full fledged academic participation.
- (iii) Ad-hoc faculty development initiatives.
- (iv) Few and contractual appointments of Class IV staff affects day- to - day routines.

Opportunities:

- (i) High per capita income of people in the state is suitable for designing and offering programmes in niche areas where course costs can be relatively higher to maintain programme standards.
- (ii) Developing a formalized faculty and student exchange programmes with institutions of higher learning within and outside India.
- (iii) Deepening industry linkages and building formats of collaborations for the benefit of students, faculty and the industry.

Threats:

- (i) Dual policy of state government in pricing of educational programmes. There exists substantial difference between fees for self-financed programmes initiated by aided colleges and those begun by government colleges.
- (ii) Further, the state policy for education changes frequently with regard to appointment and remuneration of teaching and non-teaching staff. This affects the consistency of institutional policy and sustainability of initiatives.
- (iii) There also exists inconsistency between UGC and state policy on higher education thereby negating the benefits accrued under central policy.
- (iv) A high teacher-student ratio exists as of today that is unsuitable for effective teaching-learning process.
- (v) Entry of foreign universities may pose a threat especially for PG programmes.

8. Plans of institution for next year

- (i) Prepare perspective plan for the institution
- (ii) Organize departmental workshops
- (iii) Organize research methodology workshops
- (iv) Enhance teaching – learning processes through guest lecture series for individual subjects and field trips for practical exposure
- (v) Enhance internal revenue generation through event management activities
- (vi) Enhance research capabilities by encouraging faculty members to present and publish research papers and register for Ph.D. programme.
- (vii) Increase collaborations in the areas of education and research
- (viii) Introduce short term courses
- (ix) Undertake initiatives to encourage entrepreneurship among students

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution

SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure II

Best Practices of the Institution

1. Title of the practice: Annual Institutional FDP Programme for Teaching Staff
2. Goal
 - To provide platform for the entire teaching staff of the college for enhancement of professional skills.
 - To promote a culture of discipline and teamwork for efficiency and organisational success.
3. The Context

Educational institutions are service organisations and delivery of quality service requires efficient and motivated human resource. The efficiency of human resource improves with continuous upgradation of skills coupled with an environment conducive to promote motivation and teamwork. Most teachers enhance their professional skills by participating in orientation/refresher programmes, relevant seminars/workshops or other similar training programmes. However, such programmes are largely domain specific and attended for the purpose of academic career progression. Besides, for any such programme, few teachers may be allowed by the institution to participate at a time due to organisational compulsions. Further, these programmes are not institution specific and thus have limitations from the viewpoint of promoting teambuilding and efficiency in given institution. The FDP programme was also essential keeping in mind long term goal of the institution to become a leading business school.
4. The Practice

The Annual Institutional FDP programme is thematic in nature. The theme of the programme is decided by institutional authorities in consultation with senior members of the teaching staff. A particular theme and coverage of the programme is largely meant to align with the planned initiatives of the forthcoming academic year. This programme is designed as two day programme in the beginning of academic year and is generally held off-campus. Occasionally the programme is designed as residential training programme in a conducive environment. The institution hires training and HR consultancy firms/experts to conduct the FDP programme who are given an overview of institutional requirements, training needs and staff expectations. Following programmes have been conducted by the college under this initiative:

Year	Theme	Consultant/Expert
2010-11	Create and Collaborate	Dr. Harish Shetty (Psychologist and Motivation Speaker, Dr. L H Hiranandani Hospital, Mumbai)
2011-12	Group Dynamics and Leadership	Dr. Christo Fernandes, Goa Institute of Management
2012-13	Quality Enhancement	Senthil Kumar, CII
2013-14	Soft Skills	Runa Menezes, Egnosi

5. Evidence of Success
 - The institutional FDP programme is found to be effective in understanding student behaviour and management of academic stress.
 - The programme has provided platform for innovative ideas. Sessions like 'Create and Collaborate' have helped in creating online forums for connecting with students

including Facebook page “Some Wounds Don’t Heal...Some Hearts Do” providing inspirational content and positive directions to emotionally distressed.

- FDP on quality in educational processes has enabled the staff members to adopt contemporary methods such as process mapping in effective implementation of projects and in other academic processes. Further, technological skills are also acquired due to such programmes.
- FDP on API and career advancement for teachers enabled the members of the staff in correct interpretations of rules and requirements and has helped IQAC in implementing correct procedures for annual appraisals and verification of data on various criteria.

6. Problems Encountered and Resources Required

- Identifying theme that is acceptable to all the staff members is challenging due to diverse requirements of individual teachers
- The college management has to provide for necessary budget for the programme and at times can be high depending upon the experts hired and venue for the programme.

7. Notes (Optional)

8. Contact Details

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Annexure II

Best Practices of the Institution

1. Title of the practice: 'Anushandhan' – Inter-disciplinary Research Journal of the College
2. Goal
 - To promote research culture in the institution
 - To build research competences and facilitate professional development for members of teaching staff of the institution
 - To encourage contribution to existing body of knowledge in various disciplines
3. The Context

Research is an integral part of academic profession and as such the institution wanted to develop the culture of academic research. A very important reason for initiating this practice was to encourage faculty members to undertake academic research and motivating them to enrol for Ph.D. degree since the number of Ph.D. holders was very less in the institution. It was felt that the research journal at institutional level will provide stepping stone for pursuing higher level research.
4. The Practice

The first issue of Anushandhan was published in January 2011. Initially, the journal was published as in-house institutional level journal inviting research contributions from the teachers of the college only. Anushandhan is an inter-disciplinary journal and as such research papers in the areas of commerce, management, economics, information technology, languages, mathematics, library science and other disciplines of social science are accepted. Initially, the research papers were published in Anushandhan after review by in-house reviewers having reasonable experience in research. Subsequently, the college acquired ISSN number for the journal in the year 2013. A year later, the journal was officially made peer-reviewed journal by formulating advisory board and panel of reviewers. Further, Anushandhan started inviting papers from researchers outside the institution. The journal today, thus, not only publishes quality research papers but also provides platform to teachers from institution as well as other colleges and university to fulfil the requirements under career advancement rules. The reviewer panel of Anushandhan consists of esteemed academicians with considerable research experience and includes university professors, faculty of management institutes including IIM-Bangalore, Goa Institute of Management as well as foreign universities. Thus, the journal that was started as in-house research publication has migrated to the levels of standard peer-reviewed publication. The journal follows double-blind review system and communicates review feedback to authors under defined criteria akin to that of any standard research journal.
5. Evidence of Success
 - Five volumes of Anushandhan have been published since 2011.
 - Anushandhan has encouraged several faculty members to undertake academic research and as expected the number of Ph.D. enrolments by college faculty members has also increased.
 - Teachers pursuing doctoral studies also publish their research work through Anushandhan.
6. Problems Encountered and Resources Required
 - In the initial stages, encouraging faculty members to contribute to the journal was difficult since large number of faculty members did not have experience in writing research papers.

- Sometimes, very few papers qualify for publication in Anushandhan due to strict review criteria and this discourages authors. The editorial board however communicates the deficiencies in papers to the authors with full explanation based on inputs from reviewers.

7. Notes (Optional)

8. Contact Details

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