YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

Goa Vidyaprasarak Mandal's Gopal Govind Poy Raiturcar College Of Commerce And Economics

- Name of the Head of the institution

Dr. Makarand M. Chikodikar

- Designation

Officiating Principal

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

8767916417

- Mobile no

9822983150

- Registered e-mail

gvmcce@yahoo.co.in

- Alternate e-mail

makarandchikodikar@gmail.com

- Address

Farmagudi, Ponda-Goa

- City/Town

Ponda

- State/UT

Goa

- Pin Code

403401

2.Institutional status

- Affiliated /Constituent

Affiliated

- Type of Institution

Co-education

- Location

Rural

- Financial Status **Grants-in aid**

- Name of the Affiliating University **Goa University**

- Name of the IQAC Coordinator **Dr. Meera R. Mayekar**

- Phone No. **9822152657**

- Alternate phone No. **9511866379**

- Mobile **9822152657**

- IQAC e-mail address **iqac@gvmcommercecollege.ac.in**

- Alternate Email address **mayekarmeera@gvmcommercecollege.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year) https://gvmcommercecollege.ac.in/wp-content/uploads/2022/12/AQAR-2019-20.pdf

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://gvmcommercecollege.ac.in/wp-content/uploads/2022/11/Academic-Calender-2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.89**	**2009**	**29/01/2009**	**28/01/2014**
Cycle 2	**B**	**2.70**	**2015**	**03/03/2015**	**02/03/2020**

6.Date of Establishment of IQAC **23/09/2009**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

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

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC

  [View File](#)

9.No. of IQAC meetings held during the year   1

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

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

- If yes, mention the amount

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

Orientation of faculty for online teaching-learning process Due to the on-going Pandemic, the mode of teaching was changed to the online platform. The IQAC conducted an informal training session for the teachers on G-Suite, Google Classroom, OBS, etc., to enhance the online teaching-learning process.

Encouraging faculty for e-content development initiative

Orientation of students for online learning process

Organization of webinars on different topics for faculty and students

Committee focused on motivating staff to indulge in research related activities

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Promotion of Research culture	01 paper publication Publications, 01 Chapters in edited Volumes / Books published, 01 Ph.D.s Awarded
Promotion of Research culture	Cluster Research Centre in Economics
Orientation of faculty on Online teaching-learning methods	Sharing of study material online. Conduct of online classes and examinations
E-content Development	Proactive involvement of Faculty in
Conduct of Webinars	Organized webinars on different topics
Community Outreach for Covid -19	Making and distribution of cloth masks by NSS volunteers, Sensitizing the neighborhood community on COVID -19 prevention and care.
Community Outreach for Covid -19	Some of the faculty were involved in Covid duty during Covid 19 Pandemic

13.Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A	
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1.Name of the Institution	Goa Vidyaprasarak Mandal's Gopal Govind Poy Raiturcar College Of Commerce And Economics
• Name of the Head of the institution	Dr. Makarand M. Chikodikar
• Designation	Officiating Principal
• Does the institution function from its own campus?	Yes
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• Mobile no	9822983150
• Registered e-mail	gvmcce@yahoo.co.in
• Alternate e-mail	makarandchikodikar@gmail.com
• Address	Farmagudi, Ponda-Goa
• City/Town	Ponda
• State/UT	Goa
• Pin Code	403401
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• Location	Rural
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• Name of the IQAC Coordinator	Dr. Meera R. Mayekar

• Phone No.	**9822152657**
• Alternate phone No.	**9511866379**
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• IQAC e-mail address	**iqac@gvmcommercecollege.ac.in**
• Alternate Email address	**mayekarmeera@gvmcommercecollege.ac.in**

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Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	19/01/2022

15.Multidisciplinary / interdisciplinary

A holistic and multidisciplinary education would aim to develop all capacities of human beings -intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. At present, the institution offers choice-based credit system which includes project work. B. Com. programme offered by the institution consist of courses across disciplines such as Mathematics, Law, Economics, Communication, Environmental Studies, Computer Applications besides Commerce-related courses. The institution thus offers a flexible curriculum under the choice-based credit system in which learners can choose from a range of courses based on their competencies. Students are encouraged to explore inter-disciplinary research areas for their project work during the final year semesters. The institution has proposed a cluster with twelve institutions from South Goa as per instruction of the Directorate of Higher Education (DHE) Goa. This would promote integration of humanities and science with STEM and provide the detail of programs with combinations. The undergraduate degree will be of either a three- or four-year duration, with multiple entry and exit options within this period, with appropriate certifications. The four-year programme may also lead to a degree with Research, if the student completes a rigorous research project in the major area(s) of study which may be specified by the institution.

16. Academic bank of credits (ABC):

Goa University and the Directorate of Higher Education(DHE)are in process of developing and monitoring the system for ABC. As a prerequisite, our institution has already implemented using a centralized Integrated Academic Information Management System (IAIMS) for different administrative and academic tasks like admission, lecture plan, evaluation, and results. Registration under the ABC to permit its learners to avail the benefit of multiple entries and exit during the chosen programme will be initiated once clear directives are received from Goa University.

17. Skill development:

The policy framework for skilled development envisages that skilling will be integrated with formal education by introducing vocational education classes. Realizing the importance and the necessity of developing skills among students, the Institution has already started conducting short term certificate courses designed by the institution to increase the employability of the students. Resource persons are invited to the institution for talks on diverse topics which helps to enhance knowledge. Environmental consciousness is created in the minds of students

through initiatives like cloth bag/paper bag making. The institution promotes the practice of breaking stereotypes related to gender among students. Blood donation camps, Daan Utsav/Joy of Giving Week, Know Your Economy (KYE) Test etc., are conducted on regular basis to inculcate positivity amongst the students and create values such as righteous conduct, love, scientific temper, citizenship values, and also life-skills. Days of national importance such as Independence Day, Republic Day are celebrated on a regular basis to imbibe the value of patriotism and nationalism. Some of the faculty members are also associated with NGOs which shows their concern for social issues.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The medium of instruction in the Institution is English. However, many of the faculty often engage lectures in Konkani, the local language. Majority of the students of the Institution are Goan by domicile but they hail from different states across the country. Hindi is therefore a language that is also spoken in the campus. The Institution tries to imbibe in the student community, knowledge of Indian culture and respect for the cultural ethos of the country by organising various programmes such as Saraswati Pooja, Ghumat Aarti Competition etc.

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

Outcomes-based education (OBE) is education in which an emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they leave the Institution. The Institution makes an effort to understand that a pursuit of knowledge is a life-long activity. The IQAC plans to conduct a workshop on Outcome Based Education, so as to train the faculty on designing of Programme Outcomes (POs); Programme Specific Outcomes (PSOs) and Course Outcomes COs), adoption of Blooms Taxonomy and the assignment matrix for POs and COs.

20.Distance education/online education:

During Covid -19 pandemic, faculty have progressively been involved in using digital platforms for engaging classes and conducting webinars, conferences, meetings, and evaluation. The teaching learning process through different online modes such as G-suite, google classroom, google meet, Whatsapp etc., was carried on during the pandemic. Faculty members were proactively involved in E-learning Initiative of DHE "DISHTAVO". Some of the faculty developed videos on the course topics and uploaded for

free dissemination through Youtube. The College recognizes the importance of Distance Education and the need to provide an opportunity to enable students access to education without the necessity of a regular classroom attendance. The Institution intends to promote the Distance Education through MOOCs.

Extended Profile

1.Programme

1.1	**111**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	**818**
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2	**376**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File](#)

2.3	**232**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**33**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2	**10**
Number of sanctioned posts during the year	

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1	**20**
Total number of Classrooms and Seminar halls	

4.2	**32.44967**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**80**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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

The curriculum of the Goa university to which the institution is affiliated is followed for UG and PG programmes.

At the end of each semester/ academic year, the subject allocation for faculty members for the next semester and the workload is displayed. This gives adequate time to the faculty to prepare for the next semester/academic year.

The faculty upload lecture plans of the courses taught by them on the Integrated Academic Information Management System (IAIMS) of

Directorate of Higher Education (DHE) and at the end of each lecture, details of the lectures engaged are uploaded on the IAIMS portal.

During the pandemic, online classes were conducted using Google Meet.

Faculty of the College have been actively involved in the DISHTAVO (Digital Integrated System of Holistic Teaching and Virtual Orientations) Project, an initiative of the Directorate of Higher Education.

In this, the faculty prepare e-content for different modules of their respective course and present the same via video lectures. Besides this, some of the faculty have worked as coordinators wherein they scrutinize, correct, edit and provide feedback to the participants on the presentations.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/01/1.1.1-.pdf

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

Before the commencement of each semester, Goa University notifies an academic calendar for all the programmes, which contains the date of commencement, last working day of the semester and dates for semester-end examinations.

The dates of ISA (Intra-Semester Assessment) are decided by the college. A minimum of two ISAs are conducted for every course. One ISA is in the form of a test and the other is in the form of an assignment, presentation or viva-voce. A third ISA is conducted for those students who are absent due to genuine reasons.

At the end of each semester, SEE (Semester End Examination) is conducted for the First Year and Second Year students. The Final year exams are conducted by the University. However, during 2020-21, the final year exams were conducted by the Institution

due to the pandemic as per the rules framed by Goa University. Repeat and supplementary exams were also conducted by the college as per the schedule provided by the University.

The notices for the conduct of the tests/exams were emailed to all students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2022/11/Academic-Calender-2020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

03

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

The Institution encourages the integration of cross-cutting issues relevant to the curriculum.

All First Year students have to study the course 'Environmental Studies' which addresses issues on environmental protection and conservation. The College offers 'Economics of Resources' (Generic

Elective) at S.Y.B.Com.

The Institution offers courses which includes topics like IPR and Business Law , Consumers Rights and Protection, Computer ethics, Investor Protection, Ethics and CSR, etc.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

02

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	[View File](#)

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

260

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	https://gvmcommercecollege.ac.in/wp-content/uploads/2022/12/SSS-2020-21.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gvmcommercecollege.ac.in/wp-content/uploads/2022/12/SSS-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

818

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

243

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Advanced learners and academically weak students are identified by the institution and specific guest lectures or workshops are organized to address the needs of the students. The faculty guides the Advanced learners to retain a good academic record. The students approach the faculty for guidance on career options or if they want to appear for any competitive examinations such as GU-ART, CAT, UPSC, PO , GMAT or GRE. They are given guidance to choose appropriate career of their choice. Advanced learners are encouraged to participate in various academic and co-curricular activities such as quiz, elocution, presentation competitions. Such students are also provided with opportunities for leadership and organizational responsibility in different events organized in the institution. Special lectures are conducted to answer queries raised by advanced learners during regular classes. Remedial classes are conducted for academically weak students in specific topics to give personal attention to the students in certain courses such as Commercial Arithmetic, Cost Accounting, Human Resource Management, Object oriented Laboratory and Advertising.

File Description	Documents
Paste link for additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/01/2.2.1.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
818	33

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution has adopted innovative student centric teaching methods such as experiential and participative learning across the programmes. T.Y.B.Com. and T.Y.B.C.A. students have compulsory project paper wherein a report is prepared based on field study oron areas of interest such as Covid-19, Marketing, Consumer behaviour, Financial Analysis, Banking, E-learning, Online Shopping and Website designing. Faculty employ different teaching methodologies such as problem solving, case study, assignments, flipped classroom, presentation to make the teaching-learning process more effective.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/01/2.3.pdf

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

Faculty uses different ICT enabled tools for effective teaching learning process. During the pandemic, additional online

educational platforms suitable for the programmes offered were explored. To enhance learning experience and seamless flow of teaching, the teaching faculty made use of Google Meet, Google Classroom and ICT-based applications such as MS Word, MS PowerPoint, and MS Excel to make online classes more interesting and interactive .Institution created official WhatsApp groups of all classes to enable effective communication and enhance learning through added inputs. M. Com. and B.C.A. students are exposed to specialized software such as SPSS, Trello, Selenium, Wordpress and Bugzilla.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

33

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

590

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Intra Semester Assessment (ISA) Monitoring Committee monitorsthe conduct of continuous internal evaluation by adhering strictly to the Goa University Ordinances and ensures that there are no defaulters in ISA and all students areeligible to answer Semester End Examination (SEE). The assessment pattern and schedule of examination is intimated to the students well in advance to ensure transparency in the system. The time tables are shared on notice boards, google classrooms, by email and on college website.

The test mode of ISA is centralized and a common time-table is prepared. The Committee notifies the schedule of ISA examination at the beginning of every semester. The defaulters in ISA examinations are notified of the same, and a repeat ISA is conducted for such students,failing which they are debarred from answering SEE as per the Goa University Ordinance. Faculty is given liberty to conduct one of theISAs in different modes. Here, the faculty gets an opportunity to use innovative teaching methods such as field study, case study,presentations, project based, experiential, participative, flipped classrooms, etc. The scores obtained by students are displayed on the notice board within stipulated time prior to the end semester examination.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/02/2.5.11.pdf

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

The conduct of internal examination is governed by theOrdinances of Goa University for each Programme. The grievance redressal committee is set up every year and informed to the students through notice boards or WhatsAapp class group to ensure transparency in dissemination of information. Intra Semester Assessment (ISA) Monitoring Committee addresses any queries or grievancesby the students. The Written grievance, if any, is received by the grievance redressal committee. The process of redressal takes around 3 days to 4 weeks (as per the governing ordinances) to resolve the issue depending on the intensity of the grievance. During the academic year 2020-21, the B.Com. programme received a notification from Goa University for conduct of the third-year exams at the college level and to allow the students to

verify their scores in case of any queries. The self-financed programmes allow enough attempts at their internal examinations. The individual Course Marksheets are prepared by the faculty and counter checked by another faculty, which is further verified by the Examination committee of the institution. The Graded Marksheets are totaled and checked by the Examination committee , before being sent to the Goa University Examination section for further processing.

File Description	Documents
Any additional information	View File
Link for additional information	NIL

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.

The Programme outcomes and Course outcomes of the institution are clearly stated and displayed on the institution website. The structure of the various Programmes is mentioned in the annual prospectus. At the beginning of the academic year, the programme and course outcomes are explained by the Principal at the orientation programme for the students. The Programme outcomes and Course outcomes for all programmes offered by the institution are communicated to the students by displaying on the institution website. The course outcomes are discussed in detail by the faculty during introduction of the syllabus in the beginning of the semester.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2022/12/HANDBOOK-2020-21.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The performance of students in the examination is used as a measure to evaluate the attainment of Programme outcomes and Course outcomes. The performance of students at the university and

college examinations is analyzed. The students progress is monitored during the Intra Semester Assessments (ISA) in the form of tests, quizzes, presentations, practical assignments, case study reports etc. Different modes of ISA help to evaluate attainment of different elements of course objectives and outcomes. Programme course outlines are stated for every course by the faculty members which define course objectives and details out how the ISAs will be conducted. The students are informed about ICT toolsthat will be used forteaching and a proposed method of evaluation . At the end of the course the faculty provides the details of how the evaluation methodology was completed with the achievement of the course outcomes and competencies.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/01/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

252

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://gvmcommercecollege.ac.in/wp-content/uploads/2022/12/Anual-Exam-Link-20-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://gvmcommercecollege.ac.in/wp-

content/uploads/2022/12/SSS-2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

2

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NIL

3.2 - Innovation Ecosystem

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

The institution has created an ecosystem for innovations, with two of our faculty members from the Department of Computer Science pursuing and carrying out their research in the areas of Embedded Systems and Digital Data Communication Technologies and Soil Nutrient Analysis using Embedded Systems. Another research project on 'Goa's Coastal Sustainability' has also been completed under the Department of Economics. The final year B.C.A. students undertake technology based innovative projects like creating apps or devices, etc. and in this manner the classroom learning, knowledge and skills acquired in various courses get transferred into practical applications which are useful to the society and people in their daily lives. Annual quizzes, guest lectures by industry experts, webinars arranged during the pandemic on cyber security and safety, machine learning, life skills for the students have triggered critical thinking and facilitated holistic development of our young minds.

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

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

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

3

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	https://gvmcommercecollege.ac.in/wp-content/uploads/2022/12/3.3.1.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

01

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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 year

01

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

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 year

The institution has set a benchmark for other institutions in Goa, in the area of Extension activities. When the entire state of Goa was under lockdown and most of the educational institutions were closed for physical classes, the NSS unit of our institution bravely went ahead with a group of our NSS volunteers, following all the SOPs and learnt to stitch cloth face masks, which were distributed free of cost to the medical staff of Government Sub-District Hospital, Ponda and to the police personnel of Ponda Police Station. During the pandemic our NSS volunteers and NCC cadets participated in various online COVID -19 related webinars, training programs, Poster competitions and sensitized their neighbourhood community on COVID -19 prevention and care. Students also participated in Swachh Bharat, Fit India, Ek Bharat Shrestha Bharat, tree plantation pakhwada drive. Students are actively involed in making and distribution of cloth masks,usedcloth bagsand paper bags. In this manner there has been a noticeable positive impact of extension activities in sensitizing students to social issues and shaping their holistic development.

File Description	Documents
Paste link for additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/01/3.4.1-extension_compressed.pdf
Upload any additional information	View File

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

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

0

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

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

109

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

1

File Description	Documents
e-copies of related Document	View File
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution has adequate infrastructure and physical facilities for teaching-learning. viz. classrooms, laboratories, ICT equipment, etc.The total campus area of the institution is 15,000 sq. mts. with a building admeasuring 3,000 sq. mts.The institution provides facilities for teaching-learning as per the specified requirement by statutory bodies. The college has 18 classrooms (ICT enabled with mounted LCD projectors), blackboards, whiteboards, and noticeboards. There are 04 ICT-enabled air-conditioned computer laboratories, 2 seminar halls, and 1 audio-visual room. The college has 3 Laptops for B. Com.,1 Laptop for B.C.A., and 2 Laptops for M. Com. faculty for teaching, research, and college work.The Library has a reading room with a capacity of 80 students. There is also a girls' common room on the first floor of the college. The college has provided a ramp in the main building and a wheelchair for the benefit of Physically challenged faculty and students. The staffroom provides one work desk for two faculty members with charging points for 21 teachers.The college has a canteen and volleyball,basketball, and common playgrounds on campus. The administrative set-up of the college comprises offices for the principal, vice-principal and administration of the college.The main building and its surroundings are monitored by CCTV cameras.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/01/4.1.pdf

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

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

Cultural Activities:

The institution has an auditorium that can accommodate 250 to 300

students for collegiate and inter-collegiate cultural activities. The open space on the campus is utilized for interclass and inter-collegiate events. The cultural activities organized by the college include the competitions like singing, dancing, rangoli, etc.

Sports

The campus has a Gymkhana/Sports Centre, volleyball court, netball court, and open ground. The college has all the required equipment for outdoor and indoor games. The institution's outdoor games include football, cricket, volleyball, netball, badminton, kabaddi kho-kho, etc. and indoor games consist of table tennis, carrom, chess, etc. The Gymkhana Centre (52.47 sq. mts.), netball court (420 sq. mts.), and volleyball court (162 sq. mts.) were established in the years 2001, 2001, and 2020 respectively. The students are given training for both indoor and outdoor games. Provision for washrooms are made for male and female sports students of the college.

Parking space

Parking space provides for two-wheelers and four-wheelers.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/01/4.1.2.pdf

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

20

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/01/4.1.3_.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

8.33494

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

- **GVM's Gopal Govind Poy Raiturcar College library has been using NewGenLib ILMS developed by Verus Solutions Private Limited, Hyderabad since January 2005.**

- **The NewGenLib ILMS version used for the year 2020-2021 is NGL Core Engine Version 3.2 - Helium (abbreviated as "NGL EE Helium v3.2"). The NewGenLib Annual Maintenance Contract (AMC) for the year 2020-2021 amounted to Rs. 14,160/- .**

- **The library is fully automated since 2014 and all the modules of the NewGenLib ILMS are active. The modules**

include Technical Processing, Circulation, Acquisitions, and Serials Management. Others modules include OPAC, Administration, Utilities, and Queries.

- In addition, the 'visitors counter' of the NewGenLib ILMS captures the footfalls of the library users through the barcode scanner by scanning the barcode on the student's Identity cards and records all the user's data such as name, admission number, entry/exit time, etc. This data is used in compiling necessary statistical reports.

- The College OPAC can be accessed via the college wi-fi (LAN). Similarly, WebOPAC can be accessed anywhere in the world with a private internet connection. The total OPAC & WebOPAC usage during the period 2020-2021 stood at 22,991 views/searches by the library users.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://117.247.92.165:8080/newgenlibctxt/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.84528

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

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

130

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has BSNL Broadband 150MBPS in the year 2019-2020. It is increased to 300MBPS leased line in the year 2020-2021. The entire campus is Wi-Fi enabled. The Wi-Fi facility is upgraded at regular intervals to provide uninterrupted connections to the faculty and students. There are 18 classrooms with an LCD facility, 03 computer laboratories, 103 computers, 06 laptops, and 04browsing centers.

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

4.3.2 - Number of Computers

103

File Description	Documents
Upload any additional information	**No File Uploaded**
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

1.56886

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintaining Physical, Academic, and Support Facilities

The physical, academic, and support facilities for B. Com and Self Financing Courses (B.C.A. and M. Com.) are maintained through Government Grants and Self Financing Funds respectively. Any repairs (minor or major) are reported to the Principal by the In-charge of the facility. If any faculty or student experiences any

problem with the facility, he has to report to the In-charge or to the Principal or write a complaint and put it in to the complaint box kept for the purpose. The classroom cleaning is done by the Multi Tasking Staff as allotted.

Utilizing Physical, Academic and Support Facilities

The college gives orientation to the B. Com, B.C.A., and M. Com students on Physical, Academic, and Support Facilities at the beginning of the academic year. The faculty, in the orientation, highlights the procedure to be followed for the utilization of the facilities. For instance, the students have to approach the In-charge of the facility.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2022/11/Infrastructure-4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

82

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to Institutional website	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/02/26377_149_360.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**C. Any 2 of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as

one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	<u>View File</u>

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

No activities were undertaken during the year 2020-21 due to the outbreak of pandemic.

File Description	Documents
Paste link for additional information	<u>NIL</u>
Upload any additional information	**No File Uploaded**

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of the college, though not formally registered, equally contributes towards the welfare of the institution. No activities were undertaken during the year 2020-21 due to the outbreak of pandemic.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Mission: To make Higher Education accessible to students especially from rural areas in and around Ponda taluka and to empower them with knowledge, skills, competencies and values to

make them ideal citizens of a country.

Vision: To make the institution a center of excellence in education and enable the students to take up responsible positions in the society mission.

The Working Committee of Goa Vidyaprasak Mandal looks after the overall functioning of the college under the guidance of Local Managing Committee. Principal, IQAC and Faculty play a pivotal role in the formulation and execution of its quality policies and programmes in teaching, learning, research, extension and extra-curricular activities. Committees are formed to undertake all activities under the leadership of faculty. In some of the committees the students and the stakeholders are taken as members. Meetings of the IQAC and Committees are heldto discuss the action plan of academic, research, extension and extra-curricular activities which are in tune with the vision and mission of the college.

File Description	Documents
Paste link for additional information	https://gvmcommercecollege.ac.in/
Upload any additional information	View File

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

Decentralization and participative management are the cornerstone of effective progressive management. The Institution practices this by allotting academic and non-academic matters to the faculty wherever possible through various departments, committees and cells. Faculty is appointed as convenors, coordinators of various committees, events, seminars, workshops and other college activities. The Students' Council also provides valuable inputs to plan activities and programmes, which are also taken into consideration. Whenever activities are planned the Students Council members are given the responsibility to conduct the activities. The creativity, imagination, knowledge and support of the faculty help the students to fine tune the activities. The local managing committee is also kept abreast of the activities of the Institution keeping in mind participative management. This has created a sense of involvement and participation among the faculty and the students. The committees enjoy ample freedom in its operations.

File Description	Documents
Paste link for additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2022/12/Organogram-2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the institution focuses on faculty development and skill development of the students. For the academic enrichment of the faculty, innovative teaching-learning paradigms were introduced keeping in mind the pandemic. In House workshops were conducted on use of OBS for e-content development. Faculty were oriented on use of Google meet, Google classroom, Jamboard etc., for conduct of online classes. Online webinars were conducted for students and faculty on topics such as fitness through diet, lifestyle and cancer. During the pandemic our NSS volunteers stitched cloth masks which was the need of the hour for which training was imparted to them. Also, they continued stitching of used cloth and making of paper bags. During the pandemic our NSS volunteers and NCC cadets were encouraged to participate in various online COVID -19 related webinars, training programs and Poster competitions. Students participated in programmes such as Fit India, Swachh Bharat, Ek Bharat Shrestha Bharat, tree plantation pakhwada drive. Also, students were given guidance on sensitizing their neighborhood community on COVID -19 prevention and care.

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

General Body: Administer the property of the society as per its bye laws so as to fulfill or attain the aims and objectives of the

society. It takes major decisions regarding the activities and programmes to be implemented.

Working Committee: Working committee executes the decisions of the general body so as to attain the aim and objectives of the society.

Local Managing Committee: The Local Managing Committee includes members of the Working Committee, the Principal and faculty of the college. It ensures providing of high-quality teaching-learning environment and has the authority to select and promote teaching and non-teaching faculty, subject to the rules and regulations of UGC, Government of Goa, Directorate of Higher Education and Goa University.

Principal: As the head of the institution, ensures smooth operation of the administrative and academic activities of the college. The service rules, recruitment procedures, career progression, leave entitlement, medical reimbursement and other procedures are followed as laid down by competent authorities.

Vice-Principal and IQAC Co-ordinator: Vice Principal, IQAC Co-ordinator function in close co-ordination with the Heads of Departments, Faculty, Librarian, Director of Physical Education, Head Clerk, Accountant to attain the vision and the mission of the institution.

File Description	Documents
Paste link for additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2022/12/HANDBOOK-2020-21.pdf
Link to Organogram of the institution webpage	https://gvmcommercecollege.ac.in/wp-content/uploads/2022/12/Organogram-2.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Welfare measures for teaching and non-teaching faculty

1. Provision of cold and room temperature filtered water

2. Availability of refrigerator

3. Availability of medical care (First Aid kit ,wheelchair)

4. Separate washrooms for male and female staff

5. Provision for salary certificate to avail bank loans

6. A.C. equipped staffroom.

7. Pantry facilities

8. Individual lockers

9. Felicitation of staff members.

10. G.V.M.'s Staff Co-operative Credit Society Ltd.

The regular employees of the institution appointed are entitled to several benefits of the State Government schemes and measures such as,

1. **Casual leave (for regular as well as self-financed programme employees)**
2. **Special casual leave**
3. **Earned Leave**

4. Study Leave
5. Maternity leave (for regular as well as self-financed programme employees)
6. Paternity leave
7. Leave Travel Concession
8. Child Care Leave
9. Reimbursement of Tuition Fees
10. Pension schemes
11. General Provident Fund Scheme
12. Central Provident Fund Scheme

File Description	Documents
Paste link for additional information	https://gvmcommercecollege.ac.in/wp-content/uploads/2022/12/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

03

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Performance appraisal system for faculty is based on the UGC regulations. Faculty due for promotion submit application in the required PBAS (Performance Based Appraisal System) Proforma as per the UGC Career Advancement Scheme and Goa University Statutes.

Promotion is based on certain number of years of service and API score. Teaching plans are uploaded on DHE IAIMS Portal by the faculty at begining of the year. Details of lecture taken are also marked by the faculty on IAIMS Portal. Based on this compliance report is generated which serve as a basis for performance appraisal of faculty. Besides a feedbackfrom students is also obtained by DHE on IAIMS Portal. For Non-Teaching staff annual performance assesment report is prepared and assesed by Reporting Officer (Head Clerk). It is reviewed by vice principal and counter signed by principal.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The internal and external financial audits are conducted on a regular basis at the Institution. The internal audits are conducted on an annual basis, while the external audits are conducted as per the directives issued by the Government of Goa. The internal audit is overseen by a competent Auditor who is appointed by the GeneralBody of the management. The internal Auditor investigates the financial affairs of the Institution and guarantees that the use of various grants and fees received by the Institution from various stakeholders is proper. The government Auditors designated by the Directorate of Higher Education, Government of Goa, conduct the external / statutory audit once in five to ten years. The process of internal auditing of 2020-21 is completed. Under the direction of the Principal, the Institution Accountant produces financial and other statements as well as supporting documentsfor verificationand certification. The Principal, Managing Committee and Accountant jointly resolve any queries raised by the Auditor. The Auditor's internal audit reports for the financialyear 2020-2021are satisfactory.

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

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

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

0.22

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Mobilization of funds:

On the basis of student intake, faculty requirements, laboratory/library material needs and infrastructural needs, funds requirement are estimatedand a budget is prepared based on the estimated receipts and expenses. The Institution receives non-salary grants and salary grant from the Directorate of Higher Education. The salary grant is for the purpose of B.Com. Programme. Salary and non-salary grants are utilized as per the pattern of assistance issued by Directorate of Higher Education Goa.

Funds are also generated from fees received from the students of self-financing programms i.e. B.C.A. and M.Com. The expenses of the self financing programms are met from the fees received from the students.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. Due to the on-going Pandemic, the mode of teaching was changed to the online platform. The IQAC conducted an informal training session for the teachers on G-Suite, Google Classroom, OBS, etc., to enhance the online teaching-learning process. 2. The faculty were encouraged to participate in e-content development initiative "Dishtavo" of DHE and also you-tube videos which were streamed online. 3. Orientation session were conducted for students to facilitate online learning process. 4. Organisation of webinars on different topics. 5. Monitored SOPs of covid and sanitization of the work place from time to time.

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

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

1. **During COVID-19 pandemic, online platforms like WhatsApp, Gmail, Google Meet and Google Classroom were used for teaching-learning and communication**
2. **Online classes were conducted using Google Meet.**
3. **Study material was posted on Google Classrooms and whatsapp groups.**
4. **ISA, SEE including project papers (viva voce) were undertaken in online mode.**
5. **Remedial classes were organized through online/digital mode.**
6. **Students could contact the faculty telephonically for interaction.**

Innovative Teaching/Learning

1. Teachers prepared e-content of various courses for DISHTAVO, an initiative by the Directorate of Higher Education, Goa.http://dishtavo.dhe.goa.gov.in/
2. Each facultyprepares Semester-wise Teaching Plan which is uploaded on IAIMS portal.
3. Lectures taken are marked on IAIMS Portal regularly.
4. At the end of semester compliance reports are generated from IAIMS Portal.
5. Feedback is elicited from all students on respective courses of faculty.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/01/Annual-Report-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. CCTV cameras are installed inside the main college building and its entrance. The cameras capture the movement of persons inside the building. The camera footage is visible on the display unit in the office. Besides, the campus is also guarded manually (a security guard is present at the entrance of the campus).

2. The institution has The Prevention of Sexual Harassment Committee (POSH) which will take cognizance of grievances of such nature, if any.

3. The institution has appointed a full-time counsellor for staff and students seeking professional help, advice and emotional support.

4. A Senior Homeopathic Consultant, conducted a session on how "Homeopathy can make a positive difference in Aarogya" wherein she provided medical advice on menstrual issues and age-related hormonal problems and their management. Some female staff have also been regularly consulting her since then.

5. The institution has provided separate washrooms for female staff and students. Besides, the institution also provides the facility of a common room for girl students.

6. Sanitary napkin vending machines and incinerators are installed in girls' washrooms and incinerators in the ladies' washroom.

File Description	Documents
Annual gender sensitization action plan	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/01/SCN-7.1.1-Gender-Equity_211.pdf
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/02/7.1.1-2021.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Multi-tasking staff are assigned the duty of collecting the solid waste from all classrooms, computer laboratories, staffroom/s and office. One administrative staff ensures that collection of solid waste is done on a regular basis at the institution. Old newspapers are sold at regular intervals thus making space available for accommodating new reading material. Liquid waste does not exist in the institution. Used sanitary napkins form a part of the bio-medical waste at the institution. Incinerators installed in the washrooms for females help to dispose of used sanitary napkins in a hygienic manner. E-waste in the form of old computer systems, spare parts are disposed of as scrap. The institution does not have a waste recycling system. Since the institution imparts Commerce education it does not have to manage hazardous chemicals and radio-active waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

D. Any 1of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

D. Any 1 of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- **The institution performs Saraswati pooja for seeking divine blessings for peace and prosperity of the stakeholders. It holds an annual Ghumat Aarti competition, which begins with Ganesh puja, followed by aartis and bhajans sung by student participants. The latter was not held in the current year due to COVID-19 pandemic.**

- **The institution accepts students from different religious, cultural, socio-economic backgrounds and regions from all over the state. The faculty adopt a friendly approach, are empathetic towards the students and promote moral values and the ideology of "learning together in harmony". The institution offers equal opportunities to all students. They are encouraged to participate in various in-house activities as well as those at inter-collegiate events. Equal treatment is given to all students and there is no bias or discrimination on the basis of religion, culture or gender.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	View File

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

Independence Day, Goa Liberation Day and Republic Day are observed by staff members present, by strictly following the Standard Operating Procedures applicable. In view of the office memorandum received from the Ministry of Health and Family Welfare mass gatherings were to be avoided. The staff was empathetic to the plight of fellow citizens and considering the magnitude of COVID 19 pandemic, contributed to Chief Minister's Relief Fund COVID-19.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/01/SCN_7.1.9-Constitutional-obligations21.pdf
Any other relevant information	NIL

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution observes Independence Day, Goa Liberation Day and Republic Day. Speeches, singing of patriotic songs usually mark the celebration of national days which could not be carried out during the pandemic period. The NCC unit of the institution normally has a parade of the contingent and this manifests the discipline, service and love for the motherland of these young cadets. However, due to the Standard Operating Procedures and University regulations, students are required to undergo online education and are not supposed to be present in the campus. Staff

observed the dress colour code during Navratri celebration and maintained social distance.

Besides, the institution has celebrated the International Yoga Day with only staff members present as participants. This helps to promote the concept of healthy body and healthy mind. International Women's Day celebration was organized by the Department of Physical education and Women's Cell, in association with The Association of College Directors of Physical Education of Goa where felicitation of the Best College & University Sportswomen of the Decade 2010-2019 was carried out.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

1. Mask making by NSS volunteers ??

2. Platform for the local entrepreneurs

File Description	Documents
Best practices in the Institutional website	https://gvmcommercecollege.ac.in/wp-content/uploads/2023/01/SCN_7.2-Best-Practices.pdf
Any other relevant information	https://gvmcommercecollege.ac.in/wp-content/uploads/2022/12/7.2-REPORT.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The challenge thrown to the institution by the Covid 19 pandemic was accepted by the teaching and non-teaching staff. Amidst the human crisis, economic slowdown prevalent the faculty displayed proactive behaviour. Poor network connectivity was witnessed by faculty and students. This did not deter the teaching-learning process. The faculty responded quickly to the situation by adopting new teaching pedagogy and stayed connected with the students via Google Meet and Google Classroom. Study material was posted by faculty on Google classroom. Tests/assignments were conducted in online mode.

During trying times, the institution continued to remain rooted to its vision of making education accessible to students from rural areas by contributing to e-content development through DISHTAVO (an initiative of DHE, Government of Goa) and YouTube videos. Some faculty members attempted to reach out to the needy students by donating cell phones. Faculty participated in several webinars, faculty development programmes on various topics. Besides regular teaching (online classes) the faculty offered emotional support to the students. Students were advised to pursue online courses, hobbies to cope with the depressing time and follow SOPs.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The Covid 19 pandemic is continuing to hover around. The staff and students are affected and live in uncertain times. It is difficult to effectively plan activities for the next academic year. However, staff will be encouraged to attend webinars, online FDPs and organize webinars, FDPs. The institution will continue to engage in extension activities.