



## **YEARLY STATUS REPORT - 2023-2024**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>Government College of Commerce and Economics, Borda-Margao, Goa</b>
• Name of the Head of the institution	<b>Prof.(Dr.) Fakruddin. M. Nadaf</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>9028586776</b>	
• Mobile No:	<b>9028586776</b>	
• Registered e-mail	<b>gcc.margao@gmail.com</b>	
• Alternate e-mail		
• Address	<b>St. Joaquim Road, Behind ITI Building, Borda-Margao, Goa</b>	
• City/Town	<b>Margao</b>	
• State/UT	<b>Goa</b>	
• Pin Code	<b>403601</b>	
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges	<b>Affiliated</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Urban</b>	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Goa University				
• Name of the IQAC Coordinator	Dr. Elizabeth Joey Henriques				
• Phone No.	9822182230				
• Alternate phone No.	08322514261				
• Mobile	9822182230				
• IQAC e-mail address	iqac.gccem@gmail.com				
• Alternate e-mail address					
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.gccem.ac.in/wp-content/uploads/23-24/01/AQAR%202022-2023.pdf">https://www.gccem.ac.in/wp-content/uploads/23-24/01/AQAR%202022-2023.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://gccem.ac.in/assets/core/GCB%20ACADEMIC%20CALENDAR2023-24.pdf">https://gccem.ac.in/assets/core/GCB%20ACADEMIC%20CALENDAR2023-24.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A	3.12	2023	07/02/2023	06/02/2028
<b>6.Date of Establishment of IQAC</b>			11/02/2023		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Government College of Commerce and Economics, Borda-Margao	Support for conducting Conferences	Directorate of Higher Education	2023	120000
Department of Commerce	Research Project	GIPARD	2024	25000
8.Whether composition of IQAC as per latest NAAC guidelines			Yes	
• Upload latest notification of formation of IQAC			<a href="#">View File</a>	
9.No. of IQAC meetings held during the year			05	
• 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			<a href="#">View File</a>	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
• If yes, mention the amount				
11.Significant contributions made by IQAC during the current year (maximum five bullets)				
1. Organisation of Induction Programme for students at the commencement of the academic year. 2. Organisation of Faculty Development Programmes and Professional Development Programmes. 3. Feedback taken from all stakeholders 4. Conduct of different audits. 5. Facilitation of short term and skill based certificate courses				
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year				

Plan of Action	Achievements/Outcomes
1. Obtaining, analysing and taking action on stakeholder feedback	The IQAC has obtained feedback from its stakeholders - students, teachers, alumni, employers and parents, analysed the same and taken necessary action based on feedback received.
2. Carrying out the academic audit	The IQAC successfully invited distinguished academicians from across colleges in the state of Goa and carried out the Academic Audit for the year 2023-2024
3. Organisation of Faculty and Professional Enrichment/development Programmes	The IQAC organised the following FDPs/Orientation and Professional Development Programmes. (1) Orientation on Website Uploads and IAIMS Portal on 21/10 2023; (2)FDP/PDP on Gender Sensitization through the POSH Act on 20/1/2024 (3) Workshop on Text Mining and Data Analysis using Orange Software on 2/3/2024 (4) FDP/PDP on Copyrights and Plagiarism on 10/4/2024 (5)FDP/PDP on Essentials of Nutritional Diet and Prescription of Physical Activities on 4/5/2024
4.Induction/Orientation Programme for Students	The IQAC organised a 7 Day Induction/Orientation Programme for First Year students at the commencement of the academic year from 18/7/2023 to 24/7/2023
5. Memorandum of Understanding (MOUs)	The following MoUs were signed during the academic year (1) Haztech.in (2) FiiRE(Forum for Incubation, Innovation, Research & Entrepreneurship) on 16/1/2023,(3) BNI 20/6/2024,(4) Directorate of Skill Development and Entrepreneurship on 4/1/2024

	and renewal of the MoU with GIPARD.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<b>Name</b>	<b>Date of meeting(s)</b>
<b>College Advisory Committee</b>	<b>21/12/2024</b>
<b>14. Whether institutional data submitted to AISHE</b>	
<b>Year</b>	<b>Date of Submission</b>
<b>2023</b>	<b>06/03/2024</b>
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>The Choice-Based Credit System (CBCS) introduced in 2017-18 has enriched students' academic experience with a diverse selection of 78 courses across semesters being offered during the academic year. The Commerce programmes, in particular, are multidisciplinary, encompassing subjects from Mathematics, Law, Economics, Environmental Studies, and Computer Applications, alongside core commerce courses. This flexible curriculum empowers students to tailor their studies according to their interests and strengths, fostering a personalized educational journey. The multidisciplinary and interdisciplinary curriculum has been enhanced with the implementation of the National Education Policy as of 2023-2024. In their final year, students are actively encouraged to pursue interdisciplinary research for their project work, allowing them to synthesize knowledge across various fields. Faculty members work collaboratively to organize a wide array of academic and cross-disciplinary activities, enhancing students' learning experiences and broadening their perspectives.</p>	
<b>16. Academic bank of credits (ABC):</b>	
<p>The Goa University is registered under ABC. Furthermore, as part of the implementation of the National Education Policy (NEP 2020), all the students of the College have registered on the Academic Bank of Credit Portal @ <a href="https://www.abc.gov.in">https://www.abc.gov.in</a></p>	
<b>17. Skill development:</b>	

The college is committed to facilitating skill development among its students through a variety of initiatives. To support this goal, we offer Skill Enhancement Courses as part of the First Year Commerce Programme under the National Education Policy (NEP). These courses include: Entrepreneurship, Innovation and Startup, Business Documentation, Computer Applications in Business, Soft Skills and Personality Development, Introduction to Agripreneurship, Business Data Processing and Networking, and Corporate Secretaryship. In addition to these courses, we organize bootcamps, workshops, and talks to foster a spirit of entrepreneurship within the student community. Throughout the academic year, we have introduced eight short-term certificate courses: 30-hour Courses: Financial Literacy, Legal Drafting, Stock Trading, Mutual Funds, MS Office and DTP. 150-hour Certificate Courses (in collaboration with the Industrial Training Institute under the Chief Minister Kaushalya Path Scheme ): Computer Operator & Programming, Sewing Technology, and Cosmetology. To further develop entrepreneurship skills, we have organized activities such as exhibition cum sales, where students have the opportunity to showcase and sell their products, and 'Canteen Day,' an event where students manage and operate a canteen. These initiatives are designed to equip our students with essential skills and knowledge, preparing them for successful careers and fostering a culture of innovation and entrepreneurship.

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

Various lecture series have been organised on Indian Knowledge System and promotion of Yoga - such as awareness on Vedic Mathematics, celebrating International Yoga Day, conducting Yoga Sessions and interaction of students on medicinal plants.

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

The college has implemented the following measures in the context of Outcome Based Education(OBE):1. COs, PSOs and POs have been designed and uploaded on the college website. Question Papers related to both Intra Semester and Semester End examinations are set based on Blooms Taxonomy.

**20.Distance education/online education:**

As per the guidelines of the UGC, the college is not mandated to commence online courses. However, the college has taken the initiative to motivate students to enroll for online courses. Students also attend webinars on a regular basis.

**Extended Profile**

1.Programme		
1.1		78
Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.Student		
2.1		325
Number of students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.2		75
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3		40
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.Academic		
3.1		17
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		17

Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	11
4.2 Total expenditure excluding salary during the year (INR in lakhs)	200.53
4.3 Total number of computers on campus for academic purposes	116
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<ul style="list-style-type: none"> <li>The Government College of Commerce and Economics, affiliated to the Goa University, offers Honours Programmes in Financial Accounting, Cost and Management Accounting, and Business Management.</li> <li>To effectively implement the curriculum, the college takes several initiatives:</li> <li>At the beginning of each semester, teachers create lecture plans for efficient course execution, recording details on the Integrated Academic Information Management System (IAIMS). Lecture plans are available on IAIMS.</li> <li>Teachers upload e-content on Moodle for a flipped classroom experience, and syllabus details are accessible on the college website, IAIMS Portal, and in the library.</li> <li>Teachers receive timely timetables, displayed in classrooms, and utilize ICT tools, smart boards, projectors, and online platforms like Google Meet and MS Teams. The library offers diverse resources, including book bank facilities for economically disadvantaged students. Student engagement includes group discussions, peer learning, presentations, internships, and seminars.</li> </ul>	



- Remedial classes support academically weaker students, while final-year students undertake research projects.
- The college conducts short-term certificate courses for employability skills, winter internships for practical exposure, and faculty participation in workshops and seminars for continuous improvement.
- Practical sessions enhance students' working knowledge in IT, Business Communication, and Business Law.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.gccem.ac.in/curricular.html">https://www.gccem.ac.in/curricular.html</a>

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

- The College strictly follows the academic calendar set by Goa University while also creating its own calendar aligned with the university's schedule. The academic calendar acts as a roadmap for planning and executing various college programs, with committees and cells organizing activities accordingly.
- At the academic year's outset, the Head of Institution provides teachers with a Committee List, and the Internal Quality Assurance Cell (IQAC) formulates a Strategic Development Plan circulated for approval among faculty and IQAC members.
- External IQAC members' inputs are considered, and the finalized College Development Plan is uploaded on the website. The finalized College Development Plan for the academic year is then uploaded on the College website for information of students and other stakeholders. Faculty and In-charges of various committees of the College - Student Council, ICC, Gender Champions, Nature Club and others then organise activities inconsonance with the Strategic Development/Perspective Plan.
- The Continuous Internal Evaluation (CIE) is integral to the teaching-learning process, assessing students through Intra Semester Assessments (ISA) and Semester End Examinations (SEE). Two ISAs per course are conducted within specified periods, and the SEE follows the Goa University timetable.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://gccem.ac.in/assets/igac/Strategic-Development-Plan_c.pdf">https://gccem.ac.in/assets/igac/Strategic-Development-Plan_c.pdf</a>

**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**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)****08**

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****251****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****251**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**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 College strictly follows the curriculum mandated by the affiliating University, lacking the autonomy to introduce independent courses. However, it integrates cross-cutting issues like gender, environmental sustainability, human values, and professional ethics into various program courses. Subjects such as Cost and Management Audit, Business Communication, and Business Law incorporate aspects of professional ethics.
- Environmental Studies, mandatory in Semesters I and II, enlightens students on natural resources, ecosystems, and societal interconnections, complemented by field visits.
- Economics of Resources in Semester IV addresses Environmental

**Economics and Sustainable Development concepts.**

- Business Environment for SYBCom students cover environmental aspects and key legislations such as the Right to Information Act. Beyond the curriculum, the College organizes programs promoting awareness on gender, environment, and ethics.
- Initiatives include street plays, International Women's Day celebrations, promoting women's leadership and appointing Gender Champions.
- Programs cover topics like sanitation, personality development, and climate change.
- The College engages in social responsibility through activities like tree plantation, cleanliness drives, creating awareness about millets and blood donation camps.
- NSS students participate in adult literacy projects, and a Code of Conduct is adhered to by students and faculty.
- The college also organizes various health camps.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year****25**

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

185

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 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**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

1.4.2 - Feedback process of the Institution may be classified as follows		A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents	
Upload any additional information	<a href="#">View File</a>	
URL for feedback report	<a href="https://www.gccem.ac.in/feedback-analysis.html">https://www.gccem.ac.in/feedback-analysis.html</a>	
TEACHING-LEARNING AND EVALUATION		
2.1 - Student Enrollment and Profile		
2.1.1 - Enrolment Number Number of students admitted during the year		
2.1.1.1 - Number of sanctioned seats during the year		
180		
File Description	Documents	
Any additional information	<a href="#">View File</a>	
Institutional data in prescribed format	<a href="#">View File</a>	
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		
18		
File Description	Documents	
Any additional information	<a href="#">View File</a>	
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>	
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		
The institute identifies advanced and slow learners based on their performance in internal tests, assignments, competencies, subject		

knowledge, classroom interaction, and marks obtained. To support Advanced Learners, the institute provides intensive mentoring in individual courses by faculty. These students are assigned advanced coursework and have access to additional library resources. They are encouraged to participate in and present research papers at seminars. Various activities, including focused group discussions, debates, quizzes, projects, and ICT-enabled resources, are employed to engage them in higher-order thinking. Advanced learners are also actively involved in several committees formed by the college.

Slow Learners receive targeted support through remedial classes and mentoring by teachers. Regular teacher-parent interactions ensure holistic progress tracking. They are encouraged to take part in co-curricular activities, presentations, and discussions to build confidence. Participation in Skill Enhancement Courses further equips them with essential competencies. In addition to regular library resources, the Book Bank facility provides extra books to students in need.

The institute is committed to fostering an inclusive learning environment where all students, irrespective of their learning pace, can thrive and achieve their full potential.

File Description	Documents
Link for additional Information	<a href="https://www.gccem.ac.in/events.html">https://www.gccem.ac.in/events.html</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
325	17

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

To enhance learning experiences, the institute employs various student-centric methods, including active, cooperative, and

experiential learning, to effectively convey subject knowledge. These approaches aim to strengthen students' understanding, critical thinking, and practical knowledge application, creating an engaging and holistic learning journey.

Students gain valuable skills and experiences beyond the classroom through internships, field trips, and field research. Practical components in courses like Computer Applications, Business Communication, and Environmental Studies emphasize 'learning by doing.' For instance, the Business Laws course helps students explore legal drafting, while the Project Paper teaches them to design questionnaires, collect primary data through interviews, discussions, and observations. Industry experts are invited to interact with students, sharing insights and real-world experiences. Activities such as discussions, debates, and role-play foster independent thinking and creativity. Students are encouraged to participate in intercollegiate quizzes, seminars, and workshops, which further enrich their learning. Additionally, the institute offers opportunities to enroll in certificate courses that enhance employability skills, preparing students for their future careers. These initiatives ensure a well-rounded educational experience, combining theoretical knowledge with practical application and skill development, empowering students to achieve their academic and professional goals.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.gccem.ac.in/events.html">https://www.gccem.ac.in/events.html</a>

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

Information and Communication Technology (ICT) is an integral part of the teaching-learning process at the College. Teachers utilize ICT-enabled tools such as digital resources, multimedia presentations, interactive software, and online platforms to enhance teaching effectiveness. ICT is also employed for communication, content creation, distribution, storage, and information management.

The College features state-of-the-art Smart Classrooms equipped with interactive smart boards, extensively used by teachers to create engaging and interactive learning experiences. Moodle, the College's Learning Management System (LMS), is effectively integrated into the



teaching process. Teachers upload e-content on Moodle at least a week in advance, allowing students to familiarize themselves with upcoming topics and enabling a flipped classroom experience.

As part of Intra-Semester Examinations, students engage in creating PowerPoint presentations, blogs, and short video films, fostering creativity and preparing them to adapt to technological advancements. Course-related webinars are also organized to provide additional learning opportunities. The College's Information Technology Laboratory and Commerce and Economics Laboratory, equipped with internet connectivity, support the practical components of courses. These facilities, combined with innovative teaching practices, ensure that students are well-equipped with the skills and knowledge necessary to thrive in an increasingly technology-driven world.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.gccem.ac.in/assets/igac/ICT-in-teaching-learning.pdf">https://www.gccem.ac.in/assets/igac/ICT-in-teaching-learning.pdf</a>

### 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

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

192

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 College conducts examinations in strict adherence to university ordinances. A Statutory Examination Committee is established to oversee the smooth conduct of examinations as per these guidelines. The examination and evaluation process is continuous, robust, and transparent.

Examinations are divided into two categories: Formative Assessment and Summative Assessment.

**Formative Assessment (Intra-Semester Assessment - ISA):** Two ISAs are conducted each semester. The first ISA is in a written format, while the second takes varied forms, including oral exams, quizzes, presentations, assignments, short films, fieldwork, and blog creation, encouraging diverse skills and creativity.

**Summative Assessment (Semester End Examination - SEE):** The SEE is held at the end of each semester. Question papers for SEE for first- and second-year students are set internally by college teachers. For final-year students, the SEE is conducted by Goa University.

The College ensures transparency in evaluation through various measures. Assessed manuscripts of ISA examinations are made available to students for review, allowing them to report any discrepancies in evaluation. Examination results are promptly uploaded on the college website and displayed on notice boards. These practices ensure fairness and build trust in the examination system while maintaining high academic standards.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.gccem.ac.in/announcements.html">https://www.gccem.ac.in/announcements.html</a>

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

The College has established various committees and cells to address examination-related grievances efficiently and transparently.

The Examination Committee is tasked with ensuring the timely and smooth conduct of examinations in accordance with the university calendar. It also acts as a support mechanism for students to address examination-related queries and concerns. Additionally, a Grievance Redressal Cell is constituted to handle a wide range of grievances, including those related to examinations, providing

timely and effective resolutions.

To ensure fairness, the College offers a system of verification of marks. Within seven days of the Semester End Examination (SEE) results being declared, students may apply for personal verification of their marks by paying a prescribed fee. During this process, the assessed manuscript is presented to the student in the presence of the concerned teacher and the Head of Institution or the Examination Committee Convenor. This allows students to review their scripts and raise concerns, if any.

The College has also established an Unfair Means Committee to investigate cases of malpractice during examinations. After a preliminary inquiry, cases are forwarded to Goa University for further action. These measures uphold the integrity of the examination process and ensure a student-centric approach to grievance redressal.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.gccem.ac.in/grievance-redressal-mechanism.html">https://www.gccem.ac.in/grievance-redressal-mechanism.html</a>

## 2.6 - Student Performance and Learning Outcomes

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

The College ensures that both teachers and learners clearly understand the Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) of each academic programme offered. This shared awareness ensures that everyone is aligned with the institution's learning objectives and goals.

For the Honours Programme in Commerce, the POs, PSOs, and COs are communicated to teachers and students through multiple mechanisms:

1. **Website Access:** The POs, PSOs, and COs are uploaded on the College website for easy accessibility.
2. **IAIMS Portal:** Each teacher uploads the course objectives on the IAIMS Portal as part of the lecture plan, ensuring that students have a clear understanding of the learning goals.
3. **Orientation Programme:** Freshers are oriented at the beginning of the academic year to familiarize them with the programme

outcomes.

4. **Syllabus Availability:** Copies of the syllabus specifying the course outcomes are provided to faculty members before the academic year begins for preparation. A syllabus file is also maintained in the library for reference.
5. **Prospectus Reference:** Students and faculty can refer to the contents of the POs, which are included in the prospectus distributed to every student.

These initiatives ensure transparency, clarity, and alignment with the academic objectives, fostering a focused and informed learning environment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.gccem.ac.in/curricular.html">https://www.gccem.ac.in/curricular.html</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The College evaluates the achievement of Programme Outcomes (POs) and Course Outcomes (COs) through systematic assessments, ensuring that students acquire the knowledge, skills, and competencies outlined in their academic programmes.

Key mechanisms for this evaluation include:

1. **Outcome-Based Education:** The College has developed an in-house programme for assigning and measuring the attainment of Course Outcomes, reflecting its commitment to Outcome-Based Education.
2. **Monitoring Participation:** Teachers, mentors, and the Students' Council monitor student participation in co-curricular and extra-curricular activities, encouraging active engagement.
3. **Sports Participation:** Students are motivated to participate in sports at intra- and extra-mural levels, promoting teamwork and holistic development.
4. **Student Progression Tracking:** The College tracks student progression into higher studies and employment, providing insights into the effectiveness of its programmes.
5. **Skill Development:** Programme Outcomes are achieved through various initiatives, such as short-term courses, expert talks,

internships, remedial classes, extension programmes, curricular and co-curricular activities, personality development programmes, and field visits. Students are encouraged to develop research skills through Project Papers.

6. **Entrepreneurial Spirit:** Entrepreneurship boot camps are organized in collaboration with the Goa State Innovation Council to foster entrepreneurial skills and innovation among students. These efforts ensure a well-rounded education, equipping students with the knowledge and skills necessary for academic and professional success.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.gccem.ac.in/outcomebasededucation.html">https://www.gccem.ac.in/outcomebasededucation.html</a>

### 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

40

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://www.gccem.ac.in/outcomebasededucation.html">https://www.gccem.ac.in/outcomebasededucation.html</a>

### 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://www.gccem.ac.in/Students-Satisfaction-Survey.html>

## 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)****25000**

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****01**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.goa.gov.in/departments/goa-institute-of-public-administration-rural-development/">https://www.goa.gov.in/departments/goa-institute-of-public-administration-rural-development/</a>

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****44**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

03

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

07

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our college is committed to improving community health, supporting the environment, and helping those in need through various initiatives. Free medical camps are organized to provide health



services like blood sugar tests, weight checks, and blood pressure monitoring. These also include a free eye check-up plan, mega medical camps, and regular health check-ups for students, ensuring everyone has access to basic healthcare.

The college promotes environmental awareness through programs like the E-Waste Drive, which encourages safe disposal of electronic waste, and the Cleanliness Drive on Benaulim Beach, which highlights the importance of keeping public spaces clean. Social initiatives include distributing essential items to street children and visiting orphanages, helping students develop kindness and responsibility.

Awareness activities such as a street play on waste management during International Women's Day and a session on road safety teach important lessons to the community. Informative talks on health and hygiene in local schools further spread knowledge about healthy practices.

These programs also give students hands-on experience in serving the community, fostering empathy, leadership, and a sense of civic duty. By bridging gaps in healthcare access and promoting environmental and social responsibility, the college works towards creating a healthier, cleaner, and more caring society

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

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

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

**22**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

**406**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

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

**03**

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

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

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

05

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

## 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 College has well-ventilated, ICT enabled smart classrooms. The Library is fully automated with Integrated Library management software E-Granthalaya 4.0 with Web-OPAC. The Commerce and Economics Laboratory is equipped with a Smart Board and 20 desktop computers. The Information Technology laboratory is well equipped with 98 computers and 18 laptops with internet connectivity. The College has an air-conditioned Seminar hall with Information Technology enabled facilities and seating capacity of hundred persons. The College has a well-ventilated Multipurpose Hall equipped with a stage, audio visual system, Green room facility, LED lights with a seating capacity of five hundred plus. The Institution has facilities such as ramp, lifts, Tactile pavers and separate washrooms on each floor

for the differently abled. The College building is well-guarded by security guards and the entire building is under CCTV surveillance along with fire extinguishers, fire alarms and water hose. The College houses a Staff room, Principal's Cabin, Office, Medical room, Girls Common Room, Counseling Room, IQAC Record Room, Rooftop Solar PV Power Plant, Server room, Electrical Control room, Canteen, Bio-metric system, Wi-Fi Facility, generators, inverters, air conditioning, , Sanitary pad incinerators, sanitary napkin Vending Machine, Water filters and Atmospheric Water Generators.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

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

#### a] Sports

The Institution has two playgrounds of 3200 sq.mts. and 4000 sq.mts. respectively. They were extensively used by students for cricket and football, since the establishment of the College in 2010. Courts are also available for Kabaddi, Kho-Kho, Volleyball and Badminton. The College has a Multipurpose Hall that is ideal for sports and indoor games. Students practice table tennis, chess, taekwondo and yoga in the Multipurpose Hall.

Basic fitness equipments for students are also available in the gymkhana store.

Sports specific equipments for athletics, cricket, handball, taekwondo, judo are also available for use.

#### b] Cultural Activities

##### Audio-Visual room

The Audio-Visual room is a well-ventilated virtual classroom equipped with a smart board and podium, with a facility for lecture capturing, video conferencing, and live transmission of lectures and interactions with participants from remote locations; Wi-Fi connectivity, Audio Visual system, mounted projector, mounted

camera, air conditioning, a seating capacity of a hundred people and a stage.

### Multipurpose Hall

The Multipurpose Hall of the College is equipped with a stage, Audio-Visual system, large seating capacity of five hundred, Green Room facility, LED lights, and is also naturally ventilated.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

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

11

#### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%204/4.1/4.1.3.pdf">https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%204/4.1/4.1.3.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

### 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)

17.57

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The College Library is a Centre for academic learning, and plays a vital role in supporting the educational objectives of the Institution. Our main goal is to help Library patrons to effectively use Library resources. The Library functions as an open access system for its patrons.

.

- Online Public Access Catalogue (OPAC) is also made available to the users on College website([https://eg4.nic.in/GOVCOLLEGE/OPAC/Default.aspx?LIB\\_CODE=GCCEMLIB](https://eg4.nic.in/GOVCOLLEGE/OPAC/Default.aspx?LIB_CODE=GCCEMLIB)) .
- Library Visitors System (Check In/Check Out)
- Library subscribes :

1. NLIST(<https://nlist.inflibnet.ac.in/>)
2. DELNET (<https://delnet.in/>)
3. Drillbit ([www.drillbitplagiarism.com](http://www.drillbitplagiarism.com))
4. Pearson Ebooks (<https://elibrary.in.pearson.com/>)
5. Pearson English me pro (<https://mepro.pearson.com/>)
6. Knimbus ( <https://www.knimbus.com/>)

- Syllabus, question papers and various helpful links have been uploaded on the Library page of the
- College website. <https://gccem.ac.in/amenities/Library/>
- Access to publications of the faculty and students of the Goa University <http://irgu.unigoa.ac.in/drs/> and access to National Digital Library (NDL) <https://ndl.iitkgp.ac.in/> is also available.

**Description of Library**

The Library has resources such as books, periodicals and CD's. The total collection of books in the Library is 9480, which includes 4522 circulation books, 2456 reference books, 657 complimentary books and 1845 Book Bank books.

Services provided by the College Library include:

Library orientation to new members, Circulation, Reference Services, Book Bank Facility, Display of new arrivals, Reprographic services, Current Awareness Services, Project Reports, Question papers, Syllabus and Similarity checking.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%204/4.2/4.2.1.pdf">https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%204/4.2/4.2.1.pdf</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**17.57**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

22

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The Commerce and Economics Laboratory is equipped with a Smart Board and 20 desktop computers. The Information Technology laboratory is well equipped with 42 computers and 22 laptops with internet connectivity. It consist of various Open-source software such as Libre office, Inkspace, Python, Pycharm and Audacity.

The College has acquired three LED display screens and Smart boards have been installed in every classroom, in the Commerce and Economics Laboratory, in the Seminar Hall and in the IT Laboratory.

Each Smart Board consists of two inbuilt PCs (Android and Window). There are 11 such Smart Boards that have inbuilt PCs. The Smart Podiums in the Seminar Hall and classroomNo.001 have inbuilt PCs.

The College has Internet connectivity of Goa Broad Band Network (GBBN) provided by the Government (40 Mbps); a BSNL leased Line(100 Mbps) and Jionet Wifi Connectivity.

Antivirus has been installed on all systems and is regularly updated.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

**4.3.2 - Number of Computers****116**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**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)****182.96**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

The College has established norms and systems for the maintenance and utilization of physical infrastructure. An 'Infrastructure Maintenance and Development Committee' is constituted in order to oversee and monitor the infrastructural facilities in the campus. The Committee comprises of both teaching and administrative staff. A register is also maintained in the office where staff and students note infrastructural lacunae or any damage to the physical assets of the Institution. The College office then

contacts the concerned Government Departments and ensures that the problem areas are addressed within a specified period of time.

Annual Maintenance Contracts (AMCs) have been executed for various Equipments and software e.g., IT and Commerce and Economics Laboratory Maintenance, Smart Board Maintenance, UPS Maintenance, Bus Maintenance, Elevator, Air Conditioning, CCTV, photocopier machine, Fire extinguishers, Solar PV Rooftop System of 30 KWp, and Internet facilities with Quick Heal Internet Security 12 Users License.

The various departments such as the Library, Sports department, IT Section and Commerce and Economics Laboratory have specific utilization policies that facilitate optimal and constructive usage of facilities available. Students of the College are also expected to adhere to the rules and regulations with respect to the usage of the classrooms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://gccem.ac.in/wp-content/uploads/2024/04/4.4.2%20additional%20Information2023-24.pdf">https://gccem.ac.in/wp-content/uploads/2024/04/4.4.2%20additional%20Information2023-24.pdf</a>

## 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**

17

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

12

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="https://gccem.ac.in/events.html">https://gccem.ac.in/events.html</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

270

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

270

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

11

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

3

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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.**

7

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

**Student Council:** The Student Council comprises of the General Secretary, the Cultural Secretary, the Sports Secretary, the Ladies representative(elected exclusively by the girl students) and the Class representatives who are democratically elected by the students. The Council also comprises of faculty members. The Student Council organizes academic, social and cultural activities for the students. SAVISHKAR, an inter-class cultural event organized by the Student Council.

**The Internal Quality Assurance Cell(IQAC):** The Ladies Representative of the college as also an ex-student are members of the IQAC.

**Internal Complaints Committee:** The Ladies Representative of the College is also an active member of the ICC and assists the Committee in conducting programmes to sensitize and create awareness among the students of the college on issues related to sexual harassment.

**Anti-Ragging Committee:** The members of the Anti-Ragging Committee of the College comprise of students of both genders.

**NSS:** Students are pivotal to the NSS. The plethora of activities including Extension and outreach activities organized by the NSS Unit of the College enable the students to develop their personalities.

Students of the college also find representation in the Student Grievance Redressal Committee, Gender Champions and various other Non-Statutory Committees.

File Description	Documents
Paste link for additional information	<a href="https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%205/5.3.2%20students%20representation.pdf">https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%205/5.3.2%20students%20representation.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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**

28

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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 Government College of Commerce and Economics was set up in the Year 2015. The Alumni Association has been registered under the Societies Registration Act, 1860 (Central Act 21 of 1860) on 27th April 2018. Generally meetings of the association are held and various programmes discussed. The alumni visits campus on regular basis and keep track of the latest development in the college. Assistance of the alumni is also availed of at different points of time particularly in the organization of the sports day of the college where the alumni are active participants. The faculty of the College personally keep in touch with the alumni. Whatsapp groups are used to post job advertisements and information related to events being organized in the college.

Given the fact that the students of the college largely belong to the economically weaker sections of society, a minimal amount not exceeding Rs. 100 is contributed by the alumni as membership fees of the association.

File Description	Documents
Paste link for additional information	<a href="https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%205/alumni%20certificate.jpg">https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%205/alumni%20certificate.jpg</a>
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs



File Description	Documents
Upload any additional information	<a href="#">View File</a>

## 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

The Institution's distinctive characteristics as defined in the Vision and Mission statements:

#### OUR VISION

"We intend to be a leading Institution in providing quality education and equal opportunities to heterogeneous student community from diverse backgrounds."

#### OUR MISSION

"To offer holistic and interactive academic environment to the students from diverse backgrounds, enabling them to develop academic, interpersonal and technological skills and empower them to achieve their highest potential for adapting to the competitive global society."

The College enjoys autonomy in formulating and executing its plans. The College operates on the principles of democracy, decentralization, and transparency. Regular meetings ensure effective decision-making, and activities are organized through various committees. Students are key participants in these committees, working to achieve the College's goals.

An academic planner enables faculty to organize lectures and activities in advance, aligning with the semester. For the development of interpersonal and technological skills, activities are organised to empower students. The College supports participatory management, offering students leadership opportunities through sports, cultural activities, N.C.C., and more. The democratically elected Student Council engages in decision-making and represents student interests to the faculty. Scholarships are available to students to make education accessible to all.

File Description	Documents
Paste link for additional information	<a href="https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%206/6.1/6.1.1.pdf">https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%206/6.1/6.1.1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Decentralization and participative decision-making have become key practices in our College to ensure the effective implementation of various strategies. To increase involvement in decision-making, various committees have been established, and regular meetings with stakeholders such as teaching and non-teaching staff, alumni, parents, and student representatives are held.

#### Case Study: Student Council Functioning

The College practices decentralization and participative management, particularly through the Students' Council. Curricular activities are organized by giving more authority to teachers and Student Council members, improving organizational efficiency and achieving administrative goals.

Decentralization and participative management in the Students' Council are reflected through:

- Free and fair elections.
- Formation of the Student Council.
- Regular meetings between council members and the convenor.
- Discussions based on student suggestions.
- Decision-making by the Student Council.
- Execution of decisions through activities by students.

The Student Council has been instrumental in organizing numerous events, providing students with opportunities to showcase their creativity, talent, and potential. Notably, the Council organizes "Savishkar," a three-day inter-class cultural event with competitions. Over the years, the Council has also organized inter-collegiate events, fostering leadership and organizational skills among students.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

#### Perspective Plan of the Institution: A Case Study

The institution is committed to developing the College into an 'Institute of Excellence,' with a focus on qualitative improvements, upgrading professional and soft skills, enhancing sports programs, and integrating ICT into the teaching-learning process. In line with the College's Vision and Mission Statements and its core values—promoting equity, empowering individuals, fostering excellence, instilling strong values, and advancing student learning—the institution strives to achieve these goals. This is done through the optimal and efficient utilization of the human and material resources available within the College.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 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.

**College Policies:** The College has designed various policies which govern and condition the working of the institution. These policies pertain to the use of infrastructure, equipment, classrooms, research, mentoring, gender, quality assurance, teaching-learning and innovation, Policy for Divyangjan, Green campus, Sports, and Library. **Administrative Set-up:** The Principal is the academic and administrative Head of the College. The Principal, teamed with the academic and administrative staff of the Institution strives continuously to achieve excellence at every level to show case the College as a role model. **Committees:** Committees are setup to look

after various aspects of the functioning of the College. The IQAC prepares an annual perspective/development plan of activities for the college based on inputs received from the various committee in-charges/other stakeholders. Student representative bodies also work for the holistic development of the student community. Recruitment and Promotions: The regular faculties of the college are recruited by Goa Public Service Commission and appointed by the Directorate of Higher Education, Government of Goa. The contractual and visiting teaching faculties are appointed by the Directorate of Higher Education. Procedures: Service rules prescribed by the Government of Goa are strictly adhered to.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the Institution webpage	<a href="https://gccem.ac.in/wp-content/uploads/2023/12/ORGANOGRAM.pdf">https://gccem.ac.in/wp-content/uploads/2023/12/ORGANOGRAM.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

The following schemes are offered to the teaching as well as non-teaching staff for promoting their welfare:

- Study leave for research
- Sabbatical Leave for Professional Development
- Extra Ordinary leave
- Travelling allowance/Dearness allowance.
- Reimbursement of registration fees for seminar/conference/workshop.
- Leave travel concession (LTC).
- Reimbursement of medical bills.
- Reimbursement of tuition fees of children of the regular staff.
- Group insurance scheme.
- Maternity benefit.
- Paternity benefit.
- Adoption Leave
- Child care leave for women staff.
- G.P.F. Advance and withdrawal facilities.
- House building Loan.
- One time House Building Advance Settlement Scheme.
- Government Quarters
- Allowance for Uniform for multitasking staff.
- Medical room facility with first aid,
- Sanitary pad vending machine with incinerators.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 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

14

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**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**

10

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**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**

16

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The College has a set mechanism for performance appraisal of its human capital.

- At the end of each semester, Teacher Feedback is taken from students. From the academic year 2018-19 the feedback is being taken in online mode from students.
- Feedback received with respect to teachers' performance, campus, infrastructure, curriculum etc. are then analyzed and necessary action taken to remedy deficiencies noted.
- Being a Government Institution, every employee both teaching and non-teaching has to fill in the Annual Performance Assessment Report (APAR) annually. The APARs are scrutinized by the Reporting Officer in the case of the non-teaching faculty. The APARs are then reviewed by the Principal, who then forwards the same to the Director of Higher Education with remarks, these remarks condition staff eligibility to higher scales/grades.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 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

As a Government College, the Institution's funds are sanctioned by the Directorate of Higher Education at the start of each academic year based on requisition. Accountants from the Directorate of Accounts, Government of Goa, are assigned to various government departments and serve as internal auditors, managing and overseeing the accounts of the departments they are posted in. At the College, the accountant scrutinizes all accounts, while the Principal, as the Drawing and Disbursing Officer, serves as the signatory for all documents prepared by the accountant. Payments, both internal and external, are processed through ECS. At the end of the academic year, any excess funds are returned to the Directorate of Higher Education.

As a special provision, the College's accounts for the past five

years were audited by an independent Chartered Accountant appointed by the Directorate of Higher Education. Additionally, activities funded by government organizations and the NSS accounts have also been audited by external auditors. The Office of the Comptroller and Auditor General (CAG) conducts external audits of the College as per their policies.

File Description	Documents
Paste link for additional information	<a href="https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%206/6.4/6.4.1_24%20additional%20info%20.pdf">https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%206/6.4/6.4.1_24%20additional%20info%20.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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)

0.9

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

The College generates funds primarily through student fees collected during admissions, as well as examination fees. While most of the admission fees are deposited into the government treasury, the examination fees are allocated for conducting exams. Additional funds are raised through alumni registration fees and by renting out the College hall to private organizations.

Currently, the College's financial needs are fully supported by the government. Other internal sources of funding include registration fees for workshops organized by the College and sponsorships from organizations, entrepreneurs, and philanthropists.



The College plans to further mobilize funds by seeking Sponsorship for Student Events by Private Parties, ICCSR, GIPARD, Goa State Research Foundation, Direct of Sports and Youth Affairs and similar organizations. Efforts to establish partnerships with corporate entities and philanthropists to increase resource generation will also be strengthened.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 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

The IQAC was established on 11/02/2023. Through IQAC, consistent actions are taken to enhance the quality of teaching learning outcomes of the Institution. Two best practices institutionalized as a result of IQAC initiatives are:

### A] Initiatives for Implementing Outcome-Based Education

The College's IQAC has taken several steps to introduce and implement Outcome-Based Education (OBE). The IQAC spearheaded the development of Course Outcomes (COs), Program Outcomes (POs), and Program-Specific Outcomes (PSOs) for the B.Com program. IQAC has designed an Excel-based program/matrix to map COs to POs and measure student attainment levels based on exam performance. This program, was used during the 2023-2024 academic year. Reports on the mapping of COs to POs and student attainment levels have been generated based on academic performance.

### B] Faculty Recharge Programs

IQAC conducts Faculty Recharge Programs aimed at enhancing the teaching and learning culture within the institution by upskilling faculty members to meet the evolving demands of the education sector. IQAC has successfully organized workshops, seminars, and training programs to foster an intellectual and academic environment. Additionally, Faculty Development Programs (FDPs) in research have been conducted to keep faculty updated on the latest trends and developments in their respective fields of study.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

Following initiatives are undertaken to review teaching learning process:

#### Example 1: Stakeholder Feedback

Feedback from students, parents, teachers, alumni, and employers is essential for identifying gaps in the curriculum and assessing institutional performance. This helps the College implement initiatives and improvements.

The IQAC collects online feedback from:

1. Parents: Regarding facilities, teaching-learning processes, and infrastructure.
2. Students: On curriculum, use of ICT, and teacher performance.
3. Teachers: On course content and relevance under the Choice-Based Credit System.
4. Employers: On alumni performance and suggestions for enhancing employability.
5. Alumni: On syllabus and curriculum delivery.

Actions taken:

1. Introduction of skill courses.
2. Personality development programs.
3. Industry expert talks.
4. Campus cleanliness improvements.
5. Addressing teacher feedback with counseling if required.

#### Example 2: Memoranda of Understanding (MoUs)

To bridge the academia-industry gap, the IQAC promotes skill acquisition through MoUs. It facilitated an MoU with GIPARD, BNI Foundation, Forum for Innovation Incubation Research and Entrepreneurship and Haztech Innovation LLP.

These collaborations aim to enhance internships, industry connections, and align the curriculum with industry needs.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**A. All of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://gccem.ac.in/assets/iqac/AnnualReport2023-2024%2012-16-204.pdf">https://gccem.ac.in/assets/iqac/AnnualReport2023-2024%2012-16-204.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

The College through various initiatives listed below exhibits its commitment to fostering gender parity and creating an inclusive environment for its students.

Gender awareness and inclusivity

- The college appoints a female faculty member as the Nodal Teacher and designates two students as Gender Champions. These Gender Champions spearhead various activities aimed at promoting gender sensitization among the student body.
- The institution ensures representation of female students in several college committees, emphasizing inclusivity in decision-making processes.
- FDPs/ Talks/Seminars have been conducted on the POSH Act for both students and faculty.
- Talks on anti-ragging legislation have also been organised.
- Equal Opportunities Cell.

#### Campus Safety Measures:

- A Visitors Register is maintained by the Security personnel.
- Students leaving the campus before scheduled hours must record their details in the Leaving Early Register.
- The entire campus is equipped with CCTV surveillance for enhanced safety.
- Security personnel monitor the gated campus 24x7.

#### Identity Verification and Awareness:

- All students are required to compulsorily wear their identity cards when on campus.
- Signages across the campus raise awareness about gender issues and outline redressal mechanisms.

#### Support Systems:

- A full-time Professional Counsellor is available to address students' emotional well-being.
- Faculty members are appointed as Mentors and regularly interact with students and assist them in resolving academic or personal problems.

#### Complaint Mechanisms:

- A Complaint Box installed on campus provides the student a confidential medium to voice their concerns.
- The college has an Anti-Ragging Committee and an Internal Committee(IC) to address grievances promptly.

File Description	Documents
Annual gender sensitization action plan	<a href="https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%207/7.1/7.1.1%20-%20Annual%20gender%20sensitization%20action%20plan.pdf">https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%207/7.1/7.1.1%20-%20Annual%20gender%20sensitization%20action%20plan.pdf</a>
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	<a href="https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%207/7.1/7.1.1%20-%20SPECIFIC%20FACILITIES%20PROVIDED%20FOR%20WOMEN_23-24.pdf">https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%207/7.1/7.1.1%20-%20SPECIFIC%20FACILITIES%20PROVIDED%20FOR%20WOMEN_23-24.pdf</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**Solid Waste Management** Dustbins for both bio-degradable and non-biodegradable waste, wet and dry waste are provided in each classroom. Dedicated staff are assigned the duty of keeping the campus clean. NSS Volunteers from time to time also engage in cleanliness drives on the campus. The College has a tie-up with the Goa Waste Management Corporation, a Government of Goa undertaking, to hand over waste for recycling. The college has banned the use of plastic on campus. Furthermore, the College is committed to maintaining a clean campus and extends this responsibility to the surrounding community by organizing cleanliness drives in the neighborhood.

**Liquid Waste Management** Liquid waste from the washrooms is directed through pipes into a large soak pit.

**Biomedical Waste Management** The college has installed sanitary pad

incinerators are installed in the girlswashroom. These are used by students and faculty for the safe disposal of used pads.

E-waste Management A designated bin is available on campus for collecting e-waste. The college also organises e-waste drives in association with Karo Sambhav, a Producer Responsibility Firm furthering its commitment to a cleaner environment.s

Hazardous Chemicals and Radioactive Waste Management As the College exclusively offers undergraduate programs in the Commerce stream and does not have laboratories using chemicals, no hazardous chemicals or radioactive waste is generated on campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%207/7.1.3/7.1.3%20Geo%20tagged%20photographs.pdf">https://gccem.ac.in/ssr/AQAR%202023-2024/Criteria%207/7.1.3/7.1.3%20Geo%20tagged%20photographs.pdf</a>
Any other relevant information	<a href="#">View File</a>

**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**

**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**A. Any 4 or All of the above**

<b>2. Use of Bicycles/ Battery powered vehicles</b> <b>3. Pedestrian Friendly pathways</b> <b>4. Ban on use of Plastic</b> <b>5. landscaping with trees and plants</b>	
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b> <b>1.Green audit 2. Energy audit</b> <b>3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>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</b> <b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b>	<b>A. Any 4 or all of the above</b>

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 College embraces diversity, welcoming students from varied social, economic, religious, gender, and caste backgrounds. As a government institution, it follows an open admission policy. To foster tolerance and harmony, the College celebrates events like Constitution Day, Rashtriya Ekta Diwas, International Yoga Day, Women's Day, National Days-Independence Day, Republic Day, Goa Liberation Day, Gandhi Jayanti, Children's Day, Teachers Day, Chhatrapati Shivaji Jayanti, Annual Sports Day, Youth Week, and Library Day. The college conducts a wide range of activities intentioned to sensitize students to values of unity and diversity, communal harmony, religious tolerance, cultural diversity, and linguistic diversity.

The inclusion of women representatives in various college committees aims to empower women, reduce vulnerabilities, and promote cultural and regional inclusivity while aligning with societal norms. National pride and unity are reinforced through the hoisting of the national flag on significant occasions. The Student Council and Gender Champion Cell organize activities that promote religious tolerance and cultural harmony, building an environment of mutual respect and understanding.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>



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

The College is a collective hub of diversities considering the regional, linguistic and socio- economic background of the students as well as staff. It sensitizes the students and employees as responsible citizens, as they are obliged to adhere to the institutional code of conduct, values, rights, duties and responsibilities.

On all the National days the Institution hoists the national flag. Staff and students together take the Constitutional Pledge to commemorate Constitution Day. Additionally, faculty and students take the Voter's Pledge and also observe Vigilance Week.

Informative talks, various competition organised revolve around the theme of social causes and issues.

Both staff and students abide by the Code of Conduct. Apart from that, everyone rigorously abides by the policies and procedures that are in place. Students are familiarised with the code of conduct, college policies during the orientation at the commencement of the Academic Year.

Staff and students are sensitized to social issues , rights and obligations through competitions organised by the Consumer Cell of the college. Different signboards are placed in the entire campus conveying the message of no plastic zone, awareness among the same is created and use of paper bags and cloth bags is promoted by the Institution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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,**

**A. All of the above**

**teachers, administrators and other staff 4.**  
**Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

One of the core values of the College is fostering a holistic approach to education that transcends traditional classroom learning. Beyond the prescribed curriculum, the institution actively implements initiatives designed to instil values such as peace, brotherhood, and fraternity within the student community.

Each instructional day on campus begins with the resonant playing of the national anthem, fostering a sense of patriotism and unity. The Indian flag is proudly hoisted on all national days, symbolizing the College's unwavering respect for the nation and its heritage.

The College also organizes a variety of activities at the institutional level to honour the contributions of prominent personalities who have shaped the nation's history. In order to instil a spirit of fellowship and brotherhood the college organises activities to celebrate festivals.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### I. Title of the Practice: Promotion of Entrepreneurial Spirit.

#### Objectives of the Practice:

- To cultivate entrepreneurial competencies among students

#### The Context

Need to promote entrepreneurship

#### The Practice

- Introduction of Entrepreneurship Courses, signing of MoUs with incubation centres, organisation of workshops, lectures, interaction with entrepreneurs, industry partnerships etc.

#### Evidence of Success

Students actively participated in the following activities, demonstrating the institution's commitment to Entrepreneurship

#### Problems Encountered and Resources Required

Low motivation levels, Lack of Resources and balancing entrepreneurial initiatives with a compact academic calendar are constraints.

### II. Title of the Practice: Fostering Financial Acumen: A Holistic Approach

#### Objectives of the Practice:

- To equip students with essential financial knowledge and skills for effective money management.

#### The Context

Financial literacy is a critical life skill in today's fast-paced and complex economic landscape. With increasing reliance on digital financial platforms, students must develop a strong foundation in

financial management.

### The Practice

Organisation of courses on Finance, workshops and seminars, short term certificate courses on financial literacy, and promoting financial awareness.

### Evidence of Success

Increased financial awareness among students and staff.

### Problems Encountered and Resources Required:

- Limited initial interest among students due to a lack of awareness about the importance of financial literacy.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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 college believes in promoting a holistic system of education. Being a commerce college, the institution makes a conscious effort and takes several initiatives to develop a spirit of entrepreneurship and promote skill development. Under the NEP, the college has introduced several Skill Enhancement Courses. Programmes such as bootcamps, workshop on 3-D Printing, visits to incubation centres, interaction with eminent business people are organised to motivate students towards entrepreneurship. Short term certificate courses intended towards skill enhancement and job orientation are organised in the college. Students are encouraged to enroll for these courses. The college has also linked up with the Industrial Training Institute and offers its students several job oriented courses under the Chief Ministers Kaushalya Path Scheme to bridge the gap between demand and supply of skilled workers.

Through the NSS, the students develop a value system, engage in extension activities and learn to contribute to societal goods at large. Cultural and sports events are promoted to foster personality development. A plethora of activities conducted throughout the year aligns with the college's vision and mission, ensuring students graduate as competent, dynamic, and socially conscious individuals.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

The college Plan of Action for the forthcoming academic year includes:

1. Autonomy.
2. Introduction of new programmes and courses both at UG and PG levels.
2. Enhancing its infrastructure.
3. Developing a comprehensive Outcome Based Education System.
4. Establishing links with institutions of academic excellence and signing of MoUs with industry and research institutions.
5. Developing an Incubation Centre.
6. Augmenting the Gross Enrollment Ratio
7. Organisation of National and International Conferences/ Seminars and other Faculty Enrichment Programmes.
8. Facilitating student scholarships through Corporate Social Responsibility.
9. Promotion of experiential learning and
10. Promotion of a culture of quality.