



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		MURGAON EDUCATION SOCIETY'S COLLEGE OF ARTS AND COMMERCE
Name of the head of the Institution		Dr. Meenakshi Bawa
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0832-2555772
Mobile no.		9823019832
Registered Email		mescollegel@gmail.com
Alternate Email		mescollegel@rediffmail.com
Address		Murgaon Education Society's College of Arts and Commerce Zuarinagar Go 403726
City/Town		Zuarinagar
State/UT		Goa
Pincode		403726

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Meenakshi Bawa
Phone no/Alternate Phone no.	08322555772
Mobile no.	9823019832
Registered Email	mesiqac2015@gmail.com
Alternate Email	mescollegel@rediffmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://mescollege.org/wp-content/uploads/2019/03/aqar-2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://mescollege.org/wp-content/uploads/2019/12/ACADEMIC CALENDAR 2018-19.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	B	2.47	2015	01-May-2015	30-Apr-2020

6. Date of Establishment of IQAC	17-Apr-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Diploma in Counselling Techniques	11-Jul-2018 60	42
Remedial teaching	01-Jul-2018 180	56
Workshop on Innovative Teaching Methodologies: Flipped learning and Problem-based learning	03-May-2019 1	37
Workshop on Intellectual Property Rights: Ethics in Academic writing/ Avoiding Plagiarism and Use of MS Word in Academic Writing	16-Oct-2018 1	54
Financial literacy Programme	03-Feb-2019 2	14
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
M.E.S. College	RUSA	Directorate of Higher Education, Government of Goa	2018 365	5000000
M.E.S. College	FIP	UGC	2018 365	2652211
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Organized Workshop on 'Intellectual property Rights: Ethics in Academic writing/Avoiding plagiarism and use of MS word in academic writing'on 16th October 2018

* Organized a talk by Dr. M.R. Patil, Principal, Vidya Prabodhini College of Commerce, Education, Computer and Management, Porvorim, Goa, on 'The Process of NAAC Assessment and Accreditation' on 15th October 2018

* As decided at the meeting held on 9th February 2019 at our College regarding the Memorandum of Understanding (MoU) signed with Parvatibai Chowgule College of Arts & Science (Autonomous), Margao, Goa, the IQAC organized a Workshop on 'Innovative Teaching Methodologies: Flipped Learning and Problem Based Learning (PBL)' on Friday 3rd May 2019. The resource persons for the workshop were the faculty from Parvatibai Chowgule College of Arts & Science (Autonomous), Margao, Goa, namely, Dr. N.N. Sawant (Principal-Parvatibai Chowgule College of Arts & Science (Autonomous), Dr. (Ms.) Sameena Falleiro (Associate Prof. Department of Computer Science), Mr. Andrew Baretto (Associate Prof. Department of English) and Ms. Madhavi Mothankar (Assistant Prof. Department of Biotechnology). The main objective of this workshop was to get hands-on training on two innovative teaching methodologies, namely, Flipped Learning and Problem Based Learning. A total of 37 faculty members participated in this seminar.

* As per the decision taken at the IQAC meeting, the Centre for Competitive Examinations was established in December 2018 and provides training for the students with subsidized fees for various competitive examinations like Staff Selection Commission, IBPS, Bank-PO, Insurance, Railway Recruitment Board Exams, GPSC, CAT and various government exams.

* The academic audit for the B.A. and B.Com. programmes was conducted for the second consecutive year with the objective of improving the quality of teaching-learning-evaluation. The college appointed external subject experts for this purpose. The teachers maintained the documents in their respective course files pertaining to teaching plan and compliance of teaching plan, question papers of intra-semester assessment and semester-end examinations, students' cumulative attendance and analysis of students' feedback. The documents were presented for every paper taught for both semesters for the academic year 2018-19. The external subject experts examined these documents thoroughly and gave their valuable suggestions on the checklist forms. The process of academic audit was conducted from 24th April 2019 to 2nd May 2019. * The Management Information System (MIS) has been implemented.

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

Plan of Action	Achievements/Outcomes
The Legal Services Authority will conduct legal awareness programmes in association with the Psychology	The Legal Services Authority conducted a legal awareness programme in association with the Department of

<p>Department.</p>	<p>Psychology on 12th January 2019. Adv. Smita Sail addressed the M.E.S H.S.S students on 12th of January 2019 on the topic, 'Legal Aspects of Child Sexual Abuse'. Asst. Prof. Cedila Pereira e Gomes, delivered a session on 'Child Abuse- A Psychological Impact'.</p>
<p>The College will conduct coaching for competitive examinations such as GPSC, CAT, banking, insurance, etc provided there are at least 20 students enrolled for the same.</p>	<p>With an intention to train the students for various competitive examinations MES College of Arts and Commerce, Zuarinagar has established a Centre for Competitive Examinations. The Centre intends to provide training for the students with subsidized fees for various competitive examinations like Staff Selection Commission, IBPS, Bank-PO, Insurance, Railway Recruitment Board Exams, GPSC, CAT and various government exams. The coaching classes commenced in January 2019 and are planned for 60 hours. 56 students have registered for the same.</p>
<p>The following student enrichment programmes will be organized: (i) Commerce Fiesta (Institutional Level)- Department of Commerce (ii) Psychozest(State level)- Department of Psychology (iii) Socio- Expressions (State level)- Department of Sociology (iv) Ecofest (State level)- Department of Economics</p>	<p>The following student enrichment programmes were organized: (i) The Department of Commerce organized Commerce Fiesta, an institutional event, on 12 January 2019. (ii) The Department of Psychology organized the State Level Festival Psychozest on the theme 'Adolescents: Conflict Management' on 17 January 2019. (iii) The Department of Sociology organized the State Level Socio-expressions on the theme 'Vulnerable Sections in India: Sociological Issues and Concerns' on 22 September, 2018. (iv) The Department of Economics organized the State level 'Ecofest' on 22 February 2019</p>
<p>Bridge courses in Commerce, Economics, Sociology and Psychology will be conducted in June/July 2018.</p>	<p>Bridge courses in Commerce, Economics, Sociology and Psychology were conducted in June/July 2018.</p>
<p>The Placement Cell of the college will update the records of highest salary and lowest salary offered by companies at campus placements and calculate the average salary for every year.</p>	<p>The Placement Cell has calculated the same and records are being maintained year-wise.</p>
<p>More needbased certificate courses will be introduced.</p>	<p>The following certificate courses were conducted: A Certificate Course of 2 credits (30 hours) in 'MS Excel for Accounting and Taxation' was organized by the Department of Commerce from 24th September 2018 to 4th October 2018. 35 students have completed the course. CA Shraavan Swaroop was the resource person and Mr. Seltan Gomes was the</p>

coordinator for the course. A Certificate Course of 2 credits (30 hours) in 'Basics of Econometrics' was organized by the Department of Economics from 25th January 2019 to 22nd March 2019. 10 students registered for the course. A Certificate Course of 2 credits (30 hours) in 'Banking' was organized by the Department of Economics from 9th February 2019 to 27th February 2019. 59 students registered for the course. A Certificate Course of 2 credits (30 hours) in 'Banking' was organized by the Department of Economics from 1st March 2019 to 30th March 2019. 53 students registered for the course. The Language Study Centre organized a certificate course on Spoken Sanskrit from 9th to 19th July 2018, Ms. Yogita Chhatre was the faculty for the course. 29 students registered for the course. Mr. Satyavan Naik was the coordinator for the course. The Language Study Centre and Department of Tourism and Travel organized a Certificate Course on Conversational Portuguese of 2 credits (30 hours) from 20th August 2018 to 10th March 2019. 36 students and 4 teachers enrolled for this course. The course was conducted by Mrs. Filomena Dourado. Ms. Efigenia Miranda was the coordinator for the course. A Certificate Course in Written Communication of 2 credits (30 hours) was organized by the Department of English from 7th January 2019 to 4th April 2019. 21 students registered for this course. The course was conducted by Mr. Cicero Silva. The Department of Commerce conducted a certificate course of 2 credits (30 hours) on Tally ERP 9 with GST from 7th March 2019 to 26th March 2019. 17 students completed the course. Ms. Seema Dharani, Assistant Professor, Department of Commerce, MES College, was the resource person for this course.

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<p>14. Whether AQAR was placed before statutory body ?</p>	<p>No</p>
<p>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</p>	<p>No</p>

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	21-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<ul style="list-style-type: none"> • The Management Information System (MIS) has been implemented. There are three users: teachers, students and administrator. • The nine modules which are in operation are as follows: <ul style="list-style-type: none"> • Admissions: The provision for online admission is available in this module. The institution has a tieup with HDFC Bank for online admission. Students have to fill the admission form and pay the fees online or offline. • Attendance: This module helps faculty members in recording attendance. The faculty member can take online attendance on their mobile or laptop. A monthly report can be viewed so as to know the attendance percentage of students. • Examination: This module helps the faculty members to enter coursewise marks of internal assessment. This module generates mark sheets of the students. • Human Resource (HR): This module manages to carry out HR operations of the institution such as Recruitment of Staff, Payroll, and Leave Management. • Library: This module manages to carry out library activities of the college. Students can issue and return books online. • Learning Management System (LMS): This module is an online platform for teachers and students to interact. Online assignments, Quiz, discussion forums and reading material are designed by the faculty members. • Finance: This module helps to manage the financial transactions of the institution and it is integrated with tally software. • Events: This module enables faculty members to update and keep records of activities organized by the college. • MIS Reports: This module helps in generating reports of different activities of the college.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

• The college is affiliated to Goa University and functions under the affiliating system of higher education. Goa University has introduced the Semester and Choice Based Credit System (CBCS) for UG and PG programmes. • The college receives the curriculum approved by the respective Board of Studies and Academic Council of Goa University. The Institution ensures effective curriculum delivery through its well-planned academic programmes and processes. The college ensures minimum 90 working days in each semester. Most of the courses taught in the UG and PG programmes are of four credits, each credit comprising of fifteen hours of teaching and learning. Courses in B.C.A. Programme, B. A. Psychology, Generic Elective and Skill Enhancement Courses have a practical component. The college time table committee ensures that four lecture hours are allotted to each course per week and that each course of four credits gets sixty hours of teaching and learning. • On receipt of the curriculum, the respective Heads of the twelve Departments of the college hold meetings with the faculty to select and distribute core and elective courses according to the specialized field of study, expertise and interest of the faculty. Each faculty prepares teaching plans for the courses to be taught. At the end of the semester, the faculty submits the compliance of teaching plans to the IQAC. • In addition to the lecture method, the pedagogy consists of discussions, debates, seminars and field trips. The topics are intimated to the students in advance to enable them to read and be prepared for effective interaction. • Various enrichment certificate courses such as the Tally ERP.9 with GST, MS Excel in Accounting and Taxation, Practical Banking and Financial Aspects, Quantitative Techniques and Basics of Econometrics, Certificate course in written English, Conversational Portuguese, Spoken French, Spoken Sanskrit and Diploma Course in Counselling Techniques are being conducted. The duration of each certificate course is 30 hours (2 Credits) and that of Diploma course is 120 hours (8 Credits). • In order to introduce group learning and critical thinking the final year students of B.A., B.Com., B.C.A. and M.Com. programmes are offered a project/dissertation of four/five/eight credits, under the guidance of a teacher. Students undertake field work which includes surveys and interviews of respondents and experts, for primary research and visits to different libraries for secondary research. Students who study Psychology, visit old-age homes, orphanages and mental asylums in order to get an insight into the various components of their syllabus. The syllabus is reinforced through practical exercises in the Psychology Lab, Economics Lab and Commerce Lab. • B.B.A., B.C.A., B.A. and B.Com. students do internships in the industry to receive practical exposure. • To monitor the delivery of curriculum, an academic audit is conducted every year for all specialized courses of B.A./B.Com. by external subject experts. Academic audit is mandatory for the self-financed programmes. B.B.A., B.B.A. (Shipping and Logistics) and B.C.A. programmes undergo an academic audit conducted by the Academic Audit Committee of Goa University.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate	Nil	07/01/2019	15	Yes	Yes

course in Written English	Nil	09/02/2019	15	Yes	Yes
Certificate Course in Practical banking	Nil	01/03/2019	15	Yes	Yes
Certificate Course in Practical banking	Nil	20/08/2018	15	Yes	Yes
Certificate Course in Conversational Portuguese	Nil	09/07/2018	15	Yes	Yes
Certificate Course in Spoken Sanskrit	Nil	24/09/2018	15	Yes	Yes
Certificate course in MS Excel in Accounting and Taxation	Nil	07/03/2019	15	Yes	Yes
Certificate Course in Tally ERP 9 with GST	Nil	25/01/2019	15	Yes	Yes
Certificate Course on Basics of Econometrics	Nil	11/07/2018	60	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	English, Sociology, Psychology, Economics, Konkani, Political Science, Tourism and Travel	19/06/2018
BCom	Nil	19/06/2018
BCA	Nil	19/06/2018

BBA	Nil	02/07/2018
BBA	Shipping and Logistics	02/07/2018
MA	English	12/06/2018
MCom	Nil	12/06/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Economics, Sociology, Political Science, English, Psychology, Tourism and Travel, Konkani	19/06/2018
BCom	Nil	19/06/2018
BCA	Nil	19/06/2018
BBA	Nil	02/07/2018
BBA	Shipping and Logistics	02/07/2018
MA	English	12/06/2018
MCom	Nil	12/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	264	42

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
MS-Excel in Accounting and Taxation	24/09/2018	35
Tally ERP 9 with GST	07/03/2019	17
Certificate Course in Quantitative Techniques and basics of Econometrics	25/01/2019	10
Certificate Course in Written English	07/01/2019	21
Certificate course in Practical Banking	09/02/2019	59
Certificate course in Practical Banking	01/03/2019	53
Diploma Course in Counselling Techniques	11/07/2018	42
Certificate Course in Spoken Sanskrit	09/07/2018	29
Certificate Course in Conversational Portuguese	20/08/2018	40

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Nil	170
BA	Sociology, Konkani, Psychology, Political Science, Tourism and Travel	55
BBA	Nil	44

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

1. Feedback about curriculum was obtained from parents, students and alumni. Online feedback was obtained from students. Feedback was obtained manually from parents and alumni. • Feedback was obtained from parents at the time of collection of semester-end examination mark-sheets. The feedback form/questionnaire covered questions pertaining to quality and relevance of the courses included in the curriculum, contribution of curriculum to the knowledge, skills and overall personal development, availability of learning resources, relevance of syllabus to the needs of the contemporary society, etc. An analysis of this feedback was done by the IQAC. The important suggestions put forward were as follows: More weightage should be given in the syllabus for practical aspects of courses, Inclusion of internship in the curriculum would help gain practical knowledge. Inclusion of contemporary challenges, achievements and problems in the present syllabus is necessary and there should be easy access of reading material. On analyzing the feedback of the parents, necessary action is taken wherever possible. The college is affiliated to Goa University. Hence, the college has to follow the syllabus prescribed by Goa University. The faculty who are members of the Board of Studies and committees for revision of syllabus under the CBCS do put forward their suggestions. In 2018-19, 6 faculty were members of the Board of Studies and syllabus revision committees constituted by Goa University. • The alumni provided their feedback manually. The feedback form/questionnaire covered questions pertaining to usefulness of college learning in their career, strong moral and ethical values inculcated in them, key concepts adequately addressed to, availability of adequate learning resources, contribution of curriculum to knowledge, skills and overall personal development and effectiveness of the curriculum to meet the standards of the contemporary job-market. The questionnaire was based on a likert scale. On analyzing the feedback, it was found that 90 of the respondents strongly agreed or agreed with the statements. • The students submitted online feedback about the syllabus. The feedback form/questionnaire

covered questions pertaining to content of the course, depth and coverage of the course, contribution of syllabus to knowledge, skills and overall personal development, availability of learning resources, relevance of syllabus to the needs of the contemporary society and ready employability on completion of the course. A programme-wise analysis of the feedback was done. It was found that while 85-90 of the B.B.A. students rated their answers as very good or good, 75-80 of the B.A. and B.Com. students did so. 2. Feedback about faculty: In addition to the above, online faculty feedback was obtained from students. Based on the faculty evaluation by students, each teacher provides a summary (in a specified format) to the Head of Department, who further submits a report to the IQAC. The Principal, after going through the same, accordingly redresses the matter wherever the need arises. 3. Institutional feedback: All students and parents also provided online institutional feedback. This feedback was analysed by the IQAC. The IQAC prepared a consolidated report and suggestions provided by the students and parents have been considered.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
PhD or DPhil	Economics	4	1	1
PhD or DPhil	Sociology	4	1	1
MA	English	30	7	7
MCom	Accountancy	60	37	37
BBA	Shipping and Logistics	90	57	57
BCA	Computer Applications	240	141	141
BBA	Business Administration	128	128	128
BCom	Accountancy and Business Management	780	767	767
BA	Economics, Konkani, Sociology, English, Psychology, Political Science, Tourism and Travel	420	408	408

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG	Number of fulltime teachers available in the institution teaching only PG	Number of teachers teaching both UG and PG courses
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			courses	courses	
2018	1501	46	59	4	63

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
76	72	80	40	Nil	6
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

• Students mentoring system is available in the institution. • Teachers play a major role in the life of adolescents. It is the teacher who is usually an adolescent's greatest strength, someone who places faith in the student and who guides and mentors the student to gear them towards their adult life. Keeping this in mind, the IQAC has played a significant role in formalizing and documenting the mentoring system. • Two teachers are appointed as mentors for each class, each teacher mentoring a maximum of 30 students. All mentors have regular meetings with their mentees. • Meetings are held at least once a month. Reports of these meetings are submitted to the IQAC at the end of every semester. • Parents and teachers play a pivotal role in the overall development of children. At M.E.S. College, teachers endeavour to maintain a close association with the parents/guardians of students. It is felt that parents should keep track of their child's academic progress, as this will enable them to improve the performance of their child in the future. With this objective in mind, the marksheets of all BA/BCom students are distributed to the parents/guardians by the respective mentors. The parents interact with the mentors as well as the subject teachers. Parents are permitted to meet the mentors on the first Friday of every month. However, parents do meet the mentor on other days as well in case of any grievances pertaining to their child. • During the academic year 2018-19, the mentor report forms have been modified so as to include steps taken to identify strengths and weaknesses of students and steps taken to facilitate academic, social and emotional growth of students. • Some teachers have identified positive changes that have emerged as a result of mentoring in terms of students attendance, results, behaviour, etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1547	63	1:31.8

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
63	63	Nil	25	9

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Cosma Fernandes	Associate Professor	'Dr Jack De Sequeira Konkani Award' of Thomas Stephens Konkani Kendra, Porvorim-

			Goa for the contribution in Konkani Dr Jack De Sequeira Konkani Award' of Thomas Stephens Konkani Kendra, Porvorim-Goa for the contribution in Konkani on 19th January, 20
2018	Dr. Sonal Thakker	Associate Professor	Best paper award in Hampi Karnataka and woman achiever award from JCI Vasco
2018	Mrs. Semele Sardessai	Assistant Professor	Was felicitated by Lions Club of Mormugao for her contribution in the field of education on 7th October 2018
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	NIL	II	02/05/2019	10/05/2019
BCom	NIL	I	01/11/2018	15/12/2018
BA	NIL	VI	30/05/2019	19/06/2019
BA	NIL	V	05/12/2018	10/01/2019
BA	NIL	IV	29/04/2019	10/05/2019
BA	NIL	III	31/10/2018	15/12/2018
BA	NIL	II	02/05/2019	10/05/2019
BA	NIL	I	01/11/2018	15/12/2018
BCom	NIL	III	31/10/2018	15/12/2018
BCom	NIL	IV	29/04/2019	10/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Since the college is affiliated to Goa University, there is limited scope to introduce reforms in continuous internal evaluation at the institutional level. However, wherever there is scope, the college has tried to introduce some reforms on Continuous Internal Evaluation system as follows: • The Intra Semester Assessments are conducted in a structured way. The different modes of conducting ISAs are written tests, assignments and presentations. Some of the evaluations are field-based. In the subject of Compensation Management,

students of B.Com. Semester IV learnt how to prepare payrolls and were evaluated based on the assignments submitted. • B.B.A., B.B.A. (Shipping Logistics) and B.C.A. programmes use individual and group assessments. There are group written assignments, group presentations, group role plays, group industry assignments, and group activities. Oral forms of assessment include debates, role plays, presentations, viva, and class discussions. Written modes of assessment include closed book tests, open book tests, and surprise quizzes. On the job learning is done through internships and simulations through case analysis. • Apart from the mandated two ISAs, repeat ISAs are conducted, as per the examination ordinance, for the students who have missed the written test for some genuine reason (medical grounds, participation in State/ National /International sports, events/NCC). • Two or more sets of question papers are set for ISA. • Besides the ISA, periodic tests (written, oral, open book tests, Audio Visual) are also conducted by the faculty. • Preliminary examinations are also conducted for final year students for many courses.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

• The Institution adheres to the academic calendar for the conduct of examination and other related matters. At the beginning of every academic year, on the basis of the circular received from Goa University with respect to academic terms for the academic year, the College prepares its academic calendar as per the specified dates for commencement and end of semesters. The schedule specifies the dates for Intra Semester Assessment (ISA) and Semester End Examination (SEE). • The HODs and Chairpersons of various committees submit their plan of activities prior to the beginning of the academic year. Based on these submissions and in line with its academic schedule, the college prepares its own academic calendar. • The Institution has separate prospectus for undergraduate and post-graduate programmes. The prospectus contains rules and regulations of the college, schedule of the academic and cultural activities and examinations. • Each Department holds faculty meetings wherein courses and workload are allocated. Each faculty member prepares a teaching plan. At the end of each semester, faculty members submit a compliance report of the teaching plan for each course indicating the number of lectures engaged during the semester and the syllabus covered. • The students and parents are periodically informed about the attendance. Students with less than 75 attendance are not eligible to appear for SEE. • The time-table for the SEE of Semesters I, II, III and IV is prepared by the Examination Committee while that of Semesters V and VI and Post-graduate programmes is notified by Goa University.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://mescollege.org/wp-content/uploads/2020/02/Programme%20Details%20MES.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	MA	Nill	7	7	100
Nill	MCom	Nill	15	14	93.33
Nill	BBA	Shipping and	9	9	100

		Logistics			
Nil	BBA	Nil	40	39	97.5
Nil	BCA	Nil	55	53	96.36
Nil	BA	Nil	116	82	70.69
Nil	BCom	Nil	240	169	70.42
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://mescollege.org/analysis-2018-19/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NIL	0	0
Nil	0	NIL	0	0
Nil	0	NIL	0	0
Nil	0	NIL	0	0
Nil	0	NIL	0	0
Nil	0	NIL	0	0
Nil	0	NIL	0	0
Nil	0	NIL	0	0
Nil	0	NIL	0	0
Nil	0	NIL	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on 'Intellectual Property Rights: Ethics in Academic Writing/ Avoiding Plagiarism and Use of MS Word in Academic Writing'	Research Cell	16/10/2018
Workshop On Innovative Teaching Methodologies: Flipped Learning And Problem Based Learning (Pbl)	Internal Quality Assurance Cell	03/05/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	10/12/2019	Nil

[View File](#)

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	10/12/2019

[View File](#)

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Economics	1	0
International	Economics	3	0
International	Psychology	3	0
International	English	1	0
International	Commerce	2	0
International	Konkani	7	0
International	BBA	3	0

[View File](#)

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Economics	1
Commerce	1

[View File](#)

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2018	0	Nil	Nil

[View File](#)

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations	Institutional affiliation as
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					excluding self citation	mentioned in the publication
Nil	Nil	Nil	2018	Nil	Nil	Nil
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	6	21	23	54
Presented papers	6	10	4	Nil
Resource persons	1	4	Nil	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Collection Of Funds For The Kerala Flood Victims	NSS	6	210
Distribution Of Cloth And Paper Bags At Vasco Saptah	NSS	6	280
Cleaning Of Vasco Railway Station	NSS	1	34
Cleaning Of Monuments In Vasco City	NSS	1	26
Visit To Adopted Village „Zari? - Swachata Awareness	NSS	1	38
Blood Donation Camp	JCI Dabolim and Goa Medical College	7	101
Participated in Rally in Panjim	NSS Cell Goa University	1	55
Beat The Plastic Pollution Awareness Drive	NSS and Nature Club	5	117
Door To Door Swachata Campaign On Gandhi Jayanti	NSS	2	97
Anti-Plasti Drive On Gandhi Jayanti	NSS	6	106

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Extension Services	Appreciation Award	Association of Lions Club International: Dist 317B	1547
Swachatam Mahavidhyalaya Assessment	Swachatam Mahavidhyalaya Samman Certificate	Goa University	1547
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Empowerment	NSS Cell Goa University	Participated in Rally in Panjim	1	55
Blood Donation	JCI Dabolim and Goa Medical College	Blood Donation Camp	7	101
Swachh Bharat	NSS	Visit To Adopted Village „Zari? - Swachata Awareness	1	38
Swachh Bharat	NSS	Cleaning Of Monuments In Vasco City	1	26
Swachh Bharat	NSS	Cleaning Of Vasco Railway Station	1	34
Swachh Bharat	NSS	Distribution Of Cloth And Paper Bags At Vasco Saptah	6	280
Relief Fund	NSS	Collection Of Funds For The Kerala Flood Victims:	6	210
Swachh Bharat	NSS and Nature Club	Beat The Plastic Pollution Awareness Drive	5	117
Swachh Bharat	NSS	Door To Door Swachata Campaign On Gandhi Jayanti	2	97

Swachh Bharat	NSS	Anti-Plasti Drive On Gandhi Jayantir Swachata Campaign On Gandhi Jayanti	6	106
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Collaboration	Internship	MONGINIS	22/04/2019	01/06/2019	5
Collaboration	Internship	BOGMALO BEACH RESORT PH. NO. (009 1-832)713100 0	22/04/2019	01/06/2019	1
Collaboration	Internship	ROYAL ORCHID PH NO . -9183228844 00	22/04/2019	01/06/2019	1
Collaboration	Internship	AUTO SERVICE PH N O. -083225124 21	24/04/2019	04/06/2019	2
Collaboration	Internship	CARD-F	18/04/2019	30/04/2019	1
Collaboration	Internship	VAIBHAVI SHIPPING PVT.LTD.	17/04/2019	27/04/2019	2
Collaboration	Internship	DELTA TECHNOLOGIES	16/04/2019	27/04/2019	1
Collaboration	Internship	BOSCH	22/04/2019	31/05/2019	6
Collaboration	Internship	NEGATIVE STUDIOS	15/04/2019	25/04/2019	1
Collaboration	Internship	MTN KABUL AFGHANISTAN	15/04/2019	26/04/2019	1

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
ASEZ (Save Earth from A to Z- South Korea based International NGO)	20/01/2019	Work together to steadily implement the programs such as Mothers School, Mothers Campus, Mothers Company, and Mothers World, for crime prevention, education, awareness promotion, and hands-on activities.	Nil

[View File](#)

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
61.05	91.3

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing

[View File](#)

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
New Gen Lib	Partially	NGL 3.1.4	2018

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
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Text Books	9584	2219639	1140	502897	10724	2722536
Reference Books	20222	3673250	295	125944	20517	3799194
Journals	80	150243	Nil	99474	80	249717
e-Books	3135000	5750	4309	150	3139309	5900
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	10/12/2019
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	96	7	4	0	0	18	24	0	0
Added	5	0	0	0	0	0	0	0	0
Total	101	7	4	0	0	18	24	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
42.29	32.26	29.36	31.04

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>Maintenance of Classrooms, Furniture and Laboratories The furniture and teaching aids in all the classrooms and laboratories are taken care by the respective teachers in charge. These teachers monitor the maintenance work periodically. In case of any minor repair work, the same is registered in the</p>

complaint register which is maintained in the office and these complaints are attended on priority basis. Classroom and Laboratory facilities are optimally used. Maintenance of Physical Facilities The maintenance of physical facilities is entrusted to a committee which comprises of the Principal, Head Clerk, Architect, Civil Engineer and an Electrician. This Committee regularly monitors the maintenance of the physical facilities. The services of the plumbers, electricians and computer technicians are used as per requirements. Maintenance of Electronics and Instruments The maintenance of electronic equipments and other instruments is outsourced. As soon as the complaint is registered for nonfunctioning of an electronic device or an instrument, the Head Clerk refers it to the technician who rectifies and repairs it as early as possible. Maintenance of ICT Facilities The HODs, Computer Programmers and support staff monitor and maintain the ICT facilities like computers, servers and LCDs. In case of any problem with ICT facilities, the college seeks help of the supplier who then rectifies it. Maintenance of Lab Equipments In order to maintain the Lab equipments of various departments, Stock registers and log books are maintained. Entries relating to the repairs and maintenance of these equipments are entered in this register. A users' log book is maintained to keep track of the usage of these equipments. Maintenance of other amenities The maintenance of equipments used for watering the plants, sewage, bore-well, gardening is done on a regular basis. The campus is equipped with safe and adequate drinking water supply. Fire extinguishers are installed in various blocks and the campus is under CCTV surveillance. Emergency Maintenance The other emergency maintenance like replacing bulbs/tube lights, repairing of water taps, cleaning of blocked drains, etc. are taken care of by the multi-tasking staff. Library Facilities As per the library policy, all bonafide students have open access to a wide range of library resources with reference to syllabus oriented courses, other books, journals, CDs and E-resources. The library facility is extended to the public provided they pay the deposit and fees to the college. In order to utilize learning resources more effectively, the library provides the following facilities: i) Reading Hall and Project room- The students and staff can avail this facility from 8:00 a.m. to 4:00 p.m. on all working days. ii) Book lending facility- Under this facility, the students can borrow two books for a period of seven days and the staff can borrow up to 20 books and retain the books till the end of the semester. Latest periodicals and question papers are issued to the students against ID cards for reference in the library premises only. iii) Reference Section- Encyclopedias, dictionaries and reference/ rare books are issued to staff and students for use in the Library.

<https://mescollege.org/wp-content/uploads/2020/02/4.4/4.4.2%20Maintenance%20of%20Infrastructure.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Merit Scholarship	85	30259
Financial Support from Other Sources			
a) National	Central Sector Scheme of Scholarships for College and University students	1	10000
b) International	Nil	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
L.I.C Agency Training	19/02/2019	25	Dr. Champa Parab, M.E.S College of Arts Commerce, Zuarinagar-Goa (08322555772)
M.E.S Entrepreneurship Hub	15/03/2019	39	Veeraj Mahatme, M.E.S College of Arts Commerce, Zuarinagar-Goa (9326109900)
Counselling Course	22/07/2018	42	Dr.Freda Pereira, M.E.S College of Arts Commerce, Zuarinagar -Goa (08322555772)
Presentation Skills and C.V. Writing	26/09/2018	74	Cedila Gomes, M.E.S College of Arts Commerce, Zuarinagar -Goa (08322555772)
Certificate Course in Written English	07/01/2019	21	Dr. Sandhya Bhandare, M.E.S. College of Arts Commerce, Zuarinagar-Goa (08322555772)
Certificate Course in Conversational Portuguese	20/08/2018	40	Efigenia Miranda, M.E.S College of Arts Commerce, Zuarinagar-Goa (08322555772)
Health and hygiene	04/03/2019	35	Dr. M.M.Mesquita (9860034535)
Health and hygiene	04/04/2019	53	Dr. M.M.Mesquita (9860034535)
Health and hygiene	24/09/2019	80	Asst. Prof. Sheryl Afonso e D'Souza (9822582022)
Quantative Methods and Basics of Econometrics	25/01/2019	10	Hussain Yasser, M.E.S College of Arts Commerce, Zuarinagar -Goa(08322555772)

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the

institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Coaching classes for entrance exam for Chartered Accountancy (CPT)	6	Nil	Nil	Nil
2018	Company Secretary (Foundation) course	5	Nil	2	Nil
2018	Coaching for Competitive Exam	56	Nil	Nil	Nil
2018	Career Counselling	Nil	83	Nil	29
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Vivo Pioneer Mobile Private Limited	60	14	HQ Hotel	4	1
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	28	B.Com.	Commerce	M.E.S College of	M.Com

				Arts Commerce, Zuarinagar	
2018	6	B.Com	Commerce	Goa University, Bambolim	M.Com
2018	3	B.Com	Commerce	Govt. College, Pernem	M.Com
2018	1	B.Com	Commerce	Mysore University	M.Com
2018	2	B.Com	Commerce	Pune University	M.Com
2018	1	B.Com	Commerce	Carmel College, Nuvem	M.Com
2018	1	B.Com	Commerce	Rosary College, Navelim	M.Com
2018	2	B.Com	Commerce	Don Bosco College, Panjim	B.P.Ed.
2018	1	B.Com	Commerce	Lexicon Mile, Pune	MBA
2018	1	B.Com	Commerce	Bangalore University	B.Ed
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
CAT	3
Any Other	2
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports 2	Institutional	345
Cultural Activities 2	Institutional	1279
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Silver	Internat	1	Nil		Madhukar

	Medal at International Level Combat Martial Art	ional			201606166	Ghogale
2018	CEM Gold Cup Winners	National	1	Nil	201810376	Ribhav Sardesai
2018	CEM Gold Cup Winners	National	1	Nil	201700423	Saesh Halarnkar
2018	Winners of Inter-Collegiate Men's Kabaddi Championship 2018-19 organised by Goa University	National	1	Nil	201603794	Foujdar Pawan and team
2018	Winners of Inter-Collegiate Men's Futsal Tournament organised by Futsal Association of Goa	National	1	Nil	201700421	Albino Michael and team
2018	Gold Medal at 26th Kyorugi & 6th Poomsae Taekwondo Championship 2018-19 organised by Taekwondo Association of Goa	National	1	Nil	201809086	Heena Shaikh
2018	Gold Medal at 26th Kyorugi & 6th Poomsae Taekwondo Championship 2018-19	National	1	Nil	201808796	Gururaj Ingale

2018	Gold Medal at 17th State Yogasana Championship 2018-19 organised by Yoga Association of Goa (Yoga Essay)	National	1	Nil	201809017	Neha Pandey
2018	Gold Medal at 17th State Yogasana Championship 2018-19 organised by Yoga Association of Goa (Artistic Yoga)	National	1	Nil	201809017	Neha Pandey
2018	Gold Medal at 17th State Yogasana Championship 2018-19 organised by Yoga Association of Goa (Suryanamaskar)	National	1	Nil	201809017	Neha Pandey

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The institution facilitates students' representation and engagement in various administrative, co-curricular and extra-curricular activities. There are established processes and norms set by the college in the formation of Students' Council and the statutory committees. Students' Council: As per the constitution of the College Council (Students' Council), the Council is formed every year. The Students' Council consists of members including the General Secretary, Ladies Representative, Class Representatives, Secretaries of various associations and scholar members. The General Secretary is the head of the Students' Council elected by the students. The girl students of the college elect the Ladies Representative. The class representatives are elected by the students of the class. The number of class representatives depends on the number of divisions in each U.G and P.G programme. This Council is formed through the elections as per the norms and guidelines of Goa University. The Principal of the college is the President. One of the senior faculties is the chairperson of the Students' Council who also acts as an advisor. College Students' Representation in University Students' Council: The students of the

college are represented as University Class Representatives (UCR) and University Faculty Representatives (UFR) as per the guidelines of Goa University. Functioning of Students' Council: After the completion of the election process of the Students' Council of the college, the Council members officially meet to discuss and plan for co-curricular and extra-curricular activities under the guidance of the chairperson of the Students' Council and the Principal. Students are represented on the following academic and administrative bodies/committees of the institution: 1. IQAC 2. Sports Advisory Committee 3. Students Grievance Redressal Cell 4. NSS Advisory Committee 5. Commerce Association 6. Economics Club 7. Psychomatrix Club 8. Sanskruti 9. Socio Study Circle 10. Entrepreneurship Hub 11. Debating Club 12. Nature Club 13. Gender Champion Cell 14. Library Committee 15. Konkani Sahitya Mandal 16. Readers Club 17. Internal Complaints Committee Administrative activities: The students shoulder administrative responsibilities in the capacity of President, Secretary, Treasurer and co-opted members in carrying out the activities of various associations /department clubs. Co-curricular Activities (Seminars/ Workshops/ Conferences): The student volunteers play an active role in the organization of sponsored seminars/ workshops/ conferences organized by various departments of the college. Extra-curricular Activities: The Students' Council organizes the following activities every year. • Inauguration of the College Council • Talent search for freshers • Debating Competition • Fun Week • Annual Day • Essay Writing • Elocution Competition • Annual Social Gathering • Annual Athletic Meet • Teacher's Day Celebration • Farewell function for final year students • Celebration of festivals. These activities provide a platform for the students to showcase their talents and develop organizational skills. The members of the College Council motivate the students to participate actively in inter-class and inter-collegiate events.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The college has an Alumni Association which is registered under the Society's Registration Act 1860 (Central Act 21 of 1860) from 18th July 2016. The Executive/Managing Committee of the Alumni Association comprises of the Chairman, Vice-Chairman, President, Vice-President, Joint Vice-President, General Secretary, Joint General Secretary, Treasurer, Joint Treasurer and co-opted members who are elected by the General Body. The tenure of the Executive/Managing Committee is three years. Support Services: The Alumni Association maintains close ties with the former students of the college and contributes towards the benefit of the students. The Alumni assists in placements of students, providing career counselling, internship and referrals for employment. Some of the alumni are the members of the P.T.A and help in the development of the institution in various ways such as: 1. Leveling of the football ground 2. Renovation of washrooms 3. Construction of footpath to Block I 4. Purchase of barcode printer cum scanner for the library 5. Sponsored LCD projectors 6. Sponsored Water Filter 7. Sewerage work 8. Construction of new soak pits 9. Provision of Dustbins 10. Sanitary pad vending machines and incinerators The alumni who are eminent personalities in their respective fields are invited by various departments of the college to share their experiences and motivate present students for higher studies. Various Departments like Commerce, Psychology, Political Science, Tourism and Travel, Konkani, Economics and Physical Education invite eminent alumni as guests, resource persons and judges for various college events and functions. The college has an Alumni Association Coordination Committee which mobilizes the participation of alumni in college activities. The college also maintains contact with its alumni through the website and social media. Financial Support: The Alumni Association sponsored student-related co-curricular

activities for the Department of Psychology-Psychobuzz for two consecutive years.

5.4.2 – No. of enrolled Alumni:

480

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

01

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

• The administration of the College functions on decentralized and participative mode. The Principal delegates responsibilities and provides operational autonomy to the Heads of Departments (HODs). They are responsible for mentoring, guiding and supervising the faculty. The faculty members conceptualize new courses and submit the proposal for approval of the Managing Committee. The College further submits the proposal of starting new courses/programmes to Goa University. The Affiliation Inquiry Committee visits the college and interacts with the Management, Principal and faculty members. Each Department prepares a budget for the academic year. It is approved by the Managing Committee. The sanctioned budget is informed to the HODs and the funds are released as and when required to organize curricular and co-curricular activities. These measures translate into decentralized governance in a large measure. • Participative management has been achieved through open discussions and deliberations of all committees like Local Managing Committee, IQAC, Examination Committee, College Council, Internal Complaints Committee, College Unfair Means Inquiry Committee and Anti-Ragging Committee. • Case Study: The Examination Committee • This Committee comprises of a chairperson and six members. The committee is appointed by Principal for a period of three years. It is in charge of all matters pertaining to B.A. and B. Com. Examinations in the college as per Goa University Ordinance OC-66 and other relevant university Circulars/Notifications. • The Committee prepares the examination time-tables, supervision charts and arrangement of blocks. It ensures and maintains safety and confidentiality of question papers, results and other data. It makes special seating arrangement for disabled students appearing for examinations. • The Committee decides the time frame for setting and submission of question papers for Intra Semester Assessment (ISA) and Semester End Examinations (SEE) for B.A. and B.Com. semesters I to IV, assessment of answer sheets and submission of marks. • In the B.B.A. programme teaching and evaluation of the course is entirely independent. Each faculty member decides the mode of delivery and methods of evaluation. Evaluation of the course is both internal and external. • The following statutory bodies are constituted as per Goa University Ordinance: College Unfair Means Inquiry Committee (CUMIC), College Grievance Committee and ISA Monitoring Committee. After declaration of results, students can raise their grievances as per the procedure set by Goa University. These committees function independently for the smooth functioning of the examination. • Case Study 2- College Council • As per the constitution of the College Council (Students' Council), the Council is formed every year. The Students' Council consists of members including the General Secretary, Ladies Representative, Class Representatives, Secretaries of various associations and scholar members. The General Secretary is elected by all students. • This

Council begins with the election process in a democratic way to elect the members for the college council. • After the completion of the election process of the Students' Council of the college, the Council members officially meet to discuss and plan for co-curricular and extra-curricular activities under the guidance of the chairperson of the Students' Council and the Principal.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> • The college is affiliated to Goa University. Many of our faculty members are members of the Academic Council, Court and Boards of Studies of Goa University. • The faculty are also members of sub-committees for the drafting of syllabi. They use their expertise in helping develop syllabi that are relevant to the needs of the times. • The institution supplements the prescribed curriculum through various value-added diploma and certificate courses which serve to enhance the knowledge and skills of the students. • Field trips and study tours are organized thereby giving students practical knowledge of the concepts taught in the classroom. • Students are encouraged to participate in co-curricular and extra-curricular activities at the institutional, state and national levels.
Teaching and Learning	<ul style="list-style-type: none"> • The institution attracts students from Goa, other states of India and abroad. Bridge courses are conducted for certain subjects at the beginning of every academic year. • The mentoring system is formalized and functioning well. Two teachers are appointed as mentors for each class, each mentoring a group of 30 students. All mentors have regular meetings with their mentees, the reports of which are submitted to the IQAC. • Student centric methods such as experiential learning, participative learning and problem-solving methodologies are used for enhancing learning. • Peer learning is considered as one of the best methods of interactive learning. This is a process wherein an academically bright student teaches a group of academically weaker students.
Examination and Evaluation	<ul style="list-style-type: none"> • On the basis of the circular

received from Goa University with respect to academic terms, the College prepares its academic calendar • The Examination Committee prepares the examination time-tables, supervision charts and arrangement of blocks. It ensures and maintains safety and confidentiality of question papers, results and other data. It makes special seating arrangement for disabled students appearing for examinations. • The Committee decides the time frame for setting and submission of question papers for Intra Semester Assessment (ISA) and Semester End Examinations (SEE) for B.A. and B.Com. semesters I to IV, assessment of answer sheets and submission of marks. • Transparency is maintained by showing the assessed answer sheets of Intra Semester Assessment (ISA) to the students.

Research and Development

- Regular meetings are held to motivate the faculty to pursue research.
- The faculty are deputed to attend seminars / workshops on research, research methodology, research tools, etc.
- Faculty development programmes and workshops are organized.
- The faculty are granted study leave to pursue research.

Library, ICT and Physical Infrastructure / Instrumentation

- The library is equipped with NEW GENLIB software 3.1.4 version. The automation of the library is completed.
- The library is a member of N-List program of INFLIBNET.
- The library facility is extended to the public.
- Under the book bank facility, books are given to the meritorious and economically backward students and to students who have enrolled for remedial coaching classes.
- The college has 40 ICT enabled classrooms with Wi-Fi facilities and sound system, seven laboratories and two seminar halls.
- The IT Labs are well equipped with computers with latest configurations.

Human Resource Management

- The governance of the college is democratic, transparent and inclusive. Experienced and qualified faculty who are actively involved at every stage in the decision making process, work hard to transform the students as true nation builders.
- The promotion of faculty members is based on Career Advancement Scheme as per the norms of UGC and statutes of Goa University. The

IQAC helps faculty members to calculate API scores mentioned in Performance Based Appraisal System (PBAS). Faculty who are due for career advancement are deputed for orientation and refresher courses so that career advancements are held on time. • Faculty members are deputed and encouraged to participate/attend workshops/seminars/courses etc.

Industry Interaction / Collaboration

- Industrial visits are organized by various departments so that students get first-hand experience and practical exposure to concepts taught in the classroom.
- Industry-based assignments are given to students.
- Guest lectures by experts from industry are organized.
- Internships are part of the curriculum of the M.Com., B.B.A. and B.B.A. (Shipping and Logistics) programmes. The B.C.A., B.Com. and B.A. students undergo internships voluntarily.

Admission of Students

- An Admission Committee coordinates the admission process.
- At M.E.S. college, students from all sections of society are granted admission. The SC/ ST/ OBC students are identified at the time of admission and are urged to avail scholarships and freeships.
- The college follows a transparent mechanism for admission to the various programmes in accordance with the norms laid down by the Directorate of Higher Education, Government of Goa and Goa University
- Students having difficulties in paying fees have the facility of paying fees on instalment basis.
- An Orientation Program for the parents/guardians of the first year students is conducted, counselling them on the right choice of subjects and briefing them on the facilities available in the college.
- International students are granted admission directly through collaboration with Indian Council for Cultural Relations (ICCR).

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Student Admission and Support	Website designed by Svastek (Deepak Agarwal: 7507549021)
Student Admission and Support	New Gen Lib-Annual Maintenance Contract- Verus Solutions Private Limited (7075824766)

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Ms. Semele Sardesai	International FDP on "Structural Equation Modelling, Mediation and Moderation Analysis" between 13th to 19th August 2018 at VIT - Vellore Institute of Technology, Vellore, Tamil Nadu	Nil	12000
2018	Ms. Semele Sardesai	National Seminar on "Consumer Behavior: Marketing Resources" between 22nd 23rd at February 2019 at Government College of Commerce and Ec onomics- Department of Commerce, Borda, Margao, Goa	Nil	1500
2018	Ms. Semele Sardesai	National Conference on "Enhancing Mental Health throughout the life span: Issues, Challenges and Interventions" between 1st and 2nd March 2019 at MES College of Arts Commerce- Department of Psycholog,	Nil	1200

		Zuarinagar Goa		
2018	Ms. Semele Sardesai	National Seminar on "The Indian Economy: Emerging Trends, Issues and Challenges" on 22nd 23rd March 2019 at Government College of Commerce and Economics- Department of Economics, Borda, Margao, Goa	Nil	1500
2018	Ms.Swati A. Shigaonker	One day National Level Faculty Enrichment Programme, Rosary College of Commerce Arts, Navelim	Nil	560
2018	Ms.Gouri K. Manerkar	Two Day International Conference on Emerging Issues and Challenges in Commerce Mgt	Nil	1500
2018	Dr.Rekha R. Gaonkar	Workshop on API on 10.04.2018	Nil	3100
2018	Dr.Cosma Fernandes	One Day Workshop on Excellence in Education through performance base appraisal system on 04.10.2018	Nil	300
2018	Mr.Sanjeev Shirodkar	One Day Workshop on Excellence in Education through performance base appraisal system on 04.10.2018	Nil	300
2018	Ms.Cedila Pereira e Gomes	International Stress Management	Nil	7650

Seminar, the
International
Stress
Management ,
Hyderabad

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Nil	10/12/2019	10/12/2019	Nil	Nil

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on Research methodology using R and Eviews	1	22/10/2018	28/10/2018	7
Refresher course in commerce, economics and management	3	26/11/2018	15/12/2018	21
Refresher course in Development Economics	1	12/11/2018	02/12/2018	21
Short term course on Research Methodology on Science organized by HRDC , Goa University	1	05/02/2019	11/02/2019	7
Short term Course on MOOCS and e-content and educational resources	1	12/03/2019	18/03/2019	7
Short term	1	19/03/2019	25/03/2019	7

course on
Gender
Sensitization

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
38	25	17	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> Loans from M.E.S. Employees Cooperative Credit Society Group insurance Speedy disbursement of governmental welfare schemes to the employees like Child Care Leave, Paternity and Maternity leaves, study leave and sabbatical leave. 	<ul style="list-style-type: none"> Loans from M.E.S. Employees Cooperative Credit Society Group insurance Concession in tuition fees for children studying in the college 	<ul style="list-style-type: none"> Freeships to students whose family income is less than Rs.2,50,000/- per annum. Scheduled Tribes and Scheduled Castes with an annual income of less than Rs. 2,00,000/- per annum and OBC with an income of less than Rs. 1,00,000/- per annum Merit scholarships are awarded to students who score highest marks in the concerned subjects Student Aid Fund for needy and poor students Student Education Fund for needy students. Contributions are made by faculty. Book Bank scheme at no cost is available for meritorious, economically backward and minority students for the entire academic year

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

• The College conducts internal and external financial audits regularly. The Internal audits are carried out on an annual basis whereas the external audits are carried out as decided by the Government of Goa. • The Internal Audit is carried out under a competent auditor who is appointed by the Governing Body of the College. The internal auditor looks into the financial matters of the institution and ensures transparency in utilization of various grants and fees received by the College from different stakeholders. • The external / statutory audit is carried out by Government auditors appointed by the Department of Higher Education, Government of Goa. The external / statutory audit has been completed up to the financial year 2011-12. The process of internal auditing of 2018-19 is in progress. The institution has been conducting regular external financial audit. The College Accountant prepares financial and other statements and supporting documents for the financial audit under the guidance of the

Internal Audit Committee and presents it to a certified Chartered Accountant for audit and certification. Due to the regular internal financial audit carried out by the college, it is able to reduce the queries raised by the external / statutory audit carried out by Government auditors. • The accountant of the College maintains regular communication with the Auditor to clarify any queries on various aspects of the statement of accounts. Any clarification on queries raised is sorted out by the Principal and Managing Committee with the accountant.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Temptation, Vasco	5000	Psychozest
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Goa University	Yes	External experts were appointed by the College
Administrative	Nill	Nill	Nill	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Levelling of the ground: The Parent Teacher Association (PTA) has undertaken the work of levelling of the mini ground in the college campus. The PTA is of the strong opinion that during free time in the college, students should be involved in some physical activities for their development. Hence the development of the mini ground would play a significant role in engaging the students in physical activities 2. Purchase of two LCD projectors: This was done to enhance teaching-learning in the college. 3. Sewerage work: Under sewerage work, the existing sewerage tank was cleared and a new soak pit has been constructed

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. The College approached the State Government and other funding agencies for improving the facilities including physical infrastructure: The Government of Goa actively funds higher education in the state and has always permitted recruitment of staff and faculty as per the needs. It also ensures that government aided colleges receive salary and non-salary grants on time. The non-salary grants received by the college are used for the maintenance, renovations, repairs and purchases. The 'Forum of Principals and the Representatives of Managements of non-government colleges of Goa', actively discusses and resolves issues related to higher education, with the Directorate of Higher Education. The long standing demand of the Association, to increase

the non-salary grants has been accepted by the State Government. As a result, the College is eligible to receive ₹ 45,00,000 annually as against ₹ 20,00,000 in 2018-19 and earlier. In addition to the eligible non-salary grants, the college can prepare a proposal to improve the facilities in the college and approach the Directorate for additional funds. In the year 2013, the Government of India implemented a Centrally Sponsored Scheme (CSS) known as RUSA. A sum of ₹ 2,00,00,000 was sanctioned and released to the college, in 2015, under the component 'Infrastructure grants to Colleges' for repair and renovation, purchase of equipment and new construction. As a result, the college constructed five class rooms, renovated washrooms and canteen, purchased CCTV surveillance and computers. The Management of the college approached a Philanthropist to build an infrastructure to accommodate self-financed UG and PG programmes and received funding of ₹4,00,00,000.

2. Strengthening of Research: Teachers are motivated and guided to pursue their research and register for Ph.D. programme. At present fifteen faculty members have Ph.D. degree, one faculty will soon be awarded the Ph.D. degree and thirteen faculty members have already registered for Ph.D. programme. The College has two research centres in two subjects, in Sociology and in Economics. Two faculty members are recognized by Goa University as guides for Ph.D. Two students have registered for Ph.D., one in each subject.

3. Use of ICT in teaching learning: Innovative teaching- learning methods have been adopted such as flipped classrooms, experiential learning and peer learning. All classrooms are equipped with LCD projectors and speakers thereby enabling teachers to show audio-visual presentations to students. The faculty make use of google classroom. With this method of teaching, teachers can create sessions, distribute assignments, grade and send feedback, online.

4. Academic Audit for the B.A and B.Com. programmes was initiated with the objective of improving the quality of teaching-learning-evaluation.

5. Institutionalization of feedback from stakeholders(Students,Alumni and Parents)

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Bridge Course in Economics	09/07/2018	09/07/2018	17/07/2018	19
2018	Bridge Course in Commerce	25/06/2018	25/06/2018	30/06/2018	9
2018	Bridge Course in Psychology	23/07/2018	23/07/2018	30/07/2018	26
2018	Bridge Course in Sociology	16/07/2018	16/07/2018	27/07/2018	9
2018	Diploma in Counselling techniques	11/07/2018	11/07/2018	07/04/2019	42

2018	Workshop on 'Intellectual Property Rights: Ethics in Academic writing/ Avoiding Plagiarism and Use of MS Word in Academic Writing'	16/10/2018	16/10/2018	16/10/2018	54
2018	Financial literacy Programme	03/02/2019	03/02/2019	24/02/2019	14
2018	Certificate Course in written communication	07/01/2019	07/01/2019	04/04/2019	21
2018	Certificate course in Practical Banking	08/02/2019	08/02/2019	30/03/2019	112
2018	Certificate Course in Spoken Portuguese	20/08/2018	20/08/2018	10/03/2019	40
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Workshop on Gender Sensitization on the topic PURPLE CAMPAIGN	08/09/2018	08/09/2018	41	19
Workshop on Gender Roles	17/12/2018	17/12/2018	11	9
Celebration of International Women's Day	08/03/2019	08/03/2019	3	2

Session on "Gender trouble in everyday life"	30/03/2019	30/03/2019	15	10
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	No	Nil
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	5	2	08/03/2019	1	Visit to Tulip Pharmaceutical	Skill Enhancement	19
2018	Nil	Nil	03/03/2019	1	Visit to IFB industries Verna Goa	Industrial Visit	44
2018	Nil	Nil	21/12/2018	26	Athletics Kabaddi Training sessions on Beach	Training sessions	61
2018	Nil	Nil	15/12/2018	1	Visit to Hotel Planet Hollywood	Hospitality and Accommodation	30

2018	Nill	Nill	02/03/2019	1	Visit to Bhagawan Mahaveer Wild Life Sanctuary	Forest as a Tourism product	43
2018	Nill	Nill	03/02/2019	21	Visit to Adopted Village	Financial Literacy	8
2018	Nill	Nill	07/02/2019	2	Use of college playground by Airway Public School, Zuarinagar	Provision of infrastructure for sports practice	20
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for teachers and Students	19/06/2018	https://mescollege.org/wp-content/uploads/2020/01/MES-college-of-arts-and-commerce-code-of-conduct.pdf

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2018	15/08/2018	264
Celebration of Anti Narcotics Week	30/07/2018	30/07/2018	128
Celebration of Goa Liberation Day	19/12/2018	19/12/2018	264
Shramadan on the day of Gandhi Jayanti	02/10/2018	02/10/2018	454
Rally on Swachatha	02/10/2018	02/10/2018	178
Watershed Management Activities, de-silting, repairing and cleaning of Ponds in Morpirla Village	12/10/2018	12/10/2018	79
Blood Donation Camp	23/07/2018	23/07/2018	101
Visit to old age home	03/10/2018	03/10/2018	20

Training program on junior traffic inspector	15/01/2019	15/01/2019	18
Beat the plastic-Anti pollution drive	25/09/2018	25/09/2018	117
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Water filters have been installed to reduce the use of mineral water bottles.
- In the canteen beverages like tea/coffee are served either in ceramic cups or else it is served in paper cups.
- Filter water is served in steel bottles and glasses
- Students are made aware of the harmful effects of using plastic.
- Signboards indicating that the campus is plastic-free have been placed at strategic points.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 1

1. Title of the Practice: Go- Green Initiative

2. Objectives of the Practice The 'Go-Green' initiative at M.E.S. College of Arts and Commerce, Zuarinagar, Goa, aims at arriving at a culture of environmental conservation in and around the campus by sensitizing students and faculty to conserve natural resources through recycling and energy conservation.

3. The Context The challenging issues that needed to be addressed in designing the 'Go Green' initiative were as follows:

1. Motivating students to become a part of the cause
2. Efficient usage of rain water harvested
3. Converting the waste into a resource
4. Motivating people from surrounding areas to use the vermin compost generated by us
5. Dedication of manpower to ensure cleanliness on the campus

4. The Practice The 'Go Green' initiative at M.E. S. College Campus promotes sustainable and eco-friendly practices in the campus. Some of the initiatives taken in this direction are as follows:

1. Vermicomposting: The College has a vermicomposting unit which is in operation since March 2008. Dry leaves and kitchen waste from the canteen are collected and are placed in the vermi composting unit which has two chambers.
2. Roof top rainwater harvesting project: The Roof top rainwater harvesting project has been in operation since July 2008. The pipeline has been laid from the roof of one of the buildings which is connected to the sump, which is further connected to the bore well. The sump capacity is 15,625 ltrs. The financial assistance has been provided by the Department of Science and Technology, Government of Goa.
3. Creating Environmental awareness through 'Kasturi' Lecture Series: With a view to create an awareness among students and staff of the college as well as people living in the neighborhood about environmental and social issues, The Foundation For Environment Research and Conservation (FERC) in association with Murgaoon Education Society, has started a monthly lecture series, named, "Kasturi" in memory of Dr. Kasturi Desai, an eminent botanist and environmentalist from Goa.
4. Tree plantation drive: The College organizes 'Vanamohotsav' every year in collaboration with Lions Club of Vasco da Gama, Lions Club of Cortalim, and/or NGOs. Plants like Imli, Jamun, mango and such seasonal trees have been planted over the years.
5. Dry Waste management: There are dustbins situated across the campus. The dry waste is then segregated into three categories, namely, paper and cardboard, plastic and glass and metal. The College has tied up with Goa Waste Management Corporation for recycling.
6. Recycling of paper: The Resource Management Cell has launched the project 'Re Paper' bin wherein waste paper generated at various points on the campus is collected by the daily wage workers, stored and then sent for recycling.
7. Energy conservation and efforts towards reducing carbon footprint: The College has installed LED bulbs and

tubelights in the classrooms and corridors. 5. Evidence of Success 1. The vermicomposting unit generates about 1500 kg of vermicompost per year which is sold at ₹ 15 per kg to the college staff and people from the neighbourhood. 2. The roof top rainwater harvesting project has been beneficial as it has augmented our water supply since ground water is being recharged. The approximate water harvested is 1,072,000 ltrs per year. 3. Creating environmental awareness among the community by inviting the public to attend the 'Kasturi' Lecture series will go a long way in achieving environmental sustainability. 4. Increasing number of trees are planted every year. 5. Recycling of paper has been a success. The paper collected is being sent to Ms.

Roshan Bandekar, an entrepreneur who owns a unit making bags, envelopes, etc. from handmade paper. The paper collected from M.E.S. College is being used to make gift bags. 6. Dry waste segregation is beneficial for recycling. 6. Problems Encountered and Resources Required At times, there is not enough demand for the vermicompost and the same has been distributed freely to the people from the neighbourhood. As far as rainwater harvesting is concerned, the percolation of water into the soil is difficult as the land is very rocky.

Hence, it is a difficult task to recharge the ground water As far as tree plantation is concerned, we have to use JCB machines to dig the pits. We cannot dig the pits manually due to the extremely rocky terrain. This involves an additional cost. We have been undertaking these practices with the existing manpower. Inadequate human resources are a challenge. BEST PRACTICE 2

1. Title of the Practice: Peer learning 2. Objectives of the Practice The main objective of peer learning is to make the students understand the concepts thoroughly. In this mode of learning, students interact with their peers and learn from each other without any supervising authority. In such an environment, learning takes place at the student's level and discussions are held without any fear of judgment. Therefore our institution has given top priority to peer learning as one of the methods of teaching and learning. The intended objectives of peer learning are 1. To provide the students free and conducive learning environment 2. To make the students understand subject/concepts 3. To improve the academic performance of students 3. The Context The issues that needed to be addressed were 1. Identifying the students/advanced learners having good subject knowledge to teach the peers. 2. Motivating the slow learners to approach voluntarily so as to be guided by the advanced learners. 3. Identifying the courses for which peer learning needs to be introduced. 4. Creating a monitoring mechanism for peer learning. 5. Establishing a mechanism to assess the end result of peer learning. 4. The Practice • Peer learning has been considered as one of the methods of interactive learning. This is a process wherein an academically bright student teaches a group of academically weaker students. Students learn a great deal by sharing their ideas with others and participating in activities as they get an opportunity to learn from their peers. Further they develop skills in learning activities, working collaboratively with others, giving and receiving feedback and evaluating their own learning . • Peer learning involves sharing of knowledge, ideas and experience between the participants. It can be described as a way of moving beyond independent to interdependent or mutual learning . • The teaching methodology of peer learning has been practiced in our institution as one of the effective ways to help undergraduate students understand concepts more clearly and enhance their knowledge about the subject. • Peer learning has been going on informally at M.E.S. College for several years. As per the recommendations and decisions taken by the IQAC, peer learning was formalized in the year 2017-18. • To begin with, students were briefed about the purpose of this teaching methodology, wherein the advanced learners will teach slow learners . • Teachers conducted a basic test (objective type/concepts/brief answers, etc) in their respective course/paper. This has been considered as one of the ways to identify the advanced learners and slow learners. • In certain courses, advanced learners were identified by the teachers, while in others,

4. The Practice • Peer learning has been considered as one of the methods of interactive learning. This is a process wherein an academically bright student teaches a group of academically weaker students. Students learn a great deal by sharing their ideas with others and participating in activities as they get an opportunity to learn from their peers. Further they develop skills in learning activities, working collaboratively with others, giving and receiving feedback and evaluating their own learning . • Peer learning involves sharing of knowledge, ideas and experience between the participants. It can be described as a way of moving beyond independent to interdependent or mutual learning . • The teaching methodology of peer learning has been practiced in our institution as one of the effective ways to help undergraduate students understand concepts more clearly and enhance their knowledge about the subject. • Peer learning has been going on informally at M.E.S. College for several years. As per the recommendations and decisions taken by the IQAC, peer learning was formalized in the year 2017-18. • To begin with, students were briefed about the purpose of this teaching methodology, wherein the advanced learners will teach slow learners . • Teachers conducted a basic test (objective type/concepts/brief answers, etc) in their respective course/paper. This has been considered as one of the ways to identify the advanced learners and slow learners. • In certain courses, advanced learners were identified by the teachers, while in others,

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advanced learners voluntarily agreed to help their peers. • Generally, an advanced learner was assigned a group of five or less than five slow learners. The number of advanced learners varies between 1-4 or even more per class. • The advanced learners were given appreciation certificates at the end of the academic year. 5. Evidence of Success 1. Peer learning has been found to be useful as it helps the students to develop their independence as learners and to share their knowledge with their peers. 2. There has definitely been a positive outcome. Students of Semester I, II, III and IV have benefited in terms of better results. Some students who were tutored by advanced learners in Semester V and VI have pursued higher education. A total of 162 advanced learners, were given appreciation certificates at the end of the academic year. 6. Problems Encountered and Resources Required The problems encountered in peer learning are: 1. There are time constraints in scheduling the peer learning class as all students in the group may not be available at the same time. 2. Some of the slow learners were hesitant of being taught by their own peer. 3. Some of the advanced learners have the subject knowledge but lack the ability to transfer this knowledge to their peers. 4. The advanced learners faced the problem of teaching their peers since the levels of understanding and grasping concepts differed from peer to peer.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

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

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Murgaon Education Society (M.E.S.) was established in 1971 with a mission to provide access to higher education, to the youth residing in and around Mormugoa Taluka. In line with its vision of, 'serving the society, the college provides higher education, giving equal opportunity to all students seeking admission in our college. The college lays emphasis on the educational needs of economically backward class and deprived communities belonging to SC/ST/OBC categories. Many of the students are first-generation learners belonging to the socially and economically backward sections of the society. The institution strives hard to support students who are financially weak through Students Education Fund created by the faculty and Students Aid Fund. The institution believes that a higher education institution cannot remain as an ivory tower instead, the institution must serve the community around it. In pursuance of this philosophy, the college has undertaken several extension activities for the benefit of the people in the surrounding community such as • Organising blood donation camps • Conducting anti-plastic awareness drive • Distribution of cloth bags in the local festival and to the shop keepers in the surrounding areas • Adoption of village (Zari and Sancoale village) • Financial literacy programmes in vernacular languages • Sharing of the college resources with the surrounding community (hall, sports ground, library, etc) • Celebration of the 'Joy of Giving' week, wherein household articles, clothes, grocery, etc. are donated to the needy people with the help of NGOs • Awareness drive on voters rights and the election process in the nearby villages • Collection of funds for the victims of national disaster • Provision of college infrastructure for the conduct of state/central examinations is done free of cost These experiences have enriched education, research and inculcate the values of community development, spiritual values, transparency and have spread the light of knowledge in society. B. A. TOURISM AND TRAVEL Recognizing the importance of tourism and travel for the Goan economy, the institution identified an undergraduate programme in tourism and travel took initiative to start tourism

and travel as a vocational course under UGC in 1993, which later fledged into a full-fledged programme. Tourism and Travel, an innovative programme, was started to facilitate manpower for tourism industry in Goa with very good placement opportunities. Some of the students choose to pursue higher education while some have become entrepreneurs in the field of tourism. B. B. A. SHIPPING LOGISTICS To cater to the requirements of the Shipping and Logistics industry, M.E.S. College introduced B.Com (Shipping Management) which was initially funded by UGC for five years and is currently running as self-financed programme as Bachelor of Business Administration (Shipping Logistics). It is the first undergraduate programme in India which addresses the commercial and managerial side of the shipping industry preparing the students for global carriers. The three years bachelors' degree programme with practical exposure provides training as well as excellent job opportunities to the students at both national and international level.

Provide the weblink of the institution

<https://mescollege.org/wp-content/uploads/2020/02/7/Criterion%207/7.3.1%20Institutional%20Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

The plans of action for the next academic year (2019-20) are as follows: 1. The IQAC will be organizing a workshop on 'Preparing Learning Outcomes' for the faculty. The main purpose of this workshop is to understand clearly the process of preparing learning outcomes for courses/programmes. Dr. N. N. Sawant, Principal, Parvatibai Chowgule College of Arts and Science(Autonomous), Margao, will be the resource person for this workshop. 2. As part of the Memorandum of Understanding with Parvatibai Chowgule College of Arts and Science(Autonomous), Margao, faculty exchange programmes and student exchange programmes will be organized. 3. Bridge courses in Commerce, Economics and Psychology will be conducted in June/July 2019. 4. The following certificate courses are planned: (i) Practical Banking - Department of Economics (ii) Basics of Econometrics- Department of Economics (iii) Banking and Finance- Department of Commerce (iv) MS Excel in Accounting and Taxation- Department of Commerce (v) Tally ERP 9 with GST- Department of Commerce 5. The Diploma Course in Counselling Techniques will be conducted by the Department of Psychology. 6. Assoc. Prof. Sandeep Kadam, Head, Department of Information Technology, will be orienting B.A. and B.Com. students on the SWAYAM courses. 7. The following workshops will be organized: (i) Workshop for students on Leadership and Personality Development- Department of Commerce (ii) Workshop on Filing of GST Returns- Department of Commerce (iii) Workshop for students on Research Methodology and writing of research paper- Department of Commerce (iv) Workshop for 3 days on Therapies in Addiction Management- Department of Psychology 8. The following student enrichment programmes will be organized: (i) Commerce Fiesta (Institutional Level)- Department of Commerce (ii) Psychozest(State level)- Department of Psychology (iii) Socio- Expressions (State level)- Department of Sociology (iv) Ecofest (State level)- Department of Economics