

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
***(For Affiliated/Constituent Colleges)***

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**AQAR for the year : 2019-20**

**Data of the Institution**

*(data may be captured from IIQA)*

1. Name of the Institution: Narayan Zantye College of Commerce

- Name of the Head of the institution : Shri Rajesh Amonkar
- Designation: Officiating Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 0832-2361377 / 0832-2363769
- Mobile no: 9823618272
- Registered e-mail: zantyeedu@rediffmail.com
- Alternate e-mail : nzcciqac@gmail.com
- Address : VATHADEV, SARVAN
- City/Town : BICHOLIM
- State/UT : GOA
- Pin Code : 403 529

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women : Co-education
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing  
(please specify) Grants-in aid / UGC 2f and 12 (B) / Self financing
- Name of the Affiliating University: Goa University
- Name of the IQAC Co-ordinator : Dr. Jhimli Adhikari

- Phone no. : 9423314974

Alternate phone no.0832-2363769

- Mobile:
- IQAC e-mail address: nzcciqac@gmail.com
- Alternate Email address: prin.zantye@gmail.com

3. Website address: [www.zantyecollege.ac.in](http://www.zantyecollege.ac.in)

Web-link of the AQAR: (Previous Academic Year):

[https://zantyecollege.ac.in/uploads/config\\_docs/AQAR--2018-19-.pdf](https://zantyecollege.ac.in/uploads/config_docs/AQAR--2018-19-.pdf)

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

4. Whether Academic Calendar prepared during the year? Yes

Yes / No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink:

[https://zantyecollege.ac.in/uploads/config\\_docs/Academic-Calendar-2019-20.pdf](https://zantyecollege.ac.in/uploads/config_docs/Academic-Calendar-2019-20.pdf)

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B	2.76	2015	from: 14/09/ 2015 to: 13/09/2020
2 <sup>nd</sup>				from: to:
3 <sup>rd</sup>				from: to:
4 <sup>th</sup>				from: to:
5 <sup>th</sup>				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 25/06/2013

7. Internal Quality Assurance System

7.1 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
1. Green Audit	March, 2019	<b>Institute</b>
2. Regular meeting of IQAC	2 <sup>nd</sup> July, 2019	<b>13</b>
3. AQAR (2018-19)	12 <sup>th</sup> , September, 2019	<b>All teachers</b>
	14 <sup>th</sup> , September, 2019	<b>All teachers</b>
	16 <sup>th</sup> , September, 2019	<b>All teachers</b>
	18 <sup>th</sup> September, 2019	<b>All teachers</b>
	19 <sup>th</sup> September, 2019	<b>All teachers</b>

4. Regular meeting of IQAC	30 <sup>th</sup> October, 2019	<b>14</b>
5. Participation in NIRF Rankings 2019	27 <sup>th</sup> November, 2019	<b>Institute</b>
6. Draft Strategic plan of college up to year 2025	9 <sup>th</sup> November, 2019	<b>Institute</b>
7. LCD presentation of final AQAR (2018-19)	5 <sup>th</sup> , Dec, 2019	<b>All teachers</b>
	6 <sup>th</sup> , Dec, 2019	<b>All teachers</b>
	7 <sup>th</sup> , Dec, 2019	<b>All teachers</b>
	10 <sup>th</sup> Dec, 2019	<b>All teachers</b>
	11 <sup>th</sup> Dec, 2019	<b>All teachers</b>
8. Internal audit done by Chartered Accountant	7 <sup>th</sup> Aug, 2020	<b>Institute</b>
9. Govt. audit (Financial and Administrative) done for year 2011-12 to 2017-18 by DHE, Govt. of Goa	9 <sup>th</sup> Sept, 2019 to 4 <sup>th</sup> Oct, 2019	<b>Institute</b>
10. Feedback from Parents	28 <sup>th</sup> Feb, 2020	All parents of FY, SY and TY B. Com students

**Note: Some Quality Assurance initiatives of the institution are:**

*(Indicative list)*

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

**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
<b>Narayan Zantye College</b>	-	-	-	<b>NIL</b>

**9.** Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **Yes**

\*upload latest notification of formation of IQAC: **Yes**

**10.** No. of IQAC meetings held during the year: 05

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

Yes/No: **Yes**

(Please upload, minutes of meetings and action taken report)

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

If yes, mention the amount: NA Year: NA

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

- College website is revamped and the site can be accessed through smart phone. College Facebook and Twitter account is created and connected to college home page.
- College has participated in NIRF (2020) ranking on 27<sup>th</sup> Nov. 2019
- Computer Training Programme is conducted for Office Staff
- MOU is signed with Skills World, Mapusa to conduct activities in the areas of computer education, training and conducting of Certificate Courses
- Conducted Faculty Development Programme on “On Line Teaching Tools” for Teaching staff
- College ranked 47 (at national level) and 9 (at state level) from survey done by Education World: The Human Development Magazine, April, 2020 issue (scored 489 out of 700)

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

Plan of Action	Achievements/Outcomes
1. Planning of activities for the academic year	The implementation of action plans are reviewed in the subsequent meetings.
2. Periodic meetings with staff members are conducted to decide the activities for the academic year	Calendar of activities are printed in prospectus / diary, uploaded in website. Activities were conducted by committees as per plan
3. Organised institutional programs on quality in higher education	1. State Level Seminar on “Intellectual Property Rights – Issues, Challenges and Opportunities” on 11 <sup>th</sup> February, 2020 for faculty 2. FDP programmes for Teachers on “ON-LINE Teaching Tools”, from 11 <sup>th</sup> June to 20 <sup>th</sup> June 2020 3. Webinar on the topic “Academic Publishing” for the faculties on 25 <sup>th</sup> April, 2020 4. All Goa Research Paper Competition “Anusandhaan-VI” for PG Level students on 15 <sup>th</sup> Feb, 2020
4. Organised Administrative Activities	Computer Training Programme conducted for Office Staff from 17 <sup>th</sup> Feb, 2020 to 25 <sup>th</sup> Feb, 2020
5. Organised Cultural Activities	State level cultural programme for College students “Equinox”, 16 <sup>th</sup> -18 <sup>th</sup> Dec. 2019

6. Alumni	1. Alumni Association is registered (122/Goa/2020) on 8 <sup>th</sup> July, 2020 2. Alumni meet on 15 <sup>th</sup> Dec. 2019
7. Newsletter	1. Released “ <b>Souvenir</b> ” on the occasion of silver Jubilee celebration 2. All the activities of Institution are published periodically on in-house quarterly Newsletter “ <b>Pratibimb</b> ” 3. In-house Newsletter “ <b>GyanGranth</b> ”
8. Organised Social Outreach Activities	Social outreach programme is conducted through NSS, Rotaract and PTA activities throughout the year.

14. Whether the AQAR was placed before statutory body? Yes /No: **Yes**

Name of the Statutory body: Local Managing Advisory Committee

Date of meeting(s): 22/10/2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes / No: **No**

Date: -NA

16. Whether institutional data submitted to AISHE: Yes/No: **Yes**

Year: 2019-20

Date of Submission: 23/01/2020

17. Does the Institution have Management Information System?

Yes : **Yes** No: -

If yes, give a brief description and a list of modules currently operational. (Maximum 500 words)

Management Information Systems is operative in the college. The MIS pervades the following areas of institutional activities:

- SMS and WhatsApp messages are used to send important notifications to different stakeholders of the college
- Online registration of F.Y.B. Com and M. Com part-I students on Goa University portal
- Online students’ feedback on teacher’s performance is collected through Google form
- Payment of RUSA scheme was made through PFMS and data was uploaded on Fund Tracker App
- College uses Examination software for preparation of results and marksheets of the students
- Administrative department is fully computerized
- Display of all important notifications and other information near entrance of the college and library through Digital Display system.
- Library uses MIS services to generate reports on Books, Journals, Magazines, Project report issued and returned. It also generates the reports and statistics of visitors.

## **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

Narayan Zantye College of Commerce is affiliated with Goa University, Taleigao – Plateau, Goa. The college follows the curriculum designed by the University. The college offers UG and PG programs keeping in intellect the objectives and goals of the college.

The college plans a scholastic calendar that indicates the term of the semester, the date of commencement, and the conclusion of the semester. Both UG and PG programs offered by the college have a semester framework. The Head of the department submits a workload articulation at the start of each semester. The below mentioned initiatives are taken by the college for curriculum planning and development:

- CBCS model is implemented as per the guidelines of the Goa University.
- Time Table is prepared considering the weightage given for each paper and the number of hours allotted as per university norms.
- Teachers are provided with the individual ‘Teachers Diary’ in which every teacher maintains the records about curricular and non-curricular activities conducted during the semester.
- Semester wise teaching plans are prepared by the faculty members in their respective subjects.
- Wi-Fi empowered campus and internet facility is provided to students and teachers in the library.
- The College has a well-equipped e-library.
- Books, journals etc. are made available in the library as per the changes in syllabi every year
- The college also has ICT enabled classrooms.
- Smart projectors are installed in the classrooms for effective Teaching - Learning process.
- To provide practical exposure to the students, workshops, Seminars and Guest Lectures are organized.
- Interdisciplinary Certificate Courses are conducted for developing the soft skills of the students.
- Faculty Development Programs are organized to offer procedural and practical support to teachers for translating curriculum and improving teaching.
- Textbooks and Reference books are published by the faculty members as per the upgradation in the syllabi.
- Research papers are published by the faculty members in National and International reputed journals.
- A continuous evaluation is maintained throughout the year using online and offline modes by conducting written ISA tests and employing learner centric techniques such as web related assignments, peer learning, group discussion, case studies, projects, group assignments etc.
- The teacher mentors 30 students (Approximately) on academic and personal issues, to strengthen the bond between teachers and students, which leads to a better learning atmosphere and improve their performance.
- Both, the UG and PG department of the college organizes lectures and talks by inviting experts from Industrial sector and Entrepreneurs.

- Industry visits are organized periodically to strengthen the academic – industry interface. Project Study based on the topics related to Industrial organisations, Banks, Insurance companies and other institutions are undertaken to give opportunity to the students to interact with practical aspects of industry.

#### 1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	Focus on employability/ entrepreneurship	Skill development
1) Practical Banking	—	11/11/2019 To 27/11/2019 (30 Hours)	Employment in Banks	Enhances skills to answer competitive examinations
2) GST using Tally ERP 9	—	20/12/2019 To 31/12/2019 (30 Hours)	Self employment may be encouraged	Develops skill of computing GST using Tally software
3) Computerised Accounting and Inventory –Tally ERP 9	—	11/11/2019 To 06/12/2019 (40 Hours)	Employment in industry or Self-employment.	Develops skill of accounting using Tally software
4) Enhancing entrepreneurial skills among youth	—	16/01/2020 To 22/01/2020 (30 Hours)	Promotes self-employment.	Enhances entrepreneurial skills.

#### 1.2 Academic Flexibility

##### 1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
<b>B.Com. (CBCS)</b>		<b>T.Y.B.Com. Semester V (CBCS)</b>	
		CC- 15 Industrial Management - <b>UCOC111</b>	<b>17/6/2019</b>
		CC – 16 Indian Monetary and Financial System - <b>UCEC103</b>	<b>17/6/2019</b>
		DSE 1 Accounting Major 1 - Income Tax and GST - <b>UCOD101</b>	<b>17/6/2019</b>
		Cost Accounting Major 1 – Cost Accounting I - <b>UCOD102</b>	<b>17/6/2019</b>
		Business Management Major I – International Marketing Management - <b>UCOD103</b>	<b>17/6/2019</b>
		DSE 2 Accounting Major II – Auditing - <b>UCOD105</b>	<b>17/6/2019</b>
		Cost Accounting Major II – Cost Accounting II - <b>UCOD106</b>	<b>17/6/2019</b>
		Business Management Major II– Retail Management Strategies - <b>UCOD107</b>	<b>17/6/2019</b>
		DSE 3 Accounting Major III – Government Accounting - <b>UCOD109</b>	<b>17/6/2019</b>

		Cost Accounting Major III – Techniques of Costing - <b>UCOD110</b>	<b>17/6/2019</b>
		Business Management Major III – Advertising Management - <b>UCOD111</b>	<b>17/6/2019</b>
		DSE 4 Accounting Major IV – Financial Reporting - <b>UCOD113</b>	<b>17/6/2019</b>
		Cost Accounting Major IV – Management Accounting - <b>UCOD114</b>	<b>17/6/2019</b>
		Business Management Major IV – Service Marketing - <b>UCOD115</b>	<b>17/6/2019</b>
		<b>T.Y.B.Com. Semester VI (CBCS)</b> CC- 17 Human Resource Management - <b>UCOC112</b>	<b>17/6/2019</b>
		CC – 18 International Economics - <b>UCEC104</b>	<b>17/6/2019</b>
		DSE 5 Accounting Major V – Advanced Company Accounts - <b>UCOD117</b>	<b>17/6/2019</b>
		Cost Accounting Major V – Advanced Cost Accounting I - <b>UCOD118</b>	<b>17/6/2019</b>
		Business Management Major V– Financial Management II - <b>UCOD119</b>	<b>17/6/2019</b>
		DSE 6 Accounting Major VI – Accounting I - <b>UCOD121</b>	<b>17/6/2019</b>
		Cost Accounting Major VI – Cost and Management Audit - <b>UCOD122</b>	<b>17/6/2019</b>
		Business Management Major VI – Strategic Management - <b>UCOD123</b>	<b>17/6/2019</b>
		DSE 7 Accounting Major VII – Accounting II - <b>UCOD125</b>	<b>17/6/2019</b>
		Cost Accounting Major VII – Advanced Cost Accounting II - <b>UCOD126</b>	<b>17/6/2019</b>
		Business Management Major VII – Supply Chain and Logistics Management - <b>UCOD127</b>	<b>17/6/2019</b>
		DSE 8 Accounting Major VIII – Corporate Accounting and Tax Planning - <b>UCOD129</b>	<b>17/6/2019</b>
		Cost Accounting Major VIII – Advanced Management Accounting - <b>UCOD130</b>	<b>17/6/2019</b>
		Business Management Major VIII – Brand Management - <b>UCOD131</b>	<b>17/6/2019</b>
		DSE 9 Project - <b>UCOP101</b>	<b>17/6/2019</b>

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	UG	PG	Date of implementation of CBCS/Elective Course System	UG	PG
B.Com.	Yes	-	17/6/2019	From 2017-18 Semester I & II From 2018-19	—



				Semester III & IV From 2019-20 Semester V & VI	
M.Com.	-	Yes	12/6/2019	—	From 2016
<b>1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year</b>					
No of Students	Certificate Courses				Diploma Courses
47	Practical Banking				—
29	GST using Tally ERP 9				—
37	Enhancing entrepreneurial skills among youth				—
07	Computerised Accounting and Inventory –Tally ERP 9				
<b>1.3 Curriculum Enrichment</b>					
<b>1.3.1 Value-added courses imparting transferable and life skills offered during the year</b>					
Value added courses		Date of introduction		Number of students enrolled	
<b>Workshop on Blogging</b>		18/1/2020		180	
<b>Seminar on Union Budget</b>		15/2/2020		33	
<b>Vedic Mathematics</b>		13 <sup>th</sup> & 14 <sup>th</sup> March 2020		43	
<b>1.3.2 Field Projects / Internships under taken during the year</b>					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
B.Com Internship			10		
T.Y. B.Com. Projects			124		
M.Com. Dissertation			09		
M.Com. Internship			Nil		
<b>1.4 Feedback System</b>					
<b>1.4.1 Whether structured feedback received from all the stakeholders.</b>					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	Yes	Yes	Yes	
<b>1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (Maximum 500 words)</b>					
<p>Our college involves students in the review and quality improvement of the teaching learning process. Feedback pertaining to the use of student-centric methods, such as experiential learning and problem solving methodologies is obtained for enhancing learning experiences of the students. Feedback is collected from students to improve the overall quality of the course. The feedback taken is maintained by the office in a separate feedback file. The feedback collected is discussed by the Principal, the concerned faculty, Head of the Department and the IQAC Co-ordinator. Suggestions given by the stakeholders are used for improvement of teaching methodology and the course delivery.</p> <p>Feedback also helps the institution to identify the strengths and weaknesses in the curriculum and encourages the institution to overcome them.</p> <p>The feedback collected is analysed and discussed with the teaching faculty and suggestions received are used for improving the overall teaching – learning experience in the institution.</p>					

<b>Criterion II - Teaching, Learning and Evaluation</b>						
<b>2.1 Student Enrolment and Profile</b>						
<b>2.1.1 Demand Ratio during the year</b>						
Name of the Programme	Number of seats available			Number of applications received	Students Enrolled	
<b>B.Com</b>						
F.Y.	180+18=198			246	198	
S.Y.	180+18=198			180	180	
T.Y.	180+18=198			124	124	
<b>M.Com</b>						
Part I	40			21	16	
Part II	40			25	25	
<b>Ph. D.</b>						
6			6	6		
<b>2.2 Catering to Student Diversity</b>						
<b>2.2.1. Student - Full time teacher ratio (current year data)</b>						
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses	
2019 - 2020	502	41	18	02	02	
<b>2.3 Teaching - Learning Process</b>						
<b>2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)</b>						
Number of teachers on roll	Number of teachers using ICT ( <i>LMS, eResources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used	
29	29	LCD Projectors and Screens, Computers, Laptops, Smart projectors, Photocopier,	17	Nil	Internet, Inflibnet, Online Journals, Open Education Resources, NDLI, ePG Paathshala, PPT, case studies, debate,	

		Printer			quizzes, group discussion, Google classroom.

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

Our institution has formed a Student mentoring system. Under this system 25-30 mentees are allotted to each mentor. The mentors aim at monitoring, counselling, guiding and motivating the students in all the academics as well as non-academic matters and work towards enhancing their performances in these domains. This program creates a healthy relation between students and teachers which further provides encouraging environment for the students. This makes it easier for the parents/guardians in demanding situations like attendance issues, inappropriate behavioral pattern activities leading to harmful consequences and so on.

A professional counsellor has been appointed by the institution to whom the students can approach for guidance and counselling. The mentors make sure that they collect the required data from their mentees to encourage them in resolving their problems. They refer the students to the counsellor in case the problem requires professional attention. Besides the mentors, teachers are always available for the students if they feel like sharing their problems with any particular teacher. The class mentors communicate on regular basis with the students for everyday activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
543	20	1:27

<b>2.4 Teacher Profile and Quality</b>				
<b>2.4.1 Number of full time teachers appointed during the year</b>				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
23	22	01	03	05
<b>2.4.2 Honours and recognitions received by teachers</b> (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	
2019-20	Dr. Rajendra Kumbharjuvenkar	Associate Professor	Ph.D Degree	
2019-20	Dr. Bipin Bandekar	Associate Professor	Ph.D Degree	
2019-20	Dr. Jhimli Adhikari	Associate Professor	Certificate of Reviewing by Elsevier	
2019-20	Mr. Satyawar Harmalkar	Director of Physical Education & Sports	Global Teacher Role Model Awards 2019	
2019-20	Mr. Satyawar Harmalkar	Director of Physical Education & Sports	Outstanding Leadership Award	
2019-20	Mr. Satyawar Harmalkar	Director of Physical Education & Sports	National Education Leadership Award 2019	
<b>2.5 Evaluation Process and Reforms</b>				
<b>2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year</b>				
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		Sem –I	02/11/2019	04/01/2020
		Sem-II	18/05/2020	12/08/2020
		Sem-III	02/11/2019	04/01/2020
		Sem-IV	18/05/2020	12/08/2020
		Sem-V	04/11/2019	17/01/2020
		Sem-VI	07/08/2020	19/10/2020
MCOM		Sem –I	11/11/2019	16/01/2020
		Sem-II	18/05/2020	12/10/2020
		Sem-III	14/11/2019	16/01/2020
		Sem-IV	12/08/2020	10/09/2020

**2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)**

The college follows Goa University norms on Continuous Internal Evaluation for B.Com and M.Com programme except in the case of Computer Application, Business laws and Environmental studies; the Intra Semester Assessment is of 20 marks. The ISA is of 15 marks for computer application for first year and 10 marks for second year. The internal assessment of Environmental studies is 10 marks. For Business Law subject the internal assessment is of 40 marks.

The first year students are informed about the internal assessment system during the orientation conducted for them. Students are continuously informed about the conduct of the Intra Semester Assessments by circulating notices by the examination section.

In addition to the tests, the college also conducts assignments, presentations, group discussions, pair based activity, role plays, environmental field trip reports, drafting of legal letters, preparation of business plans, preparation of financial plans, case studies, debates and wall paper making. The final year students are continuously evaluated for the completion and submission of their project report.

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

At the beginning of the academic year, the academic calendar is prepared and distributed to the students. The calendar displays the annual planner of the activities to be conducted in the college. The academic calendar includes the dates of Intra Semester Assessment and the same are adhered to with minor changes wherever required. The tentative schedule of the Semester End Examination is mentioned in the academic calendar in accordance with the Goa University Examination dates for Semester V and Semester VI for B.Com and all Semesters of M.Com program. It also indicates the tentative date of declaring the results.

A tentative schedule of activities related to sports, NSS, cultural, NCC, competitions, workshops, seminars, including list of holidays and vacations are also provided. Academic calendar is also uploaded on the college website.

**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://zantycollege.ac.in/a/course-outcomes.html>

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	BCOM	124	124	100%
	MCOM	25	25	100%

**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://zantycollege.ac.in/uploads/config\\_docs/Student-Satisfaction-Survey-on-Teaching-Learning-Process-2019-20.pdf](https://zantycollege.ac.in/uploads/config_docs/Student-Satisfaction-Survey-on-Teaching-Learning-Process-2019-20.pdf)

**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 Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects ( <i>other than compulsory by the College</i> )	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

**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(s)
“Intellectual Property Rights – Issues, Challenges and Opportunities”	COMMERCE	11 <sup>th</sup> February 2020

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	-

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

Incubation Centre	Name	Sponsored by
-	-	-

Name of the Start-up	Nature of Start-up	Date of commencement
-	-	-

**3.3 Research Publications and Awards****3.3.1 Incentive to the teachers who receive recognition/awards**

State	National	International

-	-	-				
<b>3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)</b>						
<b>Name of the Department</b>	<b>No. of Ph. Ds Awarded</b>					
COMMERCE	04					
<b>3.3.3 Research Publications in the Journals notified on UGC website during the year</b>						
	<b>Department</b>	<b>No. of Publication</b>	<b>Average Impact Factor, if any</b>			
National	-	-	-			
International	Commerce/	02				
International	Computer Science	01				
<b>3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year</b>						
<b>Department</b>		<b>No. of publication</b>				
COMMERCE		03				
<b>3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index</b>						
<b>Title of the paper</b>	<b>Name of the author</b>	<b>Title of the journal</b>	<b>Year of publication</b>	<b>Citation Index</b>	<b>Institutional affiliation as mentioned in the publication</b>	<b>Number of citations excluding self citations</b>
Clustering Items in Different Data Sources Induced by Stability	Jhimli Adhikari	International Arab Journal of Information Technology	2019	14	Narayan Zantye College of Commerce, India	14
<b>3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)</b>						
<b>Title of the paper</b>	<b>Name of the author</b>	<b>Title of the journal</b>	<b>Year of publication</b>	<b>h-index</b>	<b>Number of citations excluding self citations</b>	<b>Institutional affiliation as mentioned in the publication</b>
<b>3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :</b>						
<b>No. of Faculty</b>	<b>International level</b>	<b>National level</b>	<b>State level</b>	<b>Local level</b>		
Attended Seminars/ Workshops	-	7	29	23		
Presented papers	1	2	1	-		
Resource Persons	-	1	-	-		
<b>3.4 Extension Activities</b>						

**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**

<b>Title of the Activities</b>	<b>Organising unit/ agency/ collaborating agency</b>	<b>Number of teachers co-ordinated in such activities</b>	<b>Number of students participated in such activities</b>
7-days NSS Special Residential Camp	NSS unit in collaboration with Directorate of Sports and Youth affairs, Campal, Panjim Goa.	03	36
Blood Donation Camp	NSS unit in collaboration with Rotary Club Panaji, Riviera and Blood Bank, Goa Medical College	06	40
Road Safety Campaign	NSS unit in collaboration with Directorate of Transport (RTO Office, Bicholim)	03	10
International Yoga Day	NSS unit in collaboration with Patanjali Yog Samiti, Bicholim Goa and Sports Dept.	04	72
Talk on Maintaining Menstrual hygiene	NSS unit in collaboration with Bicholim Primary Health Centre	03	42
Talk on Anti-Drugs and Tobacco (International Day Against Drug, Abuse and Trafficking).	NSS unit in collaboration with Bicholim Primary Health Centre	03	48
Kargil Vijay Diwas	NSS unit in collaboration with RSS Sangh, Bicholim	03	72
Raksha Bandhan Celebration for Indian Jawans	NSS unit	03	150
Distribution of Deworming tablets on Deworming day	NSS unit in collaboration with Government Health Centre	03	79
A talk on“Vande Mataram”	NSS unit in collaboration with Lokmanya Multipurpose Co-operative society and Matrubhumi Seva Prathistan	03	74
A talk on ‘Start up’	NSS unit	03	88
Fit India Cyclathon/Walkathon	NSS unit in collaboration with Directorate of Sports & Youth Affairs Dept., Campal, Panjim Goa	03	143



Highway Cleaning Project under Swatchhata Pakhawada 2020	NSS unit	03	26
Street play on 'Road Safety'	NSS unit	03	311
Mosque Cleaning Drive	NSS unit	03	30
Temple Cleaning Drive	NSS unit	03	50
Awareness Campaign on harmful effects of 'Single Use Plastic'	NSS unit	03	60
Door to Door Campaign on Nutrition Awareness	NSS unit	03	110
Talk on Obesity and Eating Disorder	NSS unit in collaboration with Bicholim Primary Health Centre	03	77
Teaching Project	NSS Unit	03	118
Empty Plastic Bottle Collection Drive	NSS Unit	03	71
Cloth Bag Making Project	NSS Unit	01	138
Paper Bags Making Project	NSS unit	03	247
"Joy of Giving" Project	NSS Unit	02	194
"Best Out of Waste" Project	NSS Unit	03	200
FIT India Cyclathon	NSS Unit	03	71
Distribution of Mask and Essential Toiletries to Migrant Workers	NSS Unit	03	50
Women's Day Celebration	NSS unit in collaboration with Women Development Cell	03	60
Talk on Stress Management	NSS Unit	03	73
Talk on Education System of India	NSS Unit	02	73
Self-Defence Workshop	NSS Unit in collaboration with Rotary club of Panaji Reveira	05	48
T-shirt Painting Competition on AIDS Awareness	NSS unit in collaboration with Red Ribbon Club	03	16
Tree Plantation	NSS Unit	03	20
Voters Day Pledge	NSS Unit	03	501

Field Trip To NV Eco Farm	Nature's Club	02	35
Summer Coaching Camp in Handball	Sports Department in collaboration with Lions Club of Bicholim	01	110
Inter-class Rangoli Competition	Rotary Club of NZCC	03	131
Zonal Leadership Training Programme (Lakshya)	Rotary Club of NZCC	01	11
Freeship Distribution	Rotary Club of NZCC	02	60
Environmental Talk	Rotary Club of NZCC	02	95
Cataract Detection	Rotary Club of NZCC	02	06
A talk on Road Safety	M.COM in collaboration with (Goa Institute of Management)	03	40
Industries Visit to Verna Industrial Estate & Nestle India Ltd.	M.COM DEPT	03	40

### **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	No. of Students benefited
Blood Donation Camp	Certificate of Appreciation	Blood Bank, Goa Medical College, Bambolim	<b>40</b>
NSS Special Residential Camp	Letter of Recognition	Shri Mahamaya Kalika Devasthan, Kasarpal, Bicholim-Goa,	<b>36</b>

### **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 coordinated such activities	Number of students participated in such activities
7-days NSS Special Residential Camp	NSS unit in collaboration with Directorate of Sports and Youth affairs, Campal, Panjim Goa.	NSS Special Residential Camp	03	36
Blood Donation Camp	NSS unit in collaboration with Rotary Club Panaji, Riviera and Blood	Donation of blood by students, staff and members of the community	06	40

	Bank, Goa Medical College			
Road Safety Campaign	NSS unit in collaboration with Directorate of Transport (RTO Office, Bicholim)	Awareness talk on Road Safety	03	10
International Yoga Day	NSS unit with Patanjali Yog Samiti, Bicholim Goa and Sports Dept.	Workshop on Yoga	04	72
Talk on Maintaining Menstrual hygiene	NSS unit in collaboration with Bicholim Primary Health Centre	Awareness talk on Maintaining Menstrual Hygiene	03	42
Talk on Anti-Drugs and Tobacco (International Day Against Drug, Abuse and Trafficking).	NSS unit in collaboration with Bicholim Primary Health Centre with primary health centre	Awareness talk on Anti -Drugs and Tobacco	03	48
Kargil Vijay Diwas	NSS unit in collaboration with RSS Sangh, Bicholim	Kargil Vijay Diwas	03	72
Raksha Bandhan Celebration for Indian Jawans	NSS unit	RakshI to Jawans	03	150
Distribution of Deworming Tablets on Deworming	NSS unit in collaboration with Government Health Centre	Distribution of Deworming Tablets on Deworming	03	79
A Talk on“Vande Mataram”	NSS unit in collaboration with Lokmanya Multipurpose Co-operative society and Matrubhumi Seva Prasthan	Talk on ‘Vande Mataram’	03	74
A Talk on ‘Start up’	NSS unit	Talk on ‘Start up’	03	88
FIT India Cyclathon/Walkathon	NSS unit in collaboration with Directorate of Sports & Youth Affairs Dept., Campal, Panjim Goa	FIT India	03	143
Highway Cleaning Project under Swatchhata Pakhawada 2020	NSS unit	Cleaning of Highway	03	26

Street play on 'Road Safety'	NSS unit	Street play to create awareness on Road Safety	03	311
Mosque Cleaning Drive	NSS unit	Cleaning of mosque	03	30
Temple Cleaning Drive	NSS unit	Cleaning of temple	03	50
Awareness Campaign on harmful effects of 'Single Use Plastic'	NSS unit	Awareness about harmful effects of 'single use plastics'	03	60
Door to Door Campaign on Nutrition Awareness	NSS unit	Spreading awareness about nutrition	03	110
Talk on Obesity and Eating Disorder	NSS unit in collaboration with Bicholim Primary Health Centre	Talk on Obesity and Eating Disorder	03	77
Teaching Project	NSS Unit	Teaching Project	03	118
Empty Plastic Bottle Collection Drive	NSS Unit	Collection of Empty bottles	03	71
Cloth Bag Making Project	Sports Department in collaboration with Lions Club of Bicholim	Making cloth bags from old clothes	01	138
Paper Bags Making Project	NSS unit	Paper bags	03	247
"Joy of Giving" Project	NSS Unit	Joy of giving	02	194
"Best Out of Waste" Project	NSS Unit	Best out of waste	03	200
FIT India Cyclathon	NSS Unit	Fit India Cyclathon	03	71
Distribution of Mask and Essential Toiletries to Migrant Workers	NSS Unit	Distribution of mask and essential toiletries to migrant workers	03	50
Women's Day Celebration	NSS unit in collaboration with Women Development Cell	Women's Day Celebration	03	60
Talk on Stress Management	NSS Unit	Talk on Stress Management	03	73
Talk on Education System of India	NSS Unit	Talk on India's Education System	02	73
Self-Defense workshop:	NSS Unit in collaboration with Rotary club of Panaji Reveira	Workshop on Self Defense	05	48
T-shirt Painting Competition	NSS unit in collaboration with Red Ribbon Club	T- Shirt Painting Competition	03	16
Tree Plantation	NSS Unit	Tree Plantation	03	20

Voters Day Pledge	NSS Unit	Voter's Day Pledge	03	501
Field trip to NV Eco Farm	Nature's Club	Field Trip to NV Eco farm	02	35
Summer Coaching Camp in Handball	Sports Department in collaboration with Lions Club of Bicholim	Summer coaching camp in Handball	01	110
Inter-class Rangoli Competition	Rotary Club of NZCC	Interclass Rangoli Competition	03	131
Zonal Leadership Training Programme (Lakshya)	Rotary Club of NZCC	Zonal Leadership Training Programme (Lakshya)	01	11
Freeship Distribution	Rotary Club of NZCC	Freeship Distribution	02	60
Environmental Talk	Rotary Club of NZCC	Environmental Talk	02	95
Cataract Detection	Rotary Club of NZCC	Cataract Detection	02	06
A talk on Road Safety	M.COM in collaboration with (Goa Institute of Management)	Road Safety	03	40
Industries Visit to Verna Industrial Estate & Nestle India Ltd.	M.COM DEPT	Industries Visit	03	40

### 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	NIL

#### 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-To)	participant
Winter Coaching (T.Y.B.COM)	Winter Coaching	- Jitendra Bandekar and Associates - The Mahila Urban Co-operative Society - Omkar Human Resource Pvt. Ltd - The Bicholim Urban Co-operative Bank Ltd. - Deendayal Sahakari Sumstha	11 <sup>th</sup> November to 30 <sup>th</sup> November 2019	10

#### 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 and Activities	Number of students/teachers
--------------	--------------------	------------------------	-----------------------------

			participated under MoUs
Skills World, Mapusa	24 <sup>th</sup> January 2020	To conduct activities in the areas of computer education, training and conduct of Certificate Courses.	45
Confederation of Indian Industry, Young Indians (CII-Yi)	17 <sup>th</sup> August 2019	To provide the platform for the students to work in cross functional teams with a broad objective of enhancing their leadership skill.	42

<b>4.1 Physical Facilities</b>		
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year		
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development	
25,00,000	24,21,657	
4.1.2 Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added
Campus area	20,000 sq mts	Nil
Class rooms	17	01
Laboratories	05	Nil
Seminar Halls	01	Nil
Classrooms with LCD facilities	16	02
Classrooms with Wi-Fi/ LAN	17	01
Seminar halls with ICT facilities	01	Nil
Video Centre	nil	Nil
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	44	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	45,91,889	7,31,260
Others	1,35,45,505	16,90,397

<b>4.2 Library as a Learning Resource</b>						
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	
Newgenlib ( NGL Core Version 3.1.2 Discover)	Fully		3.1.2 (OSS)		2013	
4.2.2 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10408	21,12,378	1035	3,07,899	11443	24,20,277
Reference Books	4549	15,71,200	063	49,473	4612	16,20,673
e-Books	31,35,000 + (N-LIST)	-----	-----	-----	31,35,000 (N-LIST)	-----
Journals	45	128,840	-----	-----	44	1,07,828
e-Journals	6000+ ( N-LIST) 07 – Subscribed ( Print + Online)	-----	-----	-----	6000+ ( N-LIST) 07 – Subscribed ( Print + Online)	-----
Digital Database	01 ( N-LIST )	5900	-----	-----	01	5900
CD & Videos	331	-----	Nil	15	-----	346
Library automation	NewGenlib NGL Core Engine Version 3.1.2 Discover	OSS	-----	-----	NewGenlib NGL Core Engine Version 3.1.2 Discover	-----
Weeding (Hard & Soft)	-----	-----	0215	15921	0215	15921
Others (specify)						.
Magazines & Newspapers	37	35123	----	----	37	42,254
General Reading Books	3381	368,513	16	8310	3397	3,76,823
Thesis	01	-----	----	-----	01	----

<b>4.3 IT Infrastructure</b>
4.3.1 Technology Upgradation (overall)

	Total Computer s	Comput er Labs	Internet	Browsin g Centres	Computer Centres	Office	Departments	Available band width (MBPS)	Others (IQAC )
Existing	95	60	Entire Campu s is Wifi Enable d	20	----	09	05	6	01
Added	06	----		01	----	02	03	29	--
Total	101	60		21	----	11	08	35	01

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

.....35..... 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	Not Applicable

4.3.4 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
-----	-----	-----	-----

**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
1,50,000	1,55,953	3,00,000	3,03,458

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)

**(i) Library :**

- NewGenlib Library Management Software is used for the full automation of college Library.
- College Library has 67 journals/periodicals of National and International level and a collection of 19000+books for the use of students, research scholars and faculty members.
- College library has subscribed to UGC Inflibnet N-LIST programme which enables students and faculties can access 6000+ e-journals and 31,35,000+ e-books. In order to access these resources library provides user id and passwords for the users.
- College library also subscribes to Online journals. Library provides e-library facility for students and faculties with 20 computer systems enabled with broadband facility.
- College library uses Barcode system for the issue, return and renewal of books.

**(ii) Sports Complex:**



**Facilities available indoor in Multi Purpose Sports Hall** – Fitness Centre, TT tables (5), Badminton Court (2), Kabaddi Mat Court (1), Chess, Carrom, Tennikoit etc.

**Facilities available outdoor at college ground** – Cricket with Matting pitch and nets, volleyball, Football, Athletic track, kho-kho and other event facilities.

**Utilisation and maintenance –**

- The Director of Physical Education and a full time multi-tasking staff are dedicated for maintenance of Sports equipment and facilities used by students. Students can use such facilities after proper registration and surrender of their ID cards for the period of use of the facility.
- NGOs, Clubs and other educational institutions are allowed to use the sports facilities after prior written request and approval of Principal.
- Summer and winter coaching camps conducted by professional trainers are organised by the college for benefit of local students in Bicholim Taluka in sports like badminton, Table Tennis, Chess, Kabaddi, handball etc.
- The periodic service maintenance of all sports equipment is conducted through the supplier of equipment under the supervision of Director of Physical Education.

**(iii) Computers:**

- The procurement, maintenance, repairs and replacement of equipment like computers, laptops, UPS, projectors and others in the domain area of information technology is conducted under the guidance of senior faculty from computer department.
- Integrated IT services for smooth running of automation, up-gradation, uploading data in various websites through portal, maintenance of websites, hardware, networking equipment etc is provided by the computer department
- Computer hardware maintenance carried out by appointing a dedicated Computer Lab instructor and external agencies which takes care of installing various software, operating systems, antivirus and other applications on all the computers of the institute.

<https://zantycollege.ac.in/about-us/a/facilities.html>

## CRITERION V -STUDENT SUPPORT AND PROGRESSION

<b>5.1 Student Support</b>			
<b>5.1.1 Scholarships and Financial Support</b>			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	01. Student Aid Fund	31	62,000
	02. Scholarship Memorial Award	29	23700
	03. Rotary Club of Panaji Riveira	30	60,000
	04. Merit Scholarship (Govt)	18	11,688
	05. Freeship Scholarship (Well Wishers)	15	23100
	06. Deendayal Nagari Sahakari Patsauntha Maryadit.	08	21000
<b>Financial support from other sources</b>			
a) National	1.National Scholarship portal for Minority Community (Central Sector)	01	6000
b) International	-----	-----	-----

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
Zonal Leadership Training Programme (Lakshya)	11 <sup>th</sup> August 2019	11	Rotaract club of Ponda
Environmental talk	20 <sup>th</sup> August 2019	131	Mr. Rajendra Kerkar & Rotaract club
Session was organized on the topic of Entrepreneurship	28 <sup>th</sup> September 2019	33	Mr.Sujit Singh Entrepreneur
Session on Goods and service tax	1 <sup>st</sup> October 2019	59	Dr. Subramanya Bhat, CA and Principal of Swami Vivekanand vidhyaprasarak Mandal College of Commerce.
Certificate course in Practical Banking	11 <sup>th</sup> to 27 <sup>th</sup> November 2019	47	Shri Suresh Parrikar, Ex-managing director, Bicholim urban cooperative bank
Computer certificate course on Computerized Accounting and Inventory-Tally ERP 9	11/11/2019 to 6/12/2019	07	Course coordinator -Dr. Jhimli Adhikari

Two day boot camp on the ideation of the Business ideas	13 <sup>th</sup> and 14 <sup>th</sup> December 2019	35	Young Indians (CII-Yi) in association with CIBA, Goa Resource person was Mr. Samay Shetty, Community Manager & Mr. Raj Naik, Business Development Manager at CIBA.
Workshop on “Enhancing Entrepreneurial skills among youth”	16 <sup>th</sup> to 22 <sup>nd</sup> January 2020	37	Mr. Jervis Pereira, Corporate trainer & Entrepreneurship development cell
Yuva Health Programme	17 <sup>th</sup> February, 2020	120	NSS unit, Prudent media and primary health center, Bicholim.
Workshop on blogging	18 <sup>th</sup> January 2020	180	English department & Computer science department
A talk on road safety for M.Com students	30 <sup>th</sup> January 2020	38	(Goa Institute of Management) students accompanied by faculty Ms. Manju Tripathi.
Self Defense Programme	8 <sup>th</sup> February 2020	55	Director of United Krav Maga India Mr. Desmond da Costa
Seminar on ‘Union Budget’	15 <sup>th</sup> February 2020	33	Dept. of Economics
One day state level seminar on Intellectual property rights - issues, challenges and opportunities	11 <sup>th</sup> February 2020	20	Adv. Nilesh Shirodkar and Dr. G. Shaber Ali
Talk on Stress Management	3 <sup>rd</sup> March, 2020	73	NSS unit & Nehru Yuva Kendra Sangathan
Talk on women safety	8 <sup>th</sup> March 2020	60	Women development cell and NSS unit
Session on Financial Services.	11 <sup>th</sup> and 12 <sup>th</sup> March 2020	37	Mr. Rahul Kantak of ICICI Prudential Mutual Fund and Mr. Bomu Kale of Sundaram Mutual fund
Talk on Education System of India	12 <sup>th</sup> March, 2020	73	NSS unit & Nehru Yuva Kendra Sangathan
Vedic Mathematics course	13 <sup>th</sup> to 14 <sup>th</sup> March 2020	43	Shri. Sagar Sakordekar and Dept. of Mathematics
Session on “Skill Based Course in Computing and peripherals”	13 <sup>th</sup> September 2019	61	Techno wings, a training partner of Telecom Sector Skill Council (TSSC) along with NSDC and Skill India, Govt. of India
COVID-19 Training for NCC Cadets.	May 2020	12	NCC Unit of the College

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Date	Name of the scheme	Number of benefited students by guidance for competitive examinations	Number of benefited students by career counselling activities	Number of students who have passed in the competitive exam	Number of students placed
27/7/2019	A talk was organized on the topics Career Counselling, Time Management, Interview Techniques and Market Expectation	-----	38	-----	-----
10/8/2019	Session on career guidance in the Banking Sector for M.com students	-----	28	-----	-----
27/8/2019	Awareness on civil service careers	-----	56	-----	-----
17 <sup>th</sup> , 19 <sup>th</sup> , 24 <sup>th</sup> and 26 <sup>th</sup> September 2019	4 days lecture series was organized by AMFI registered Mutual Funds Distributors on career opportunities in mutual funds.	- -----	41	-----	- -----
18/9/2019	Talk to create awareness on All India Tally Commerce Aptitude Test	-----	130	-----	-----
7/10/2019	Session on “Opportunities in Banking”	-----	123	-----	-----
6/1/2020	“Career guidance session on MBA”	-----	52	-----	-----
7/1/2020	Talk on competitive exam and keeping yourself motivate for corporate challenges	-----	74	-----	- -----
7/1/2020	Demo on “business Analytics certification course”	-----	74	-----	-----
18/1/2020	A talk on career guidance for M.com students.	-----	33	-----	-----
23/1/2020	A Guest Lecture was arranged on the topic of “Mutual Fund: An Overview, Courses & Career”.	-----	31	-----	-----
31/1/2020	Hands on training course in Tally and GST	-----	4	-----	-----
3/3/2020	Session on MBA and PGDM as Career Options	-----	52	-----	-----
4/3/2020	Talk on Changing Education Trends in Industry 4.0	-----	35	-----	-----

11/3/2020	Talk was organized on How to Plan Career in Public and Private Sector Banks	-----	35	-----	-----
12/3/2020	Talk on Certificate Courses in Tally and GST	-----	61	-----	-----

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	No. of grievances redressed	Average 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 the organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	NIL	NIL	Nestle India ltd	01	01
			Indian Air Force Recruitment Drive	25	01

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 the institution joined	Name of the programme admitted to
2019	11	B.com	Commerce	Narayan Zantye College of Commerce	M.Com
2019	02	B.com	Commerce	S.S.Dempo College of Commerce and Economics	M.Com
2019	03	B.com	Commerce	Goa Business School- Goa University	M.Com
2019	11	B.com	Commerce	Government College of Arts, Science and Commerce, Khandola	M.Com
2019	01	B.com	Commerce	Don Bosco College Panaji	B.P.ED
2019	03	B.com	Commerce	Dept of Library Science, Goa University	B.Lib.Sc
2019	01	B.com	Commerce	Goa Business School-Goa University	MBA
2019	01	B.com	Commerce	Sant Sohrobanath Ambiye Government College of Arts and Commerce Pernem	M.Com
2019	02	B.com	Commerce	Shivaji University, Kolhapur	M.Com
2019	01	B.com	Commerce	Savitribai Phule Pune University	M.Com
2019	01	B.com	Commerce	Beynon Smith College of Physical Education, Belagavi	B.P.ED
2019	04	M.com	Commerce	Goa Business School- Goa University	Ph.D

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/Sate government services)

Items	No. of students selected/qualifying	Registration number/roll no for the exam
NET	01	GO0105202210
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

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

Activity	Level	Participants
<b>Sports Activity:</b>		
Cricket tournament	State level	108
All Goa Chess tournament	State level	180
Judo competition	State level	140
Winter coaching camp in Hand ball	High school	110
Cross country	Inter class	85
Fit India plogging	Inter class	37
Annual sports meet	Inter class	130
Volley ball tournament	Inter class	90
Kabaddi tournament	Inter class	90
Cricket tournament	Inter class	110
Badminton tournament	Inter class	16
Chess	Inter class	11
Table tennis	Inter class	13
Football	Inter class	120
Athletics	Inter class	113
Handball	Inter class	30
Tennikoit	Inter class	11
<b>Cultural Activities:</b>		
Equinox 2K19	State level	291
Inter Higher Secondary Patriotic Song Singing Competition	Inter higher secondary	40
Solo dance competition	Inter class	13
Indian folk group dance competition	Inter class	75
Eco-friendly Makar Making Competition	Inter class	40
Ghumat Aarti competition	Inter class	61

Fun week	Inter class	166
Equinox 2k19	Inter class	292
Acting workshop	Inter class	30

### 5.3 Students participation and Activities

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

Year	Name of the award/medal	National/ International	Sports	Cultural	Students ID number	Name of the student
2019	Bronze Medal at 3 <sup>rd</sup> SCKFI International karate championship	International	Sports	-	201905278	Mast. Adarsh Talwar
2019	Gold Medal at West zone Inter University cricket championship	National	Sports	-	201905120	Ms. Sonali Mayekar

5.3.2 Activity of the student council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council of our college is one of the vibrant Cell where in students are given a chance to come forward and show their hidden talents in co curricular Activities. Students Council members are elected through the democratic Election Procedure and they later on decides the different types of Programme to be organized in the academic year the chairman of the student Council act as a guide and gives them the direction. At the Inauguration of Students council Oath are given to the students. Students Council organizes the yearly activities. On the occasion of Independence Day All Goa Inter Higher Secondary Patriotic Group song singing Competition is organised so that the nearby higher secondary students can have patriotism among the college students and secondly can have an access of our college campus. Student Council also organises Inter - Class Indian Folk Group Dance Competition among the College students to Inculcate patriotism and Cultural bonding among the students. at the time of Ganesh Festival the various competitions like Eco Friendly Makar Making Competition, Rangoli Competition, Ghoomat Aarti Competitions are organized to show the cultural and Traditional Talents. The Fun week which is organized by the student Council is full of Enthusiasm and students are eagerly waiting for one week programme inter class were organized to show the talents through parade. Students Council organized Equinox which is a one Day All Goa intercollegiate Variety competitions where in the students from different colleges commerce and Professional College students exhibit their talents that is also on the stage and Off stage competitions Overall winner was selected with the Maximum points tally. In the similar way Cultural Feast is organized through variety Competitions which are organized on inter class bases so that maximum students will get a chance to come on the stage and showcase their talents by participating in various competition. Winners are selected on the bases of Maximum points scored by the class. College organizes Annual Prize Distribution function with the help of Students Council Committee. Student council also organizes send off to the outgoing Students of T.Y.B.Com Class.

### 5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes /No, if yes give details (maximum 500 words):
Yes. The Alumni association is Registered. The Alumni Association of the college is Registered as ‘Narayan Zantye college of Commerce Alumni Association’ under the Societies Registration Act, 1860 on 8 <sup>th</sup> July 2020 with the Registration No 122/GOA/2020. The registration was done by Mr. Bala Mandrekar who was the Ex-officio member of Alumni association. The Alumni association is a vibrant Association with the Executive Board of 9 members. In a year two meetings are organized one in First Semester and other in the Second Semester. Every year the financial statement of Alumni Association is audited by Chartered Accountant.
5.3.2 No. of Enrolled Alumni: 153
5.3.3 Alumni contribution during the year (in Rupees); Rs.8400
5.3.4 Meetings/activities organized by Alumni Association: 1 Alumni meeting organized and 2 meeting of alumni managing committee. Activity- Sponsored Trophies for Inter Class Football Tournament held on 24 <sup>th</sup> August 2019

<b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>
<b>6.1 Institutional Vision and Leadership</b>
Vision: To be the centre of best quality education and research
Mission: We at Zantye College are committed to impart and innovate education, direct our inputs into productive outputs and to develop socially responsible citizens for our Nation. Leadership: As per Education world, India Non Autonomous college ranking 2020-2021, Our College is ranked at 9 <sup>th</sup> position among colleges in Goa and 47 <sup>th</sup> position at all over India with a score of 489 points. Our college has become one of the best colleges in the field of Commerce and renowned centre for higher education with the best Infrastructure facilities. Our outgoing students are placed in different companies, educational Institutions and other sectors.
<b>6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)</b>
Committee are constituted to undertake various activities in the college. Student council, Sport department and other committees submit their proposal of activities along with the budget to the Principal. Programmes and activities are conducted as per the schedule given in the academic calendar. In consensus with the stake holders, college takes policy decision on various matters related to curriculum and co- curriculum activities.  College authorities interacts with management representatives, PTA, LMC, and industrialist and invite suggestions from them for the overall development of the Institution. College strives to keep pace with the changing trends in the field of education and requirement of the employment market. Various workshops, guest lectures, training programmes, winter internships, competitions, outreach programmes are organised for the benefit of students. Students are also part of statutory committees
<b>6.1.2 Does the institution have a Management Information System (MIS)?</b> YES
<b>6.2 Strategy Development and Deployment</b>
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):



Curriculum Development

Our faculty members play vital role in designing the structure of the programme and syllabus of Commerce subjects as per the new CBCS pattern and Goa University norms.

Faculty members attend workshops in their respective subjects. Suggestions are received from Industrialists, Students, faculty and Parents, with regard to the curriculum development.

Teaching and Learning

Apart from conventional lecture method, to make teaching learning more interesting teachers use innovative methods such as group discussion, power point presentation by students, group and individual activities, practical based assignments field trips etc. Guest lectures are arranged for students on various topic relevant to the subjects. Also, winter internship is organised to provide On-Job training to students.

Some class rooms have smart projectors while, LCD projectors are installed in all the classes. College has provided laptops to all the teachers. Wifi facility is made available in the campus for the benefit of staff and the students. We have full-fledged Computerised library with E-library facility for accessing e-resource.

PG department undertakes various activities which includes Guest faculty interactions, CEO series by inviting industrialists and Subject experts to enhance the knowledge of students and to guide them. Also, PG department conducts Research Paper competition “Anusandhaan”, which helps students to undertake research work.

Examination and Evaluation

Examination committee shoulders the responsibility of conducting examinations and exam related work. College has adopted two / three components of evaluation under CBCS as per Goa University guidelines. Intra Semester assessment (ISA) is conducted in the form of class assignment, group activities, Industry related assignments and written tests.

Assignment are collected through google class room by some teachers.

Sealed envelopes containing two set of question papers are handed to the examination Co-ordinator.

Orientation is conducted for the faculty members on setting question papers as well as evaluation.

Semester End Examination (SEE) is conducted by examination committee.

Examination committee displays exam schedules and supervision timetable on notice board and college website. All the necessary arrangements for the smooth conduct of the examination are made by the committee. Also, result is prepared and performance of the students is informed to parents/guardians on the open day.

The Post Graduate programme i.e M.Com also follows the Choice Based Credit System (CBCS) as per Goa University guidelines.

Research and Development

Our college has signed a MOU with Research centre of Government college Pernem, to form a cluster in connection with Research activities. Some of our faculty members and Research scholars from other colleges in Goa are pursuing Ph.D in commerce.

Faculty members attends Seminars, Workshops and conferences at state, national and international level. Faculty Development Programmes are organised by college for the benefit of teaching and non-teaching staff.

Faculty members publish, present papers in national and international journals. Our Faculty members are on editorial board and review board of International journal.

Library, ICT and Physical Infrastructure / Instrumentation

Library provides e-library facility to access online resources subscribed by the college and also to access open resources. Our college Library is fully automated with the NEW GENLIB software and Open Source Software (OSS).

College provides book bank facility to meritorious and needy students. Bar code reader is used to issue and return of books. Display T.V. in the library highlights resources available and the new arrivals.

Human Resource Management

Faculty member undertake various Swayam courses under the MHRD portal. Teachers are given registrations fee reimbursement when they attend seminars, conferences etc.

Talks and Seminars on various topics are also organised for the benefit of the students. Teachers undertake the task of counselling and guiding students regularly with regard to their studies, attendances and personal issues.

On Open day, parents are informed about the academic performance of students. Study tour for students of PG department is organised every year to help them gain knowledge on various subjects. Winter internship is also organised for students.

Faculty members attend orientation programmes and refresher courses. Faculty development programme are organised for Teaching & Non-Teaching Staff.

Industry Interaction / Collaboration

MOUs are signed by college with various organisation for better industrial interactions.

Post Graduate Department organises CEO series for M. Com students by inviting experts from Industrial field.

T.Y.B. Com students undertake the project in various Industries. Industrialist are invited to give talks, guide and interact with the students. Winter internship are organised for T.Y.B.Com students.

Admission of Students

College issues prospectus well in advance and uploads the same on the college website.

Selection of students is based on merit, reservation, interviews compiling with the norms laid down by DHE (Directorate of Higher Education), Govt. of Goa, Goa University and UGC. The Committee coordinates the admission process and guide the students in selecting the subjects and other necessary information. College has provision for scholarships and financial assistance for needy, deserving and other economically backward students.

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

Planning and Development

Institutional plan proposals relating to development activities are sent to management through email for their approval and further action. The activities are conducted and implemented as per the plan.

Administration:  
College has fully computerised office. Administrative staff looks after the procedure of admission, enrolment, registration. They also issue identity cards, transfer certificates/ migration certificates etc. Office uses special software for accounting and Payroll. All-important notifications and other information is displayed through digital display system.  
Online Feedback regarding teacher's performance is collected from students through google forms. Library uses MIS services to generate reports on items issued and returned. It also generates the reports and statistics of the visitors.

Student Admission and Support;  
Admission and Online registration of F.Y.B.Com and M.com part- I students are done as per the guidelines and norms of Goa university. Total transparency is followed in the admission process. Prospectus is issued giving information about the subjects offered by the college. Admission committee and administration staff looks the admission process.  
The Committee coordinates the admission process and guide the students in selecting the subjects and other necessary information. College has provision for scholarships and financial assistance for needy, deserving and other economically backward students.

Finance and Account  
Finance and account department uses tally ERP 9 software for transparent and smooth functioning. Books of accounts, vouchers, bills and bank statements are maintained and updated regularly by the college accountant.  
Internal audit is carried out by chartered Accountant on annual basis appointed by Management.

Examination  
Examination section which includes teaching and non-teaching staff undertakes the tasks of exam related work such as exam timetable, exam related notifications, preparing the result using the customised software.  
  
Sealed envelopes containing two set of question papers are handed to the examination coordinator. Orientation is conducted for the faculty members on setting question papers as well as evaluation. Assessment and checking of marks are done by the committee members and is timebound. Result are promptly declared on the date fixed.

**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 (Rs)
2019	Mrs. Sona Pangam	Workshop on business Management DSE 07	Rosary college of Commerce and Arts, Navelim, Goa	400
		Workshop on business Management DSE 03.	Carmal college for Women, Nuvem, Goa	500
		Workshop on Green audit		750

			Dm's college , Assagao, Goa.	
2019	Dr. Bipin Bandekar	Workshop on Accounting DSE I /DSE II	Government college, Borda, Goa.	250
		Workshop on Accounting DSE III	Rosary college of Commerce and Arts, Navelim, Goa	400
		FDP on Guidelines for setting exam question paper and assessing answer papers.	Government college, Borda, Goa.	300
		Workshop on advance cost accounting DSE 5	FR. Agnel college, Pillar Goa.	400
2019	Dr. Pravin Sawant	Workshop on accounting DSE IV	Rosary college of Commerce and Arts, Navelim, Goa	400
		Workshop on accounting DSE III	Rosary college of Commerce and Arts, Navelim, Goa	400
		Workshop on Data science.	S.S.dempo college, Cujira, Goa.	1000
		Workshop on Hindi	Government College, Pernem, Goa.	800
2019	Dr. K.G. Sankaranarayanan	Workshop on business Management DSE 03.	Carmal college for Women, Nuvem, Goa	500
		Workshop on Data science.	S.S.dempo college, Cujira, Goa.	1000
2019	Mrs. Nayana Sail	Workshop on Accounting DSE I /DSE II	Government college, Borda, Goa.	500
		Workshop on Accounting DSE V	Damondar college, Margao, Goa.	400
		Workshop on advance cost accounting DSE 5	FR. Agnel college, Pillar Goa,	400
2019	Mrs Shweta Borkar	Workshop on CBSC syllabus on economics	Rosary college of Commerce and Arts, Navelim, Goa.	400

2019	Ms Alisha Tavares	Challenges and Reforms in India Banking sector.	S.S.dempo college, Cujira, Goa.	800
		Tax planning and investment for salaried class.	Government college, Borda, Goa.	600
		Workshop on Data science.	S.S.dempo college, Cujira, Goa.	1000
2019	Mr. Vaibhav Dhuri	FDP on Guidelines for setting exam question paper and assessing answer papers.	Government college, Borda, Goa.	300
		Workshop on Advanced econometric methods.	Farook college, Kerala.	2200
2019	Mr. Bala Mandrekar	Workshop on Green audit	Dm's college , Assagao, Goa	750
2019	Mr. Ramchandra Surlekar	Workshop on business Management DSE 03.	Carmal college for Women, Nuvem, Goa	500
2019	Dr. Rajendra Kumbhajuvekar	Workshop on business Management ( IM)	Carmal college for Women, Nuvem, Goa	500
		Workshop on business Management (HRM)	Carmal college for Women, Nuvem, Goa	500
2019	Mrs Anuradha Naik Bandiwadekar	State level workshop on Academic writing on social science.	G.V.M college , Ponda, Goa	750
2019	Ms Sindura Parab	State level workshop on Academic writing on social science.	G.V.M college , Ponda, Goa	750
2019	Mr. Satyawan Harmalkar	National Conference on life transforming among undreprivilige community.	G.V.M college , Ponda, Goa	800
2019	Ms. Asmita Gaonkar	Workshop on Indian monetary and financial system	Rosary college of Commerc and Arts, Navelim, Goa	400
2019	Ms Dhanashree shet	Workshop on Accounting DSE 4	Rosary college of Commerc and Arts, Navelim, Goa	400

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	Dates( from to )	No. of participants (Teaching staff)	No. of participants (Non teaching staff)
2020	-----	Computer training	17th February 2020 to 25 <sup>th</sup> February 2020	-----	16
2020	Seminar on intellectual property rights	-----	11 <sup>th</sup> February 2020	50	-----
2020	Academic publication	-----	25th April 2020	27	-----
2020	Workshop on “ Online teaching tools”	-----	11 <sup>th</sup> and 20 <sup>th</sup> June 2020	24	-----

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	Date and Duration (from – to)
ARPIT Refresher course in Commerce, SWAYAM	06	1 <sup>st</sup> September 2019 to 15 <sup>TH</sup> January 2020 (16 Weeks)
Financial Accounting course, SWAYAM	03	08 <sup>TH</sup> August 2019 to 31 <sup>st</sup> October 2019 (12 week)
FDP on Guidelines for setting exam question paper and assessing answer papers.	02	30 <sup>th</sup> August 2019 (01 day)
Library automation and digitisation, SWAYAM	01	1 <sup>st</sup> September 2019 to 31 <sup>st</sup> October 2019 (08 week)
NPTEL “Data analytics with python”.	01	27 <sup>th</sup> January 2020 to 25 <sup>th</sup> April 2020 (12 week)
NPTEL “Data science for engineers”	01	29 <sup>th</sup> July 2019 to 29 <sup>th</sup> September 2019 (8 weeks)

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

Teaching	Non-teaching
----------	--------------

Permanent	Fulltime	Permanent	Fulltime/temporary
19	Contract 03 Lecture basis 06	15	Temporary 07
6.3.5 Welfare schemes for			
Teaching			
	i) Staff Welfare Fund (contributed by Teaching staff) ii) LTC iii) Child Care Leave iv) FIP Leave/ FDP v) Maternity/ Paternity Leave vi) Study Leave vii) Medical Reimbursement viii) Tuition Fee reimbursement of children. ix) Travelling Allowance x) Reimbursement of participation fee in seminar & workshop xi) Canteen Facility in the campus. xii) Safe drinking water made available to all.		
Non teaching			
	i) LTC ii) Child Care Leave iii) Maternity/ Paternity Leave		
	iv) Medical Reimbursement v) Tuition Fee reimbursement of children vi) Travelling Allowance vii) Canteen Facility in the Campus viii) Uniform allowances to MTS staff and Gardeners. ix) Safe drinking water made available to all.		
Students			
	i) Students Aid Fund ii) Freeships to students by other associations, clubs and NGO iii) Government scholarships and other scholarships iv) Awards and financial assistance ix) Book Bank Scheme vi) Student Co-operative Store x) Sanitary pad napkin vending and dispensing machine viii) Canteen facility in campus ix) Gymnasium and fitness centre. x) Safe drinking water xi) first aid for students xii) Girls Common Room		

	xiii) E-library facility xiv) Ramp for differently abled students
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**6.4 Financial Management and Resource Mobilization**

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

Books of accounts, vouchers, bills and bank statements are maintained and updated regularly by the college accountant.

Internal audit is carried out by chartered accountant on annual basis appointed by Management. A review and verification of accounts is carried out by a Chartered Accountant who gives his suggestions. Principal discusses the suggestions/ objectives (if any) by Chartered Accountant with the management and appropriate action is taken

Internal financial audit of Institution for the financial year is completed.

**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/ Grants received in Rs.	Purpose
Nil	Nil	Nil

6.4.2 Total corpus fund generated : Rs. 8,400/-

**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	No	Nil	No	Dept
Administrative	No	Nil	Yes	Dept

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



-PTA Executive Meetings and General Body Meeting were conducted regularly to discuss the role of P.T.A for development and progress of the Institution.

-P.T. A gave freeships to needy students of the college.

-PTA in association with Rotary club of Bicholim and Vision hospital, Mapusa organised Eye check up camp

6.5.3 Development programmes for support staff (at least three)

1. Computer training programme for support staff was organised from 17<sup>th</sup> February 2020 to 25<sup>th</sup> February 2020.

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

1. N.C.C army unit was started in college.
2. Green Audit cell has started leaf compositing.
3. NSS unit has started botanical garden with medicinal plants.
4. QR code technology in library used for scanning syllabi and papers was introduced.

**6.5.5**

a. Submission of Data for AISHE portal : (Yes /No) Yes

b. Participation in NIRF : (Yes /No) Yes

c. ISO Certification : (Yes /No) No

d. NBA or any other quality audit : (Yes /No) No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to---)	Number of participants
2019-2020	Computer training programme	17 <sup>th</sup> February 2020 to 25 <sup>th</sup> February 2020	3.00pm to 5.00 pm	16
2019-2020	Webinar on Academic Publication	25 <sup>th</sup> April 2020	10.30am to 11.30 am	27
2019-2020	Workshop on Online Teaching Tools	11 <sup>th</sup> and 20 <sup>th</sup> June 2020	10.00 am to 1.00 pm	24

CRITERIONVII –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-to)	Participants	
		Female	Male
Talk on 'Maintaining Menstrual Hygiene'	27 <sup>th</sup> June 2019	42	NIL

Talk on 'Empowerment of Women'	9 <sup>th</sup> July 2019	30	NIL
Self Defence Programme	8 <sup>th</sup> February 2020	35	20
Yuva Health Programme	16 <sup>th</sup> February 2020	79	41
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources			
Nil			
7.1.3 Differently abled (Divyangan) friendliness			
Items Facilities	Yes/No	No. of Beneficiaries	
Physical Facilities	Yes (Ramp)	-	
Provision for lift	No	-	
Ramp/Rails	Ramp	-	
Braille Software/ Facilities	No	-	
Rest Rooms	Yes	-	
Scribes for examination	No	-	
Special skill development for differently abled students	No	-	
Any other similar facility	Wheel Chair	-	

7.1.4 Inclusion and Situatedness							
Enlist most important initiatives taken to address locational advantages and disadvantages during the year							
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	No of Participants students and staff
2020	1	1	15/1/20	One day	Highway cleaning drive at Vithalpur junction Karapur	As a part of Swachh Bharat Mission	26
2019	1	1	10/9/19	One day	Distribution of approx. 200 cloths bags and 500 paper bags to the vendors in Bicholim market.	Awareness on harmful effects of single use plastic	26
2019	1	1	1 <sup>st</sup> Aug to 30 Sep 2019 1 <sup>st</sup> Dec 2019 to	15 days	Teaching project undertaken by the N.S.S volunteers (to teach children in respective locality )	To guide and assist academically weak students in the locality	138 180

			March 2020				
2019	1	1	From 15 <sup>th</sup> July 2019	One Year	Subsidised Coaching for CA-CPT and CMA Foundation Exam	Career assistance to village students	15
2019			1/8/19 to 31/8/19	One Month	Cleaning of religious places like Temples and Mosques on the occasion of (Gandhi Jayanti)	Initiative under Swachh Bharat Abhiyan	80
2019			From 20 <sup>th</sup> June 2019 to 30 <sup>th</sup> Sep 2019	Period of 4 months	Collection of plastic bottles	Plastic free environment	71
2019-20			From 1 <sup>st</sup> Dec 2019 to 31 <sup>st</sup> March 2020	Period of 4 months			32
2019			From 20 <sup>th</sup> June 2019 to 30 <sup>th</sup> Sep 2019	Period of 4 months	Collection of tetra packs	Plastic free environment	57
2019-20			From 1 <sup>st</sup> Dec 2019 to 31 <sup>st</sup> March 2020				59
2020			11/1/20	One day	Blood Donation Camp	To save lives of needy patients	40
2020			6/5/20	One day	Distributed 1000 masks in Bicholim Town and nearby places with the help of NCC Cadets.	Public Health	12

2020			23/2/20	One day	A free Cataract Detection camp at Valpoi	Public Health 150 citizens took benefits of this camp	06
2020			23/4/20 To 22/6/20 20		Survey and submission of Study Report on 'Economic Revival Plan of Village Panchayats' in Bicholim and Mayem Constituencies	As a part of project undertaken by the Government of Goa through the Directorate of Higher education and GIPARD	12

<b>7.1.5 Human Values and Professional Ethics</b>		
Code of Conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)
i) For the Students printed in the Academic Calendar / Prospectus 2019-2020	16/05/2019	Code of Conduct for the students is published in the College Prospectus /Academic Calendar
ii) For Teachers it is laid down in the Teachers Diary	16/05/2019	Code of Conduct for the Teachers is stated in the Teachers Diary
iii) For Non-Teaching staff it is laid down in Non-teaching Diary	16/05/2019	Code of Conduct for the Non – teaching staff is stated in the Non teaching Diary
<b>7.1.6 Activities conducted for promotion of universal Values and Ethics</b>		
Activity	Duration (from-----to-----)	Number of participants
1) International Yoga day	21/6/2019 One day	72
2) Goa Revolution day	18/6/2019 One day	64
3) Kargil Vijay Diwas	26/07/2019 One day	72
4) Independence day	15/8/2019 One day	120
5) Librarians day	19/8/2019 One day	38
6) Sports Day	29/8/2019 One day	107
7) Teachers Day	05/09/19 One day	30
8) Saraswati Poojan	05/10/2019 One day	12
09) Goa Liberation day	19/12/2019 One day	76
10) Republic Day	26/1/2020 One day	72
11) Constitutional day	13/1/2020 One day	07
12) Organised Road Safety Awareness Drive	15/1/2020 One day	10

13) National Voters day	13/1/2020 One day	501
14) Founders Day	10/02/2020 One day	30
15) Women's Day	16/03/2020 One day	60

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

- Botanical Garden consisting of medicinal plants was inaugurated.
- NSS volunteers conducted cleanliness drive in the campus.
- As a part of "SAY NO To PLASTIC" NSS volunteers stitched cloth bags from old clothes and these were distributed to each inmate (homeless migrant workers) kept in the College during Covid-19.
- Green Audit Cell obtained PUC certificates for vehicles parked in the campus.
- Dust bins are placed in the campus at appropriate location.
- Sign Boards are displayed at various places in the campus to create awareness on Save energy, Keep campus clean etc.
- Worn out Electrical Bulbs and Tube lights are replaced by LED fittings.
- As a part of Tree plantation programme, various Saplings are planted in the College campus.
- Landscape designing of the garden is done.
- Leaf composters are installed.
- Use of Glass bottles for drinking water during functions.
- Use of Paper files.
- Use of Paper cups for drinking water and tea.

#### 7.2 Best Practices

Describe at least two institutional best practices

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

##### Best Practice I

Title of the Practice:

Service to the Community

Objectives of the Practice:

- To render invaluable human service by offering College premises to conduct various activities beneficial to the community.
- To cope with the challenges thrown by the pandemic specially for those not having social safety net and who were hit the hardest.
- To enlighten people about importance of health, cleanliness and nutrition.
- To create awareness on environment preservation

The Context:

During Covid-19 there was acute space constraint to offer shelter and basic necessities to the homeless migrant workers during the lockdown period. Since our institution is well equipped with facilities like clean water, sanitation and spacious classrooms the College management volunteered to provide it as shelter home.

Further creating awareness on health and hygiene was given priority together with environment protection.

### The Practice:

- Our College volunteered to be a shelter home for homeless migrant workers with effect from 18<sup>th</sup> April 2020. These migrant workers were provided drinking water facilities, proper washrooms and 15 Classrooms which are well-equipped with Fans, Lights and ventilation. Together with the main building, Gymkhana Hall of the College was provided as additional Shelter home.
- NSS volunteers of our College prepared around 200 Face Masks and distributed to the inmates. Also Toothpastes, Toothbrush, Bath Soaps, Detergent Soaps and Cloth bags were distributed to each inmate.
- NCC Officer Shri. Vaibhav Dhuri along with 12 NCC Cadets of Narayan Zantye College of Commerce, Bicholim successfully completed COVID-19 Training for NCC Cadets.
- A door to door campaign on nutrition awareness was organized from 1<sup>st</sup> to 30<sup>th</sup> September 2019, as a part of Poshan Maah. Around 100 houses and Primary schools was covered by 110 NSS volunteers.
- Parents –Teachers Association of our College in association with Rotary Club of Bicholim and Vision Hospital, Mapusa had organised an Eye Check- up Camp at the college premises on 17/08/2019.
- A video on water harvesting and conservation was shown to NSS volunteers and locals from Sarvan village, Bicholim- Goa under Swachhta Pakhwada 2019.
- As a part of Independence Day and Raksha Bandhan Celebration, the NSS volunteers prepared and collected 150 Rakhis along with short message for Indian Jawans. The same were posted to Maratha Regiment Belagavi Centre, Karnataka. 150 NSS Girl Volunteers participated in this event.
- Our college premises were requisitioned for the purpose of General Election to Zilla Panchayat 2020.

### Evidence of Success:

This served larger interest of the vulnerable sections of the society and contributed in mitigating their suffering during pandemic. It was possible to monitor the health of homeless migrant workers and provide essential services like food, medication etc.

It helped to develop and strengthen the values of social belongingness and selfless service. Moreover residents in the locality were sensitized on significance of nutrition and health.

### Problems Encountered and Resources Required to implement the practice (in about 150 words):

In the beginning, there was an apprehension that the institution being a shelter home to homeless migrant workers could lead to spread of virus in the neighbourhood. Academic and administrative activities were disturbed and appropriate measures were taken to balance them. Administrative staff performed their duties amidst the stay of inmates in the institution.

### Best Practice –II

#### Title of the Practice:

Adoption of Student Centric Online Teaching- Learning Techniques

#### Objectives of the Practice:

- To equip teachers with various online teaching tools.
- To train the non-teaching staff with different student friendly software's.
- To promote smooth interface between different stakeholders of the institution.
- To make students familiar with the free Online Teaching Tools /Technology.

#### The Context:

There was a need to develop effective online information dissemination mechanism to improve the quality of services rendered by the institution. It was important to be well informed about the current happenings and meet the challenges posed by the pandemic.

#### The Practice:

- Our College website has been redesigned which can be accessed through smartphone. College Facebook page and Twitter account is created and linked to the home page of the website.
- Online Registration / Enrolment of Students on GUMS module of Goa University Website is done.
- Computer Certificate Course on “Computerised Accounting and Inventory-Tally ERP 9” (40 hrs) was conducted for the students during winter vacation (11/11/2019 to 06/12/2019) by the Department of Computer Science.
- To promote effective communication and ensure smooth delivery of services Computer Training Programme for Office Staff members was conducted by the IQAC from 17<sup>th</sup> February 2020 to 25<sup>th</sup> February 2020. Training was imparted regarding the use of Excel, E-mail and operating Computer peripheral devices.
- Mr. Bala Mandrekar, Librarian of our college conducted a webinar on the topic ‘Academic Publishing’ for the teachers of our college on 25<sup>th</sup> April 2020.
- Hands on Demonstration on “Online Teaching Tools” was conducted by IQAC from 11<sup>th</sup> June 2020 to 20<sup>th</sup> June 2020 in Computer Lab as a part of Faculty Development Programme. Shri Bala Mandrekar, Librarian of our college, Shri Vaibhav Dhuri, Asst. Prof. in Commerce and Ms. Sindura Parab, Asst. Prof. in Commerce were the resource persons. They demonstrated the creation of online lectures with the help of audio and video through Power Point, Webpage creation under Google, uploading videos on You Tube, Google Classroom, Kahoot and some Open source teaching tools. All the teaching staff members attended the five days training programme.
- Faculty members developed e-content for Online Teaching in their respective subjects and participated in the video recording under the e-content Development Program of Directorate of Higher Education, Government of Goa.
- A series of Online Quiz were conducted on topics like ‘Physical Education and Sports’, Academic Quiz, Accountancy, Goods and Service Tax and Nature.
- During lockdown, on account of COVID pandemic, students were provided online reference material by providing a link on the college Website.

#### Evidence of Success:

The entire process of admission and examinations have been conducted successfully. There has been smooth interaction between the various stakeholders -management, staff, students and society at large. Further information on academic matters has been provided seamlessly. Inhouse resource persons offered assistance from time to time to tackle any technical issues. It has encouraged imparting educational services through digital platform.

#### Problems Encountered and Resources Required to implement the practice (in about 150 words):

A large section of our students belong to the economically weaker sections and reside in rural areas. They do not have Laptops / Desktops and face severe Connectivity Issues.

In view of this, they are depending on Smartphone’s for paying fees, admission, answering examinations etc.

<https://zantycollege.ac.in/a/best-practices.html>

### 7.3 Institutional Distinctiveness

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

We believe that, education based on values and technology can bring a change in the society. Our students come from rural areas where many are the first generation learners and belong to the economically weak section of the society. Considering this, the institution has focused on providing opportunities of higher learning by offering B.Com., M.Com. (Self- financing) courses affiliated to the Goa University and Ph.D. in Commerce.

Presently there are six Research Scholars who are pursuing research at the Zantye College Research Centre (a part of Cluster Research Centre of S.S. Ambiyee Govt. College, Pernem, Goa). Further, already Six Teachers belonging to different Colleges in Goa who had registered as Research Scholars have been awarded Ph.D. through this Research Centre.

To enhance the competitive skills and widen the base for embracing bright career, our College has been conducting Foundation Course in CMA and CA for several years. In addition to this, Short Term Certificate Courses such as Tally ERP (9), Practical Banking, Blogging etc. and workshops as well as seminars are organised for the benefit of students. Choice Based Credit System has enabled us to offer variety of subjects to meet the diverse interest of learners as well as requirements of the industry.

Further participation in the Inter-class as well as Inter-collegiate events, Sports, Culture and other activities help to mould the personality of students. Scholarships and Free ships are given in order to bring the under privileged and vulnerable students into main stream education.

Our college has a well-equipped Computer Laboratory and a user friendly Library stocked with physical and e- resources to make teaching and learning an interesting experience. Our College also subscribes to the UGC INFLIBNET N-LIST Program where more than 6000 Online journals and more than 31,35,000 e books are available for access.

Annually Blood donation camp, NSS Special Camp and a number of social outreach programs are organised by the NSS Unit and the Rotaract Club of Zantye College which help to nurture the values of social belongingness and responsibility.

Amidst COVID pandemic, the College premises were given as shelter home for homeless migrants workers. Together with 15 classrooms well-equipped with fans, lights and proper ventilation, they were also provided with proper washrooms /toilet / drinking waters facilities. Further NSS volunteers of our college prepared around 200 Face masks and distributed them to the each inmate together with toothpaste and brush ,Bath Soap, 2 detergent soaps and cloth bags.

<https://zantyecollege.ac.in/a/institutional-distinctiveness.html>

A philanthropic and forward looking management has always steer headed the institution in right direction. The continuous efforts of the institution to maintain a balance between academic, co-curricular and extra- curricular activities is supported by a team of highly motivated well-qualified teaching and non-teaching staff. The ALUMNI, parents and well -wishers have played an instrumental role in making this institution a centre for higher studies in Goa

### 8. Future Plans of action for next academic year (500 words)

1. Construction of New Independent Library Block under MPLAD.



2. To undertake Social Outreach Programmes
3. To motivate staff to participate in seminars / conferences, workshops and webinars.
4. In order to meet current needs of changing environment, the College intends to introduce online admission, evaluation, examination and creation of online content.
5. To make smart classrooms in the College.
6. To encourage Faculty to present and publish research papers in reputed Journals.
7. To start Distance Education Centre of IGNOU at our college.
8. To conduct Seminars/Conferences / Workshops at the National and International level.
9. To make PTA and ALUMNI more vibrant and effective.
10. To organize Co-curricular, Extra-curricular and sports activities for all round development of the students.
11. To motivate students to answer Competitive Examinations for higher studies.
12. To seek collaboration of NGO'S and other social clubs in providing financial assistance to the needy and deserving students.
13. To encourage Faculty members to pursue Ph.D programme and undertake major and minor research projects.
14. Green Audit Cell has plans to start water harvesting, vermi- compositing and leaf compositing.
15. To install Smart Projectors in all the classrooms.
16. To conduct Computer Training programme for the Non -Teaching Staff.
17. To demonstrate Online teaching tools for staff members as a part of Faculty Development Programme
18. To encourage Staff and Students to register from MOOC and SWAYAM courses.
19. To upgrade the Internet Connectivity in the College.

*Name: Dr.Jhimli Adhikari*

*Name: Shri Rajesh Amonkar*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*