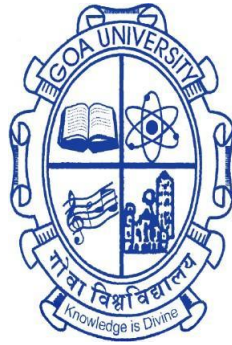


# Goa University



**2025**

## **NAAC -SSR CRITERION VI**

### **Supporting Documents for 6.5.1**

#### **6.5.1 QiM**

(IQAS) has contributed significantly for institutionalizing the quality assurance strategies and processes, by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes, at periodic intervals

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## 1. IQAC (or DIQA)


Link to the webpage: <https://www.unigoa.ac.in/about-us/a/university-bodies/igac.html>

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
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AISHE

Vice-Chancellor, Goa University

Chairperson

Registrar, Goa University

Administrative staff

Tenure (up-to): Dec 21, 2026

Finance Officer, Goa University

Administrative staff

Tenure (up-to): Dec 21, 2026

Controller of Examinations, Goa University

Administrative staff

Tenure (up-to): Dec 21, 2026

Prof. Vidhyadatta M. Shet Verenkar

Faculty member | Dean, School of Chemical Sciences

Tenure (up-to): Dec 12, 2026

Head, Computer Centre

Administrative staff

Tenure (up-to): Dec 21, 2026

Dr. Harip Khanapuri

Faculty member | Director, Directorate of International Cooperation and Exchange (DICE)

Tenure (up-to): Dec 21, 2026

Prof. Pranab Mukhopadhyay

Faculty member | Director, Directorate of Digital Learning and Initiatives (DDLI)

Tenure (up-to): Dec 21, 2026

Prof. Jyoti D. Pawar

Faculty member | Director, Directorate of Unnat Bharat Abhiyan (DUBA)

Tenure (up-to): Dec 21, 2026

ABOUT US

University Bodies

»University Court

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»Academic Council

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»Finance Committee

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Faculty member | Director, Directorate of Research Development & Resource Mobilization (DRDRM)  
Tenure (up-to): Dec 21, 2026

---

## Dr. Rupesh E. Patre

Faculty member | Director, Directorate of Student Placement and Alumni Relations (DSPAR)  
Tenure (up-to): Dec 21, 2026

---

## Shri Ramrao S. Wagh

Faculty member | Chairman, Goa University Teachers Association  
Tenure (up-to): Dec 21, 2026

---

## President, Goa University Campus Student's Union

Students' representative  
Tenure (up-to): Dec 21, 2026

---

## Shri Gaurav Pokle

External Expert | Founder & CEO, Innovative Waste and Management Pvt. Ltd.  
Tenure (up-to): Dec 21, 2025

---

## Dr Ajay R. Gaude

External Expert | Senior Scale Officer of Goa Civil Services, CEO, Zilla Panchayat, North Goa  
Tenure (up-to): Dec 21, 2025

---

## Shri Damodar Kochkar

External Expert | Ex-President, Goa State Industries Association  
Tenure (up-to): Dec 21, 2025

---

## Prof. Kaustubh R.S. Priolkar

Member Secretary | Director, Directorate of Internal Quality Assurance (DIQA)  
Tenure (up-to): Dec 21, 2026

---

### AQR REPORTS

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## 2. DRDRM

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Directorate of Research Development & Resource Mobilization (DRDRM)

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**Sanjeev C. Ghadi**

Senior Professor  
Director, DRDRM

[View Profile](#)

Phone : +91-8669609242

Email : [saga@unigoa.ac.in](mailto:saga@unigoa.ac.in)

Research Policy

Guidelines on Academic Ethics

Intellectual Property Assessment Committee

Seed Money

Advisory Committee

IPR Committee

Major Equipment List

Green Energy Audit

Research is an integral part of the academic activities of the Post-Graduate departments of the University. R&D Projects and Consultancies are carried out by the faculty members of Goa University. RDRM Cell processes/reviews all research proposals to be submitted by University faculty to the funding agencies. It also co-ordinates between the funding agencies and the Project Investigator at the University for approved projects. To incentivize research and improve the quality of publications of faculty members, RDRM provides monetary incentive for research publications in SCOPUS/ Web of Knowledge indexed journals.

Through its Industry-University Partnership (IUP) committee it develops interactions with industry within and outside Goa to promote participation of industrial experts in teaching and research programmes, industrial research and consultancy work.

RDRM assists Intellectual Property Assessment Committee of the University in assessing the applications submitted by faculty members to file patents.

It maintains a profile of faculty expertise and a list of the infrastructural facilities at the University for circulation to potential industry partners.

RDRM also arranges meetings between potential industry partners, funding agency representatives and the University faculty for promotion of sponsored research and new funding schemes.

**RESEARCH POLICY**

D-RDRM implements the research policy of the University. The main aim of this policy is to help the University and its faculty members achieve excellence in research and contribute to societal and public good. To incentivise research and improve the quality of publications of faculty members, RDRM provides a monetary incentive for research publications in SCOPUS/Web of Knowledge indexed journals.

[Click here for GU Research Policy](#)

**GUIDELINES ON ACADEMIC ETHICS**

**FACILITIES**

[2D GC -TOF Mass Spectrometry](#)

[Census Microdata](#)

[Computer Centre](#)

[Counselling](#)

[Day Care Centre](#)

[Directorate of Digital Learning and Initiatives \(DDLI\)](#)

[DST-PURSE](#)

[Estate Management](#)

[Goa University Research Centre \(GURU\)](#)

[Guest House](#)

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affiliated to Goa University. For the University departments situated on the Taleigao Plateau the following guidelines are applicable. These are prepared taking into account different contexts of academic life which include teaching, conducting research, publishing papers and books, training and administration..... [read more](#)

#### INTELLECTUAL PROPERTY ASSESSMENT COMMITTEE

- Prof. Pranab Mukhopadhyay, Goa Business School - Chairperson
- Adv. Shalini Menezes - Legal Advisor
- Director D-RDRM - Member Secretary
- Two co-opted faculty members on a case to case basis with domain expertise or familiarity/experience in areas related to the creative work.

#### SEED MONEY FOR NEW FACULTY MEMBERS

University provides seed money to kick-start her/his research to all newly appointed faculty members. This grant can be used to purchase minor equipment including computer and its accessories for their research.

Click here for [CIRCULAR](#)

#### ADVISORY COMMITTEE

- Prof. Sanjeev C. Ghadi, Dean, School of Earth, Ocean and Atmospheric Sciences and Director, D-RDRM- Chairperson
- Prof. Jyoti D. Pawar, Dean, Goa Business School and Coordinator, IHEC - Member
- Prof. Ramesh V. Pai, Dean, School of Physical and Applied Sciences - Member
- Director, DIQA - (Ex-Officio) Member
- Finance Officer, Goa University - (Ex-Officio) Member
- Dr. Rupesh E. Patre, School of Chemical Sciences - Member
- Dr. K.B. Subhash, Goa Business School - Member
- Dr. Natasha Maria Gomes, Sheno Goembab School of Languages and Literature - Member
- Prof. Vitthal Shet Tilvi, R&D Professor at DHE Goa - Member
- Dr. Manguesh Gauns, Principal Scientist, NIO, Goa - Member
- Dr. Adavi Rao Desai, Principal Scientist, ICAR - Central Coastal Agricultural Research Institute, Old Goa - Member
- Mr. Deepak Chodankar, Deputy Manager, D-Link, Verna, Goa - Member
- Dr. Uday Kakodkar, Dept. of Pulmonary Medicine, GMC, Goa - Member
- Assistant Registrar (Directorates) - (Ex-Officio) Member Secretary

Click here for [ORDER](#)

#### INTELLECTUAL PROPERTY RIGHTS COMMITTEE

##### Faculty members from Goa University

- Dr. Digamber Porob, School of Chemical Sciences - Chairperson
- Dr Bidhan Shinkre, School of Chemical Sciences - Member
- Dr. Jivan Parab, School of Physical and Applied Sciences - Member
- Dr. Siddhi Jalmi, School of Biological Sciences and Biotechnology - Member
- Dr. Prakash S. Parienkar, Sheno Goembab School of Languages and Literature - Member
- Dr. Parag D. Parobo, D.D. Kosambi School of Social Sciences and Behavioural Studies - Member
- Dr. Harip Khanapuri, Goa Business School - Member
- Dr. Pournima Dhume, Goa Business School - Member

- [Prof. Pranab Mukhopadhyay](#), Goa Business School - Member
- [Dr. Joanna Pereira Coelho](#), D.D. Kosambi School of Social Sciences and Behavioural Studies - Member
- [Dr. Elaine T. Dias](#), School of Physical and Applied Sciences - Member

#### External Experts

- [Shri Deepak Parab](#), Goa State Council for Science and Technology, opp. Saligao Seminary, Saligao, Goa - Member
- [Dr. Frederick Noronha](#), Managing Editor at Goa, 1556 - Member
- [Dr. D.S. Prashant](#), CEO, Start-up Promotion Cell, Ministry of Information and Technology, Panaji, Goa - Member
- [Dr. Damodar Reddy](#), Dean (Students Welfare), Assoc. Professor in Computer Science and Engineering, National Institute of Technology Goa, Cuncolim, South Goa, Goa - Member
- [Mr. Milind Anvekar](#), Senior Vice-President, Open Destinations Infotech Pvt. Ltd., India Operations, Kamat Grand, St. Inez, Panaji, Goa - Member
- [Dr. Bharat Deshpande](#), Professor, Dept. of Computer Science and Information Systems, BITS Pilani, K.K. Birls Campus, Goa - Member
- [Mr. Rupesh Paliekar](#) Porob, 2/280C, Nr. Police Station, Naika Vaddo, Calangute, Bardez, Goa - Member
- [Dr. Mukul Lal](#), Group Leader, Syngenta Biosciences Pvt. Ltd., FWWQ+MCP, Panaji-Farmagudi-Margao Hwy Bypass Rd., Mangaddo, Corlim, Goa - Member

#### Special members

- [Prof. Rajendra S. Gad](#), School of Physical and Applied Sciences - Member
- [Prof. Sanjeev C. Ghadi](#), Director, Directorate of Research Development & Resource Mobilization (DRDRM) - Member
- [Prof. Santosh G. Tilve](#), Superannuated Faculty, School of Chemical Sciences - Member
- [Prof. Sandeep Garg](#), Director, Directorate of Internships, Incubation and Industry Partnership (DI3P) - Member
- [Shri Shashikant Morajkar](#), Assistant Registrar, DTT - Member Secretary

[Click here for ORDER](#)

[Click here for IPR and Patent Scheme](#) for the on-campus schools of the university.

#### MANAGEMENT COMMITTEE FOR GREEN ENERGY AUDIT

- [Prof. R.S. Gad](#), School of Physical and Applied Sciences - Chairperson
- [Dr. Anthony Viegas](#), School of Earth, Ocean and Atmospheric Sciences - Member
- [Dr. Nitin S. Sawant](#), School of Biological Sciences and Biotechnology - Member
- [Dr. Bhakti Salgaonkar](#), School of Biological Sciences and Biotechnology - Member
- [Dr. Siddhi Jalmi](#), School of Biological Sciences and Biotechnology - Member
- [Dr. Pranav Naik](#), School of Physical and Applied Sciences - Member
- [Dr. Marlon Sequeira](#), School of Physical and Applied Sciences - Member
- [Dr. Minal Desai](#), School of Biological Sciences and Biotechnology - Member
- [Dr. Dviti Mapari](#), School of Biological Sciences and Biotechnology - Member
- [Dr. Mahesh M. Mayekar](#), School of Earth, Ocean and Atmospheric Sciences - Member
- [Director, IQAC](#) - Member

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[Green Audit Report - 2020](#)

### 3. Research Incentive Fund (Excerpt of the EC Minutes)

X<sup>th</sup> E.C. 27<sup>th</sup>  
16-02-2024

**CONFIDENTIAL**



**GOA UNIVERSITY**  
Taleigao Plateau, Goa

**Minutes of the Twenty Seventh Meeting of the Tenth Executive Council held on Friday, 16<sup>th</sup> February, 2024 at 10:00 a.m. in the Council Hall of Goa University under the Chairpersonship of the Vice-Chancellor, Goa University.**

#### **Members Present**

Prof. Suhas Pednekar	Member
Dr. Unnikrishnan. S.	Member
Dr. Aparna Devdatta Patil	Member
Prof. Datta B. Naik	Member
Shri Shrinivas Vasudeva Sinai Dempo	Member
Dr. Ajit Parulekar	Member
Shri Sudin Naik	Member
Dr. Ganesh Gaonkar	Member
Secretary (Education)	Member (Ex-Officio)
Prof. C. U. Rivonker	Member
Dr. S.N. Mamle Desai	Member
Dr. Anura Prashant Bale	Member
Prof. S. Krishnan	Member
Registrar	Member Secretary (Ex-Officio)

#### **Members who conveyed their inability to attend/could not attend.**

Shri Arjun Chowgule	Member
Secretary (Finance)	Member (Ex-Officio)

The Vice-Chancellor welcomed all the Esteemed Members to the Twenty Seventh Meeting of the Tenth Executive Council.



The Ministry of Women and Child Development (MWCD) has now suggested to identify suitable land/built up space within the campuses of the Universities for establishing Working Women Hostel. If such space is provided by the Universities, the cost of construction and for management cost for running the facility will be provided by MWCD. In this regard, it has been informed to take appropriate action by submitting proposal to the MWCD.

**RESOLUTION XXXII: The Executive Council after deliberations recommended gathering further information/details on the matter, i.e., whether the other nearby state universities have implemented this proposal and what are the issues faced by similar institution that are already available in the state of Goa.**

**Further, the members suggested to place these details in the next meeting of the House for taking suitable decision.**

(Action: Executive Engineer, Eng.&Tech. Division)

**D 1.8 (v)** Approval of RIF points for UGC-CARE listed Journals.

The Registrar informed that the Research Publication Incentive Scheme/Policy is currently not applicable to the faculties who publish in UGC CARE list (I) journals (other than Scopus/WoS). However, NAAC gives an equal weightage to both UGC CARE list (I and II) journals. The faculty from languages often publishes in UGC CARE list journals, however, this number is small and needs to enhance.

In order to extend the facility to the publications of UGC-CARE list (I), the Advisory Committee of IQAC in its meeting held on 25/05/2023 had resolved to provide 10 points (equivalent to Rs.10,000/-) to the first/corresponding author and the same is placed before House for approval.

**RESOLUTION XXXIII: The Executive Council resolved not to approve the suggestion given by the Advisory Committee of IQAC to provide 10 points (equivalent to Rs.10,000/-) to the first/corresponding author.**

(Action: Director, IQAC)

**D 1.8 (vi)** Proposal about Policy of Goa University Innovation, Incubation, and Start-up Scheme.

The Vice-Chancellor informed the House that the proposal about the Innovation, Incubation, and Start-up Scheme was approved by the Academic Council in the meeting held on 13/10/2023. Based on the recommendations of the Academic Council, the Drafting and Vetting Committee has prepared the Policy document for University. This policy will serve in guiding, nurturing and implementing innovation, incubation, and start-up ecosystem on the campus. University will establish its research park with dedicated

#### 4. Seed Money



### गोंय विद्यापीठ

ताळगांव पठार,  
गोंय - ४०३ २०६  
फोन : +९१-८६६९६०९०४८  
फॅक्स : +०९१-८३२-२४५९९८४/२४५२८८९

### Goa University

Taleigao Plateau, Goa-403 206  
Tel : +91-8669609048  
Fax : +091-832-2451184/2452889  
E-mail : registrar@unigoa.ac.in  
Website : www.unigoa.ac.in



(Accredited by NAAC with Grade 'A')

GU/D-RDRM/CIRCULAR/2020/11

Date: 29/06/2020

### C I R C U L A R

In its meeting held on 31<sup>st</sup> August, 2018 the Executive Council has approved a grant of Rs. 50,000/- as seed money for research purpose to all new faculty members joining Goa University on a permanent appointment from 2018 onwards.

To avail this seed money grant a faculty member should submit an application giving a short research plan and the items proposed to be purchased to the Directorate of Research & Development and Resource Mobilisation(D-RDRM). This application should be forwarded through the Head of the Department. D-RDRM will then put up the proposal for administrative approval. Once approved, the faculty member will initiate the purchase of the proposed equipment as per University procedure. The expenditure for all such purchases will be debited to a new Budget Head P-34(8)(6) – Seed towards the project generation. Hence the purchase requisitions and bills for payment shall be routed for such purchases through D-RDRM. The assets acquired however, shall be a property of the concerned department.

*Y.V. Reddy*  
(Prof. Y.V. Reddy)  
Registrar

To,

1. All the Head of University Teaching Departments
2. All the Divisional / Section Heads
3. PS to VC
4. PA to R

## 5. Incentive for students

Goa University  
Guidelines for Eligibility and Sanction of Financial Support  
to the On Campus Students (Post Graduate/M.Phil./Ph.D.) of Goa University  
to Present Research Papers in International Conferences/Seminars Abroad

The University has approved the following Guidelines for Eligibility and Sanction of Travelling and Maintenance Allowance to its Post Graduate/M.Phil./Ph.D. students on the campus.

**Objective:**

The objective of these guidelines and policy is to provide travel and maintenance grant to encourage students to undertake original research, and to present research papers, and to publish them in reputed journals or edited volumes. It is also to provide exposure to students by enabling them to attend international conferences/seminars abroad which would provide them an opportunity to interact with scholars in the fields of their interest.

**Guidelines:**

1. Post Graduate/M.Phil./**Confirmed** Ph.D. students may apply for financial assistance under this Scheme for presenting research papers/posters in international conferences/seminars abroad.
2. Under this Scheme, Post Graduate/M.Phil/Ph.D. students shall be eligible to participate only **once** in the international conferences/seminars held abroad during their studentship for each of the programmes.
3. The M.Phil. students shall be considered for financial assistance only after **completing** the Course Work.
4. The students shall submit the invitation, and letter of acceptance of the abstract or research paper for presentation (including poster) at the conferences/seminars.
5. Recommendation of the Research Guide, Head of the Department/Centre and Dean of the Faculty shall be needed for considering the application for financial assistance to M.Phil. and Ph.D. students.
6. Recommendation of the Head of the Department/Centre and Dean of the Faculty shall be needed for considering the application for financial assistance to Post Graduate students.
7. The financial assistance up to Rs.40,000/- per student shall be considered for international conferences/seminars abroad. This shall include Travelling

Allowance/Maintenance Allowance and Registration Fee. Travelling Allowance and Maintenance Allowance shall be paid as per the existing rules, and as fixed by Government of India/University Grants Commission/University from time to time and registration fee shall also be sanctioned along with air-fare/travel-fare, if not provided by the organisers or any other funding agency.

8. The cheapest airfare by economy class shall be considered for the travelling allowance to attend international conferences/seminars abroad.
9. The boarding pass, air travel tickets and other receipts in support of T.A. (including local travel expenses), registration fee, and details regarding financial support provided/received from other agencies as applicable shall be submitted for settlement of accounts within a period of 30 days from the date of return.
10. After returning from the international conferences/seminars, the students shall submit a report about their experience in participating at the conferences/seminars, and presentation of research papers to the Registrar through proper channel as indicated under serial numbers 5 and 6 above.
11. The application shall be processed through proper channel for the approval of the Vice Chancellor.

---



## 6. Report on Quality Publications by Faculty Members

C/20

### Report of the Goa University RIF Scheme Performance Period: 2018-2020

The Goa University Research Incentive Scheme was introduced in May 2018.

This scheme has completed around 3 years and the Executive Council of the Goa University appointed a committee Chaired by Prof Ajit Parulekar, Member GU Executive Council and included Dr Gopakumar Nair, Librarian and Assistant Registrar (PG) as members of the committee.

The committee was asked to review the overall impact of the RIF scheme on the research output of the university and suggest course corrections on the following dimensions:

1. List of journals eligible for RIF points
2. Utilization of RIF points
3. Monetary value of a RIF point

The committee has perused several documents (listed in Appendix 1), met several functionaries of the Goa University associated with the scheme (listed in Appendix 2) in the process of compiling this report.

#### The RIF Scheme:

According to the RIF scheme, every research paper authored by a regular faculty member of the university in a Scopus/Web of knowledge listed journal (in rest of the document we will use the term Scopus-Indexed or SCI to include Scopus & web of knowledge listed papers) would fetch certain incentive points. The points earned would vary depending upon in which quartile of the index the journal is. For example, publication in the top 25% (Quartile 1) would earn 100 points while publication in the other quartiles would earn 50 points. Each point would be worth Rs 1000 and the number of points earned would vary depending upon the number of authors and whether the university faculty member is the first/ corresponding author or not.

The RIF points thus earned can be used for any academic activity such as purchasing equipment, consumables such as chemicals, databases, funding travel for conferences and for data collection, inviting research collaborators or meeting journal/ book publication charges.

#### Impact on Total Publications at Goa University:

The number of publications by faculty of Goa University has steadily increased over the last 3 decades.

Decadal trend of publications at GU:

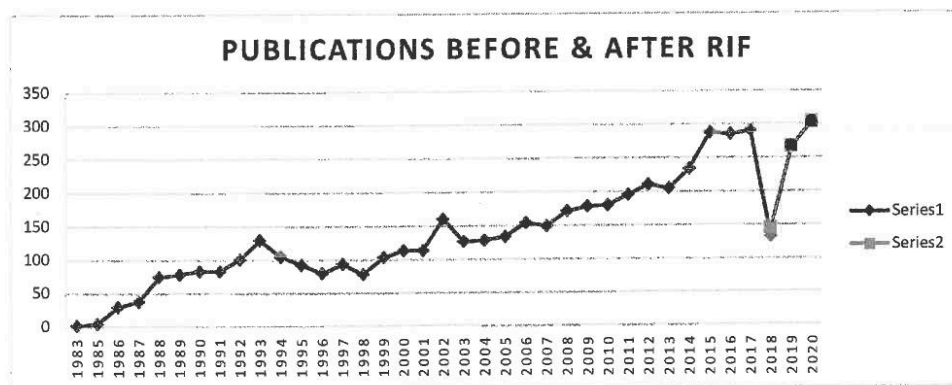
Period	Number of Publications	Increase
1991-2000	975	-
2001-2010	1492	53.0%
2011-2020	2548	70.8%

Five-yearly trend of publications:

Period	Number of Publications	Increase
1986-1990	301	-
1991-1995	509	69.1%
1996-2000	466	-(8.4)%
2001-2005	660	41.6%
2006-2010	832	26.1%

2011-2015	1129	35.7%
2016-2020	1419	25.7%

The RIF scheme doesn't appear to have had a significant impact on total number of publications as can be seen in the year-wise number of publications in this period.



Year-wise number of publications by Goa University faculty from 2016-2020:

Year	2016	2017	2018	2019	2020
No. of publications	285	290	275	266	303

There are several factors that influence the total number of publications, especially the total number of faculty on the rolls of the University (which is a result of faculty retiring, resigning etc and the university did have a large number of vacant faculty positions in the 2016-2019 period). Given the more than doubling of faculty strength in 2020, the total number of publications should substantially increase in 2021-22 and beyond.

#### Impact on Quality of Publications Goa University:

While the RIF scheme hasn't had an impact on the total number of publications, the quality of publications has increased. This is evidenced by the number of publications in Scopus indexed journals has increased noticeably from 18.5% of all publications being Scopus-indexed in 2018 to 45% in 2019 & 2020. Moreover, the number of publications in the Quartile 1 & Quartile 2 of Scopus-indexed journals has also increased substantially over this 3-year period.

Quartile details	2018 No. of Papers	2019 No. of Papers	2020 No. of Papers	Total (2018-2020)	% of all GU publications
Q1	17	40	59	116	13.7%

Q2	19	48	39	106	12.6%
Q3	13	23	22	58	6.9%
Q4	2	10	17	29	3.4%
All Quartiles	51	121	137	309	36.6%
% of all GU publications	18.5%	45.5%	45.2%	36.6%	

Unfortunately, records were not available of the number of Scopus-indexed publications of the university prior to the RIF scheme (it is recommended that this record is created). However, over the 3-year period of the scheme, there is clearly an increase in quality of publications w.r.t to Scopus indexation.

#### Analysis of performance of RIF at Department/ School level:

The science departments have done well in terms of publishing in Scopus-indexed journals and consequently earning RIF points. The following table presents the department-wise break-up of publications in each of the 4 Quartiles over each of the 3 years (2018, 2019 & 2020).

Year	Quartile details	No. of Papers	Details	Remark
2018	Q1	17	Biotechnology (1), Chemistry (9), SEOAS (3), SPAS (1), GBS (1), Zoology (1), Microbiology (1)	Only 10 Depts/ Schools published in Q1-4 in 2018 and this didn't increase in 2019 but increased to 12 in 2020.
	Q2	19	Biotechnology (3), Botany (2), Chemistry (5), SEOAS (4), SPAS (2), GBS (1), Microbiology (2)	
	Q3	13	Biotechnology (1), Chemistry (2), GBS (4), History (1), SEOAS (4), Zoology (1)	
	Q4	2	Botany (1), Zoology (1)	
2019	Q1	40	Biotechnology (1), Chemistry (23), SEOAS (4), SPAS (6), GBS (2), Microbiology (4)	Significant increase in total number of Q1-4 papers over 2018 (up from 51 to 121). The increase has come in each of the 4 quartiles. The increase has been led by Chemistry (16 in 2018 to 54 in 2019), SEOAS (11 to 16), SPAS (11 to 16), SPAS
	Q2	48	Biotechnology (3), Botany (4), Chemistry (19), SEOAS (9), SPAS (6), GBS (5), Microbiology (2)	
	Q3	23	Biotechnology (1), Botany (1), Chemistry (11), SEOAS (1), SPAS (1), GBS (3), Microbiology (3), Political Sci (1), Zoology (1)	

	Q4	10	Biotechnology (1), Botany (3), Chemistry (1), SEOAS (2), SPAS (2), GBS (1)	(2 to 16), Botany (3 to 8) & GBS (6 to 11).
2020	Q1	59	Biotechnology (4), Chemistry (30), SEOAS (8), SPAS (5), GBS (9), Microbiology (1), Political Sci (1), Women's studies (1)	For four articles incentives have not been credited. Waiting for approval.
	Q2	39	Biotechnology (2), Botany (6), Chemistry (15), SEOAS (4), SPAS (4), GBS (4), Microbiology (3), History (1)	For three articles incentives have not been credited. Waiting for approval.
	Q3	22	Biotechnology (1), Botany (4), Chemistry (4), SPAS (2), GBS (10), Portuguese (1)	For eight articles incentives have not been credited. Waiting for approval.
	Q4	17	Botany (2), Chemistry (5), SEOAS (2), SPAS (3), GBS (4), Portuguese (1)	For two articles incentives have not been credited. Waiting for approval.

The observations from the above table are:

- The number of departments/ schools publishing in Q1-4 journals increased over the 3 year period from 10 to 12.
- Chemical Sciences, SEOAS, GBS, Biotechnology, Botany & SPAS have done well w.r.t earning RIF points (publishing in Scopus indexed journals). Their contributions in Q1-4 have been good over the last 3 years.
- Philosophy, Portuguese, History Political Science & Women's Studies departments have only 1-2 Q1-4 papers in the 3-year period of the RIF.
- The Zoology department has progressively declined in their RIF related performance over the last 3 years with 3, 1 & nil Q1-4 papers in 2018, 2019 & 2020 respectively.
- Several schools/ departments have not published even a single Q1-4 paper (and their publication record has been poor even prior to the introduction of RIF). These include the linguistics departments other than Portuguese (i.e French, Hindi, Marathi, Konkani & English), Sociology, International Relations and Centre for Social Exclusion & Inclusion Policy.

The next table details out the contribution by each Department, separately in each of the 4 Quartiles, the sum-total of all Scopus-indexed articles & the per-capita publications for each RIF earning faculty member from the respective department in the combined 2018-2020 period.



Department	No of Q1#	No of Q2#	No of Q3#	No of Q4#	All Scopus indexed (Q1-4)#	No of faculty earning RIF	Per Capita* publicns
Biotech	5	8	5	1	19	6	3.2
Botany	1	14	3	5	23	6	3.8
Chemical Sci (SCS)	85	59	21	9	174	18	9.7
SEOAS	23	28	7	8	66	13	5.1
Goa Biz School	13	12	17	6	48	16	3.0
History	0	1	1	0	2	1	2.0
Man Parrikar Sch	3	0	0	0	3	2	1.5
Microbiology	7	8	5	0	20	7	2.9
SPAS	16	15	5	8	44	12	3.7
Political Science	1	0	1	0	2	1	2.0
Portuguese	0	0	1	1	2	1	2.0
Zoology	1	0	2	1	4	2	2.0
<b>TOTAL</b>	<b>155</b>	<b>145</b>	<b>68</b>	<b>39</b>	<b>407</b>	<b>85</b>	<b>4.8</b>

<b>Pure Science</b>	138	132	48	32	350	64	5.5
<b>GU minus Pure Science</b>	17	13	20	7	57	21	2.7
<b>Non-science minus GBS</b>	4	1	3	1	9	5	1.8
<b>GU minus SCS</b>	70	86	47	30	233	67	3.5

\* Per capita publications only for those faculty from the department who earned RIF points.

# Includes duplication (if a paper has 2 authors from GU, it will be counted two times). Hence, total number of instances of Q1-4 publications (407 nos) will not match the total number of Scopus indexed publications from GU over the same period (309 nos).

There is a substantial variation in the contribution by different departments/ schools in Goa University. The School of Chemical Sciences contributes 43.2% of Goa Universities Scopus-indexed publications while they have a much lesser representation in terms of faculty size or number of PhD students.

The Pure Science departments & schools contribute 86% of all Scopus-indexed publications of the Goa University with only 14% of Scopus-indexed publications coming from other departments (Linguistics, International Relations, Sociology, Philosophy, Political Science & Business).

Even among the schools & departments other than the pure sciences, Goa Business School has a dominant contribution of 80.7% of the 14% of publications contributed.

There could be several factors that result in this discrepancy in contributions (or lack of contributions) from different departments/ schools such as availability of journals in the respective

domain (this is a problem faced by most of the Indian languages departments), inadequacy of the number of Scopus-indexed journals in their fields (a challenge faced by most linguistics departments as well as many of the specialized Internal Relations areas) & faculty size (number of unfilled vacancies).

There is no compulsion on faculty to publish in Scopus-indexed journals as part of their annual KRAs. Publications are important as far as promotions and RIF incentives are concerned.

#### Analysis according to designation:

The committee also looked at RIF points earned by faculty at different levels/ designations. The table below is a tabulation of the Scopus-indexed publications by designation and includes details on department-wise performance by designation as well as considers the per-capita number of papers by designation.

Designation	No of Papers	Departments	Q1	Q2	Q3	Q4	Q1-4 Total	No of authors	Papers/ Authors
Senior Professor	33	Tilve/Chem (17), Reddy/GBS (10), Menon/SEOAS(4), Rodrigues/Botany(2)	12	10	7	4	33	4	8.25
Professor	200	Chem (74/ 6 Fac), SEOAS (27/ 4 Fac), GBS (26/ 8 Fac), SPAS (27/ 6 Fac), Botany (19/ 4 Fac), Biotech (16, 4 Fac), Micro (6, 2 Fac), Zool (4, 2 Fac), MPS (1, 1 Fac)	55	88	34	23	200	37	5.41
Associate Professor	13	SPAS/ Parab (8), MPS/ Lolayekar (2), History (2, 2 Fac), SEOAS/ Viegas (1)	3	3	2	5	13	5	2.60
Assistant Professor	78	Chem (28/ 8 Fac), SEOAS (15/ 6 Fac), GBS (12/ 7 Fac), SPAS (2/ 2 Fac), Botany (2/ 1 Fac), Biotech (3, 2 Fac), Micro (12, 4 Fac), PolSc (2, 1 Fac), Portuguese (2, 1 Fac)	28	22	22	6	78	32	2.44
UGC Professor	48	S.V Bhosale (Chemical Sciences)	38	9	1	0	48	1	48.00
SERB Scientist	18	S. Ganguly (SEOAS)	11	7	0	0	18	1	18.00
Others	16	DST Inspire/ Chem(7 /2 Fac), UGC Asst Prof/ SPAS (7 , 2 Fac)/ Micro (2, 1 Fac)	8	6	2	0	16	5	3.20
<b>TOTAL</b>	<b>406</b>		<b>155</b>	<b>145</b>	<b>68</b>	<b>38</b>	<b>406</b>	<b>85</b>	<b>4.78</b>

Key observations from this table are:

Contributions are much higher at higher designations and per capita number of Scopus-indexed papers published in this 3-year period increases from 2.44 by Assistant Professors to 2.6, 5.41 & 8.25 by Associate Professors, Full Professors & Senior Professors.

There is a big skew in the number of publications by the 2 special category Professors – the UGC Professor & the SERB Scientist. The number of publications by these 2 Professors seems unusually high at 48 & 18 Scopus-indexed publications in a 3 year period.

Given that Goa University has completed a large round of faculty recruitment (and filled in a large proportion of vacancies) with most of the recruits at the level of Assistant Professor, there must be a conscious effort to improve the productivity from Assistant Professors by a combination of mentoring as well as providing adequate support for their research (both in terms of time availability for research as well as making infrastructure & funding available).

#### PhD Scholars & Size of the Faculty:

Faculty size is one of the key factors that can influence the quantum of publication and number of Phd scholars (though this could be related to the number of faculty in a school/ department) also are expected to have a similar effect given the fact that the Goa University ordinances for PhD mandate a certain number of publications that a Phd student must have for being eligible for award of the degree. However, the ordinance doesn't specify any quality requirement for the article (neither does it specify that the journal should be Scopus-indexed or from the UGC Care list).

The number of active PhD scholars (department-wise):

Dept.	PhD Scholars	Scopus indexed papers (2018-20)
Dept of Biotechnology	18	19
Dept of Botany	25	23
Dept of English	17	0
Dept of French and Francophone Studies	3	2
Dept of Hindi	13	0
Dept of History	12	2
Dept of International Relations	4	0
Dept of Konkani	3	0
Dept of Marathi	6	0
Dept of Microbiology	12	20
Dept of Philosophy	10	0
Dept of Political Science	17	2
Dept of Sociology	8	0
Dept of Zoology	3	4
Goa Business School	100	48
Manohar Parrikar School of Law, Governance and Public Policy	6	3
School of Chemical Sciences	35	174
School of Earth, Ocean and Atmospheric Sciences	18	66
School of Physical and Applied Sciences	30	44

The number of Scopus-indexed publications do not seem to be related to the number of PhD scholars in the department. However, in the pure science departments, there is a substantially higher value for the ratio between number of SCI papers relative to the number of PhD students.

It is surprising to note that several departments haven't published a single Scopus-indexed paper despite having over 10 PhD scholars in the department (English, Hindi & Philosophy for example).

As research & publication is driven by faculty, we also looked at the department-wise faculty strength. As the objective was to use this number to understand the performance of the University over the period of 2018-2020, we decided not to include the recent round of recruits in these numbers as this would paint an erroneous picture (as new recruits would take time to settle in and publish papers with the GU affiliation). The faculty strength was considered as on 1st August 2019.

Even during the period from start of the RIF scheme to August 2019 and even after that, there would be a fluctuation in the number of faculty in several departments owing to retirement, promotion, deputation & resignation of faculty.

Department	Faculty by designation	No of Faculty
Biotech	3 Professors + 1 Asst Prof + 1 UGC Asst Prof	5
Botany	1 Senior Prof + 4 Profs + 1 Asst Prof	6
Sch Chem Sci	1 Senior Prof + 4 Profs + 6 Asst Profs + 1 UGC Prof + 1 DST Inspire Faculty	13
SEOAS	1 Senior Prof + 3 Profs + 2 Assoc Profs + 5 Asst Prof + 1 SERB Scient	12
Goa Biz School	1 Senior Prof + 10 Profs + 4 Assoc Profs + 8 Asst Prof	23
History	2 Profs + 1 Assoc Prof + 1 Asst Prof	4
Man Parrikar Sch		
Microbiology	1 Profs + 4 Asst Profs + 1 UGC Asst Prof	6
SPAS	3 Profs + 1 Assoc Prof + 3 Asst Profs + 3 UGC Asst Prof	10
Political Science	1 Profs + 3 Asst Profs	4
Portuguese	4 Asst Profs + 1 UGC Asst Prof	5
Zoology	1 Prof + 2 Asst Profs	3
Others (English, French, Marathi, Hindi, Sociology, Konkani, Philosophy, Internal Relations, Women Studies, CSocial ExclIncl)	10 Profs (E3, F1, H1, Soc1, Phil2, Int1, WS1) + 2 Assoc Prof (M1, K1) + 16 Asst Profs (E3, F3, Soc3, H2, M1, K1, Int1, CSocIncl1, WS1)	28
<b>TOTAL</b>		<b>119</b>



All the departments clubbed together as 'Others' (that number 23.5% of the total GU faculty size) have not published a single SCI journal article in the 3 year period of the scheme.

#### Utilization of RIF points:

The RIF points redemption/ utilization varied according to the departments/ schools needs. The following table presents the % utilization by each school under different categories such as equipment purchase, assistance to attend conferences etc. Data is presented only for those schools which utilized RIF points over this period.

% Contribution	Chem	SEOAS	Goa Biz School	SPAS	Micro-Biotech	TOTAL (10%)
Equipment	37.0	79.6	3.1	32.6	45.8	40.3
Stipends/ Manpower	31.8	0	0	35.9	0	22.9
Travel/ Conference	8.8	0	53.5	0	7.3	11.3
Patent fee/ License renewal	10.0	0	0	23.6	0	7.6
Publication/ Submission fee	12.4	20.4	36.3	0	0	14.8
Any other	0	0	7.1	7.8	46.9	3.1
<b>Total (%)</b>	<b>68.2</b>	<b>14.5</b>	<b>9.2</b>	<b>3.4</b>	<b>4.7</b>	<b>100</b>

The school of chemical sciences (which contributed to 43% of the total number of SCI publications of the GU, has a disproportionately high number of RIF points utilised. They are responsible for 68% of all the RIF points utilised.

All the science departments (Chemical, Earth Ocean & Atmospheric, Physical, & Microbio-Biotech) have utilized the largest portion of the RIF points for buying equipment (between 33% to 80% of the RIF points used) followed by supporting research staff & students through stipends/ fellowships.

Expectedly, the only non-science school (Goa Business School) among this sample of 5 schools, has used their RIF points very differently. They have spent 54% on supporting travel & conference participation and 36% on publication & submission fees.

#### Year-wise purpose of utilisation (Amounts)

	Equipment	Stipend/ Manpower	Travel/ Conference	Patents/ License renewal	Publication/ Submission fees	Others	TOTAL
2018	9,454	0	70,957	0	0	0	80,411
2019	10,14,500	3,82,000	2,14,684	1,57,500	14,000	64,500	18,47,184
2020	4,16,506	5,25,000	2,77,479	1,68,500	4,60,180	62,000	19,09,665

2021 so far	3,77,250	72,000	0	17,700	1,92,200	15,000	6,74,150
<b>TOTAL</b>	<b>18,17,710</b>	<b>9,79,000</b>	<b>5,63,120</b>	<b>3,43,700</b>	<b>6,66,380</b>	<b>1,41,500</b>	<b>45,11,410</b>

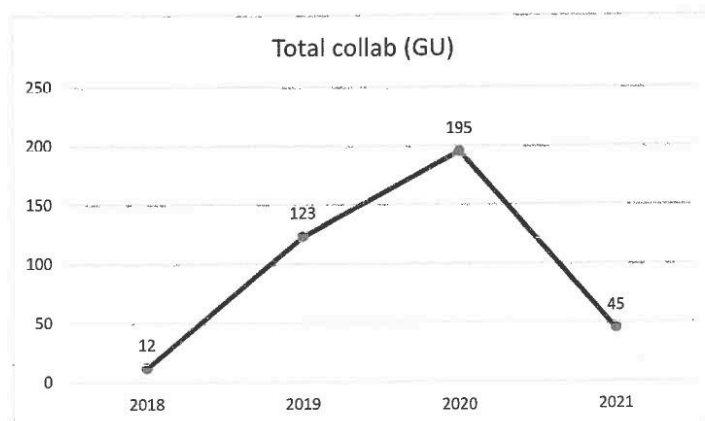
The total amount of RIF points utilised in each of 2019 and 2020 is quite small at Rs 18.5 L and Rs 19.1 L p.a. For a faculty size of 119, the amount of spend to support academic activity is very small and needs to be increased. The Schools of Chemical Sciences, Earth Ocean & Atmospheric sciences and a few other schools of the university also earn sizeable monies from sponsored projects.

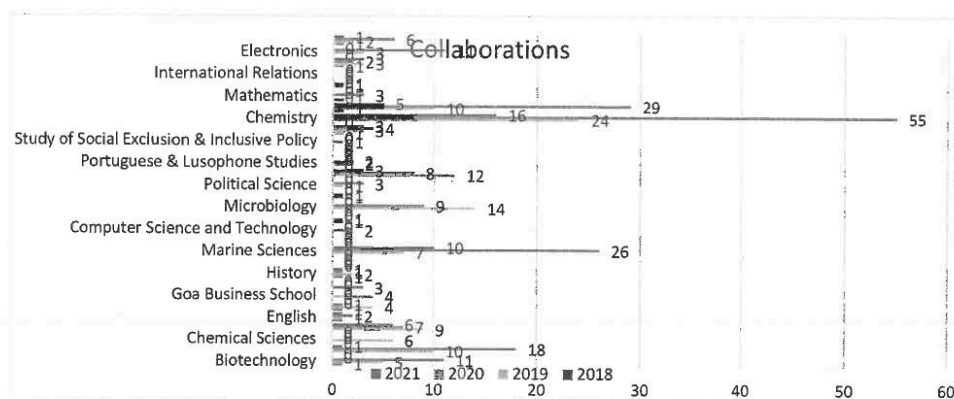
The spend is highest on purchase of equipment (Rs 18.2 L out of the total Rs 45.1 L) followed by spend on stipends/ manpower.

The expense head that has seen the highest percent increase over this period is publication/ submission. There has been a lot of discussion among the Deans of the University on some instances of misuse of the RIF points and paying fees to predatory journals. More details on this matter and other inputs from Deans of various Schools is presented later in this report under the section "Comments from Deans".

#### Research Collaborations:

We also examined if the RIF had any influence on research collaborations. We looked at the quantum of collaborative research projects in this 3-year period and found a substantial increase in the number of collaborative research projects. This augurs well for the university and it expands the network of influence of the university as well as increases the visibility of its research as well as increases access to resources.





The increase in number of collaborations was witnessed across most schools and departments. During the discussion with Deans of schools, several Deans mentioned that the RIF has promoted collaborations as it increased the access to untethered funds for inviting scholars, participating in combined research projects, travelling to conferences etc.

#### Comments from Deans of Schools & Departments:

On 29<sup>th</sup> December 2020, a meeting was held by the DRDRM with Deans of schools/ departments to seek their views on the RID scheme. The following points were expressed by the Deans:

- Publication fee payment must not allowed from RIF points and publication fees (publishing in predatory journals) must be strongly discouraged (including punitive action).
- Submission fees are different from publication fees and are charged by many top journals in several disciplines. Submission fee payment using RIF points must be permitted.
- Open access journals do ask for a fee after acceptance of the paper. This may be permitted depending upon the quality of the journal.
- Impact factor may be considered as a good quality measure for classifying journals for the purpose of RIF point accumulation, and can be use in combination with Q index of Scopus especially Q4 journals.
- The RIF scheme is a good scheme and should be continued in its present form with few needed modifications.

We called a meeting of all Deans (and a representative of the RDRM) with our team after we had gone through various documents related to the RIF scheme including details of RIF points earned and utilized, and after having one-on-one conversations with a few of the officials concerned with the scheme. This meeting was a an online meeting held between 3-5 pm on May 2021 and was attended by 8 Deans (Chemical Sciences, Earth Ocean & Atmospheric Sciences, Physical Applied Sciences, Lifesciences, Goa Business School, Manohar Parrikar School, International Relations School & Sociology), Dr Dhuri from RDRM, Dr Gopakumar & Dr Parulekar. There was no representation of Deans from Linguistics and that could have been an important perspective that was missed. The following points were expressed by the Deans:

- The Deans were unanimous in expressing that they felt the RIF has benefitted the research & publication at the university.
- They felt that the freedom that the scheme provides in spending on a variety of academic related activities is desirable and should continue including purchasing equipment, buying consumables, attending conferences etc.
- The Deans were unanimous in strongly discouraging payment of publication fee or publication by GU faculty in predatory journals.
- Several Deans were of the opinion that supporting fellowships through RIF should not be used as an alternative to students trying for NET/ SET fellowships. The fellowship support through RIF should not be extended in the early years (in which time the student should get support through NET/ SET) and can be extended if the research extends beyond the 4 years of the fellowship.
- Some Deans opined that sponsored research should continue to be the mainstay of research funding, especially for senior faculty such as Professors & Associate Professors and the RIF scheme should focus on Assistant Professors who do not have the same access to other funds. However, Deans of schools that are new and schools that are currently not performing well in terms of research & publication suggested that the RIF scheme should be available for all GU faculty, irrespective of rank.
- Deans mentioned that till the recent faculty recruitment drive, the University was more 'top heavy' (i.e had many more senior faculty such as Professors compared to the number of Assistant Professors). The recent recruitment will now bring into the faculty a much larger number of younger & junior faculty who need to be mentored in the need to publish in top journals and also supported through the RIF to conduct their research.

#### Conclusions:

Overall impact of the RIF scheme on the research output of the university:

1. The RIF scheme doesn't seem to have had a significant impact on the number of research papers published by the Goa University.
2. The RIF scheme has undoubtedly had a significant impact on the quality of publications by the university as evidenced by the increase in the number & % of papers published in Scopus-indexed journals as well as the number & % of papers published in Q1 & Q2 Scopus-indexed journals.
3. The RIF scheme has benefitted departments & schools that were already the largest contributors to the research output of the university and has had almost no impact on most of the schools & departments that had no contribution or an insignificant contribution to the research output of the university.
  - a. The Schools that were already contributed the lion share to the quantum of publications of the university have now moved up on the quality of publications parameter.
  - b. However, the schools that were not contributing, have not changed either in terms of quantity or quality of publications.

List of Journals eligible for RIF points:

1. Scopus-indexed journals are an important criterion in terms of NIRF ranking as well a standard comparator across institutions. However, this list has some limitations, some of these are listed below:
  - a. Scopus indexed journal list does not exclude predatory (pay to publish) journals.



- b. Scopus indexed journals do not adequately represent several disciplines and hence areas such as political sciences, linguistics & international relations are not adequately represented by Scopus/ Web of Knowledge indexation.
- c. Impact factor was suggested as a better indicator of quality than Scopus-indexation.
- d. The university can consider developing its own list of higher tier of journals (with higher RIF points earned) that target top journals across disciplines (like Nature, Academy of Management, Lancet etc).

#### Utilization of RIF points:

1. The budgets have been utilized for a variety of different activities ranging from buying equipment to supporting research staff/ students to paying for IPR/ licensing fees and to conference travel and paying journal fees.
2. The science departments utilize the funds for equipment, consumables and IPR/ fees whereas these are generally not relevant for most of the social science departments. These schools are likely to utilize the funds for conference travel, sometimes for some facilities for research, and for paying journal fees.
3. Deans are happy with the freedom & flexibility in the way these funds are used. They did feel that access to funds is much easier for senior faculty such as Professors, Associate Professors & Senior Professors – through sponsored research projects and other sources of funding. They did mention that Assistant Professors need much more support financially in order to facilitate their research plans.
4. Across Deans of Schools, they were concerned with the use of RIF funds for publication fee (to predatory journals). They strongly felt that this must be eliminated and only payment of submission fees (and not publication fee) to reputed journals be allowed.

#### Monetary value of RIF points:

1. The total amount utilized for academic activities over these 3 years is Rs 45 Lacs and has not been more than Rs 20 L in any of the 2 years. This is a very small sum of money compared to the overall budget of the Goa University as well as compared to the total faculty size or volume of research output of the university.
  - a. The value to each RIF point can be considered for an upward revision. It is difficult to mention the extent of the upward revision – the guiding principle should be to align the point value and expected earning of points to the total budget to be allocated to research.
  - b. The RIF point value should be revised at regular intervals (every 2-3 years) to factor in inflation over the period of the time.

#### Way forward:

The RIF scheme has benefitted research output of the Goa University, especially in terms of quality of publications. In light of this, **the scheme must be continued.**

In light of the large faculty recruited in the last 18 months, the quantum of publication at the Goa University should see a sizeable increase. Since a large proportion of the new recruits are younger faculty (and the RIF scheme performance so far seems to suggest that senior faculty benefit more from the scheme), **the scheme can be tweaked to make it easier for younger faculty to earn points** (they are less likely to get PhD students as well as get access to external sources of funding). Examples of such tweaks could include a slightly higher value of each point or higher points for a

publication for an Assistant Professor (or a new recruit) or an initial RIF point deposit for faculty on completion of their probation period.

The RIF scheme needs to be modified to **encourage and enable schools & disciplines such as linguistics, sociology, philosophy, political science and international relations (and new schools such as Indic studies) to publish in good quality journals**. The Goa University can constitute a task force of Deans from these schools and some external experts (who publish in top journals in these disciplines) as mentors to draw up a strategy to facilitate the faculty from these schools to publish in top journals.

The philosophy of **flexibility in utilization of points for academic work** has been appreciated and must be continued.

**Payment of publication fees must be discontinued and strongly discouraged** through punitive measures if necessary. However, there must be a system created to enable to utilize the RIF points for paying submission fees (for the review process) to top journals. The University can institute a prior approval process in such cases where a committee examines the application by a faculty member for paying a submission fee to a journal.

**Appendix 1: Artefacts examined**

The RIF scheme document from the Executive Council agenda notes.

List of publications by Goa University faculty since inception.

Minutes of meeting of Deans/ Heads of Schools/ Departments in December 2020 regarding performance of the RIF scheme.

Faculty & school-wise RIF points earned and utilized since inception of the RIF scheme

School-wise details on number of faculty and number of PhD students

## **Appendix 2: Functionaries Met**

Dr Gopakumar Nair, Librarian

Dr Jyoti Pawar, Goa Business School

Dr Murari Tapaswi, Formerly associated with Goa University Library & Former Librarian, NIO

Dr Sunder Dhuri, RDRM

Dr Vishnu Nadkarni, Dean, School of Chemical Sciences

Dr K.S Priolker, Dean, School of Physical Applied Sciences

Dr Harilal Menon, Dean, School of Earth, Ocean & Atmospheric Sciences

Dr Prabhat Sharma, Dean, School of Life Sciences

Dr M S Dayanand, Dean, Goa Business School

Dr Sheila D'Souza, Dean, Manohar Parrikar School of Law, Governance & Public Policy

Dr Aparajita Gangopadhyay, Dean, School of Internal & Area Studies

Dr Ganesh Somayaji, Dean, School of Social Sciences



c/f

X<sup>th</sup> E.C. 8<sup>th</sup>  
31-05-2021

**D 1.8 (i)** Report of the Goa University RIF Scheme Performance period: 2018-2020.

**RESOLUTION IX:** The Executive Council approved the report of the committee appointed to look into the matter regarding Research Incentive Fund (RIF) Scheme of Goa University with the following observations.

- To ensure that predatory journals are not involved, a written undertaking/Affidavit stating that the publisher was not paid to publish the article is to be obtained from the concerned teacher(s).
- The faculty to be encouraged to do research and publish articles in general and in social sciences and humanities in particular.
- The House appreciated Dr. Ajit Parulekar and the other members of the Committee for the recommendations and the detailed report regarding the RIF Scheme.

(Action: Assistant Registrar-Acad(PG))

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State Public University since 1985  
Recognized by UGC u/s 12-B  
(Accredited by NAAC with A Grade)

# Goa University

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GU/164/Acad-PG/RIF/2021-22/1003

Date: 08.03.2021

## ORDER

In pursuance to the Resolution of the Executive Council in its meeting held on 05<sup>th</sup> February 2021, the Vice Chancellor is pleased to constitute a Committee comprising the following members to review the Research Incentive Fund (RIF) Scheme.

- |  |                   |
|--|-------------------|
| 1. Dr. Ajit Parulekar,<br>Member, Executive Council, Goa University<br>Director, Goa Institute of Management,<br>Poriem, Sattari, Goa<br>Email. <a href="mailto:director@gim.ac.in">director@gim.ac.in</a> | -Chairperson      |
| 2. Dr. Gopakumar,<br>Librarian, Goa University   | -Member           |
| 3. Assistant Registrar (PG),<br>Goa University   | -Member Secretary |

The Committee is requested to submit its Report within a period of one month from the date of issue of this Order.

  
(Prof. Reehika S. Nayak)  
Offg. REGISTRAR

To,  
All the above members concerned.

Copy to:

1. P.S. to Vice Chancellor
2. P.A. to Registrar

X<sup>th</sup> E.C. 2<sup>nd</sup>  
05-02-2021

et 15/8  
C/60

**D 1.8 (xiii)** Matter regarding Research Incentive Fund (RIF) Scheme.

**RESOLUTION XXX:** The Executive Council suggested the following committee to look into the matter regarding Research Incentive Fund (RIF) Scheme.

1. **Dr. Ajit Parulekar – Chairperson**  
**Member of Executive Council**
2. **Dr. Gopakumar – Member**  
**Librarian**
3. **Assistant Registrar (PG) – Member Secretary**

**The Committee is requested to submit the recommendations in order to place the same before the Executive Council for consideration.**

(Action: Director–RDRM / Assistant Registrar-Academic (PG))

## 7. Academic and Administrative Audit

### **Academic & Administrative Audit Policy**

Approved by EC on 30/08/2024



**Goa University  
Taleigao Plateau  
Goa 403206**

**Brief Introduction:**

Audits, as defined, are an official examination of the present state of being of any entity, more so financially. However, every organization is amenable to such an official examination of its state of being, and a Higher Educational Institute has a moral responsibility to do so. Goa University has embarked upon this task to systematically examine its Academic and Administrative functioning through a scientific methodology to enhance its output quality in terms of Academic Programme Outcomes, Outreach Programmes, Administrative Support, and a Societal Connect for which it was brought into existence.

**Purpose:**

The Academic and Administrative Audits (AAA) are essential for achieving excellence in Higher Education by any Higher Education Institute. Academic and Administration processes are interrelated, and both audits aim to analyze the functioning of the academic and administrative units to enable them to achieve the Objectives, Goals, Mission, and Vision of Goa University. Thus, both audits are an exercise to enhance the functioning and empower the delivery mechanism to ensure the above-mentioned.

**Academic Audit:**

Academic audit can be understood as a scientific and systematic method of reviewing the quality of academic processes in the institution. It is related to quality assurance and enhancing the quality of academic activities in HEIs. An insightful look into the academic programmes will be done through this process to identify areas for improvement in the academic environment of the programmes for processing through the Statutes and Ordinances of the University.

**Administrative Audit:**

It can be defined as a process of evaluating the efficiency and effectiveness of the administrative procedures. It includes assessment of policies, strategies & functions of the various administrative sections, control of the overall administrative system, etc.



**Major objectives of Academic and Administrative Audit (AAA):**

1. To understand the existing system, assess the strengths and weaknesses of the disciplines/schools and administrative sections, and suggest methods for improvement and overcoming the weaknesses.
2. To identify the bottlenecks in the existing administrative mechanisms and the opportunities for academic reforms, administrative reforms, examination reforms, etc.
3. To evaluate the optimum utilization of financial and other resources.
4. To suggest methods for continuous quality improvement, keeping in mind different criteria and reports by NAAC and other bodies.

**Methodology for Academic and Administrative Audit****1. Academic Audit:****(a) Internal Academic Audit**

The internal academic audit will be carried out by the Internal Academic Audit Committee (IAAC), which will comprise four members. Vice-Dean, Academics as Coordinator of the particular School, Programme Director of particular discipline as the member, and two other members from different disciplines of the same School or of the different School, provided the number of programmes is one. The Vice-Chancellor will nominate the two other discipline members on the recommendation of the Dean, for each programme running in the Schools. DIQA/IQAC will provide the checklist of the documents required by the IAAC. IAAC shall review all documents related to the school's academic matters during the audit. IAAC shall conduct the Internal Audit of all the courses taught in a particular semester using the prescribed *Format / Template (Appendix I)* and submit the report to the Dean of the School in a sealed envelope. The Dean of the School will prepare the action plan based on the IAAC report and submit it to DIQA/IQAC, who will forward the reports to the Vice-Chancellor for approval. An Internal Audit shall be conducted every semester after the exams and before the end of the following semester.

**(b) External Academic Audit**

The External Academic Audit of each school shall be done by the External Academic Audit Committee (*EAAC*). The *EAAC* shall consist of at least Two Faculty Experts (at the level of Senior Professor / Professors) from other Universities/HEIs and the *Dean* of the School as its Convener. The four names of External Experts will be submitted by the Dean, out of which the Vice-Chancellor will nominate Two Experts, with one of them as Chairperson of *EAAC*. DIQA/IQAC will circulate the Template/format (*Appendix II*) of the External Audit Report to the Deans of the Schools so that the respective Schools can prepare the necessary documents two weeks before the conduct of the audit by *EAAC*. The School shall also provide the *EAAC* with all supporting documents and may be asked for further documents and clarifications if necessary. The External Academic Audit will take place after Every Three Years. After the Audit, the Chairperson of the *EAAC* will present a summary of the observations and findings of the External Academic Audit committee and submit the *Audit Report* signed by all members to the Vice-Chancellor. The Vice-Chancellor will review the report and forward it to the respective Deans of the Schools through DIQA / IQAC to implement the suggestions and recommendations of *EAAC*.

**2. Administrative Audit****(a) Internal Administrative Audit.**

Internal Administrative Audit will be carried out by the Internal Administrative Audit Committee (*IDAC*), which will comprise three members: a Convener as Assistant Registrar of a Respective Administrative Section and two members at the Superintendent of different sections level. The Registrar will nominate the members for each division/section. *IDAC* will conduct the Internal Audit in the prescribed *Format / Template (Appendix III)* provided by DIQA/IQAC and submit the report to the Registrar in a sealed envelope. The Registrar's Office will prepare the Action Plan based on the *IDAC* Report and submit it to DIQA. The *IDAC* Reports of all divisions/sections with Action Plans will be compiled and submitted to the *Vice-Chancellor* for Approval by DIQA. The Internal Administrative Audit shall be conducted Every year.

**(b) External Administrative Audit**

External Administrative Audit will be conducted by the External Administrative Audit Committee (EDAC). It shall consist of Two Expert Administrators of the Rank of Registrar of the University or Any Member of the University who has performed the duties of the *Registrar* and has demonstrated administrative vision. The University Registrar will be the coordinator. DIQA/IQAC will circulate the Template/Format of the Report (*Appendix IV*) to the Registrar's Office, based on which necessary documents shall be kept ready for inspection at least Two Weeks prior to the visit of the EAAC. After the Audit, the Chairman of EAAC shall present the summary of the observations and findings of the Audit and submit the Report signed by all members to the Vice-Chancellor. The Vice-Chancellor will review the EAAC report and forward it to the DIQA/IQAC to process the implementation of the suggestions and recommendations given by EAAC. The External Administrative Audit shall take place Every Three years.



  
Registrar,

Goa University, Goa



### ***Appendix I (Internal Academic Audit Committee Report Template)***

Name of the School:

Name of Programme:

Academic Year:

Semester:

Course:

Credits:

Name of Faculty Member Teaching the Course:

1. Are the Course Objectives in line with the Programme Objectives?
2. Has the syllabus been handled so that it achieves/improves on the course objectives?
3. Has the course incorporated enough practical components in terms of skill development related to the content of the course, or is it only theory-based?
4. Have the evaluation methods incorporated the evaluation of course outcomes? Have any skills or competencies related to the content in the syllabus been evaluated?
5. What percentage of the classes have used Flip Classroom pedagogy methods?
6. Has any prior reading material been given to the participants for learning engagement?
7. What has been the level of participants' (Students) engagement in the course through prior reading?
8. What has been the level of communication enhancement in the participants through the course? Do faculty members use any specific methods to improve the participants' communication?
9. Are enough books and reference materials available to the course participants?
10. Suggestions towards improvement of the course content/handling/evaluation methods by the course coordinator faculty member.
11. SWOC Analysis within the Discipline / Programme
  - A. Strength:
  - B. Weaknesses:
  - C. Opportunities:
  - D. Challenges:

**Appendix- II: Format for External Academic Audit Committee Report**  
(Academic Years \_\_\_\_\_ - \_\_\_\_\_)

1. Name of the School :
2. Year of establishment :
3. Vision of the School :
4. Mission of the School
5. Is the School /centre/Department recognized for UGC-SAP, CAS, DST-FIST, DBT, ICSSR, or other funding? :
6. Intake capacity (Programme wise) :

Name of Programme	Intake capacity

7. No. of applications received Program wise:

Name of Programme	No. of Applications received

8. Overall Demand Ratio:

9. Student Enrolment (Programme wise):

Programme	Within State	Other States	NRI Students	Foreign Students	Total

10. No. of students graduating (Programme wise):

Programme	Female	Male	Total

11. Number of classrooms and seminar halls with ICT facilities:

12. Total number of computers available for students and student-to-computer ratio:

13. Number of Research Scholars who have obtained Master's degrees from other Universities.

14. Number of PhDs awarded.

15. Number of PhD students enrolled.

16. Number of Research Scholars (PhD) receiving fellowships viz., NET-JRF, Project Fellows, UGC- Fellows, and other fellows.

Sr. No.	Name of Fellow	Fellowship Type	Funding Agency	Programme	Guide

17. Number of students qualifying in the state/ national/ international level examinations (e.g., NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/ Civil services/State government examinations, etc.):

Sr. No.	Name of Student	Qualifying exam	Programme

18. Number of outgoing students placed during the year:

19. Number of awards/medals/recognitions won by the students for outstanding performance in sports/cultural activities at inter-university/state/national/international events and research/innovation.

20. Students Progression to Higher Studies (Numbers only):

21. Syllabus Revision (Major/Minor):

22. Number of new courses introduced per Programme

23. Do programs/courses that are offered focus on employability, entrepreneurship, and skill development? Elaborate.

24. Percentage of new courses introduced out of the total number of courses of the programme.

25. Does the discipline/school assess the learning levels of the students and organize a special programme to cater to the students' differential learning needs? Give details.

26. Are student-centric methods, such as experiential learning, participative learning, and problem-solving methodologies, adopted to enhance the learning experience? Give Details.

27. Do teachers use ICT-enabled tools, including online resources, for the effective teaching-learning process? Elaborate.

28. Percentage of student complaints/grievances about evaluation against the total number of students who appeared in the examinations.



29. Number of full-time teachers appointed against the number of sanctioned posts per discipline/school.

30. Faculty strength and specialization.

Sr. No.	Name	Designation	Qualifications	Specialization	No. of Ph.D supervised

31. Number of research papers published per teacher in the Journals as notified on the UGC CARE List. (Details of UGC CARE List I and UGC CARE List II to be provided)

Title of paper	Name of author(s)	Name of Journal	Year of Publication with Volume and Page numbers	ISBN/ISSN	Indicate UGC Approved Journal	National/International Journal	Impact Factor (if any)

32. Books and Chapters in Edited Volumes / Books published and papers in National/International Conference Proceedings per Teacher during the year.

Name of the teacher	Title of the book/chapters published	Title of the paper	Title of the proceedings of the conference	Name of the conference	National / international	Year of publication	ISBN/ISSN number of the proceeding	Name of the publisher

33. Teacher: Student Ratio:

34. Teacher: Research Scholar Ratio :

35. Success Rate of Students (Programme wise) :

Name of Program	Success Rate

36. Revenue generated from training by the School (if any) during the year.

Name of the Consultant(s) Discipline	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees

37. Revenue generated from Consultancy by the School during the year.

Name of the Consultant(s)	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)

38. Research funding received its faculties from different funding sources (Government and non-government sources such as industry, corporate houses, international bodies for research projects, and Endowment Research Chairs).

Name of the Project/ Endowments, Chairs	Name of the Principal Investigator	School of Principal Investigator	Year of Award	Funds provided (Rs.)	Duration of the project

39. E-Contents developed by teachers in the School:

- (i) For e-PG-Pathshala
- (ii) For CEC (Under Graduate)
- (iii) For SWAYAM
- (iv) For other MOOCs platform
- (v) For NPTEL/NMEICT/any other Government Initiatives
- (vi) For Institutional LMS Mode of evaluation (class test/home assignment/student seminar/quiz etc):

Name of the teacher	Name of the module	The platform on which the module is developed	Date of launching e-content

40. Number of certificate / value-added courses / Diploma Programme/ online courses of MOOCs / SWAYAM / e-Pathshala/ NPTEL etc offered by the Schools (without repeat count).

41. Student Mentoring (mentor-wise list with mentee) to address academics and student-psychological issues and report of interactions and action taken.

Name of Mentor	No. of Mentees



42. Number of teachers who received national/ international fellowship/financial support from various agencies for advanced studies/research:

Name of the Teacher	No. of Awards	
	National	International

43. Number of Patents filed/published/awarded. Give details. Number of patents transformed into technology transfer.

44. Details of seminars/symposia/conferences/refresher courses/training programmes/ Webinars organized during the year.

Sl. No	Name of Convener/Coodinator	Title of seminar/course	Sponsoring Agency	Duration with dates	No. of internal and external participants	Proceedings published Yes/No

45. Collaborations:

(a) Number of foreign collaborations either in the form of publications/ research/training, student exchange, faculty exchange, research, resource sharing, or any other:

(b) Number of collaborations with other national institutions:

(research publications, training, student exchange, faculty exchange, resource sharing, or any other)

46. Details of alumni of the School with their present employment (past three years):

Name of Student	Email	Ph.No.	Designation	Present employer	Employer address	Pay package at appointment

47. Number of Functional MoUs for academic, research, and institution collaboration: Give details.

48. A Best Practice of the School:

49. Evaluation / Assessment methods adopted by the School.

50. The status of Programme Outcomes, programme-specific outcomes, and course outcome attainment methodology.

52. The extension/outreach activities in the neighborhood community in terms of impact and sensitizing the students to social issues and holistic development. (Campus and beyond campus)
53. Research facilities, including infrastructure in the School. Give details
54. Student feedback on curriculum and action taken report.
55. Does the School ensure the implementation of its stated Code of Ethics for research? Elaborate.
56. The efforts taken to provide career counseling, including e-counseling and guidance for competitive examinations in the School.
57. Whether the School conducted Capacity development and skills enhancement activities: 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene, self-employment, and entrepreneurial skills) 4. Awareness of trends in technology)
58. Number of teachers availed financial support to attend conferences/workshops and towards membership fees of professional bodies. Give details.
59. Number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)/ Management Development Programs (MDP)/ any other. Give in details.
60. Number of multidisciplinary courses offered by the School. These are generic / skill-based / IKS courses for other school/discipline students. Give details.
61. Any achievement of the Schools/disciplines as per IDP during the audit period (Give details).
62. SWOC Analysis of the School
  - A. Strength:
  - B. Weaknesses:
  - C. Opportunities:
  - D. Challenges:
63. Suggest a Road map keeping students' interest in the core and ensuring better visibility:
64. Any other information which is not covered above.

**Observations/suggestions of the External Academic Audit Team**

**Annexure – III Format for Internal Administrative Audit Committee**

1. Name of the Administrative Section
2. Head of the Administrative Section with designation
3. Brief Introduction of the Administrative Section:
4. Main functions of the Administrative Section:
5. Staff position of the section

Sr. No	Name	Position	Permanent/contract

6. Details of vacant posts, if any.
7. Main activities of the Administrative Section under the year of the report:
8. Details of the process are followed in the section.
9. Infrastructure within the section: Sufficient / Insufficient (Give details if Insufficient)
10. Competency within the section. (Available or not available)
11. Is there a need for regular training for the staff? Which level?
12. What mechanism is followed to maintain the records of the section? Is an appropriate pattern followed?
13. Efficiency rate of file clearance of the section.
14. Is the Charter of Section available?
15. Any other relevant information/difficulties the Administrative Section wishes to add:

Observations of the Internal Administrative Audit Team:

#### ***Annexure – IV Format for External Administrative Audit Committee***

1. Name of the Administrative Division/Section/Directorate
2. Objectives of the Administrative Division/Section/Directorates
3. Activities undertaken in the Administrative Division/Section/Directorates
4. Sanctioned staff positions (level-wise):
5. Filled staff positions (level-wise):
6. Adequate competency existing among staff:
7. Competency training required for staff:
8. Infrastructure support available for the Administrative Division/Section/  
Directorates
9. Whether infrastructure/amenities are Divyang friendly?
10. Level of decentralization of decision-making power
11. Best practices followed by the Administrative Division/Section/Directorates
12. Innovative processes/ activities of the Administrative Division/Section  
/Directorates
13. Whether activities undertaken by the Administrative Division/Section/Directorates  
are towards achieving the objectives?
14. Whether processes and decision making is focused towards attainment of the  
objectives?
15. Is the distribution of work and responsibilities adequately balanced in the  
Administrative Division/Section/Directorate?
16. Suggestions of the Audit Committee for the improvement of the performance of  
the Administrative Division/Section/Directorates