

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*  
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# NAAC

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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# **Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions**

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ▶ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

## **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

## **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([capuaqar@gmail.com](mailto:capuaqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC\_32\_A&A\_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

July 2012 to June 2013

#### I. Details of the Institution

1.1 Name of the Institution

Marathwada Mitra Mandal's College of Commerce

1.2 Address Line 1

302/A

Address Line 2

Deccan Gymkhana

City/Town

Pune

State

Maharashtra

Pin Code

4110004

Institution e-mail address

mmclaw@gmail.com

Contact Nos.

020-25677932

Name of the Head of the Institution:

Dr. M. D. Lawrence

Tel. No. with STD Code:

020-25653039

Mobile:

9422000217

Name of the IQAC Co-ordinator:

Asso. Prof. S. D. Pawar

Mobile:

8975889724

IQAC e-mail address:

mmcciqac@gmail.com

1.3 NAAC Track ID(For ex. MHC0GN 18879)

**OR**

1.4 NAAC Executive Committee No. &Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no.is available in the right corner-bottom  
of your institution's Accreditation Certificate)

EC/59/RAR/20 dated 21<sup>st</sup> April 2012

1.5 Website address:

www.mmcc.co.in

Web-link of the AQAR:

<http://www.mmcc.co.in/AQAR/2012-13.docx>

For ex. <http://www.ladykeanecollege.edu.in/AQAR/2012-13.doc>

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	-	2002	2007
2	2 <sup>nd</sup> Cycle	A	3.19	2012	2017
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

20/06/2004

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University  State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban Rural  Tribal

Financial Status Grant-in-aid  2(f) UGC 12B

Grant-in-aid + Self Financing Totally  Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI(Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others(Specify)

1.11 Name of the Affiliating University (for the Colleges)

University of Pune

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	-	
University with Potential for Excellence	-	UGC-CPE
DST Star Scheme	-	
UGC-Special Assistance Programme DST-FIST	-	
UGC-Innovative PG programmes	-	Any other ( <i>Specify</i> )
UGC-COP Programmes	-	

## **2.IQACComposition and Activities**

2.1No. of Teachers	9 + 2
2.2No. of Administrative/Technical staff	01
2.3No. of students	01
2.4No. of Management representatives	01
2.5No. of Alumni	02
2. 6No. of any other stakeholder and community representatives	Nil
2.7 No. of Employers/ Industrialists	Nil
2.8 No. of other External Experts	02
2.9 Total No. of members	17
2.10No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

Leadership Development  
Team Management and effective teamwork

2.14 Significant Activities and contributions made by IQAC

Revisiting SWOC-

Comparison and assessment of earlier SWOC and present SWOC to identify strength and weaknesses of the

1. Institution
2. Strengthening quality of academics
3. Focus on value addition by introducing number of certificate programs in collaboration with NGO and academic institutions.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
1. Revisiting SWOC	Exercise to revisit SWOC of departments have been carried out which has helped us in identifying our academic and non academic strengths and weaknesses
2. Proposal to sharing experience of Re-accreditation process with all those stake holders who did not participate before, during re-accreditation process	All those alumni, foreign students and particularly those out station students, present beneficiaries, our well wishers along with university officials and management were invited for sharing of experience and report of reaccreditation was discussed. The short comings pointed out by NACC committee in each criterion was put forth for discussion, analysis and suggestions were welcomed.
3. Introduction to Job oriented courses	Event management, Retail management were introduced and certificate courses in French, German were introduced.
4. Strengthening quality of academics	1. All the UG and PG programs were regularly mentored with regards to teaching, counselling, mentoring students. This has helped in enhancing quality of academics.  2. Organization of guest lectures series, conferences, seminars, workshops especially for designing of new curriculum were conducted in some departments.

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

1. Value addition courses were conducted to upgrade knowledge of students.
2. Staff academic courses were organized for teachers.
3. Funds were provided for various activities for NSS and student welfare activities.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1		1	
PG	3		3	
UG	5		4	
PG Diploma	5		5	
Advanced Diploma	-		-	
Diploma	-		-	
Certificate	3		3	
Others	4		4	
<b>Total</b>	21		20	
Interdisciplinary				
Innovative				

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	07
Trimester	-
Annual	12

1.3 Feedback from stakeholders\* Alumni  Parents  Employer  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No. There was no up gradation in the year 2012-2013

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Yes, M.Phil, Ph.D (Commerce) research centre was introduced.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
51	31	20	--	--

2.2 No. of permanent faculty with Ph.D.

09

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	-				-		-		

2.4 No. of Guest and Visiting faculty and Temporary faculty

46

15

12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	25	26
Presented papers	04	12	12
Resource Persons	02	06	12

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Teaching learning was enhanced with innovative methods. Teachers made extensive use of ICT in teaching. Soft Skill training programs were arranged for students to give them confidence in facing interviews. Faculty members used their own strategies to monitor performance of students by conducting class tests, home assignments, surprise tests and book reviews.

2.7 Total No. of actual teaching days During this academic year

234

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Multiple choice questions test is conducted for BSc students. Mock practical examination is arranged before the final examination for Computer Science students. Progress of the students is monitored using assignments, open book test. The open book test is introduced for M Com Students as per choice based credit system. The system of double valuation is followed as per university norms for first year students. The barcode system was introduced to maintain highest secrecy in the assessment program.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

10	3	8
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	233	9	62	22	7	91
BCA	65	10	24	36	25	95
BSc	80	11	13	37	33	94
BBA	88	3	23	24	33	33
BBM	18	0	11	6	78	95
MJMC	24	02	67	8	8	92
MCOM	120	07	21	45	-	98

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

It monitors and supervises Teaching and Learning processes by giving orientation with regard to: -

1. Bridge Courses.
2. Remedial courses.

IQAC also monitors and facilitates the teachers towards effective counselling and mentoring activities of the students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	Nil
HRD programmes	03
Orientation programmes	05
Faculty exchange programme	Nil
Staff training conducted by the university	05
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	01
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	27	-	-	-
Technical Staff	08	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The IQAC has one of its primary objective and function is to make very concerted efforts to sensitize both faculty members as well as the PG students:

1. To encourage PG students and faculty members to pursue M.Phil courses in their respective subjects.
2. To encourage teachers who are already registered for M. Phil/ Ph.D. to speed up their completion of research and submit thesis.
3. To encourage non- Ph. D faculty members to register for M. Phil/Ph.D.
4. Conscious awareness of relevance and utility of research.
5. Upgrade and develop both research skills, qualities and expertise.
6. To organize workshop for how to successfully appear for Ph. D. entrance exam/ SET-NET.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	4	4	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	Nil	Nil	01
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals			
Conference proceedings	Nil	Nil	Nil

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	-	-
Minor Projects	--	UGC	2,30,000	2,30,000
Interdisciplinary Projects	-	--	--	-
Industry sponsored	NIL	-	-	-
Projects sponsored by the University/ College	NIL	-	--	-
Students research projects <i>(other than compulsory by the University)</i>	Yes	No	-	-
Any other(Specify)	--	-	-	-
Total	--	--	-	-

3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

3.9 For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	1	1	2
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows  
 Of the institute in the year

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

3.18 No. of faculty from the Institution 3   
 who are Ph. D. Guides  
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level International level

3.22 No. of students participated in NCC events:

University level  State level   
 National level International level

3.23 No. of Awards won in NSS:

University level	12	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	08	College forum	18		
NCC	-	NSS	25	Any other	07

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- No Vehicle day organized on 29/12/2002
- Blood donation camp was organized on 17/01/2013
- Distributed food and sweets at old age home “Niwara” on 18/01/2013
- Conducted workshop on adult education at Kalewadi on 16/02/2013
- Organized tree plantation program on 26/2/2013 on the death anniversary of Late Shri Shankarrao Chavan (Founder President)

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	30000 sq. m	-	-	2.63 acres
Class rooms	30	-	-	30
Laboratories	05	1	-	5
Seminar Halls	02	-	-	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	03	-	03
Value of the equipment purchased during the year (Rs. in Lakhs)	-	2 Lakhs	Self	2 Lakhs
Others				

#### 4.2 Computerization of administration and library

1. Access of E-Resources through N-List Database.
2. Library provides photocopy, printing and access to internet facility. All computers in library are connected with Multimedia facility.
3. Use of SLIM – 21 Library Automatic Software .

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6,250	5,55,428	20	9,970	6,270	5,65,398
Reference Books	8,953	30,05,003	316	1,78,613	9,269	31,83,616
e-Books	97,000	5,000	97,000	5,000	97,000	5,000
Journals	38	30,322	28	25,516	66	55,838
e-Journals	6,000	5,000	6,000	5,000	6,000	5,000
Digital Database	2	1,50,600	2	5,000	2	1,55,600
CD & Video	308	7,774	26	3,431	334	11,205
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	183	03	25	25	03	07	07	-
Added	-	-	-	-	-	--	-	-
Total	183	03	25	25	03	07	07	-

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

Journalism students are trained in designing, ShriLipi ,Script software

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

-

ii) Campus Infrastructure and facilities

1,76,705

iii) Equipments

36,972

iv) Others

NIL

**Total :**

213677

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC firmly believes that for any institution student development is very essential and hence focus of IQAC is towards the following contribution:

1. Student centric approach.
2. Welfare promotion of students.
3. Social upliftment of students.
4. Counselling of students.
5. Mentoring of all types of students.
6. The IQAC implements and monitors specific SSP such as:
  - i. Earn and learn Scheme.
  - ii. Providing instalment facility for payment of fees.
  - iii. Special concession/scholarship for marginalized and reservation students.
  - iv. Hostel facilities.
  - v. Waiving of fees for earthquake and droughts affected students.

#### 5.2 Efforts made by the institution for tracking the progression

Students progression is monitored after Result evaluation. The departments consider result analysis and effective action is taken for students who fail. Apart from this College promotes students for campus recruitment drives, placements, etc .

#### 5.3 (a) Total Number of students

UG	PG	Ph.D.	Others
1709	275	-	-

(b) No. of students outside the state

Number of Students outside the state
180

(c) No. of international students

25
----

No	%
1072	62

No	%
654	38

MenWomen

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1,291	150	29	220	Nil	1,690	1,298	165	31	232	Nil	1,726

Demand ratio - Dropout % 0.75%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NIL
-----

No. of students beneficiaries

-
---

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	70(CET)

## 5.6 Details of student counselling and career guidance

1. The College arranges Guest lectures and seminars for career counselling.
2. Teachers take efforts at departmental level for students counselling and brief them about career opportunities and further studies.
3. The Institution arranges career guidance lectures for PG courses by our sister institutions.

No. of students benefitted

150

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	98	10	24

## 5.8 Details of gender sensitization programmes

1. Self defence course for girl students was organised
2. To make the girl child understand the importance of balanced diet for her overall development by arranging lecture series on Nutrition and Diet.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level

11

National level

04

International level

-

No. of students participated in cultural events

State/ University level

25

National level

01

International level

01

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	170	7,00,000
Financial support from government	143	4,80,000
Financial support from other sources	-	
Number of students who received International/ National recognitions	-	

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_NIL\_\_\_\_\_

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision Statement:- To impart quality education for professional excellence and sustainable development through continuous improvement, team work and efforts so as to promote welfare to all our stake holders.

Mission Statement:- MMCC will strive to offer opportunities for learning and development of our students and work towards attainment of social justice, equity and contentment for all our stake holders.

## 6.2 Does the Institution has a management Information System

Yes, The Institution has Management Information System. The System can generate following reports:-

1. Fee dues report
2. Student Feedback forms
3. Self Appraisal forms

## 6.3 Quality improvement strategies adopted by the institution for each of the following:

### 6.3.1 Curriculum Development

Teachers actively participate in syllabus restructuring.  
Teachers participate in curriculum designing and drafting.

### 6.3.2 Teaching and Learning

1. Modern amenities, equipments, additional teaching/ administrative and technical staff.
2. The College has developed proper and adequate infrastructure in terms of:-
  - i. Teaching Aids
  - ii. Library Facilities
  - iii. ICT enabled equipments and facilities.
3. Encouraging teachers participation in seminars/ conferences, workshops.

### 6.3.3 Examination and Evaluation

1. A transparent and ethical evaluation method had been implemented.
2. There is assurance of smooth conducting of examinations.
3. Out of turn exam facilities for students who participate in zonal and university level competitions.

### 6.3.4 Research and Development

1. To encourage PG students to pursue M.Phil. course in their respective subject/ stream.
2. To organize workshop for how to successfully appear for Ph. D entrance exam/ SET-NET.
3. To organize special workshops/ seminars periodically on research methodology, use of statistical tools and test for research, designing and drafting of research projects, research papers.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Laboratory and library are well equipped and updated.
2. Recent software for admissions/ examinations have been purchased and implemented.
3. 24 x 7 internet access for the students.
4. CCTVs and surveillance system is in existence.

#### 6.3.6 Human Resource Management

1. Democratic approach is ensured in the College
2. The College provides cordial and friendly type of atmosphere.
3. The departments celebrate birthdays of teachers.
4. To increase bonding between the staff family visits are arranged in the college.

#### 6.3.7 Faculty and Staff recruitment

1. Recruitments process is as per requirement through university staff selection committee.
2. Adhoc recruitments are as per university LIC committee

#### 6.3.8 Industry Interaction / Collaboration

1. In an attempt to bring industry interaction with students we invite industry experts for guest Lectures, Workshops
2. We also organize workshops and competitions with NGOs.

#### 6.3.9 Admission of Students

Admission process is based on University norms

Notification of Admission is given on Advertisement and website

Admission inquiries are also attended through phone calls.

Students are admitted on merit basis.

6.4 Welfare schemes for

Teaching	a) Financial assistance for faculties upto Rs. 40,000 under welfare fund for emergency. b) Depute staff for seminars, workshops and conferences. c) Felicitation of staff for their achievements.
Non teaching	Financial assistance for non-teaching staff members up to Rs. 40,000 under welfare fund in case of emergency is available.
Students	Earn while you learn, fee concession, waiver of fees, financial assistance to blind students, co-operative stores for students.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Krishna Ravas and associates.	Yes	Munde – Shah and associates.
Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes    Yes  No

For PG Programmes    Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Examination Committees are formed.

1. Internal flying Squad gives sudden visits in the examination hall and by physical verification ensures copy free environment.

2. No fine for late submission of practicals. Students are given special assignments such as solving of last year question paper/case study/ assignments.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NIL

6.11 Activities and support from the Alumni Association

1. Alumni interact with students
2. Alumni Students help in Campus drive
3. Alumni also help in offering internships,
4. Alumni Association provide scholarships, awards and rewards to meritorious students.

6.12 Activities and support from the Parent – Teacher Association

1. Feedback from parents is definitely taken for considering overall aspects of college.
2. The Departments arranges Parent meetings.
3. Parents provide assistance to conduct study tours.

6.13 Development programmes for support staff

The support staff is benefited with MS-CIT course, The College had organized workshops on communication skills.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

1. No Vehicle day was observed.
2. Tree Plantation.
3. Clean and Green environment.
4. Plastic free campus.

## Criterion – VII

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Research workshops boosted the motive behind research for faculties.
2. Safety and security was enhanced.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The outcome of SWOC helped to analyse academics strengths and weakness.

Organized event management

The College initiated student interaction by organizing guest lectures of industrialist.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Empowerment strategies for girl students.

To further strengthen and widen the activities of alumni association as a special link for alumni was created and focus was given on the "Connect program"

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

1. NSS students participated in Tree Plantation program.
2. Use of cloth bag was promoted to create environmental awareness and plastic free campus.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

NIL

**8. Plans of institution for next year**

- 1) To motivate student to arrange student conferences.
- 2) To begin to work towards compliance given by NAAC peer team.
- 3) To plan for more flexibility in curriculum with choice based credit system
- 4) To encourage faculty members for developing real life case study environment by establishing "Case Study Development Cell" with adequate provision for seed money.

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC    Signature of the Chairperson, IQAC*

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**Annexure I**

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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