

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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Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponmudiraj, Assistant Adviser, NAAC

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). 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 2016 to June 2017

I. Details of the Institution

1.1 Name of the Institution

Marathwada Mitra Mandal's College of Commerce

1.2 Address Line 1

202/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:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHCogn 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)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR/2013-14.doc>

1.6 Accreditation Details

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

AQAR _____ 23/03/2014

AQAR _____ 23/03/2015

AQAR _____ 23/03/2016

AQAR _____ 22/10/2016

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 UGC 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*)

Savitribai Phule Pune University

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 (*Specify*)

-

UGC-COP Programmes

-

2.IQACComposition and Activities

2.1 No. of Teachers

9 + 2

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. 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

18

2.10 No. 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

Skill Development and future of India
E - Governance

2.14 Significant Activities and contributions made by IQAC

Significant activities of IQAC were

1. Organized more extension activities.
2. Organization of Entrepreneur club to start up consultancy services.
3. Credit based system supported by book review, open book test, written test and home assignments.
4. The College organised health check-up free of cost for economically deprived students.
5. Free Hepatitis A/B campus check up for senior citizens.

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. To plan for strengthening Library with more reference books, magazines and Journals.	Library being core and soul of educational institution. Every effort has been taken to equip Library with latest editions of books, reference books and encyclopaedias CD's, National and International magazines, periodicals and Journals. In addition the concept of e-Library has been introduced with sophisticated computers with latest versions of software packages conducive for educational projects and programs.
2. To encourage faculty member for developing real life case study by establishing 'case study development cell' with adequate provision for seed money.	Case study development cell has been established with a view to develop systematic and logical approach among faculty members so that they always think in a abstract, creative, innovative and pragmatic manner to solve issues and problems related to the stakeholders of the Institutions
3. To encourage Art circle students to win more than last year individual and team awards at various inter collegiate drama dance and one act play competition.	Art circle students of our college have achieved landmarks in various drama debate and cultural fest and competitions organized by renowned colleges and social organizations of the city to mention few of the awards such as P.L.Deshpande Mahakarandak award at state level , Prestigious Purushotam Karandak, Sakal Karandak , Best Actor award , Best actress award etc. by bagging all these awards the students of art circle not only improved their own image and reputation but also credibility image and goodwill of the college on the educational scenario of Maharashtra.
4. To effectively introduced Internet Band width wifi facility on the campus.	In order to get cascading effect of information the wi- fi facility has been installed on the campus along with Local Area Network system connecting various computer Labs on the campus. The availability of LAN and wifi system ensures smooth flow of information for policy and decision making in the institute.
5.To consider health services, health check up at free of cost specially for the students from deprived class and economically weaker section of the society	Today considering feverish speed of life and strenuous relation among the members of the nuclear families and ever increasing pollution have created health hazardous problems in young generation and therefore the life expectancy has come down drastically.

6. To encourage all the members of educational fraternity to make comprehensive use of library.	Encouragement, motivation is always given to all the teaching, non teaching members of the staff and students to make consistent use of library so as to upgrade them with current and recent trends in business commerce industry and the world around.
7. To understand Industrial visits on extended basis with regards to bound destinations to various states.	Teachers and students are encouraged, influenced and motivated to undertake industrial tours and visits to bridge the gap between theory and practice and to interact freely and frankly with various industry personnel to do minute observations and wide surveys to collect necessary information and documents for academic purposes and to mould the students as per the requirements of the industry to make them employable in the open market.
8. To encourage students and teachers to conduct subject wise and department wise seminars workshop and conferences.	Seminars, workshops and conferences creates platform for the exchange of recent trends. Creative ideas, innovative paths to discern harmonious, relationships, suggestions recommendations, findings and new measurements to scale new altitudes in the field of commerce and management. So far, the students and teachers of the college have organized various academic events rallies , workshop and seminars on various issues and topics related to commerce and management such as personality development , sex education, spandane yuvakanche, film show on Bhagat Singh, workshop on Narendra Dabolkar and his thoughts, deviation and demonetisation of Rupee, computerized accounting .Building a career for life in Entrepreneurship , Gandhivichar, fresh face competition Purshottam karandak, P.L.Deshpande Mahakarndak, Anti - dowry elocution competition ,Savitrichya Leki women awareness program etc.
9. To have students feedback from various departments	Students are the true judges for the assessment of teachers in the college. Our college has developed a mechanism through students feedback of teachers form the assessment of teachers in which students have to rate the teachers by putting tick mark as poor teaching, good teaching ,better teaching and excellent teaching. On the basis of ratings given by the students the concerned teacher if performing better is continued and those who are not performing satisfactorily are instructed to improve their academic and teaching performance.
10. To give financial support to students from marginal background.	The college chalked out a plan to give financial assistance to the deprived and the economically backward students through concession in fees, paying the fees in equal instalments, waiving of full fees and even the students from remote, rural

	and mofisil areas are adopted by the management of the college these students can pursue their higher education absolutely free of cost. Students are also given free accommodation in the college hostel.
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** 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

Library resources were supplemented with recent technology.

Voluntarily college staff helped some of the economically backward students with financial support.

Health check camp was arranged specially for girl students.

Free check up camp was organized for senior citizens around the college.

Priority for admission is given to the people of Gorhe Khurd village which is adopted by our N.S.S. unit from last 5 years.

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	-
Total	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 Employers 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.

Yes, there was change in syllabi for UG courses at First year level. For PG courses Choice based credit system was introduced by University of Pune.

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

-

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
52	31	20	01	-

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	-	28	35
Presented papers	10	15	17
Resource Persons	06	06	14

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 program were arranged for students to give them confidence for facing interview.

The college build a supportive learning community by Collaborations with other Organizations. Teachers used their own strategy to monitor performance of student by arranging quiz for some subjects, conducting class test, home assignment.

Exam reforms – Surprise test, aptitude test, re – exam for sports students.

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

233

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
 Progress of the students is monitored through assignments, open book test.
 Bar code system was introduced in this year for answer sheet, use of ICT in downloading question paper just 20 minutes before the examination.

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

12	10	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	530	15.66	33.77	35.47	6.60	91.51
BCA	66	7.57	12.12	21.21	19.69	72.77
BSc	104	6.73	8.65	33.65	23.07	77.88
BBA	100	0	8	61	19	88
BBM	21	0	14.28	38.09	28.57	80.95
MJMC	27	3.70	14.81	62.96	0	81.50
M.Com	69	12	25	45	14	96

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

Enhancement of learning infrastructure in the form of ICT support, Equipments, etc.

IQAC support in establishing quality initiatives by arranging guest lectures, workshops, field visits, industry exposure.

IQAC has effectively contributed to enhance various skills and learning abilities of the students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD programmes	04
Orientation programmes	06
Faculty exchange programme	02
Staff training conducted by the university	04
Staff training conducted by other institutions	06
Summer / Winter schools, Workshops, etc.	02
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 functions is to make very concerted efforts to sensitize both faculty members as well as the PG students

- a) To organize special workshop/seminar periodically on research methodology /use of statistical tools and test for research
- b) To encourage PG students as well as faculty members to write original and quality research papers which could be presented in state /National/International conferences
- c) Develop competency in statistical test techniques, tools and mastering the art of application of recent statistical software such as Annova/SPSS etc.

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	04	04	08	04
Outlay in Rs. Lakhs	-	500000/-	-	-

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	2016-17	Pune University	500000	300000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	NIL	-	-	-
Projects sponsored by the University/ College	NIL	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
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	-	-	-	-	57
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 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 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	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	International level	<input type="text" value="-"/>		<input type="text" value="-"/>

3.24 No. Of Awards won in NCC:

	University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level		<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="16"/>	College forum	<input type="text" value="22"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="32"/>	Any other	<input type="text" value="12"/>

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

- Organized No Vehicle day on 29/11/2016
- Blood donation camp was organized on 11/11/2016
- About 200 students and ten teachers of the college actively participated in rice plantation program at Vinzar, Velhe, Dist Pune On 19/8/2016
- Rally on world AIDS awareness day on 01/12/2016

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

System for library and Information Management (SLIM-21 Library Automation Software)
Barcode Technology is implemented in Library.
Library provides photocopy, printing and access to internet facility.
Internet access is provided in Library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12761	1288348	190	23960	12951	1312308
Reference Books	13612	4253445	101	62634	13713	4316079
e-Books	97000	5000	97000+	5750	97000+	5750
Journals	32	40426	39	48474	71	88900
e-Journals	6000	5000	6000+	5750	6000+	5750
Digital Database	2	229600	3	46400	3	276000
CD & Video	431	20115	9	7191	440	27306
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	202	05	25	25	03	07	07	-
Added	40	01	-	-	-	-	-	-
Total	242	06	25	25	03	07	07	-

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

The college organized training on Vriddhi software .This helped teaching and non- teaching staff to understand its modules like examination, Admission, issue of bonafide and leaving certificate and overall office administration.

4.6 Amount spent on maintenance in lakhs :

i) ICT

-

ii) Campus Infrastructure and facilities

2, 08,364

iii) Equipments

55,070

iv) Others

-

Total :

2, 63,434

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 students development is very essential and hence focus of IQAC is towards the following contribution:

To assign projects and self learning exercises such as book review, assignments, management games, case study to enhance and enrich teaching learning process.

To develop skills and personality of students by organizing programme such as summer camp, lecture series on personality development, soft skill development program.

To encourage students to publish bulletins, tabloids/wallpapers and college magazine

To provide students placement opportunities by organizing

1. workshop and programme on employability
2. campus interview
3. Pool Campus drive
4. Soft Skill workshops
5. Placement Mela

5.2 Efforts made by the institution for tracking the progression

1. Motivating students by announcing scholarships in respective subjects at departmental level.
2. The college encouraged students for Research paper writing.
3. The college felicitates all the toppers every year from all the streams.

5.3 (a) Total Number of students

UG	PG	Ph.D	Others
2140	250	-	-

(b) No. of students outside the state

Number of Students outside the state
236

(c) No. of international students

38

Men	No	%
		58

Women	No	%
		42

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1549	220	38	371	08	2186	1525	257	40	397	07	2226

Demand ratio - Dropout % - 0.67%

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

The institute in association with Prof. Satish Patil runs competitive examination centre for effective coaching for MPSC/UPSC competitive examination.

No. of students beneficiaries

18

5.5 No. of students qualified in these examinations

NET	<table border="1" style="display: inline-table;"><tr><td style="text-align: center;">-</td></tr></table>	-	SET/SLET	<table border="1" style="display: inline-table;"><tr><td style="text-align: center;">-</td></tr></table>	-	GATE	<table border="1" style="display: inline-table;"><tr><td style="text-align: center;">-</td></tr></table>	-	CAT	<table border="1" style="display: inline-table;"><tr><td style="text-align: center;">-</td></tr></table>	-
-											
-											
-											
-											
IAS/IPS etc	<table border="1" style="display: inline-table;"><tr><td style="text-align: center;">-</td></tr></table>	-	State PSC	<table border="1" style="display: inline-table;"><tr><td style="text-align: center;">-</td></tr></table>	-	UPSC	<table border="1" style="display: inline-table;"><tr><td style="text-align: center;">-</td></tr></table>	-	Others	<table border="1" style="display: inline-table;"><tr><td style="text-align: center;">90(CET)</td></tr></table>	90(CET)
-											
-											
-											
90(CET)											

5.6 Details of student counselling and career guidance

1. To boost the performance of marginal /average students by arranging lectures of resource persons and Psychology experts
2. The Institution arranges career guidance lectures for PG courses by our sister institutions.
3. Guest lectures and seminars on career counselling are arranged for every department.
4. Teachers take efforts at departmental level for students counselling and brief them about the opportunities in further studies.

No. of students benefited

162

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
40	371	79	05

5.8 Details of gender sensitization programmes

- 1) To promote the message of "Save girl child " by arranging various competitions
- 2) The "Priyadarshini Yuwati Manch" is a platform provided for girl student to show case their talents. This cell arranges workshops, guest lecturers of dynamic women from the field of education, art, social worker which creates a positive impact on girls and motivates them to achieve higher goals in their life.

5.9 Students Activities

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

State/ University level

287

National level

04

International level

15

No. of students participated in cultural events

State/ University level National level International level

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	-	-
Financial support from government	-	-
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:

We received major grievances about clean drinking water facility.

Provision of generator in case of load shading especially on Thursday's. Renting of additional fans and coolers at the time of examination.

Upgraded the quality of eatables in canteen and improved its cleanliness.

All these issues were resolved by mutual consensus of students' representatives' management.

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 stakeholders.

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

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
4. Attendance report of students

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

6.3.1 Curriculum Development

Active participation of teachers in syllabus restructuring, chalking out teaching plan, academic calendar.

Introduction of Lab book for Practical's for BSc course.

Arranging industrial visits for BBA BBM students to give them industrial exposure and make them aware of recent trends upgraded technology and functioning of the industry.

6.3.2 Teaching and Learning

1. Modern amenities, equipments, additional teaching/ administrative and technical staff.
2. To develop proper and adequate infrastructure in terms of:-
 - i) Teaching Aids – Acrylic Boards, LCD's, and Speaker System.
 - ii) Library Facilities – Inlibnet, Reprography, new arrivals of books, calm, cool and conducive atmosphere for study.
 - iii) ICT enable equipments and Facilities – Projectors, latest software packages, wi-fi.
- c) Encouraging teachers to participate in seminars/ conferences, workshops.

6.3.3 Examination and Evaluation

1. The appointment of CEO as per University norms
2. A transparent and ethical evaluation method has been implemented
3. There is assurance of smooth conduct of examination.
4. Out of turn facilities for sports participants in zonal and university level competitions are available.
5. Results are declared as per the provisions of Maharashtra University ACT 2016.
6. An adequate provision of answer paper and other stationery for smooth conduct of various university examinations.
7. The strict observation and execution of rules and regulations at the time of examination .

6.3.4 Research and Development

1. To encourage faculty members to pursue their Ph. D. and complete post doctoral research, major and minor research project.
2. To encourage the staff to write research papers by sanctioning the registration amount
3. To encourage staff to pursue research by giving awards and recognition from time to time
4. To assist staff to complete the research as per University norms.
5. To make the staff members aware of different provisions of finance to complete their research projects satisfactorily and successfully.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Periodically maintenance of Laboratories, resources are ensured.
2. Use of Software for maintaining daily records
3. 24 x 7 internet access for the students.
4. CCTVs surveillance system has been used.

6.3.6 Human Resource Management

1. The use of democratic principles for active and larger participation of teachers in decision making administration process.
2. The College creates cordial and friendly atmosphere to discern better relationships among staff members. The concept of MMCC family has been introduced for better, improved and harmonious relationships.
3. The departments celebrate birthdays of teachers and non teaching staff to boost the culture of MMCC as one family
4. Felicitation of staff for their academic and non academic achievements.

6.3.7 Faculty and Staff recruitment

1. Recruitment as per requirement through university staff selection committee.
2. Adhoc recruitment as per university LIC committee and LMC committee
3. During recruitment of teachers students feedback about the faculty is considered and also observation of lectures of newly recruited faculty by senior teachers to give feedback for final recruitment and continuation.

6.3.8 Industry Interaction / Collaboration

Arranging Alumni meet so as to establish contact working with industry especially with HR to support placement activities.

In an attempt to bring industry interaction with students we invite industry experts for guest Lectures, Workshops and to interact with faculty members and students.

6.3.9 Admission of Students

The centralised admission process for all courses is based on University criteria.

During admission special counselling cell is arranged to help student and parents to choose appropriate courses.

Notification of Admission is given on Advertisement and website of the college

Admission inquires are also attended through phone calls and emails.

6.4 Welfare schemes for

Teaching	a) Financial assistance for faculties up to Rs. 50,000 under welfare fund for emergency. b) Depute staff for seminars, workshops and conferences. c) Felicitation of staff for their academic and other achievements.
Non teaching	Financial assistance for non-teaching staff up to Rs. 50,000 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 where all academic requirements are fulfilled.

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. This committee

1. During Examination Writers are provided to Physical handicapped and blind students. Special seating arrangements are done for Medically Unfit Students.

2. Special Re-examination is arranged for sports students.

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

University will soon follow the norms of UGC to promote the autonomy to NAAC accredited 'A' grade colleges.

6.11 Activities and support from the Alumni Association

1. Alumni Students help in Campus recruitment drive, tree plantation and plastic free campus
2. Alumni Association provide scholarships, awards and rewards to meritorious students.
3. Alumni students of computer science department provide assistance in installations of software and other activities in setting up laboratory before practical examinations.
4. Alumni adopt certain deprived and economically challenged students and help them in completing their degrees with flying colors.

6.12 Activities and support from the Parent – Teacher Association

1. Feedback from parents is positively taken for considering overall development of students.
2. The Departments wise Parent meetings are conducted.
3. Parents provide assistance to conduct study tours.
4. Financially sound parents render financial assistance to needy students in the form scholarships and freeships.

6.13 Development programmes for support staff

1. This year personality development workshop was arranged for support staff.
2. Support staff is encouraged to attend and participate in personality development programmes organized by peer colleges.

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

1. No Vehicle day was observed.
2. Clean and Green environment.
3. Conflict free and plastic free campus.
4. Sharing of two and four wheelers to curtail the level of pollution on campus and in the city. Students are also encouraged to use public transport system by offering them concessions as per university norms

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.

More students participated in Art Circle activities.

Choice based credit system helped students to select appropriate choice to score more than average.

Encouragement and motivation are given to the students to participate in sports events and activities.

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

Skill Development program was helpful for M.com students.

Alumni were invited for establishing consultancy cell.

Proposal for establishing language laboratory is initiated.

Art circle students were given autonomy to work within their scope of authority and set dramas and other programmes depicting social problems and issues and redressing social lacunas and accountability.

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

1. Welfare to masses
2. Promotion of student centric approach

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

7.4 Contribution to environmental awareness / protection

Creating awareness on renewable energy sources by organising lecture series.

Students are advised to believe in loving, sharing and caring policy and further guided to share their vehicles with their peers for arrival and departure from the college

7.5 Whether environmental audit was conducted?

Yes

No

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

The institute strongly believes in SWOC analysis. Teachers while orienting students also indulge into SWOC analysis. Sometime students are given SWOC analysis assignment. The lecture series of experts was also organized on the theme SWOTCanalysis and its effects on personality development.

8.Plans of institution for next year

1. To organize FDP and workshops under the scheme “Make in India”
2. To encourage the teachers to do minor and major research work under UGC plan
3. To plan for the tie ups with government organization, industries and educational institutions, non government organizations.
4. To plan for a rally organized by Pune Municipal Corporation on the theme “Beti Bacho Beti Padhao”
5. To introduce more improvement and corrective measures in the library services such as introduction of reprographic facility, internet access, open access to books, journals and periodicals, fiction and non-fiction books
6. Book exhibition by students in which books of eminent authors were exchanged and even sold at concessional prices.

Name _____

Name _____

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

_____***_____

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
