

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). 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 2014 to June 2015

I. Details of the Institution

1.1 Name of the Institution

MarathwadaMitraMandal'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:

Dr. S.S.Pokharna

Mobile:

9881640425

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 21st April 2012

1.5 Website address:

www.mmcc.co.in

Web-link of the AQAR:

<http://www.mmcc.co.in/AQAR/2014-15.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 st Cycle	B	-	2002	2007
2	2 nd Cycle	A	3.19	2012	2017
3	3 rd Cycle				
4	4 th 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 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)

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	-	<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

Managing Change in Turbulent times
 Clean India Green India

2.14 Significant Activities and contributions made by IQAC

IQAC has initiated efforts on tie ups with industries and NGOs
 The college has introduced post graduate diploma courses in Banking and finance, foreign trade.
 The college arranged brainstorming session on "Make in India" where industry experts, academicians were invited.

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 update library with more journals, periodicals, reference books, encyclopaedias, university	1. Library being the nervous system of the college, we have tried our best to introduce and equipped the library with latest editions of books, reference books,

<p>news and latest software's to improve significance and functioning of the college library.</p>	<p>journals, periodicals and magazines of national and international stature. Library is also equipped with the new versions of software package. Library has also subscribed and provided e resources from the UGC INFLIBNET-NLIST and DELNET. The up gradation of library attracts teaching, non teaching staff members and students to make consistent and comprehensive use of it on regular basis.</p>
<p>2. To introduce more improvements in the library services such as introduction of reprographic facility, Internet access, open access to books, journals and periodicals, fiction and non-fiction books.</p>	<p>2. The up gradation of library is being undertaken with a view to provide better and effective services to all its stakeholders especially teachers and the students. We have installed a new reprographic machine to give reprographic copies of the question papers, important study material, photographs of certain academic events instantly in the library at a reasonable cost. We have provided free internet access through sophisticated network of computers to the teachers and students, so that they can avail any kind of information without wasting their time and efforts, Even the internet access ensures the system of e-library in which the ready references and information can easily be acquired from any corner of the world.</p> <p>We do give open access to all the books, periodicals and journals in the library in order to get the books and periodicals of their choice and preferences. The autonomy through open access is rendered, so that teachers and students can move very easily in the library and can select the books and periodicals of their own requirements and reach to the sense of satisfaction, contentment, equity and justice which is our basic vision, mission and motive.</p>
<p>3. To plan for the tie-ups with government organizations, non-</p>	<p>3.The college has made consistent efforts to tie-up with various NGOs, industries</p>

<p>government organizations, Industries and educational institutions.</p>	<p>and various academic institutions. This helps the institution to have continuous interaction with these organizations and to come up with creative and innovative educational projects and programmes to suggest and recommend changes in the ongoing curriculum and to streamline and familiarise the students and teachers with the latest, current and recent trends and mechanism of the corporate world.</p> <p>So far, we have tied-up with Ganage Press Limited, Shirke Siporex Limited, Vanaz Eng. Limited, Uma Enterprises, Kotibhaskars Material Handling Devices Manufacturing Pvt. Limited, Srushti, Mamta Balsadan for orphanage, Leprosy hospital Kondwa, Anti Dowry Movement Mumbai, Shrimad Raj Chandra Organ Donation institutions, Mumbai, Hum Saath Saathhai, Rotary club, Lions club etc. and many more such tie-ups are in the pipeline especially with the foreign academic institutions.</p>
<p>4. To plan for technology up gradation of various departments in the College.</p>	<p>4. Our college takes every effort to have technology up gradation of the entire education process. We have installed latest version of computers, wi-fi facility and installation of LAN and WAN to make an effective network of communication within and outside the institution. Further to have better surveillance CCTV cameras on the campus are introduced. The use of LCD projectors enables for PPT presentations. The technology up gradation facilitates smooth functioning of various departments and creates effective coordination by synchronizing the dispersal activities of them.</p>
<p>5. To encourage the teachers to do minor and major research work under UGC plan</p>	<p>5. We encourage and motivate our teachers to do major and minor research under UGC plan. Dr. M. D. Lawrence , Dr. S. S. Pokharna, Dr. N.B. Shaikh and Prof. S. M. Edke have under taken minor</p>

	<p>research projects on various issues related to commerce, management and economics and successfully completed the research projects as per the guidelines and directions of UGC.</p>
<p>6. To appoint professional and qualified faculty for the courses to be introduced in the college</p>	<p>The Management of the college have used the services of the qualified, competent, experienced, expert and professional teachers so as to give justice to the students and curriculum. This year we have appointed 9 teachers in the subject commerce and management out of which 4 teachers with highest qualification as Ph.D. /NET/SET .The college is encouraging teachers to pursue their Ph.D. and clear NET/SET at their earliest.</p>
<p>7. Chalking out a plan to introduce foreign language courses in German, French, Japanese and Spanish to impart Basics and fundamentals of foreign Languages to the students.</p>	<p>Japan Being 2nd Largest economy in the world provides ample opportunities for employment and entrepreneurship in Japan and therefore we have introduced Japanese in the college. So that, more and more students become proficient in this Language and become employable abroad.</p> <p>Spanish is one of the foreign Languages which will overtake even English Language in the years to come. The Introduction of Spanish in the college will improve morale and give boost to the students to display their creative abilities in Spanish and brighten their future.</p>
<p>8. To Continually update feedback from various stakeholders.</p>	<p>The intention of the college to take feedback from various stakeholders is to get reactions and responses of students ,parents, Management, Government departments ,University Authorities and accordingly initiate a corrective action against certain discrepancies , drawbacks and limitations occurred in the procedural aspects of the institution and finally to</p>

	take appropriate measures to re-establish linkage with all the stock holders.
9. To increase membership and subscription of employees Credit Co-operative society.	<p>Employees' Credit Co-operative society of Marathwada Mitra Mandal is pioneer society catering to the financial requirements of teaching and non teaching staff members belonging to various colleges and management institutions works under Marathwada Mitra Mandal public trust.</p> <p>The purpose of increasing membership and subscription is to have more number of members who will contribute towards subscription and membership fees. When they avail loan facility from the co-operative credit society 10% of the loan amount is transferred to the share capital account which will eventually tend to increase in share capital of the credit society. To conclude the arrival of new members in the credit society improves the status of share capital and strengthens the financial activities and affairs of credit co-operative society.</p>
10. To introduce goal oriented certificate and diploma courses	The college has introduced post graduate diploma in Banking and finance which is of one year duration and Post graduate diploma in foreign trade and a certification course in Travel and Tourism. All these courses are goal oriented and make the students employable in the market. These courses will add value to the exercising qualities and qualifications of the students.
11. To organise FDP and workshops under the scheme "Make in India".	The union government of India has come up with an innovative idea to attract foreign direct investment to accelerate manufacturing growth rate in the country with a view to support 'Make In India' Policy of Government. The college has organised Faculty Development Programme on effective teaching skills by arranging Guest lecture of Mrs. Dhanashri Ghare in August 2014 and Development programme on "Magic of

	<p>positive thinking” and self development by Mr. Minocher Patel in November 2014. FDP on the theme solving various issues and problems through case study method. Recently the college has organised workshops on various themes conducive to the recent policies of the government under ‘stand up India’ and ‘start up India’.</p> <p>The workshops on themes like ‘Launching and managing organisations’. compliances of legal formalities for obtaining approval, licence and registration of new business.</p>
<p>12. To organise camps in the premises of the college for Orphans.</p>	<p>Every year after Diwali festival, We bring about 300 students from the orphanage “Mamta Bal Sadan Kendra” and organise a camp for them for a week which comprises of variety entertainment programme. Magic show, Puppet show, interaction of children making spontaneous performance in various sport events and bravery activities with the orphans to reduce their loneliness and improve their morale</p>
<p>13. To plan for a rally organised by Pune Municipal Corporation on the theme ‘JATAN’, Pune</p>	<p>As a part of Jatan Pune Programme of Pune Municipal corporation our students had undertaken cleanliness programme at various major and crowded places in Deccan vicinity. They also undertook the complete eradication of plastic and plastic products from Pune city as a policy decision of Pune corporation. The college participated in the huge rally. The rally started from Fergusson college to a historical monument Shaniwar Wada in which they spread message about the effects of global warming, Pollution in the city, Tree plantation, save girl child to save the nation, water conservation to face drought situation, water and rain harvesting. The college has won 2nd Prize for the disciplined and dedicated approach, Loyalty dedication and commitment of the students towards</p>

	social issues and social problems of the society and brought laurels to the institution.
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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

<p>IQAC promoted staff for subscription of employees' credit Co-operative society.</p> <p>It became instrumental in arranging extension activities like 'Swach Bharat Abhiyan', 'Jatan Pune'.</p> <p>IQAC contributed towards Pool Campus Drive.</p>
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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 (On all aspects)

Parents

Employers

Students

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 is syllabus revision for second year UG courses

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
	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
	1	-				-		-	1	

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	00	20	15
Presented papers	03	13	07
Resource Persons	03	05	10

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

<p>Remedial lecture series arranged for the International students.</p> <p>Formal academic What's APP group of class teacher and students were formed for connecting students for academic discussion</p>

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)

Students are instructed to solve the last three years paper sets. Surprise tests are arranged in the regular classes. Every teacher uses his /her own methodology to evaluate students by conducting viva, class test, Group discussions etc.

2.9 No. of faculty members involved in curriculum

Restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

11	7	7
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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	5	60	28	4	97
BCA	65	12	15	49	15	91
BSc	84	5	10	36	38	89
BBA	105	19	21	28	19	87
BBM	20	-	10	70	20	100
MJMC	27	02	44	30	22	98
M.Com	78	19	33	23	6	82

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 for arranging guest lectures, workshops.

IQAC also considers and respond to the feedback received from the stakeholders.

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	01
Orientation programmes	03
Faculty exchange programme	01
Staff training conducted by the university	01
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 functions is to make very concerted efforts to sensitize both faculty members as well as the PG students:

1. To encourage faculty members to publish their articles and research papers with a view to have maximum citation index and impact factor.
2. To encourage teachers who are already registered for M.Phil and Ph.D to speed up their completion of research and submit thesis.
3. To recommend to management to give cash award for the best research paper /publication.

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	-	-	-	-
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	-	BCUD	1,00,000	1,00,000
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	-	-	2	-	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	04	State level	01
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	02	State level	01
National level	01	International level	-

3.25 No. of Extension activities organized

University forum	10	College forum	18		
NCC	-	NSS	30	Any other	12

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

1. Organized peace rally in memory of late ShriVilasraoji Deshmukh.
2. Organized campus cleaning in which 200 volunteers participated under “Swachh Bharat Abhiyan”
3. Organised tree plantation program.
4. Organized Blood donation camp in which 123 students donated blood.
5. No Vehicle Day was arranged for the students and staff members.

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

Access of E-Resources through N-List Database

System for Library and Information management (SLIM-21 Library Automation Software) is updated.

OPAC(Online Public Access Catalogue) implemented.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6600	628848	405	94475	7005	723323
Reference Books	9735	3564954	23	13977	9758	3578931
e-Books	97000	5000	97000	5000	97000	5000
Journals	28	29906	28	33341	56	63247
e-Journals	6000	5000	6000	5000	6000	5000
Digital Database	2	160600	2	5000	2	165600
CD & Video	354	11205	23	0	377	11205
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	-	-	-	-	-	--	-	-
Total	202	05	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.)

Computer Science department arranged training program of Linux operating system installations for teachers and students

4.6 Amount spent on maintenance in lakhs:

i) ICT	-
ii) Campus Infrastructure and facilities	3,31.172
iii) Equipments	69,255
iv) Others	NIL
Total :	400427

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 following contribution:

1. Providing specific facilities for differently abled and physically challenged students.
2. To provide hygiene, safety and security facility for girl students
3. To provide remedial education and bridge courses.
4. To provide platform for students extra – curricular activities, extra – moral competencies in the field of literature/ publicity /music /dance /drama /debate and public speaking.
5. To expose students with the industry and real business world by organizing: Field trips.
 1. Industrial visits.
 2. Business tours.
 3. Excursions and study tours

5.2 Efforts made by the institution for tracking the progression

According to feedback analysis changes were made for tracking the progression.

The department arranges practice sessions for improving performance of the students

5.3 (a) Total Number of students

UG	PG	Ph.D	Others
1850	177	-	-

(b) No. of students outside the state

Number of Students outside the state
295

(c) No. of international students

25

Men

No	%
	68

Women

No	%
	32

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1298	165	31	232	Nil	1726	1368	234	37	310	1	2027

Demand ratio - Dropout % 0.4%

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

The College arranges the guest lectures of the professional organisations and experts for preparation of the competitive exams.

No. of students beneficiaries

26

5.5 No. of students qualified in these examinations

NET - SET/SLET - GATE - CAT
IAS/IPS etc - State PSC UPSC Others -

102(CET)

5.6 Details of student counselling and career guidance

The College arranges preparation classes “To Crack MBA and MCA entrance exam “

1. Guest lectures and seminars for career counselling.
2. Efforts made by the teachers at departmental level for students counselling.
3. The Institution arranges career guidance lectures for PG courses by our sister institutions.

No. of students benefited

148

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
06	120	16	15

5.8 Details of gender sensitization programmes

A workshop on Women Empowerment was organised. This helped in giving vision to our economically backward girl students to take up small scale projects to earn their living.

5.9 Students Activities

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

State/ University level National level International level

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	132	6,50,000
Financial support from government	247	1,30,200
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. Mark sheet generation
2. Fee dues report
3. Student Feedback forms
4. Self Appraisal forms
5. Attendance report of students

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

6.3.1 Curriculum Development

Teacher's participation in curriculum drafting committee.

Teacher were instrumental to change the syllabus as per industry requirements

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 :-
 1. Teaching Aids
 2. Library Facilities
 3. ICT enables equipments and facilities.
3. Encouraging teachers participating in seminars/ conferences, workshops.

6.3.3 Examination and Evaluation

Photocopies of answer sheets are provided on students demand.

Examination Fee Waiver facility is provided for financially backward students.

6.3.4 Research and Development

- a) To encourage students to publish articles/bulletins/tabloids/wallpaper and College magazine
- b) To arrange guest lectures on Research Methodology so that they get brief idea about the stages of Research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Laboratory/library are 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. Canteen Contractor was changed considering students requirements
2. Democratic approach.
3. Provision of cordial and friendly type of atmosphere.

6.3.7 Faculty and Staff recruitment

1. Recruitment as per requirement through university staff selection committee.
2. Laboratory assistant staff were appointed for computer labs as per requirement.
3. Adhoc recruitment 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. Organizing workshops with NGOs.

6.3.9 Admission of Students

Admission process is based on University norms

Outstation students also get assistance for hostel facilities during admission

6.4 Welfare schemes for

Teaching	a) Financial assistance for faculties' up to Rs. 40,000 under welfare fund for emergency contingency. b) Depute staff for seminars, workshops and conferences. c) Felicitation of staff for their achievements.
Non teaching	Financial assistance for non-teaching staff up to Rs. 40,000 under welfare fund as emergency contingency.
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?

1. Sports students are given the facility for re-examination if at the regular exam time he/she is representing college in any sports.
2. On line tally practical examination is conducted.

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

As per UGC guidelines university wish to promote autonomy to NAAC accredited 'A' grade colleges.

6.11 Activities and support from the Alumni Association

1. Alumni Students help in Campus drive
2. Alumni are invited to share their industry experience
They also provide help for student to get internships
3. Providing scholarships, awards and rewards to meritorious students.

6.12 Activities and support from the Parent – Teacher Association

1. Every semester Parent Teacher Meeting is arranged
2. Parents provide assistance for student's placement

6.13 Development programmes for support staff

Workshop on Stress Management was organized for support staff which helped them to balance their work and home assignments.

Art of Living program was arranged for teachers and non teaching staff.

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

1. Tree Plantation.
2. Students participated in environment awareness drive for waste management

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. Academic calendar is prepared before commencement of the year.
2. Industry tie –ups gear up placements of students

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

Library is being equipped with latest edition of books, Journals, periodicals and magazines of national and international stature.

Number of members for Employee Credit co-operative society was increased

Workshops arranged on Skill development for encouraging youth

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

Faculties undertake minor research project
Organized workshop on "Start UP and Stand UP India"-The recent policy of government.

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

7.4 Contribution to environmental awareness / protection

1. No vehicle day was observed on the campus of the college.
2. Campus cleanliness program on the 'death anniversary of Mahatma Gandhi'.
3. Plastic free campus as per direction of Pune Municipal cooperation under 'Pune Jatan policy'.

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 workshop on SWOT analysis was organised.

8.Plans of institution for next year

1. To plan for motivating the faculty members for availing the financial assistance for major and minor research project funded by UGC and other agencies.
2. To strengthen gender sensitization
3. To organize student centric, diverse and need based additional activities.
4. To organize 25th Inter-Collegiate Elocution competition on "Dowry an evil system".

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
