

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 centre, 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.

**Marathwada Mitra Mandal's
College of Commerce**

302/A Deccan Gymkhana

Pune – 411004

**The Annual Quality Assurance Report
Academic year 2015 - 2016**

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 2015 to June 2016

I. Details of the Institution

1.1 Name of the Institution

Marathwada Mitra Mandal's College of Commerce

1.2 Address Line 1

302/A

Address Line 2

Deccan Gymkhana

City/Town

Pune

State

Maharashtra

Pin Code

4110004

Institution e-mail address

mmclaw@gmail.com

Contact Nos.

9527252007

Name of the Head of the Institution:

Dr. M. D. Lawrence

Tel. No. with STD Code:

020-25677932

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2015-16.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

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 for the Academic year 2012-13 date of submission 22nd March 2016 (DD/MM/YYYY)
- ii. AQAR for the Academic year 2013-14 date of submission 22nd March 2016 (DD/MM/YYYY)
- iii. AQAR for the Academic year 2014-15 date of submission 22nd March 2016 (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)

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 | <input type="text" value="-"/> | | |
| University with Potential for Excellence | <input type="text" value="-"/> | UGC-CPE | <input type="text" value="-"/> |
| DST Star Scheme | <input type="text" value="-"/> | UGC-CE | <input type="text" value="-"/> |
| UGC-Special Assistance Programme | <input type="text" value="-"/> | DST-FIST | <input type="text" value="-"/> |
| UGC-Innovative PG programmes | <input type="text" value="-"/> | Any other (<i>Specify</i>) | <input type="text" value="-"/> |
| UGC-COP Programmes | <input type="text" value="-"/> | | |

2. IQAC Composition and Activities

| | |
|---|---------------------------------|
| 2.1 No. of Teachers | <input type="text" value="08"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="01"/> |
| 2.3 No. of students | <input type="text" value="02"/> |
| 2.4 No. of Management representatives | <input type="text" value="01"/> |
| 2.5 No. of Alumni | <input type="text" value="01"/> |
| 2.6 No. of any other stakeholder and community representatives | <input type="text" value="02"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="02"/> |
| 2.8 No. of other External Experts | <input type="text" value="02"/> |
| 2.9 Total No. of members | <input type="text" value="19"/> |
| 2.10 No. of IQAC meetings held | <input type="text" value="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

- Time Management and Personality Development.
- Employment opportunities in accountancy and commerce.
- Goal setting and Employability Skills.
- Lecture on 'Marketing Research'
- Sustainability development

2.14 Significant Activities and contributions made by IQAC

- Participation in Pune Jatan Rally organised by Pune Municipal Corporation helped to showcase the Pune culture by the students.
- Heart fullness meditation program helped teaching and non teaching staff to balance their stress at work/home front.
- Training program for the teachers and students organized by Nagari Saurakshan Dal for five days on the theme "Disaster Management".

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 |
|---|--|
| <p>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.</p> | <p>Teachers in the college are encouraged and motivated to undertake various research projects having societal and national significance especially for the teachers who have recently completed their doctoral studies to go for major and minor research and take up the issues ,problems and challenges facing by the society. So far our teacher had completed minor research on 'Pharmaceutical business in India', ' The high rate of attrition in BPO's, the issue and problems of foreign students while pursuing higher education in Pune city.</p> |
| <p>2. To Organize student centric, diverse and need based additional activities with the use of latest software and technology.</p> | <p>Our College focuses more on student centric and need based activities for Well being of the students community. This year we have conducted many such activities, events and programmes for developing communication and leadership skills, confidence building, risk taking capacity and initiative of the students which comprises of consumer day celebration to experience and gain commercial merchandise, effective learning skills and development of personality traits workshop was organised. In association with NIIT college organised Aptitude test which received overwhelming response from the students. The College invited a panel of experts to guide students on certain skills. This panel provided brief discussion on Conversation, Calligraphic, leadership, skills. We also conduct bridge courses for the student coming from other streams. Remedial classes for the students who are weak in certain subjects like Statistics, Mathematics, Economics, English/</p> |
| <p>3. To encourage Teachers for applying Awards & Rewards</p> | <p>We always encourage teachers not only to involve themselves in teaching learning process but to go beyond. This normal limitations and participate in social & extensional activities. & render their effective services for the upliftment of the needy, poor & weaker sections of the society and in turn the government organizations,</p> |

| | |
|--|---|
| | <p>non government organizations & government itself will recognizes their consistent & honest efforts for upbringing the people from deprived classes in the form of certain awards & rewards .so far many teachers and principal in our college have bagged various prestigious award from GO's and NGO's and government of Maharashtra .Principal Dr. M D Lawrence is the recipient of most prestigious Best Teacher Award ,Best Principal Award by the government of the Maharashtra which he had received it at the auspicious hands of chief Minister of & education Minister of Maharashtra respectively . The other teachers Dr. N B Shaikh & Dr.S S Pokharna are also the recipient of Best Teacher Award from the very prestigious & renowned non government Organisation Maulana Abdul Kalam Azad Trust, Prof. Vishakha Wagh and Prof Nidhi Satavlekar have received best teacher award from International Institute of Hotel Management, Prof. B. T. Phadke has received best teacher award from Sahityadeep Pratishthan, Prof. Sushil Gangane received Ideal Teacher's Award from Bharatratna Maulana Azad Social, Education and Sports Association and Prof Tamboli has received Maharashi Vitthal Ramji Shinde award by R. N. Chavan Pratishthan and also received P. A. Inamdar Social gratitude award by Azam campus.</p> |
| <p>4. To plan for creating more expansive Clean and green Environment friendly campus of the college</p> | <p>In order to reduce evil effect of pollution & global warming in college has taken initiative to saplings having medicinal values & also the sapling of trees giving a fresh breeze and beautiful flowers which improves beautification of the college campus .The teachers and students of the college have firmly decided plastic free campus of the college by regularly undertaking cleanliness of the campus .We also observe "No Vehicle Day" in college .We encourage teachers & students to use public transportation on this day and also suggest less use of vehicle for nearing distance and also to follow sharing policy</p> |

| | |
|---|---|
| | when they commute from the place of their residence to their workplace. |
| 5. To plan for strengthening and institutionalizing research culture | Research being an important essential element not only to survive but also to remain progressive, our college has initiated systemic effort to inculcate research culture by obtaining permission from Pune university to start research centre for M.Phil and Ph.d in commerce. Shortly, the research centre will start functioning in the college. |
| 6. Despite the college doesn't have playground but our aim and plan is to achieve glory and success at university, state, national and international level in sports. | Though the college does not have play ground it has star performer students in different sports events especially in Cricket, Net ball, Foot ball, Hockey, Chess, Lawn Tennis, Fencing, Kabbadi, Yoga, and Archery etc. We have bagged the prestigious Demelo trophy in Cricket for record break of seven times in a row in other sports events. We have large pool of students having National and International Repute. We take on rent the ground of nearby colleges for holding and practicing various sports events. The students in various sports events continuously perform progressively and brightly have brought laurels, glory and success to the college. |
| 7. To plan the 25 th inter collegiate elocution competition on "Dowry an evil system" in collaboration with Anti dowry movement | College is organizing an elocution competition on "Dowry an evil system" from last 24 years. This year is like silver jubilee year of organizing this event in the college in which 75 students from various colleges of Pune, Nasik and Nagar affiliated to Savitribai Phule Pune University participated. In this competition they expressed the realities of the system and its complete and clear eradications from minds of the masses. |
| 8. To plan for availing more financial support from UGC and other agencies. | In order to support and improve academics in college it is necessary to have adequate financial support from University Grant Commission and other agencies. We have received UGC grant for various curricular and co-curricular activities which is used for ICT, Books, periodicals and Journals, construction of Ramp for physically |

| | |
|--|--|
| | <p>challenged students, separate toilets for lady students, physically disabled and handicapped students. Purchase of equipments for sports and other activities such as Aerobics and Gymnasium machines, Reprographics machines, Automatic high speed cyclostyle, Sanitary Napkin vending machine etc. The Institute is progressing in leaps and bounds with financial assistance and support from parent organization.</p> |
|--|--|

** 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

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 is syllabus revision for third year UG courses

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

M.Phil. research centre is started in the college.

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.

10

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 20 12

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|----------------|---------------------|----------------|-------------|
| Attended | 02 | 22 | 15 |

| | | | |
|------------------|----|----|----|
| Presented papers | 03 | 10 | 07 |
| Resource Persons | 01 | 03 | 05 |

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

Introduce choice based credit system for M.Com. CBCS involves surprise test, tutorials, book review, presentation, open book test, wider choice to select the subjects, credential system to mark the performance of the students through continuous evaluation and assessment

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

239

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

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

| | | |
|---|----|---|
| 9 | 10 | 5 |
|---|----|---|

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 | 1903 | 8.82 | 25.43 | 25.59 | 23.96 | 7.61 |
| BCA | 297 | 9.42 | 20.53 | 22.89 | 20.53 | 10.10 |
| BSc | 309 | 5.17 | 11.97 | 12.94 | 29.12 | 23.30 |
| BBA | 401 | — | 6.73 | 21.19 | 25.43 | 33.16 |
| BBM | 169 | 31 | 32 | 49 | 48 | 19 |

| | | | | | | |
|-------|-----|------|------|-------|-------|------|
| MJMC | 55 | 3.63 | 9.09 | 49.09 | 18.18 | 9.09 |
| M.Com | 106 | 29 | 33 | 33 | 02 | - |

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

.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 01 |
| UGC – Faculty Improvement Programme | Nil |
| HRD programmes | 02 |
| Orientation programmes | 05 |
| Faculty exchange programme | 1 |
| Staff training conducted by the university | 05 |
| Staff training conducted by other institutions | Nil |
| Summer / Winter schools, Workshops, etc. | 01 |
| Others | Nil |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 28 | — | — | — |
| 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 papers with a view to have maximum citation index and impact factor.
2. To encourage teachers who are already registered 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 | — | 4 | — | — |
| Outlay in Rs. Lakhs | — | 2,30,000/- | — | — |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | Nil | Nil | 01 |
| Non-Peer Review Journals | Nil | Nil | Nil |
| e-Journals | Nil | Nil | Nil |
| Conference proceedings | 4 | 15 | 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 | - | - | - | - |
| 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 | 01 | Nil | Nil |

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

03

10

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 19 State level 05
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 05 State level 05
National level - International level -

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

| | | | | | |
|------------------|----|---------------|----|-----------|----|
| University forum | 12 | College forum | 09 | | |
| NCC | - | NSS | 28 | Any other | 18 |

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

- Distributed clothes and food to orphanage in the memory of Late Vilasraoji Deshmukh, Former President of MMCC.
- Organised street play on Environment Awareness
- Free Medical check-up for senior citizens at NSS camp at Agalambe
- Organized “Plastic garbage free city “Campaign
- Organized street play on various Social issues like gender equality, “Save Water as resource”
- Organized workshop for all students for road safety
- Students from Rotract Club collected sweets from the Rotract members. All this collected sweets from the members was packed and distributed to street children who were deprived the opportunity to celebrate Diwali.
- Blood donation camp was conducted in MMCC. A total of 140 members came for the blood donation drive out of which a total of 75 members were able to donate blood.

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 | 31 | — | — | 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 & Information Management (SLIM-21 Library Automation Software)
- OPAC(Online Public Access Catalogue)

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|---------|-------------|--------|-------|---------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 6985 | 713353 | 505 | 105950 | 7490 | 819303 |
| Reference Books | 9778 | 3588901 | 81 | 25945 | 9859 | 3614846 |
| e-Books | 0 | 0 | 97000 | 5000 | 97000 | 5000 |
| Journals | 28 | 33341 | 32 | 40426 | 60 | 73767 |
| e-Journals | 0 | 0 | 6000 | 5000 | 6000 | 5000 |
| Digital Database | 1 | 145600 | 1 | 64000 | 2 | 209600 |
| CD & Video | 377 | 11205 | 34 | 0 | 411 | 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 | 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 up gradation (Networking, e-Governance etc.)

Computer and internet access is provided to teachers and students through the network of 3 computer labs for upgradation of computer technology.

4.6 Amount spent on maintenance in lakhs :

| | |
|--|--------|
| i) ICT | 150000 |
| ii) Campus Infrastructure and facilities | 200000 |
| iii) Equipments | - |
| iv) Others | - |
| Total : | 350000 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Campus to Corporate training program was initiated in collaboration with Tata Consultancy services for students and staff.
- Be the Gift to World”- Rotract Club was formed for MMCC student.
- Campus recruitment drives by the leading industries in Pune city are conducted. Every year about 40 – 50 students get placed in various organizations.
- Organized pilot workshops, seminars by the students, of the students and for the students to develop their communication and leadership skills, public speaking, initiative and risk taking capacity.
- We conduct aptitude test on regular basis to explore their talent, calibre, abilities and potential.
- This year we have conducted “Art of Living” program at our college for a week. The program was characterised by meditation, yoga, pranayam and other breathing techniques and soft skills.
- A self defence program was organized in association with Nagari Shaurakshan Dal for a week. In which the authorities of NSD exhibited various techniques of self defencing in the program along with PPT presentation, rescue operation and disaster management.
- A youth week was observed and celebrated to commemorate the birth anniversary of Swami Vivekanand. Youth week comprised of several events and program such as cleanliness of Mulla – Mutha river in the city, guest lectures by eminent social workers, authors and police personnel on various social issues and problems, ‘No Vehicle Day’ was also observed in which there was extensive use of public transportation to arrive at the institution, garbage and plastic free campus of the college and nearby area upto 5 to 6 km, Jatan rally abhiyan was carried out to have clean, green and smart city.

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 session for improving performance of the students

5.3 (a) Total Number of students

| UG | PG | Ph.D | Others |
|------|-----|------|--------|
| 1968 | 190 | — | — |

(b) No. of students outside the state

| Number of Students outside the state |
|--------------------------------------|
| 220 |

(c) No. of international students

| |
|----|
| 35 |
|----|

| | | | | | |
|-----|------|----|-------|-----|----|
| Men | No | % | Women | No | % |
| | 1170 | 59 | | 798 | 41 |

| Last Year | | | | | | This Year | | | | | |
|-----------|-----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1368 | 234 | 37 | 310 | — | 2027 | | | | | | |

Demand ratio - Dropout %

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

- | |
|--|
| <ol style="list-style-type: none"> 1. Career counselling session on 'Competitive Exam Preparation' like MPSC, UPSC, staff selection, etc. 2. Aptitude test was arranged for students in collaboration with NIIT for career choice. |
|--|

No. of students beneficiaries

500

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

4. Guest lectures arranged for students based on the themes "Personality Development and Leadership".
5. Guest lecture on career counselling in banking and management.
6. Guest lecture by 'Miles Education' in the subject of accountancy and allied career.
7. Guest lecture arranged on 'Recent Trends in Retailing'.
8. Workshop on 'Employment opportunities in accountancy and commerce'.
9. Video presentation on 'Elements of Cost'.
10. Career counselling session on 'Competitive Exam Preparation' like MPSC, UPSC, staff selection, etc.
11. Guest lecture on 'Goal setting and Employability Skills'.
12. Lecture on 'Marketing Research' was arranged for students.
13. 'Entrepreneurship Development' workshop was arranged in collaboration with MCED on 'How to become a Successful Entrepreneur'.
14. Aptitude test was arranged for students in collaboration with NIIT for career choice.

No. of students benefited

1500

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 |
| 5 | 180 | 55 | — |

5.8 Details of gender sensitization programmes

The 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 | 102 | 1503000 |
| Financial support from government | 187 | |
| 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

04

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 containment for all our stake holders.

6.2 Does the Institution has a management Information System

Yes

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

The college provides well equipped laboratories to ensure quality teaching.

Timely student Evaluation helps to increase pass percentage

6.3.3 Examination and Evaluation

- Photocopies of answer sheets are provided on students demand.
- Examination Fee Waiver facility is provided for financially backward student

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

- a) Laboratory/library are updated.
- b) Recent software Vruddhi for admissions/ examinations have been purchased and implemented.
- c) 24 x 7 internet access for the student.
- d) CCTVs and surveillance system is in existence.

6.3.6 Human Resource Management

- a) Celebration of birthdays of teaching and non teaching staff.
- b) Family visit.
- c) Picnics / trips.

6.3.7 Faculty and Staff recruitment

- a) Recruitment as per requirement through university staff selection committee.
- b) Laboratory assistant staffs were appointed for computer labs as per requirement.
- c) Adhoc recruitment as per university LIC committee

6.3.8 Industry Interaction / Collaboration

Barclays, Sonai Milk, Sugar factory, Bisleri Plant, volkswagen, etc

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. 50,000 under welfare fund for emergency. b) Depute staff for seminars, workshops and conferences. c) Felicitation of staff for their achievements. |
| Non teaching | Financial assistance for faculties' up to Rs. 30,000 under welfare fund as emergency is available. |
| Students | Earn while you learn, fee concession, waiver of fees, financial assistance to blind students, co-operative stores for students. |

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes

No

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

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

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.

- a) Academic calendar is prepared before commencement of the year.
- b) 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 corporation 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 availability of RUSA Scheme benefit.
2. To plan for motivating the faculty members for availing the financial assistance for major and minor research project funded by UGC and other agencies.
3. To strengthen gender sensitization
4. To organize student centric, diverse and need based additional activities.
5. To organize 25th Inter-Collegiate Elocution competition on 'Dowry an evil system' in collaboration with 'Anti – Dowry Movement' Mumbai.
6. To organize an International conference in the area of marketing management.

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

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