SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

MARATHWADA MITRA MANDAL'S COLLEGE OF COMMERCE

MARATHWADA MITRA MANDALS COLLEGE OF COMMERCE, 202/A, DECCAN GYMKHANA, NEAR GOKHALE INSTITUTE OF POLITICS AND ECONOMICS, NEXT TO BMCC , MAHARASHTRA , PUNE 411004
411004
www.mmcc.co.in

SSR SUBMITTED DATE: 21-02-2018

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Almost half a decade ago, in the development of education in Maharashtra it was observed that Marathwada Region was lagging behind in the area of education. A large number of students of this region had very little or no scope for pursuing higher education due to vicissitude environment in Marathwada and Vidarbha.

The Honourable Late Shankarraoji Chavan had the sensitivity to understand the plight of such deprived students. He discussed this issue with few of his confidants. Finally, under his dynamic leadership, foresight, vision and commitment; the Marathwada Mitra Mandal's education Society was formed in 1967.

In 1986, the trust realized the need of business studies in Commerce education and established the Marathwada Mitra Mandal's College of Commerce (MMCC). The College began on a very humble, modest and a very low keynote with only 133 students on roll. Today, the college has grown from strength to strength with outstanding results.

Over the years the college has undergone two cycles of accreditation and reaccreditation and in the second cycle in 2012 the college was awarded 'A 'grade with CGPA of 3.19.

In the year 2009 the college was awarded 'The Best College of University of Pune'. In the Year 2013 the Principal, Dr M D Lawrence, was conferred with the Best Principal award by University of Pune. In the year 2016 the college once again was selected for Asian and Education Leadership Award by the "**Indo Global Chamber of Commerce, Industries and Agriculture**" for providing Quality education.

Vision

To impart quality education for professional excellence and sustainable development through continuous improvement, teamwork and efforts so as to promote welfare to all our stakeholders.

Mission

MMCC will strive to offer opportunities for learning and development of our students and work towards the attainment of social justice, equity and contentment for all our stakeholders.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Proactive and encouraging management
2. High Demand Ratio with high cut off every year at entry levels
3. High Demand Ratio of foreign students.
4. Centrally located in the heart of the city.
5. Attracting and retaining highly qualified faculty with good team spirit and team work.
6. Student centric campus.
7. Outstanding achievement of students in sports and co-curricular activities.
8. Sustained and consistent meritorious academic performance in all programmes and courses.
9. Wide range of effective placement cell and placement poll.
10. Recipient of the Best college Award by SPPU
11. Cordial atmosphere in the college.

Institutional Weakness

1. Space crunch with limitation for expansion due to urban location.
2. Large number of students from rural areas of Maharashtra and out of Maharashtra students
3. Intervention of Govt. for sanction of posts due to zero budget.
4. Constraint in timely recruitment of teachers on account of government policies.
5. Limitations of collaboration at global levels / international universities and institution.
6. Lack of Girls' Hostel.
7. Limitation and delays due to affiliating system and government policies.

Institutional Opportunity

1. Exploring more possibilities through international collaboration with foreign Universities.
2. Internationalization of commerce and management education.
3. Up gradation of MIS as per modern and current requirements.
4. Participation in more interdisciplinary education.
5. Exploring more non conventional emerging resources and green resources, green initiatives and water harvesting system.
6. Setting up of finishing school with more focus on multiple skills developments.
7. Motivating faculty for Post doctoral research and focused projects.
8. Opportunities to offer additional course for enhancing courses.

Institutional Challenge

1. Increasing High demand ratio at entry level in India
2. Entry of foreign Universities and attraction of overseas education
3. Over crowded campus
4. Safety and security concerns of students on the campus due to growing social and political influences.
5. Entry of average students.
6. Challenge of developing entrepreneurs among students for self employment.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college consistently ensures effective curriculum delivery through an effective plan and documented process. It offers five UG courses and seven PG courses in the stream of Commerce and Business Administration for conducive and encouraging response. At the PG level, college offers CBCS with sufficient elective courses for M.Com and MJMC.

At the UG level programmes are offered on annual term and semester basis. Value added/job oriented/ add on/ life skills courses are offered with appropriate contact hours. To provide job opportunities, the college also encourages students to register and join professional courses of Institutes of Chartered Accountants, Institute of Company Secretaries, Institute of Cost and Management Works Accountancy. The students enjoy academic flexibility in addition to the prescribed curriculum.

The effective curriculum delivery also provides to a large number of students various electives and other core courses ensuring that all the courses integrates cross cutting issues specially addressing gender, human values and professional ethics and about 25 percent of the students complete the course every academic year. Through the curriculum we also provide opportunity to students to undertake practical assignments, field trips and internships especially for B.Com, BBA and M.Com students with a focus on delivery skills through the curriculum.

To make the curriculum delivery more effective, feedback of stakeholders is also collected and appropriate incorporation in the syllabus is undertaken and delivered to all the students.

Teaching-learning and Evaluation

The college attracts diverse students in good percentage from other states for the various programmes. All admissions are done online and strictly in accordance to the norms of Savitribai Phule Pune University with complete transparency. Detailed information of admission procedure and time lines are promptly notified on the college website and the forms are available for both local and other state students. An admission committee comprising of teachers and administrative staff ensures that the admissions are conducted smoothly and effectively. The committee ensures that the mandatory percentage of seats against seats reserved for various categories under the reservation policy is strictly considered and adhered to.

The college focuses on assessing the various learning levels of the students after admissions and organizes special programmes for both the advanced learners and slow learners. The teachers of the college encourage the students to get familiar with environment and exposed to experiential learning, participation and problem solving methodologies. The college has been successful in introducing and making available ICT enabled learning management system (LMS) and other E – resources.

The mentoring activity of the college has been very effective with issues related to students' academic performance, discipline, personal issues and focus on their results coupled with counseling and other creative and innovative teaching methodologies used by our qualified, competent and experienced diverse staff coming from other states.

Most of our teachers upgrade their qualifications periodically and painstakingly to complete their doctorate and other research assignments with active involvement in curricular, co-curricular and extension activities.

Research, Innovations and Extension

The college management is very encouraging. It promotes effective research culture and encourages the teachers to pursue their PhD's and also to seek recognition as research guides.

The management is very motivating, inspiring and is providing incentives to teachers for receiving state, national, international recognition and awards. Some of the teachers are actively involved in the publication of books, chapters, research papers in national, international conference proceedings with ISBN/ISSN Number.

The college, right from its inception is very keen to have an innovative approach in managing the various aspects of teaching learning by introducing innovative initiatives for creation and transfer of knowledge by going beyond the curriculum and sensitizing the students to environmental issues.

The extracurricular activities of the college are in tune with the vision, mission and core objectives of NAAC. The college organizes as its annual feature Intercollegiate Elocution Competition on Anti-dowry Movement. 'Priyadarshani Yuwati Manch' of the college plays a significant and pivotal role in encouraging women in intra and inter-collegiate competition. Our students have brought laurels, continuous glory and honour to the college both in sports, co-curricular and extra –curricular activities.

The college celebrates Consumers Day, World Population Day, Teachers Day, No-Vehicle Day, Annual Day, Traditional Day, etc. The college also organizes Mock AGM, Mock Stock Exchange activities as part of experimental learning. Pegasus and Wisdom are part of Annual activities conducted to give the platform to showcase different talents of students.

Infrastructure and Learning Resources

The college premise has an area of 2.63 acres. The total available built up space is 30000 square meters. The buildings are well designed and have adequate infrastructural facilities comprising of spacious well equipped class rooms, library, computer and electronics labs, Audio Visual Seminar Hall.

HOD'S and coordinators have separate cabins with computer and internet facilities. Basketball and Kabbadi ground, Canteen, gymnasium and stationery store for students with learning resources is also made available to the students.

Due, to the ever growing strength of students and with new changing needs of a good conducive educational infrastructure the college management initiated the expansion of college building with additional class rooms, administrative block, staff rooms, girls common rooms, toilets etc.

Optimum utilization of facilities is also ensured and the college infrastructure is in full use all through the day and some P G Diploma courses are run in the evening. The college has spacious well maintained boys' hostels with facilities like water heaters, water coolers, solar heaters, reading rooms, etc.

The college has a partially automated library with a total number of 123664 books, 6071 journals including IUP, … magazines and 440 CDs. OPAC facilities is available in the library. Separate reading space with a seating capacity of 120 Book banking system is established which is at present handled manually. Library has two computers with internet facility, of which one is accessible for students and teachers. Printer and Photocopy facility is also available.

Student Support and Progression

The college management, principal, staff and administration firmly believe that our entire focus should be student centric especially with regard to student support activities and progression aspects to ensure that the focus is effective and continuous. Through the IQAC of the college, the various committees and the college development council continuously and comprehensively monitors all student support and progression activities. At the outset the college ensures that all the concerned scholarships and freeships are availed by the students and they are benefited under the respective schemes for which purpose notifications and reminders both on websites and through SMS is alerted. They are also intimated regarding the time line and clear cut instructions are provided related to what documents should be uploaded online and the amount of the benefit of the scheme which they can claim as scholarships and freeships.

College also extends support to those deserving students who are not eligible under government schemes by considerable amount of fee waivers, concessions and financial assistances. Some needy students are covered under 'Earn and Learn Scheme'. The college considers extending specific mentoring services to weaker students, slow learners, below average students, advanced learners and exemplary scholars.

Student progression is monitored through Alumni association managing committee of the college and a student progression committee of teachers to monitor the upward mobility of students. The committee also keeps track of student qualifying and passing in CA/ CS /GRE/ G MAT/ CAT/ TOEFL/ CIVIL SERVICES/STATE GOVERNMENT exams, etc.

Governance, Leadership and Management

The College is blessed with governance and leadership of dedicated and committed management executive members who strongly believe that through education, one can serve the society, community and Nation. **"Welfare of Masses"** is the motto of our management which provides qualitative education to various strata of society.

Governance of the college believes in total democratic culture and is demonstrated through practices of decentralization and participative management. The organogram of the institution at each level include governing, administrative personnel and good governance and leadership is demonstrated through effective strategic development and deployment approaches coupled with appropriate promotional policies, plans and procedures.

Recently the management has also started implementing E-Governance in areas of planning and development, finance and accounts, administration, students' admission and support and examinations. Involvement of the management in the IQAC, College Development Committee and various other committees clearly showcase their proactive, positive and democratic approach towards overall governance of the college.

As an effective human resource strategy management focuses on faculty empowerment and professional development of the teachers by providing adequate welfare measures to them. Many teachers are rewarded and appreciated for their outstanding performance from time to time. The management has also been encouraging to go for the NAAC accreditation process with a view to assess the college's strength, weakness, opportunities and challenges in the present educational scenario and the new revised NAAC assessment procedure.

Institutional Values and Best Practices

The college is totally student centric, and it leaves no stone unturned to have institutional values and execution of its social responsibilities as the centre and core of all its activities.

The college has assumed responsibility through its activities to promote gender equity, environmental consciousness and sustainability in the campus. It deals with waste management as a sacred mission and pious activity to keep the campus clean, green and free from pollution. As a matter of policy the college has introduced green practices in the campus with green landscaping and adequate trees and plants. It encourages the students to keep the campus plastic free and use bicycles and public transport to make it pollution free.

Two best practices introduced and implemented are **"Welfare of Masses"** and **"Student Centric Approach"**. Through this the college aims to have its own identity and unique institutional distinctiveness.

The aim and objective of our first best practice i.e. **"Welfare of Masses"** is to sensitize and promote various welfare schemes for the deprived and under privileged sections of the society. In addition to make all our stakeholders' environment conscious the college is inculcating awareness amongst them by promoting eco-friendly campus, environment protection and upliftment of standard of living of under privileged and deprived people.

While focusing on Student Centric approach and activities we concentrate on bridging the gap between theory and practice, developing leadership skills, presentation and negotiation skills, nurturing talent, presence of mind and wisdom of students, fostering social responsibilities aiming at holistic development.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Marathwada Mitra Mandal's College Of Commerce
Address	Marathwada Mitra Mandals College Of Commerce, 202/A, Deccan Gymkhana, Near Gokhale Institute of Politics and Economics, Next To BMCC , Maharashtra , Pune 411004
City	Pune
State	Maharashtra
Pin	411004
Website	www.mmcc.co.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	M.D.Lawrence	020-25653039	9527252007	-	mmcccycle3naac@gmail.com
Associate Professor	N.B.Shaikh	-	9850914453	-	drnasirshaikh@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	

Date of establishment of the college	30-06-1986

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Maharashtra	Savitribai Phule Pune University	View Document

Details of UGC recognition	
Under Section	**Date**
2f of UGC	27-10-1998
12B of UGC	27-10-1998

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Marathwada Mitra Mandals College Of Commerce, 202/A, Deccan Gymkhana, Near Gokhale Institute of Politics and Economics, Next To BMCC , Maharashtra , Pune 411004	Urban	2.63	2787.091

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	HSC	English	720	720
UG	BBA,Commerce	36	HSC	English	480	283
UG	BBA,Commerce	36	HSC	English	264	205
UG	BBA,Commerce	36	HSC	English	480	385
UG	BSc,Computer Science	36	HSC	English	480	341
PG	MCom,Commerce	24	Any Graduate	English	240	108
PG	MA,Mental Moral And Social Science	24	Any Graduate	English	30	0
PG	MA (Journalism),Mental Moral And Social Science	24	Any Graduate	English	60	56
PG Diploma	PG Diploma,	12	Any	English	60	28

recognised by statutory authority including university	Commerce		Graduate			
PG Diploma recognised by statutory authority including university	PG Diploma, Commerce	12	Any Graduate	English	60	7
Doctoral (Ph.D)	PhD or DPhil,Commerce	36	Post Graduate in Commerce	English	24	0
Pre Doctoral (M.Phil)	MPhil,Commerce	24	Post Graduate in Commerce	English	8	0

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				7				2
Recruited	0	0	0	0	5	1	0	6	1	0	0	1
Yet to Recruit				0				1				1
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				67
Recruited	0	0	0	0	0	0	0	0	15	52	0	67
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				36
Recruited	16	2	0	18
Yet to Recruit				18
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	4	6	0	10
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	1	0	0	1
Yet to Recruit				2

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	1	0	2	7	0	13
M.Phil.	0	0	0	0	0	0	2	5	0	7
PG	0	0	0	2	0	0	3	8	0	13

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	4	2	0	6
M.Phil.	0	0	0	0	0	0	0	3	0	3
PG	0	0	0	0	0	0	4	28	0	32

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	11	14	0	25

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG Diploma recognised by statutory authority including university	Male	29	0	0	0	29
	Female	6	0	0	0	6
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Pre Doctoral (M.Phil)	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	1260	21	0	12	1293
	Female	634	6	0	1	641
	Others	0	0	0	0	0
PG	Male	94	1	0	0	95
	Female	67	2	0	0	69
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	103	123	119	126
	Female	49	54	68	66
	Others	0	0	0	0
ST	Male	15	24	25	14
	Female	9	9	10	8
	Others	0	0	0	0
OBC	Male	157	209	215	232
	Female	106	111	114	127
	Others	0	0	0	0
General	Male	973	922	1016	1120
	Female	516	515	542	531
	Others	0	0	0	0
Others	Male	79	101	122	145
	Female	41	43	52	54
	Others	0	0	0	0
Total		2048	2111	2283	2423

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 12

Number of self-financed Programmes offered by college

Response : 11

Number of new programmes introduced in the college during the last five years

Response : 2

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2423	2283	2111	2048	2022

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1524	1516	1516	1444	1444

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
578	507	523	542	603

Total number of outgoing / final year students

Response : 579

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
74	68	68	65	63

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
74	68	68	65	63

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
74	68	68	65	63

Total experience of full-time teachers

Response : 1063

Number of teachers recognized as guides during the last five years

Response : 4

Number of full time teachers worked in the institution during the last 5 years

Response : 57

3.4 Institution

Total number of classrooms and seminar halls

Response : 23

Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
300.07	200.99	200.63	200.27	200.24

 Number of computers

Response : 242

Unit cost of education including the salary component(INR in Lakhs)

Response : 257.5125

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 127.0975

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The college follows the curriculum of Savitribai Phule Pune University (SPPU) for all its courses through a well planned and documented process. The college has taken proactive initiatives to ensure effective curriculum delivery of the University. Every stage of curriculum delivery, its plans and procedures are well documented in the academic calendar, brochures, prospectus and notice boards. It offers five undergraduate courses and seven post graduate courses in the stream of Commerce and Business Administration for conducive and encouraging response. At post graduate level college offers Choice Based Credit System (CBCS) with sufficient elective courses for M.Com and Master of Journalism and Mass Communication (MJMC).

Through the curriculum, we also deliver varied opportunities from time to time for our students to have exposure and the feel of 'On the Job', training and accomplish the delivery of imparting effective learning in the students through experiential learning, practical assignments, field trips and internships. The effective curriculum delivery is also ensured through internship of the students. Our B.Sc (CS) and BBA (CA) students undertake various projects through internship and design and develop software packages for different small and medium enterprises. The BBA and BBA (IB) students also prepare the project reports on various problems and issues of business with suggestions recommendations and solutions. Laboratory manuals are prepared for all practical subjects by considering the subject curriculum.

Our B.Com students are given practical assignments for which they undertake tours and visits to certain industries and organisations collect requisite data and documents through interactions and interviews with industry personnel and jot down their industrial experience in their practical journals with concluding remarks. In addition, B.Com, and M.Com students also prepare separate projects on current issues and latest trends in commerce, management, finance, marketing, sales, supply chain, logistics and retailing. Thus, through industry exposure and internship training, our students gain practical experience and expertise through experiential learning and undergo successfully with institution industry interface and interaction, which is very fruitful for building their career path.

Academic Monitoring Committee (AMC) monitors the smooth functioning of the classes, practicals, tutorials regularly with the help of daily attendance report of every class. To make the curriculum delivery more effective in each semester/ academic year the feedback of stakeholders is collected and executed through effective teaching plans.

The curriculum delivery to the slow learners or physically handicapped students is ensured through well planned modules or customized lesson plans organised by way of bridge courses, remedial education, etc.

Likewise, in case of advanced learners curriculum delivery is also ensured through experiential learning, participative approach of problem solving, activity based learning, development of creative writing ability, constructivism and connectivism training, learner driven pedagogies, book reviews, management games, quiz competitions, workshops, and appropriate need based seminars.

File Description	Document
Any additional information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 5

1.1.2.1 **Number of certificate/diploma programs introduced year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 6.15

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	6	7	2	2

File Description	Document
Any additional information	[View Document](#)
Details of participation of teachers in various bodies	[View Document](#)

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 16.67

1.2.1.1 How many new courses are introduced within the last five years

Response: 2

File Description	Document
Any additional information	[View Document](#)
Details of the new courses introduced	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 66.67

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 8

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)
Any additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 19.8

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
548	525	429	433	241

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The college through every program and every course endeavours its utmost best to integrate cross cutting issues relevant to sustainability, human values, professional ethics and gender equity for the benefits of all the students.

B.Com, B.B.A, B.B.A (IB), B.Sc. (Computer Science), B.B.A (Computer Application) students in their second year have to undergo a compulsory course in environmental awareness. These students actively participate in the environment awareness program conducted by the institution. At the end of each academic year they submit a project on various environmental issues, new trends in environment, and sustainability issues of environment protection and make group presentations through power point followed by panel discussions.

For the past 26 years the college in collaboration with, 'Anti – Dowry Movement', Bombay, has been organising inter collegiate elocution and essay writing competition on 'Dowry An Evil System'. The students of each class in large number actively participate in this gender equity program and outcome of this program has lead to many male students taking a lifetime oath of not claiming dowry on the occasion of their marriages.

'Priyadarshani Yuvati Manch', (Ladies forum) of the college organises intermittently seminars, conferences and workshops in relation to the emotional, psychological, social, sexual and economical development of girl students with a view to have an integrated development attitude leading to holistic learning eventually to end up with holistic development, by way of guest lectures, interactions with eminent women social worker, women entrepreneur, lady doctors, women counsellors specializing in

gynecology, skin care and other arenas.

The following table describes the integration of cross cutting issues related to environment, human values, professional ethics, etc.

Sr. No.	Name of the Course	Integration of issues related or relevant to
1.	Environmental Awareness	Environmental and sustainability issues
2.	Human Rights	Fundamental Values
3.	Cyber Security	Information Security Policy
4.	Skill development, Self Grooming, Foreign Languages.	Multifaceted personality improvement in communic addition and upgradation of various skills.

File Description	Document
Any Additional Information	[View Document](#)
Link for Additional Information	[View Document](#)

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 21

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 21

File Description	Document
Brochure or any other document relating to value added courses.	[View Document](#)
Any additional information	[View Document](#)
Details of the value-added courses imparting transferable and life skills	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 58.27

1.3.3.1 Number of students undertaking field projects or internships

Response: 1243

File Description	Document
List of students enrolled	View Document
Any additional information	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 4.57

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
53	70	73	143	145

File Description	Document
Institutional data in prescribed format	[View Document]
List of students (other states and countries)	[View Document]

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 75.95

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2423	2283	2111	2048	2022

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2932	2916	2916	2780	2780

File Description	Document
Institutional data in prescribed format	[View Document]

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 43.57

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
772	725	674	559	523

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

In order to assess the learning levels of the students, they are classified into advanced learners and slow learners. The institution identifies slow and advanced learners using a combination of aspects like marks, grade obtained in the previous and the qualifying examination, in various inductions, orientation programs and through regular tests.

Institution adopts different strategies to accelerate learning process for slow learners. Continuous motivation and inspiration are given to slow learners to bring them at par with other students. Further counselling and mentoring sessions are arranged from time to time. Parents are encouraged to discuss the problems related to their children in free and fair atmosphere with the teachers. Special coaching is provided on one to one basis, for the slow learners if they are not able to cope up with the ongoing mechanism of the curriculum. Tutorials and home assignments are given regularly to create interest among slow learners in relation to their respective subject. Spoken English classes are conducted especially for vernacular medium students and foreign students to improve their communication skills. This course aims at developing conversation skills, art of writing and public speaking. Students are also encouraged to solve previous year question papers to build their confidence and become familiar with the significant topics of the curriculum, improve the skill and speed of writing to solve the entire question paper to the satisfaction of the examiners.

Students are effectively entrusted the responsibilities of arranging the in-house seminars, cultural events, debates, elocution competitions. In order to develop their leadership and social skills and to understand the significance of group dynamics and managerial skills, college have unique strategies for advanced learners. Students who are consistent in academics and co-curricular activities are involved in anchoring academic and co-curricular events. Teacher's day is also celebrated in an unique way in which students play the role of teacher and conduct lectures on the topics of their choice and take the charge of the college on this auspicious day. Advanced learners are always motivated to visit industry and other organisations to explore their practical knowledge through minute observations, wide surveys, and proactive interactions with the

industry personnel to bridge the gap between theory and practice effectively.

Advanced Learners are also geared up with mock events in the form of functioning of stock exchange, annual general meetings and other events. They are also given opportunities to display their creative and innovative views on current issues relating to commerce, management and industry through "UNMESH" the college wallpaper. Advanced students are also encouraged to work with professionals like practicing Chartered Accountants, Company Secretaries, cost accountants as article clerks and trainees with a view to acquire professional knowledge, skill and expertise.

The Journalism students produce a magazine 'Media Voice' depicting all important events, programs and functions held by the college. Short films on social issues like AIDS, family planning, nutrition to infants, superstitions, literacy are produced by the students. They are also given information about career opportunities in commerce, management, journalism, computers and industries.

File Description	Document
Link for Additional Information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 28.82

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.56

2.2.3.1 Number of differently abled students on rolls

Response: 12

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The institute has come up with unique learning methodologies to make an effective learning process through learners centered, personalized classroom settings, successive group discussion, peer teaching evaluation and learner driven pedagogy.

To make learning enjoyable to the students, effective teaching plans are devised and designed to know clearly the course contents and its effective completion as per the directions of Savitribai Phule Pune University. Teachers through power point presentation portray the current educational scenario through expert knowledge of the subjects and make teaching learning sessions proactive, pragmatic and interactive.

Home assignments and practicals are given after every topic. It helps the students to make self-study, to solve problems on their own, to undertake case studies and projects, to inculcate the habit of regular study. Teachers are actively involved not only in teaching but also in counselling and mentoring the students.

The teaching learning process is also characterized by mock session, group discussion, interview skills, book reviews, exhibitions and community learning. All these student centric activities are promoted and act as leverage, not only in the students' qualitative progression but also improve students' attendance, attentiveness and performance in the class.

With a view to inculcate life skills and social skills amongst the students college have started English language club which helps the students to develop their communication skills, build confidence and dare to be rare personality with fluent English. Institutional central library has a computer center with internet facility. Library is having collection of NPTEL Video`s and having free access to the students. Students are encouraged to go through these NPTEL Videos to enhance their learning. The active involvement and participation of students in various seminars and academic events helps to nurture their talents, leadership and social skills and make them bold to handle the changing situation effectively. The college also makes an arrangement for summer job training, campus recruitment drives, exchange programmes, deputing the students to different organization in order to gain experience through learning process. The students work for 3 to 6 months as a trainee student and are able to break the vicious circle of unemployability.

In order to provide exposure and hands on jobs our students are sent to different agencies; organizations and industries. They are expected to collect significant data, information, facts and figures to understand the best practices and the benchmarking improvements of such organizations. The students of corporate law through mock stock exchange try to comprehend the functioning and operations of stock exchanges to study and review the guidelines stated by SEBI to protect the interest of cautious investors.

Students are instructed to go through initial public offers,the debenture issues and public deposits so as to interpret and analyse the terms and conditions,ROI (Return on Investment),the past history and track record of the industry raising capital through different issues. The students of auditing and taxation interact with Chartered Accountants and Auditors to understand the process of auditing, preparation of audit reports, assessment of financial statement and detection of frauds etc.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 54.05

2.3.2.1 Number of teachers using ICT

Response: 40

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 28.82

2.3.3.1 Number of mentors

Response: 74

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Teaching learning is a continuous and never ending process in which teachers continuously interact and interface with the students to update and brush up their knowledge and skills, to mould the young generation into better individuals and responsible citizens.

The teaching learning process cannot become interesting, innovative and inevitable to the requirement and satisfaction of student unless creativity becomes the norm and core of the entire process. Teaching is a fine art in which our teachers make wise application of their knowledge and skills to unearth hidden capabilities and potentials in the students. A good teacher always demonstrates their knowledge and skills to transform the listening and learning abilities of the students.

Our teaching learning process is a unique one and involves multi-faceted development of the students, through the design and development of curricular, co-curricular and extra-curricular activities. Preparation of teaching plan ensures continuous and comprehensive interaction with the students for effective completion of different topics, coupled with current happenings and life skill experience of the teachers. Teaching plan adheres strictly to the time bound programming laid by the university. The mock academic events and activities boost morale and mindset of the students as they actively participate and experience the mock events on the go. The surprise tests make them ready to face unseen scenarios boldly. Organizing various quizzes stimulates them to stand firmly in various competitive examinations and to

serve the people and the society in a productive manner.

Institution encourages using of different software for projects especially for B.Sc (Computer Science) and BBA (Computer Application) students. Mini projects are given to students so that they can learn through experiential learning and get into the real time process and develop real time approach. As a part of curriculum and to gain in-depth knowledge of electronic devices and components, students are encouraged to develop working models and give the demonstrations.

College regularly conduct group discussion. The GD allows the students to become a part of the team. However, at the same time, student himself has to prove the best from the rest of group members, by taking hold of the situation through their dominant views and opinions.

The teaching learning process involves presentations. The presentations help building rare personality of the students. It enhances public speaking, enriches and enlightens the audience with relevant, reliable and realistic issues and creates a bond with the presenter. The teaching learning process is characterized by investigation of problem, clinical examination of alternatives, to think in a creative manner, to abstract facts and figures from the case and finally to propose best alternative to solve the case.

The student satisfaction survey is conducted as a feedback mechanism in which the opinions and the judgments expressed by the students are taken into consideration to build mutual trust, harmonious and cordial relations between the teachers and the tots, to make teaching-learning process, more interesting and interactive.

Teachers effectively use modern teaching aids to make the teaching learning process student friendly, more informative and emphatic.

File Description	Document
Any additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
Any additional information	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 17.84

2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
17	15	12	9	8

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience of full time teachers in number of years

Response: 14.36

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 7.99

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	2	5	3	3

File Description	Document
e-copies of award letters (scanned or soft copy)	View Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 11.78

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
10	9	7	7	7

File Description	Document
Any additional information	View Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Institution executes continuous internal evaluation system as a part of examination reforms at the institutional level, with certain objectives in mind. The institute prepares and publishes the academic calendar for the academic year which includes plans for continuous internal evaluation based on the available working or teaching days.

"Perform or perish" is a rule of modern day life. Unless students perform, they cannot get effective success in the examination. Similarly, teacher is also required to perform by publishing articles, papers and authoring and co-authoring text books otherwise teachers cannot implement reforms in the process of teaching, learning and evaluation effectively.

The CIE system is introduced with a view to improve the performance of teachers and students, to have authentic, reliable, practical and noteworthy system of evaluation. Book reviews, presentations, tutorials, assignments, mock events, aptitude tests, surprise tests are conducted to assess the intelligence and emotional quotient of the student. Choice Based Credit System (CBCS) is introduced with a view to undertake continuous assessment on the basis of CGPA (Cumulative Grade Point Average) system; to overview benchmarking improvement in the evaluation system.

The Institution makes honest efforts to have continuous evaluation system which works transparently for the betterment of the students. The system works through continuous evaluation of students by conducting tutorials, after every topic, mid – term examination at the end of first term, assessment of practical journals and home assignments, surprise tests, aptitude tests, presentation, book reviews, open book tests, etc., at regular intervals. The system enables the teachers to explore advanced and slow learners. The institution adopts unique strategies, techniques and methods and implements them for slow learners to bring them at par with other students. Even for advanced learners, aggressive and long term strategies are being executed to get better and brighter results.

The Institution creates physical facilities, free and fair atmosphere for continuous evaluation system. The teachers conduct a retest of students participating in various sports events during the time of examination. Even the students appearing for professional exams like CA, CS, and ICWA are allowed to appear for retest, if the dates of both the exams are coinciding. The code of conduct laid down by the college and university is strictly adhered to, so as to maintain discipline, formal atmosphere and sanctity of the examination.

The outcome of CIE system helps to evaluate and monitor the academic progress of the students and to develop proper feedback and corrective action mechanism for parents and teachers. The timely declaration of result is also one of the significant outcomes of CIE system. Thus, with CIE system, the continuous evaluation of students enables the teacher to create a clear cut path for SWOC analysis, so that prospective plans are prepared for continuous internal evaluation system.

File Description	Document
Any additional information	[View Document](#)

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The Institution strongly believes in transparent system of examination which is robust in frequency and variety so as to cognize abilities of the students. We upload the schedule of all the examinations on our website. Similarly, the timings of the examination are conveyed to the students on group apps and email-

ids. The circulars and the notices are displayed on the notice boards about latest developments in the pattern and timings of the examination.

In exceptional cases, those students who are unable to fill in the examination forms even after late and super late fees, college helps such students to approach the student's facilitation centre in Savitribai Phule Pune University. The Institution even request the university authorities to reopen the link and allow the students to fill the examination form, thereby saving the most valuable academic year of the students and to bring them out from frustration, depression and isolation.

In order to maintain transparency in the internal assessment system, the teachers provide photocopy of the answer books of the mid-term examination to the students so that it can be reassessed and reverified by other teachers and in case of discrepancies, the revaluation of answer book is conducted and the marks are given accordingly. The Institution has introduced a unique concept of Central Assessment Program for the first year under graduate courses for the timely declaration of results as per university norms.

Institution has proposed to issue marksheet even for mid-term examination. The teachers remain in constant touch with the parents or guardians by briefing them the academic progress of the students evaluated through different examinations. It enables parents to take corrective measures and mould the study plan of the students. Actively participating students in NSS and NCC activities, encourage, motivate and inspire the other students to join such extension activities and render their services to the people and society in near future.

CEO of Institution conducts junior invigilators meeting before all the examinations and gives them thorough instructions about the code of conduct envisaged by the college and also listens to their views and overcome the difficulties arising in the process of examination. In addition, the instructions to be strictly followed and the rules and regulations to be observed are printed and Junior Supervisors are instructed to follow these rules and regulations to remain impartial and maintain transparency in the process of examination.

The smooth conduct of the examination begins with paper setting; through duly appointed panel of paper setters along with the chairman of paper setting committee.

The panel of paper setters prepare three sets for their respective subject. The questions on all the topics for both the terms are set to give justice to the entire curriculum.

The scheme of marking and model answers are prepared for the smooth assessment of answer books by paper setters. In the process of moderation of answer books, moderator again verifies the matter and content of answer books and finally alters the marks or maintains the status quo of answer books.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

Grievances are inseparable part of operations and functioning of any organization.The success lies in handling and addressing such grievances on time,effectively and efficiently. College receive various

grievances from students,junior invigilators,senior supervisors,college examination officers and other stakeholders.

The grievances from students comprises of incorrect personal details, marks/evaluation, results withheld,present/absent problem, incorrect information in hall tickets,improper subjects, unavailability of supporting documents, missing of NSS/NCC marks on the marksheet, change in examination schedule,lack of infrastructure facilities during examination etc.

College receives grievances from junior and senior invigilators which consist of students reporting late for examination, disturbing the ambience, lackadaisical approach and attitude of students,violating rules and regulations by bringing mobile/smart phones, valuables and other belongings in the examination hall,misconduct and misbehaviour in examination hall, unfair means and fraudulent activities,etc. The system of online question papers also suffers from certain drawbacks and limitations.

The grievances received from different stakeholders including students are studied, interpreted and analysed properly and addressed effectively. Sometimes students may come up with incorrect details in their hall tickets and marksheet such as wrong subjects are incorporated,incorrect names, improper day,dates and timing of examination. These grievances are addressed promptly by giving a letter to the university mentioning the correct details about the subject or name of the student along with requisite documentary evidence. Similarly,the letter is forwarded to the university with regard to result withheld and the reasons thereof are conveyed to the students immediately. It may happen sometimes that students remains present but inadvertently shown absent in the examination,in such a situation we make immediate correspondence with university and address this issue.

The grievances regarding infrastructure facilities are effectively resolved by hiring fans, coolers and generators,by ensuring cleanliness of the classrooms, by undertaking preventive maintenance and repairs of the electrical appliances, black boards, benches and classrooms. The issue of not incorporating five additional marks to NSS and NCC students is resolved by a letter to the university and new marksheets are sought and issued to the students to avoid their academic loss. Those students coming late and forgetting their admit cards have to give an undertaking before appearing for the examination.

Those students who disturb the decorum of the examination are warned for the first time and if the same incident happens repeatedly, student is instructed to leave the examination hall and the undertaking is taken from him/her. Students violating the rules and regulations at the time of examination and bringing their mobiles and other belongings are strictly dealt with. In case of misconduct and unfair means, students are not allowed to appear for the said subject and they are asked to leave exam hall after completing the formalities laid down by Savitribai Phule Pune University. If the college is not in receipt of online question papers,on time,the problem is conveyed to the strong room of university and accordingly gets it resolved.

File Description	Document
Any additional information	[View Document](#)

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The academic calendar is devised and designed to mark the significant academic events, curricular and co-curricular activities, birth and death anniversary of historical leaders, social reformers, various national and international days, festivals of different religions, vital sports events, scheduling of the different examinations, planning of workshops, seminars, FDPs, conferences, guest lectures, etc.

The academic calendar plays a pivotal role in the functioning of academic activities as it reminds the significant activities to be taken care of in future. Teachers align the academic calendar with CIE and University examinations. The allocation of subjects and fixation of workload enables us to carry out the lectures as per time table. Similarly, the subject teacher's meetings are organised to brief them about their subjects and their effective completion within stipulated time period. The teachers invite principal to address the students of all streams to orient them with the institution vision, mission, and prospective plans. The schedules for medical examination are decided in advance so that out station students do not face any difficulty. Similarly, the eligibility and exam forms are also filled on time so as to avoid charging of late fees and super late fees to the students.

The IQAC meetings of the college are conducted quarterly as per academic calendar so as to submit AQAR to the university and NAAC office on time. Guest lectures, workshops and conferences are also organised by referring to the academic calendars thereby inviting guest speakers, resource persons and prominent personalities from the field of commerce, management and industry; well in advance.

The various National and International days are celebrated to commemorate the significance of these days to the young generation, so that they follow and continue the traditions and customs of the earlier generation. The festivals of all the religions are enthusiastically and earnestly celebrated to respect the fundamental and core values of each religion. The academic calendar is helpful for conducting co-curricular and extra-curricular activities for all-round and holistic development of students and makes them aware of the latest, current and changing trends in commerce, management and industry.

FDPs are also scheduled effectively in the academic calendar. Eminent and prominent personalities from all walks of life are invited to share their views, words of wisdom, life skill experience and expertise with the teachers so as to update, enhance and enrich their knowledge and wisdom to percolate it to the students.

Independence and Republic Days are also observed in the national interest and patriotism. The changes in the educational, agricultural and industrial scenario and challenges before the country are realized and reviewed on these auspicious days so that teachers and students are geared up to the tune of changing scenario of our nation. To conclude, co-curricular, extra-curricular and other events are teamed up and critically evaluated on the parameters of CIE system to bring all the stakeholders in the main stream of national agenda and goals. Thus, the success of academic planning and continuous internal evaluation depends on its synergetic co-existence.

File Description	Document
Any additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered

by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The mechanism of communication is developed to convey its Program Outcomes, Program Specific Outcomes and Course Outcomes to all the stakeholders of the institution. The teachers have devised and designed continuous communication system to convey POs, PSOs and COs to the faculty members, students, parents and management on college website, notice boards, letters and college news papers.

The Program Outcomes, Program Specific Outcomes and Course Outcomes developed, reviewed and revised from time to time are taken into consideration for its effective execution and conveyed them to the stakeholders so as to have their suggestions, recommendations, views and opinions about the Course Outcomes and program outcomes. The participative management is encouraged and motivated through creative suggestions and innovative recommendations of all the stakeholders in this regard.

The Program Outcomes, Program Specific Outcomes and Course Outcomes approved and accepted by all the stakeholders are then uploaded on the website of the college and made available to the public at large. The strengthened and strong communication system enables the college to incorporate all good suggestions and recommendations and update Course Outcomes and Program Outcomes according to the changing times and accept the challenges of new education system more confidently.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Any additional information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

We have deployed following methods for measuring attainment of program outcomes, program specific outcomes and course outcomes:

1. Attainment of program outcomes

- Bridging the gap between theory and practice through industry exposure is assessed through practical assignments and journals

- To assess human, social and professional ethics, the viva voce examination is conducted and students are expected to respond to these ethics and values, by citing certain examples and sharing their own experience.

- To organise training programs at regular intervals, for upgradation of computer and soft skills.

- The programming knowledge of the students is assessed through practical examination by assigning them a separate program.

- The suggestions, recommendations, findings and conclusions are evaluated on the parameters of surveys, observations and visits undertaken by the students.

- To implement ICT enabled technology, the knowledge regarding networking and hardware components is assessed through theoretical and practical examination.

1. Attainment of program specification outcomes

- The interview of finance manager was conducted and his role/responsibilities and functioning ability were critically evaluated by the students on the basis of questionnaire developed.

- Students were given systematic knowledge and hands on experience judged and evaluated through campus recruitment drives to take up future responsibilities of executives/ officers/ managers etc.

- Students through mini projects are capable to design different softwares and become programmers by making a fine blending of theory and command over various computer languages.

- Students are well acquainted and familiar with object oriented software engineering through unified modeling languages

- Students become well aware of import export procedure, registration of a firm for EXIM business and are able to overcome challenges, difficulties and discrepancies in EXIM trade.

- Students are competent, capable, and courageous to select their career path specializing in international economics, international marketing, foreign exchange operations and import export management.

- Students work confidently and independently as a part of team through team spirit which allows them to attain uncommon goals in diverse and multi disciplinary settings.

- Students along with teachers explore current and latest information about exchange control, overview the exchange rate policies and update themselves with convertibility of rupee in terms dollar.

- Students are asked to undertake tours and visits to different banks and financial institutions in the city and to complete the assignments with respect to their functioning and its operations.

1. Attainment of course outcomes

- Opening new avenues and horizons to the students to become translators, accountants, event managers, entrepreneurs, social workers, reformers and officers with Government Organisations and Non Government Organisations for human rights etc.

- Students confidently cognize the untoward incidents and evil practices in the society and positively use photo journalism to generate awareness about unethical and evil practices.

- Students witness miracles in their writing abilities after completing course in creative writing.

- Students grab opportunities in the areas of blog writing, content management, editing, proof reading, interacting, and reviewing the current political, economical, financial, technological, natural and social events and issues.

2.6.3 Average pass percentage of Students

Response: 85.36

2.6.3.1 Total number of final year students who passed the university examination

Response: 647

2.6.3.2 Total number of final year students who appeared for the examination

Response: 758

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document]()

3.1.2 Percentage of teachers recognised as research guides at present

Response: 5.41

3.1.2.1 Number of teachers recognised as research guides

Response: 4

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0.02

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 1

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institution now has begun to consider seriously believing in innovation to focus only on innovations and create an innovative ecosystem. Over the last few years the management and staff are engaged in three essential elements to bring out an innovation in ecosystem that is,

1. Getting the right people involved amongst all our stakeholders, technical experts and others.
2. Developing and cultivating the network by holding regular events and activities where innovators and stakeholders share their experience.
3. For creating and transfer of knowledge the Institution has started an eco system to develop the ideas for innovators and incubation for which institution has started implementing an in - house education program highlighting new resource for learning, new source to the education landscape, distinguishing between formal and informal learning and moving towards a learning ecosystem.

The college through the vocational department has set up an incubation center in the flexible combination of business development processes, infrastructure and involvement of stakeholders to nurture new and small business, for example:

1. Selling of newspaper through students co – operative store of the college.
2. In collaboration with Sakal Times setting up an advertising agency and giving classified ads in newspapers.

1. Using the newspapers by recycling it and selling it as paper bags.
2. The girl students in collaboration with Priyadarshani Yuvati Manch have set up soft toys/ craft emporium for producing soft toys, handicrafts, preparations of wax candles, handmade cards and sell the same.
3. Conducting consumers fair and giving the students a direct exposure to learn the practical lessons of outsourcing of consumer products from various organisation, industries and instructions and sell it to the students and other stakeholders.

The proceeds of all the above three are donated with two purposes in mind:

- To donate some part of the proceeds to home for the aged and orphanages.
- To feed biscuits to stray dogs. This campaign is undertaken by our NSS students

With this overall initiative, so far fifty students, teachers and beneficiaries are involved in the following activities.

- **Soft Toys** - The soft toys are prepared from the raw material procured from the proceeds received after selling the newspaper bags and donated to the orphans in orphanage
- **Handicrafts** – Students are encouraged to showcase their artistic and entrepreneurial skills through handicrafts
- **Preparations of wax candles** – Students interested in candle making as a business and hobby has given them an opportunity for making cost effective lamps for festivals
- **Handmade cards** – Simple decorative material is used for converting a plain paper to a memorable card to be presented at the old age homes and leprosy hospitals.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 4

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	0

File Description	Document
List of workshops/seminars during the last 5 years	[View Document](#)
Report of the event	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
List of Awardees and Award details	
e- copies of the letters of awards	

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 1.75

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 7

File Description	Document
Any additional information	
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.03

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	2	1	2	3

File Description	Document
Any additional information	
List of research papers by title, author, department, name and year of publication	

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.35

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
21	26	16	33	21

File Description	Document
Any additional information	[View Document](#)
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Our students are actively involved in various extension activities helpful for brotherhood and human dignity.

From the last 26 years our college in association with Anti–Dowry Movement and other NGO's has been organizing elocution competition on evils of dowry, child abuse, gender inequality, save the girl child , clean and green environment, 'Beti Bachao Beti Padhao', with overwhelming response of students and teachers.

We encourage and motivate our students for tree plantation, adult education, swacchta abhiyan and promoting sense of love, regard and respect towards elders and senior citizens. We also create awareness in respect of ill effects of air,water and sound pollution and to minimize it for clean and green environment. Students of our NSS unit conduct literacy drive to eradicate the evils and effects of illiteracy.

A special medical camp is organized to check haemoglobin for girl students.A polio vaccination camp was conducted to completely eradicate polio from our country.The blood donation camp were organised in collaboration with Janseva Foundation Blood Bank and ISI blood bank.

We pay visits to various hospitals, old age homes and orphanages and share the moments of sheer happiness and sorrow with orphans and old age people on the eve of birth and death anniversaries of our founder chairman late Shankarraoji Chavan and late Vilasraoji Deshmukh.On behalf of State Government of Maharashtra we have created voting awareness amongst our students and asked them to fill voter's forms to make them voters and exercise their right of voting. Our college conducts streetplays and filmshows especially to eradicate superstitions.

SWOC analysis is being undertaken every year to remove weaknesses, improve strengths, exploring opportunities and to face changes and challenges of life.Yoga and meditation sessions are also organised to keep the students fit and fine,fast and focused on their academics and career.

The unemployed youth and the aspiring employable students have received professional training and directions through the entrepreneurship development programs.We also invite experts from MITCON,Maharashtra center for entrepreneurship development, district industrial centers and other professional organisations for entrepreneurship development.

 The rallies for river rejuvenation, helmet awareness, environment protection and protection of mother earth have a positive impact on the youth. The rally against drugs created awareness about evils of drugs on human body. The effects of pollution on day to day life,significance of connecting rivers and use of helmets to avoid major harm to human beings was well propagated.

The NSS unit of the college continuously engaged the whole year in various extension activities like celebrations of youth week on the eve of Swami Vivekanand's birth anniversary, construction of bunds and roads, literacy drives, adult education and road shows on social issues. We celebrate the birth anniversaries of historical leaders and social reformers to depict their contributions and thoughts and its relevance with modern day life.

Further, the NSS unit has undertaken clean river program at the banks of 'Mutha' river, conservation and cleanliness of historical places viz Sinhagad Fort, Parvati and Shaniwar Wada.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 1

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document]
e-copy of the award letters	[View Document]

3.4.3 Number of extension and outreach programs conducted in collaboration with industry,

community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 27

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
13	8	4	2	0

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 64.26

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2011	1790	1688	1197	435

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job

training, research, etc during the last five years

Response: 23

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
6	4	4	5	4

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Any additional information	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 26

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	6	6	5	2

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	View Document
Any additional information	View Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college is truly blessed with an ideal location and beautiful scenic premises with ample trees, fresh air and a peaceful environment conducive to learning. The college premise has an area of 2.63 acres. The total available built-up space is about 30,000 sq ft. The buildings are well designed having infrastructure facilities comprising of spacious, well-lit and well-ventilated lecture halls equipped with modern teaching facilities.

Owing to the ever growing strength of the students and ever changing needs of the infrastructure, the institution continuously ensures that adequate facilities for curricular, co-curricular and extracurricular activities are provided to the satisfaction of the stakeholders. The college has also set up adequate laboratories, InfoTech centre with installation of computers with all updated essential facilities.

In addition to assuring these basic needs the institution has also been taking every step to keep the library, the computer laboratories, audio-visual rooms and other learning spaces well furnished and up to date. As a matter of fact special requirements of the infrastructure facilities are made available to differently abled students in the form of ramps lecture halls on the ground floor, personalized assistance during exams, etc.

There are twenty three well ventilated class rooms with black boards / white boards, comfortable benches and tables, tube lights, fans, notice boards, LCD projectors etc. The teaching staff members use various teaching aids to make their lectures more interesting, informative and engrossing. There are six well equipped electronics and computer laboratories with latest computer hardware and networking along with UPS backup and software for subjects like mathematics and statistics too. In addition, to the classrooms and laboratories, there is a student counseling cell to provide appropriate guidance and direction. The Placement Cell has also been established for the purpose of an industry institute interface and liaisoning facilities which has till date successfully placed deserving and eligible students.

Adhering to the idea of development and well being of all, our institute has also made provision of Students Consumer Cooperative Store and Health Center. Our institute takes pride in the fact that the alumni students implemented a cost effective and practical solution to the problem of extreme heat in the Students Consumer Cooperative store during the summer season. Reading rooms during evening and nights have added further value to the facilities available for the staff and students. To facilitate the students of Marathwada region, our institute has also provided for a Boy's Hostel, Rector's Office, Central

Office and guest house. In order to increase the female literacy and improve the gender ratio, the institute provides for round the clock security to one and all. There is adequate parking space within the campus to regulate the different vehicles.

File Description	Document
Link for Additional Information	[View Document](#)

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities

Response:

The institute has augmented its infrastructure by providing upgraded facilities for extracurricular and sports activities also. Facilities such as health centre, gymnasium, open air stage and common rooms have been provided so as to mould individuals for physical fitness and creativity. There is adequate provision for Indoor as well as outdoor games.

Sr. No	Description of Facility	Area	Year of Establishment	User Rate
1	Multi Gymnasium	1000 sq ft	2002	55%
2	Table tennis Table	600 sq ft	2002	35%
3	Chess Board	500 sq ft	1991	45%
4	Carrom Board	500 sq ft-+	1991	65%
5	Boxing	100 sq ft	1989	30%
6	Fencing	800 sq ft	2000	Less than 1%
7	Cricket	25000 sq mtrs	1986	30%
8	Hockey	100*50 mtr	1986	25%

Outdoor Game facilities:

SR. No	Description of Facility	Area	Year of Establishment	User Rate	
1	Basket Ball Court	15*20 mtrs	1990	10%	
3	Net Ball Ground	15*25 mtrs	1992	1%	
4	Kabaddi Ground	12*15 mtrs	1991	2%	

Cultural facility:

SR. No	Description of Facility	Area	Year of Establishment	User Rate	
1	Open air Stage	24*50 ft	1986	3%	

Equipment, special kits and other essential requirements along with first aid facilities are always available and provided for all the games and sporting events. However, spacious indoor and outdoor facilities which are not available to us are hired from neighboring colleges or we use the local sports associations ground located in and around the vicinity of the college. The college also avails the facility of the sports ground of its sister institutions as and when required.

The 'Priyadarshani Yuvati Manch' of our college plays a major and responsible role in encouraging women in the intra and inter-college sports competition. The girl students of the college voluntarily take initiative to participate in various intra and inter institutional events.

Our girl students participate in all intercollegiate competitions, both in the areas of cultural and sports activities. Lady faculty members are deputed to escort the girl students in the outstation meets and competitions.

Our girls over the past decade have brought glory and honour to the college in sports, co-curricular and extracurricular activities and competitions. The department of physical education and the art circle ensures that women students teams are sent for various inter-collegiate, inter-zone, inter-university sports and central competition.

Intramural competitions and selection meets are conducted specially for women students in athletic events in various games and cultural activities. Many competition events and activities are continuously conducted in the college exclusively for women students. The annual features of cookery competition, mehendi, rangoli competition, flower show, dance competitions, are the highlights of the Priyadarshani Yuvati Manch. There are separate wash/rest rooms to women students and women staff where the sanitary

napkin dispensing machine is also installed.

File Description	Document
Link for Additional Information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 69.57

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 16

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 46.64

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
100.50	100.15	100.15	100.15	100

File Description	Document
Audited utilization statements	[View Document](#)
Details of budget allocation, excluding salary during the last five years	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

SLIM21 (System for Library Information Management) software is in used for library automation. It is multi-user, multi-tasking integrated library management software working either on a single machine or in a client-server multi-platform environment.

It helps us for the effective preparation of catalogue books, e-books, films, sound recordings, drawings, clippings, articles, reports, letters, pamphlets, serials publications etc. SLIM21 cataloguing adheres to popular international standards. It retrieves the information in a simple, fast and efficient manner. It supports flexible workflow to cover activities related to acquisition of books, serials control and funds monitoring.

SLIM21 Modules:

Cataloguing:-It is based on AACR2.It catalogues any type of material.

Acquisition:-It supports the entire range of activities right from making a proposal to acquire an item, until it is finally paid for and accessioned.

Circulation:-It is based on lending rules that we can define and change.

Serials Control: - It allows for tracking receipts of issues, filing claims for issues not received, preparing binding orders.

OPAC: On-line Public Access Catalogue offers powerful on-line search facilities to search through library catalogue. It saves valuable time, labour and money to access any reading resources.

Reports: - It provides various types of reports required for various government agencies.

SLIM21 updating various new functions by introducing new versions as per customer requirement

and suggestions.

B.Com. Central Library: -

Year	Software Name	Nature of Automation	Version	
2012- 2013	SLIM – 21	Partially	2.6.8	
2013- 2014	SLIM – 21	Partially	2.6.8	
2014- 2015	SLIM – 21	Partially	2.6.8	
2015- 2016	SLIM – 21	Fully	3.2.0	
2016- 2017	SLIM – 21	Fully	3.4.0	

Departmental Libraries (BBA and BBA–IB, BCA, BSC–CS, Journalism) -

Year	Software Name	Nature of Automation	Version	
2012- 2013	*SLIM – 21	*Partially	*2.6.8	
2013- 2014	*SLIM – 21	*Partially	*2.6.8	
2014- 2015	*SLIM – 21	*Partially	*2.6.8	
2015- 2016	*SLIM – 21	*Fully	*3.2.0	
2016- 2017	*SLIM – 21	*Fully	*3.4.0	

(*) = Available at Central Library

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

B.COM. Central Library: -

Added Rare Books on:

Library added **70 rare books** in the faculty of commerce. It includes Handbooks, Reports, Regulations, Circulars, Compendium on Income Tax Law, Direct Tax, Auditing, Accounting Standards, Company Law, Commercial Law, etc.

Added Maps on:

1. World Map: Political Map of the World.
2. India Map: India Road Guide and Political with Road Distance in KMS.
3. Maharashtra Map: Tourist Road Guide and Political.
4. Maharashtra Map: Physical
5. Mumbai and Navi Mumbai Map: Physical
6. Pune Gilha Naksha.

Added other knowledge resource:

Year	Books	Journals	e-books	e-journals	CD
2012-2013	336	28	-	-	14
2013-2014	796	28	-	-	6
2014-2015	428	28	-	-	16
2015-2016	587	32	NLIST-97000+	NLIST-6000+	4
2016-2017	171	39	NLIST-97000+	NLIST-6000+	9

Departmental Libraries (BBA, BBA–IB, BCA, BSC–CS, Journalism)

Year	Books	Journals	e-books	e-journals	CD
2012-2013	545	16	-	-	-
2013-2014	439	16	-	-	-
2014-2015	421	16	-	-	-
2015-2016	466	16	*NLIST-97000+	*NLIST-6000+	-
2016-2017	286	27	*NLIST-97000+	*NLIST-6000+	-

(*) = Available at Central Library

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

4.2.3 Does the institution have the following:

1. e-journals

2.e-ShodhSindhu
3.Shodhganga Membership
4.e-books
5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Any additional information	[View Document](#)
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 3.59

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
2.21	3.30	4.18	5.07	3.19

File Description	Document
Audited statements of accounts	[View Document](#)
Details of annual expenditure for purchase of books and journals during the last five years	[View Document](#)

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	[View Document](#)

4.2.6 Percentage per day usage of library by teachers and students

Response: 6.75

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 149

File Description	Document
Any additional information	[View Document](#)
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has a state of art computing facility with high performance and latest edition of personal computers. A LAN facility with Windows 2003 and 2007 servers forms the backbone of the centre. The computer centre is equipped with different computing software like Windows, Linux and almost all software tools like MS Visual Studio 2005, C, C++, Java, PHP, Oracle 10g, Linux Red Hat, and Office 2007. The college lab has SQL 2002 server and Oracle software installed to facilitate the development of database projects since 2008-09. Students are given ample opportunities to develop the knowledge and skills in the information technology tools and techniques.

Tata communication Ltd. (50 mbps) leased line connects the information highway. A sonicwall firewall NSA 2400 series is installed to ensure security. The centre offers free internet and Wi-Fi connectivity to the students and faculty members as subscribed from September 2016 onwards.

The centre is not only a workstation for the students to sharpen the computer skills but also provides support and guidance to the students taking up the projects in the field of software. The institution has Wi-Fi facilities especially for its BBA, BBM students. In addition to this there is provision and facility of the Dongle.

The faculty is also encouraged to use the multimedia computers. They are also provided with net

connectivity at their respective departments to prepare computer aided teaching and learning material.

In addition, to the above facilities zero interest loan to teachers for buying laptops and computers are provided. The college also has Wi-Fi connectivity facility. Uploading and sharing e-resources facility is also made available for the teachers and the students. The college has 3 LCD projectors which are especially and extensively used for presentations, seminars and interactive sessions.

The Heads of departments instruct and advise their sub-ordinates to enrich the learning process and they are provided with affordable computer technology equipments like laptops, printers with copy, scanning features, digital, web cameras and leased line internet connectivity. Faculty members of other departments are provided with in- house modular computer facilities and training programmes are organized for the faculty from time to time.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.3.2 Student - Computer ratio

Response: 8.81

File Description	Document
Student - Computer ratio	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	<u>View Document</u>
Details of available bandwidth of internet connection in the Institution	<u>View Document</u>

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<u>View Document</u>

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 100

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
300.07	200.99	200.63	200.27	200.24

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<u>View Document</u>
Audited statements of accounts.	<u>View Document</u>

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Maintenance is taken care of by a professional housekeeping agent, who has a professional workforce and skilled workers like technicians, electricians, plumbers, carpenters and painters.

Maintenance of the college infrastructure is undertaken as follows:

1.   Routine Maintenance: It includes the cleaning of the entire college campus and other infrastructure facilities. The routine maintenance is carried out by:

1. Appointed labour
2. Contract labour

The work done is supervised by the maintenance department.

Details of routine maintenance are sweeping of the campus done twice daily; classrooms, cabins, staff rooms, office, computer centre, libraries daily; Mopping of the campus and toilets twice daily.

2.   Periodic Maintenance: It includes all the cleaning jobs, like cleaning of classrooms, water tanks, windowpanes etc. It is carried out through contract labour. The maintenance department supervises the work.

Details of periodic maintenance are mopping of floors of classrooms and cleaning of glass panes of windows fortnightly; sweeping of roofs, terraces, drinking water tank, paved area with water, quarterly; removing of cob webs, cleaning of passages and staircase, monthly, etc.

3.   Building Maintenance: It includes repairs of damages, intermittent painting of the infrastructure to keep the college building effectively functioning. Our students from the building maintenance department carry out most of the jobs. Major jobs are done by external agencies.

The details of building maintenance involves cleaning of water supply line, water faucet, drainage line; on quarterly basis; painting of internal and external walls and benches annually and leakage, renovation and repairing as per need.

4.   Electrical Maintenance: It involves the servicing, repairing and replacement of electrical accessories and installations in the campus which is carried out by the students of electrical department. It is supervised by the electrical department.

The details of electrical maintenance are as per need for electric fixtures and water pumps; heavy electrical installations and its repairing as per requirement.

5. Repair works: This includes the repairs of the furniture of the college. The total furniture of the college is divided into:

* Lecture hall furniture
* Office furniture
* Teaching aids
* Library furniture
* Computer center furniture

The maintenance department maintains the furniture included in the first four heads. It also includes renovation of the furniture and extension of infrastructure facilities.

Computer Maintenance

The college has a team of faculty representatives, hardware and software agencies who are constantly involved in the upgrading of computer systems with the inclusions of latest configuration software programmes and IT applications. The annual budget for the update and maintenance is `2 lakhs approximately. A separate computer maintenance register is kept to record the services and repair details.

File Description	Document
Any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 5.6

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
21	178	149	109	141

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 3.27

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
76	68	67	72	72

File Description	Document
Any additional information	[View Document](#)
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 38.63

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
837	783	777	869	911

File Description	Document
Any additional information	
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 17.14

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
368	360	359	382	386

File Description	Document
Details of the students benifitted by VET	
Any additional information	

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	
Any additional information	
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 35.35

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
221	182	198	183	187

File Description	Document
Any additional information	View Document
Details of student placement during the last five years	View Document
Self attested list of students placed	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 50.35

5.2.2.1 Number of outgoing students progressing to higher education

Response: 291

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 50.13

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
49	52	49	41	53

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
95	115	90	64	150

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Upload supporting data for the same	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 79

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
18	25	7	13	16

File Description	Document
e-copies of award letters and certificates	View Document
Any additional information	View Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

A democratically elected student council with an equitable representation from all sections has been both a shining example of good citizenship and shared responsibility. Student members of the council are nominated in all associations; regular meetings of the student council have also led to healthy rapport

between the teachers and the students. The college has an active students' council.

The structure of the student council is as follows:

Sr. No.	Designation	Name
1.	Chair-Person/Chairman	Dr. M. D. Lawrence
2.	A Lecturer nominated by the Principal	Dr. S. S. Pokharna
3.	A Teacher in-charge of National Cadet Corps	
4.	National Service Scheme Programme Officer	Prof. S. M. Edke
5.	One topper from each class who has shown academic merit in the preceding examination and engaged in full time studies in the college	
6.	Director of sports and physical Education	Dr. M. R. Gaikwad
7.	One student from sports, National Cadet Corps, National Service Scheme, Adult Education and Cultural Activities who has shown outstanding performance is nominated by the Principal	
8.	Two lady student members nominated by the Principal	

The activities of the council are:

1. The major activities of the students' council are to assist in the academic calendar planning, organizing feedback and performance appraisal, grievance redressal, discipline, safety, security and environment friendly campus of the college.
2. The council is also responsible for organizing inter-collegiate events both curricular and co-curricular. The council also assists in organizing seminars, workshops and guest lectures. The special day celebrations such as Independence Day, Republic Day, Teachers' Day, and No-Vehicle Day are coordinated and organized by the students' council.
3. Funding to the student is done through student welfare fund of the college and in some cases; students have taken initiative of seeking sponsor and patronage from banks and financial institutions.
4. The Head of the institution is always readily available. Regular meetings with HoDs of departments, faculty members, students' council, various classes and class representatives are held.
5. The student council of the college officially represents all the students in the college for various academic, curricular and co-curricular events. They identify and solve problems encountered by the students. The council promotes and encourages the involvement of students in organising mock sessions, field visits, tours, educational trips, seminars and workshops.
6. The proactive student council of the college organises financial campaigns for infrastructural facilities and support for charitable activities. In addition to this educational and recreational activities are also conducted for the betterment of the students.
7. The active members of the students council are nominated and also given representation on sexual

harassment committee, anti ragging committee, repairs and preventive maintenance committee, gymnasium and sports committee, cultural committee etc. this representation allows council to maintain harmonious relations out of mutual respect with the Principal, teaching and non teaching staff and parents.

Thus, the students council of the college brings ideas, proposals and feedback and also learn about the democratic process, civic responsibilities, leadership, social volunteering and participative skills coupled with problem solving and team work.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 31.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
38	29	34	32	24

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document
Report of the event	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

We are proud and privileged to have an association of prominent and reputed alumni with us. To mention few among them are Nirav Shah, Amit Kenkare, Rakesh Mittal, Makarand Wazal, Amruta Khanvilkar,

Tejas Jagtap, Ritesh Jain, Vaibhav Shinde, Yashoda Palankar, Rohit Sovani, Siddharth Gokhale, Saiprasad Moralwar, Mohsina Shaikh are some of the highly successful alumni in different walks of life; our institution takes pride in the alumni association and their contribution, thereby benefiting and enriching our students. The alumni have implemented a cost effective, cost reliable and practical solution to the problem of extreme heat by designing a thermocol roof in the students' co-operative stores during the summer season.

Guest lectures by alumni students who are highly placed in the industry and, banks are conducted to have their expertise, life skill experience and words of wisdom for enlightening and enriching the students and staff. Members of alumni contribute to the development of the college by bringing out innovative practices in learning methods, and providing guidelines to the departments for grooming the current students, to get accustomed with dynamic business environment .Guest lecturers help the students to understand their practical and creative thoughts in various certification courses.

The college has also developed a voluntary interface with the alumni students to assist the outgoing students towards placements, development in their career and also financially support needy students. Alumni association/Alumni supports in creating Infrastructure facilities. Apart from the annual activities the Alumni Association has been closely associated with

a.   Priyadarshani Yuvati Manch of the college

b.   Fresher's welcome and orientation programme for them to understand code of conduct and become familiar with the environment of the college.

c.   Felicitating and honouring the meritorious students

d.   Mentoring, assisting and guiding the Art circle students who are participate in various drama competitions, Inter-Collegiate Youth Festivals and Inter-University Youth Festivals.

e.   Assisting in arranging Industrial visits, field trips and placement facilities.

f.   The professional Alumni bring fame to the institution by organising campus interview drives, sponsoring seminars and workshops and providing financial assistance to the economically deprived students.

g.   Offering financial assistance to our students by sponsoring scholarship and free education to the needy and deserving students of the college.

h.   Alumni put their hands together with the college for supply of stationery, printing of journals, College Magazines etc.

i.   Assisting in organizing NSS camps, holiday camps for orphans etc.

j.   Supply uniform material, identity cards etc.

k.   Helping students to organise environmental programmes exhibitions, no vehicle day, consumer day, etc.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

5.4.2 Alumni contribution during the last five years
<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	[View Document](#)
Any additional information	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Any additional information	[View Document](#)
Number of Alumni Association / Chapters meetings conducted during the last five years.	[View Document](#)
Report of the event	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision Statement:

To impart quality education for professional excellence and sustainable development through continuous improvement, teamwork and efforts so as to promote welfare to all our stakeholders.

Mission Statement:

MMCC will strive to offer opportunities for learning and development of our students and work towards the attainment of social justice, equity and contentment for all our stakeholders.

Governance

Marathwada Mitra Mandal, Pune founded by the Late Ex- Home Minister Shankarraoji Chavan in 1967 has its motto"Welfare of Masses". The college keeping this in mind has chosen the above vision to impart sound moral, physical, intellectual and value-based education to boys and girls, so as to develop them and their personality by providing them right inputs and knowledge from time to time, to be responsible, productive and self-reliant citizens of the country. Further, the institution aims at attaining triple goals of higher education viz teaching, learning and extension through its vision and mission in all its activities extending to all its stakeholders viz students, alumni, parents, and all those directly and indirectly interacting with college. The commitment of the management, its leadership role, and involvement for achieving its objectives of vision and mission has been a sheer launcher for the college to venture successfully in creating a balance of vision and mission and interweaving all activities in a humble and less measured manner to fulfill various education policies as laid down by the Ministry of Human Resource Development and the UGC.

Perspective Plans

The management members are always encouraging and takes positive and proactive initiatives and measures to all the stakeholders of the institution on a consistent basis for which they have earned goodwill and respect within the city and it extends towards various states. The intake of 'Out of Maharashtra Students' during each academic year is ample proof in itself. The management leaves no stone unturned towards the provision of adequate and consistent financial, manpower and other resources required by the college from time to time. As a matter of fact, the management voluntarily provides financial and other resources beyond what is stipulated by the university and the government. The management ensures the provision of sufficient, qualified, trained and experienced staff, even when the government does not sanction grants to them.

Participation of teachers

An academic plan for admissions, staff deployment, examinations, evaluations and correspondence with appropriate authorities, review of staff performance, students discipline and participation are all monitored by the Head of the institution with the aid of teachers and the management constantly encourages and supports the Principal whenever necessary in all these activities. It is the Principal who communicates to the staff and all the Head of the Departments of their responsibilities relating to departmental activities, curricular, extracurricular and co- curricular activities involving its conduct and successful execution and the teachers in turn participate in the decision making bodies by way of feedback and suggestions.

Management encourages the staff to attend conferences and also provide financial assistance for teachers' participating in conferences, events, programmes, functions and education upgradation

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The top management who is the Executive Management formulatesthe plans, policies, processes and procedures for various academic and administrative events. Their effective execution is carried out by Principal being the Head of the institution along with his team. The management is also committed to provide greater autonomy with proper accountability and decentralize the governance and operations of the college.

The Principal being administrative officer of the college has all administrative powers. The Principal is also given financial autonomy for all routine operations within the budget approved by the top management. All external correspondence and coordination with stake holders and regulatory bodies and affiliating University are undertaken by the Principal. The Principal has discretionary powers related to selection, orientation and appraisal of the employees. The Principal is also a disciplinary authority.

The curriculum of the courses along with circulars and Government Resolutions   are given by the affiliating University but the actual planning and delivery including pedagogy to be adopted is decided at department level under the guidance of Principal. The HOD and the faculty of the department shoulder the responsibility of its actual execution as well. The students' attendance and discipline is also taken care by the department, thereby providing operational autonomy at department levels.

The faculties are motivated to upgrade and update the academic knowledge, particularly by providing them opportunities to participate in academic programs. The senior faculties and Heads of the Departments are given free hand to develop the teaching learning and evaluation methodology and implement the same.

Head of Departments are fully authorized to develop their department and operate independently as per the

academic requirement. They take decisions for purchase of the booksandequipments as required for their departments and laboratories etc.

The faculties along with the students are motivated to groom leadership quality by organizing various programmes and other academic functions. They are kept in various committees and encouraged to organize meetings and programs independently under the banner of those committees. Boys and Girls of NSS units also play a major role in inculcating leadership qualities, by organizing various activities, campaigns and attending training camps.

The co-curricular and extracurricular activities are also initiated and executed by each Department with whole hearted cooperation and support from the Principal.

As far as financial autonomy is concerned, each department submits its annual budget at the beginning of the academic year through the Principal for approval by the management. Once it is approved by the management, the department can spend the amount on the programs or activities planned. Thus the Departments are given complete operational autonomy and appropriate financial autonomy under the guidance of the Principal.

File Description	Document
Any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

'Welfare of Masses' is the motto of our institution and adhering to this motto, all efforts and initiatives have been taken to develop welfare schemes for the betterment of our stakeholders especially students, parents, teachers and the society at large that invoke awareness amongst students and teachers with regard to social accountability and social responsibility for :

a.   Sensitising and promoting various welfare schemes for the deprived and underprivileged class of society.

b.   To make our all stakeholders environment conscious by inculcating awareness amongst them about eco-friendly campus and environment protection.

In view of the above mentioned motto we are implementing it successfully as a strategy; we whole heartedly and vehemently practice the activity of promotion of Welfare of Masses through the following:

Welfare schemes: The honest and systematic efforts of college and management have jointly envisaged and administered certain welfare schemes for the progressiveness of society and upliftment of masses.

Financial assistance to needy and poor students, this is one of the unique initiatives of the college to grant concessions and to provide financial assistance to economically deprived students especially to the student below poverty line through concession in fees, implementation of earn while you learn scheme, part time jobs etc.

Culture and Philosophy of College / Management: With a view to give open access to all the stakeholders, the Principal, Dr. M D Lawrence introduced a very unique concept of 'Open Door Policy', in which any stakeholder can meet him without any condition and prior appointment and get his / her problems and issues dealt with and addressed; immediately.

Adoption of earthquake affected students: The Executive members of Management have unanimously decided to adopt earthquake affected students from Marathwada region and this policy is continued from 1993 when Khilari village ofMarathwada region suffered from a devastating earthquake at a Richter scale of 7.6.

Contribution to Visually Challenge / Person with Disability / Senior Citizen / Orphanages: Our College is associated with different Government Organizations and Non-Government Organizations as a part of institution ideology. Our association with prominent NGOs in and around Pune city has proved that the educational institutes can play pivotal role in removing major stumbling blocks with regard to problems and issues of the society. Our tie up with Mamta Baal Sadan Kendra since last 20 years have shown clear path for the effective functioning and performance of both the organizations.

Holistic Development: Our efforts to impart yoga and meditation training ultimately lead to self-healing and peaceful dwelling. The yoga and meditation training, by which the power and expression of will are brought under control and become fruitful for the welfare of the masses.

File Description	Document
Link for Additional Information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Local Managing Committee:

This LMC is specifically formed as a statutory body under the Maharashtra University Act 2016 to enable the Government/University to ensure appropriate management and functioning of the college as indicated below:-

1. Prepare the budget and financial statements.
2. Recommend to the management the creation of the teaching and other post.
3. Determine the programme of instruction and internal evaluation and to discuss the progress of studies in the college.
4. Make recommendations to the management for the improvement of the standard of teaching in the college.
5. Formulate proposals of new expenditure which is not provided in the college budget.
6. Perform such other duties and exercise such other powers as may be entrusted by the management.

Service rule:

Government envisaged and administers the service rules for both teaching and non-teaching staff from time to time.

Recruitment:

The college has adopted the following strategy to recruit and retain the faculty and other staff who have the desired qualification, knowledge, competence and skill:

1.   Revision of pay- scales in tune with the pay-scales of other leading institutions in the jurisdiction of Savitribai Phule Pune University.

2.   Encouraging the faculty to go for research by providing them study leave with pay and financial support

3.   When recruitment is made, management as a policy and tradition with a view to encourage our promising passed students who are eager to join the teaching profession in our college are given preference with a view to reduce employee turnover but due care is taken to see that they are adequately qualified, experienced as per UGC rules.

4.   Additional qualification of the faculty is identified and rewarded and their salary is fixed with additional increment and on a higher scale as the case may be.

5.   Preference is also given to the existing staff in the junior cadre whenever appointments are made on regular basis.

Promotional policies:

The faculty appointment is made depending on availability of workload. The full time/ part time/adhoc post of teachers are filled in as per government norms, which are as follows:

1. The college advertisesthe post of lecturers in the leading newspapers, interview and select the best candidates available in order to provide experience, qualified and competent staff.
2. The procedure is prescribed by the government and later the university approval is also sought.
3. The management has followed a very positive, proactive and promotional policy to support and ensure a professional development of the faculty.
4. Staff members are sponsored for participation in seminars, workshops, conference, symposium, etc. organized by peer institution at local, state, national and even at international level.

Grievance redressal:

The college has formed a grievance redressal cell for its employees. The Secretary, Treasurer and Principal of the college and the staff representatives are the members of the redressal cell. The issues and problems related to the employees are considered, redressed and resolved amicably to the satisfaction of the employees.

File Description	Document
Any additional information	[View Document]
Link for Additional Information	[View Document]

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination
A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document]
Screen shots of user interfaces	[View Document]
ERP Document	[View Document]

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

College constantly strives through its various activities to figure out what really a student needs, how they will get benefitted from the various supportive sponge of ideas that are being imbibed in them through the constitution of various bodies/cells/committees.

College diligently tries to create a sound and strong bond between the teachers and students. Both students and teachers are alw ays encouraged to participate and become a part of various bodies/cells/committees set up by the college to gain experience and expertise through discussions, deliberation and interactions.

Every person who is a part of family of Marathwada Mitra Mandal College is a true patrician i.e. a person of refined upbringing, manners and taste.

One activity that has been successfully implemented which is also required to be mandatorily complied with as per the norms or regulations of various authorities is setting up of sexual harassment cell for female students and lady faculty members of our college.

A recent study suggests that there are two causes of harassment:

- Harassment amplifies at workplaces where men dominate in management and women have little power
- Harassment accelerates in organizations where few women hold the "core" jobs.

Considering these findings college started to include more women into management and core jobs.

Following is the detailed list of programs conducted by the committee in the past five years:

2012-13 One day workshop was organized in association with Samyak NGO conducted by P.I. Mrs. Anita Jadhav and Mrs.NeelimaJadhav for awareness about sexual harassment.

2013-14 One day workshop was organized by the college in order to explain in detail 'Conciliation' as a dispute redressal mechanism and dialogue to anticipate and redress issues without undermining complainant's right and minimize need for punitive approach as stated in the provisions of laws relating to sexual harassment

2014-15 On 3rd December, 2014 a seminar was organized by sexual harassment cell to make students aware about violence. Ms.Preetam and Mr. Shankar Gawali from Samyak NGO were resource persons for the seminar. They explained in detail the concept and nature of violence, its several forms and remedies available.

2015-16   A program, to create awareness about the repercussions of harassment was organized by college in association with Shrushti NGO for the students

2016-17 One dayWorkshop on StreecheSamajikSthaan was organized on27th July 2016, by Lokayat NGO. Ms Alka Joshi, as the guest speaker conducted a role plays titled 'MulgiZaliHo'('A birth of a girl child')

to increase the awareness about gender equality. On 27th August, 2016, one day workshop was conducted by Abhivyakti NGO on evils of sexual harassment and gender inequality. One day seminar, 'Purushbhaan' was conducted by Mr VaradPathak and Mr. D N Trishul of Lokayat NGO on 20th September, 2016.

Hence, formulation of this cell effectively implements its resolutions that are being passed in its meetings. It helps to sensitize all faculty members and students to interpret, analyze and organize a systematic forum on sexual harassment through workshops, seminars and training awareness programs.

File Description	Document
Link for Additional Information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Welfare of the masses has been the core focus of both the management as well as Institution: -

The motto of our management is "Welfare of Masses". Keeping in view this motto our management has devised and designed several measures for the upliftment of its teaching and non – teaching staff.

The welfare measures initiated by the management comprises of Students Consumer Co – operative Society, Employer's Welfare Fund, Employees Credit Co – operative Society, Emergency Loan, Finance for Higher Education to the children of teaching and non – teaching staff and financial assistance for the purchase of the electronic gadgets.

Students Consumer Co – operative Society was intentionally formed in 1992 with a view to render services and to sell various educational materials and stationary to the students, teaching and non – teaching staff at concessional rates.

The overall turnover of the Students Consumer Co – operative Store is Rs.70 lakhs through the sale of different educational materials and reprography services. The Students Co–operative Society is successfully operated by one of our alumni Mr. Hiraman Dhamdhere and other 'Earn and Learn Students'.

The Students Co–operative Society received 'A' Grade Audit Certification right from its inception. The graph of its success and its progress continuously on rise as all the stakeholders wholeheartedly support and strengthened the functioning of our Students Co–operative Store.

Employees Welfare Fund is another unique welfare measure executed for teaching and non – teaching staff in case of emergency and hospitalization of the employees and their near relatives. Earlier Rs.40,000 were sanctioned for medical and other contingencies. Now the loan amount has been increased from Rs.40,000 to Rs.50,000 to all the members.

At present 280 teaching and non–teaching staffs of our college and sister institutions are the members of

the Employees Welfare Fund. This corpus fund has fixed deposit of Rs.15, 05,000 in the bank. The peculiar feature of this fund is that members can avail financial assistance uptoRs.50,000 at no interest. The employee has to make the repayment in equal installment.

We have started Employee Credit Co–operative Society on a pilot scale considering in mind small beginning has many advantages. At present the Employees Credit Co – operative Society which was formed 21 years back has turned into a fully blossomed society with the disbursement of loan to the tune of Rs.3.70crores and the fixed deposits of Rs. 1.40 crores. The loan is granted at 12.5% rate of interest and the fixed deposits are accepted at 10% interest rate. The institution assures continuous growth of credit cooperative society as many teachers and non teaching staff wish to become its member

The Emergency loan limit has increased from Rs.18,000 to Rs.20,000 for contingency at 12.5% rate of interest to be repaid in twenty equal installments. In addition a loan of Rs.27,000 is given to purchase laptops, computers and tabs without any interest.

File Description	Document
Any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 5.83

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	5	0	1	0

File Description	Document
Any additional information	View Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 7

6.3.3.1 Total number of professional development / administrative training programs organized by the

Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	8	6	6	6

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 66.97

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
42	48	32	62	41

File Description	Document
Details of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The system for Performance appraisal ensures both accountability and continuous improvement in the abilities and performance of staff. The appraisal focuses on

- Curricular and Co-curricular activities
- Administrative duties
- Research and Publication
- Extension activities
- Mentoring and Counseling

The objective of performance appraisal is to create awareness among the teachers regarding professional

values based on knowledge, practices and relationship with stakeholders. The mechanism is usually dealt in by Principal,Co-ordinators and HOD of various departments. It plays a pivotal role for upgrading skillsand performance of teaching and Non-teaching staff.

The mechanism of performance appraisal for teachers comprises of the self-appraisal forms to be filled in at the end of every academic year.Teachers are expected to highlight their achievements in the arenas of academics, curricular, co-curricular activities and extra-curricular activities. The information about research, publication and societal issues has to be incorporated in the appraisal form. In addition workshop, seminars and conferences attended and participated, Faculty Development Programs attended, the technical session chaired, invitation asresource person also gain importance and give weightage to the performance and abilities of the teachers.

The duly filled in performance appraisal forms are forwarded to the respective Coordinators and HODs for their remarks. Finally, the Coordinators and HODs submit these forms to Principal for his final remarks in the form of confidential report which is presented to the management for further improvement and increment in salary.

The information gathered and collected from students feedback on the evaluation of the teachers is collected by the concerned Head of Department. Then the HODs analyses the feedback and forward the same to the Principal. The Principal communicates the feedback to the teachers and ask for a justification from them. A remark is made by HODs in the performance appraisal forms.

 The poor performance teachers are properly instructed to improve their teaching performance by referring more books, reference books, periodicals, journals and updating of their knowledge. Furthermore, they are informed to equip themselves with effective teaching skills, interactive skills, soft skills and social skills to maintain an effective rapport with the students. Such teachers are deputed for special training programs and FDPs either conducted by institution or by the peer institution to shuffle their knowledge and skills.

 Even below average teachers and average teachers are asked to use latest teaching aids extensively so as to build confidence and creativity among students. Since we perceive MMCC as a family, without giving Memo and removing the concerned teachers, we initiate different measures to improve the knowledge & skills through various ways and means of non-performing teachers.

We have also introduced the appraisal system for Non-teaching staff. It provides information about job description, job reviews, participation in co-curricular activities and extra-curricular activities etc. These parameters are used to assess the performance of Non- teaching staff and making final report to the management

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Our institution conducts internal and external financial audits regularly, punctually and effectively through duly appointed internal and external auditors. The internal audit is carried out sincerely and regularly through proper mechanism of reviewing and appraising the soundness, adequacy and application of accounting, financial and administrative activities to promote effective and efficient internal control at reasonable cost.

The process of internal audit comprises of surprise verification of cash is undertaken at least once in a month by the senior authority and the result of such verification is recorded in the cash book and ascertaining the level of compliance with established plans, policies and procedures.

The purpose of internal audit is to ascertain the reliability of management data produced within the college and vouching of all. Cash and bank transactions, ledger, cash book, advance register, verification of bank reconciliation statement and scrutiny of all documents the internal auditor think it fit to complete the audit process to their satisfaction.

Institution conduct internal audit in every financial year. The Mundae Shah & Company is appointed to carry out internal audit program of the institution and till date they have conducted the internal audit to establish an effective check on all accounting, financial, administrative transactions. It is verified that actual expenses should not be exceeded the budgeted expenses. In case the actual expenses are more than budgeted one, proper procedure and permission of management is sought from time to time. Till we haven't got any major objections in the audit program and if objections are raised in near future we are thoroughly ready to comply successfully the mechanism for settling such objections.

We do conduct external audit in every financial year which is carried out by K.M.Rawas and Company. The auditor follows through procedure for external audit program. External audit is an independent review of financial documents provided to the auditor. Furthermore, the review of quarterly and monthly financial reports as well as statement on revenue and expenditure to ensure they are correctly tabulated and reported. The external audit is also comprises of verification of budget, the system of budgetary control, the allocation of funds and the actual expenses incurred to confirm the budgetary revenue and expenses are correctly compiled and used. The external audit is an annual audit of financial reports, statementand documents.

At the end of the audit, auditor may request for additional files, data and documents from the internal auditors and ask questions about how conclusions were drawn. Then the auditor will prepare and deliver a summary report containing all the findings from the audit process. These finding may offer our institution a way to correct any discrepancies and become complaint before the management committee. So far no major audit objections have been raised and found by the panel of auditors in our institution. However, we are ready for the compliance of any discrepancies and objections if raised

File Description	Document
Any additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the

last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Our institute ensures effective creation and procurement of resources, its consistent mobilization and proper utilization for the sustainable growth and development of all our stake holders. We normally receives funds from different sources such as UGC Grants, Salary Grant from State Government, resources through sponsorship & NGOs, Funds through Self-Financing courses and Scholarship from Government.

The grants we get from the government and UGC are fully and effectively utilized for the purchase of electronic gadgets, sports & gym equipment, preventive maintenance & repairs, teaching aids, books, periodicals & journals and for upgrading the infrastructural facilities and academic standards. We provide financial assistance to the needy and economically deprived students.

The resources generated through various sources are mobilized through proper channels and used for the specific causes referred by the management, UGC and government from time to time. Principal being head of the institution prepare department wise budget and the master budget for the entire institution annually considering the academic events to be organized in house - seminars, workshops/ conferences to be conducted, number of co-curricular activities to be undertaken and the nature and scope of extra-curricular activities to be taken care of in a particular financial year. Thus, the need for funds to be allocated for different academic and non-academic activities and departments are taken into consideration for giving final shape to the master budget and to bring financial discipline in all the financial aspects of the institution. These budgets are forwarded to management for further action and its approval.

The path for the effective mobilization of resources is clear once the budget is approved by the Management. Utmost care is taken by the Principal and the Budget Committee to meet all the contingencies and expenses properly, so as to curtail unnecessary expenditure to be incurred on various academic and non-academic events and activities.

The electronics and computer lab are fully utilized to their maximum capacity by making slots for each class. Similarly the college premise is not only used for academic purpose but also for the programs and events conducted by government organization and non-government organizations such as Hum SathSathHai, Shrishti, retired veterinary doctors association, Mamta BalSadan Kendra, LIC, Madra University, Sales Tax & Income Tax etc. The library is having an open access and the books, periodical; Journals & Magazines required are easily accessible to the students and teachers. The list of new arrival is also displayed. The membership of INFLIBNET, DELNET and other latest facilities are made available to the students. Further, our library also provide computer with internet connectivity to explore additional knowledge and information.

The reprographic facility is also available in the library. In the evening the college extensively uses the class room for conducting classes of Post Graduate Diploma in Foreign Trade and Post Graduate Diploma in Banking & Finance.Thus by giving encouragement & support to the working class students for value additions in their existing education

File Description	Document
Any additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Our institution proactively works in the development and upliftment of worthy and needy students through various schemes and policies. Our two best practices institutionalized as a result of IQAC are as follows:-

1.   Welfare of Masses-

'Welfare to masses' is the motto of our institution and adhering to this motto, all efforts and initiatives have been taken to develop welfare schemes for the betterment of our stakeholders especially students, parents, teachers and the society at large that invoke awareness amongst students and teachers with regard to social accountability and social responsibility.

The college and management are keen in admitting students of high caliber and low income group at Re 1/-. Even 50% fees concession is given to economically backward students who are further given concession to pay 50% of fees in 2 equal installments.

'Earn while youlearn' this scheme is especially introduced for the students who are from economically weaker sections and wish to become responsible,productiveandself-reliantfor reducing the financial burden on their parents. For part time jobs Rs.2000 per month andfull time Rs.4000 per month is given as remuneration. The jobs are made available in various departments such as library, office, administration,

computer lab and electronics laboratory.

Students who come from remote, rural areas are given financial assistance, waiving of admission fees, free accommodation in hostel till they complete their UnderandPost-Graduation courses.

College associated with different government organizations and NGO's as a part of institution ideology. Yoga and meditation training program are organized to improve concentration of students and teachers to cognize healthy and happy living.

Our institutionalso sensitizes the students in various dimensions in gender discrimination.

2. Fostering the student centric activities:-

The growth and development of any educational institute depends on the visible support and whole hearted cooperation of its core stakeholders i.e. students and therefore all our activities and efforts are basically student centric and revolve around student satisfaction. These activities are as follows:-

· Bridging the gap between theory and practice, through industry exposure, undertaking industrial visits, interaction with industry personnel, undertaking minute observation and wide surveys.

· Developing leadership skills, presentations and negotiation skills, by way of workshops, seminars, conferences and symposiums,interactive sessions and guest lectures by eminent resource persons.

· Nurturing talent and wisdom of the students through reader's club, entrepreneurial club, Rotract and Lions Club and other NGOs.

· Fostering social responsibilities by serving needyand deprived class of society through adult education, sex education, value education, literacy program and health awareness.

Our institution is committed to student centric policies and practices which uplifts the academic performance of our students. For this purpose, we initiate continuous and perfect practice that leads to satisfactory student centric activities. While implementing student centric activities, we are aiming to bring the average students to the mainstream and bring the slow learners at par with advanced learners. In order to promote the active involvement and continuous engagement of students, in research activities, we create a research friendly environment in our institution.

File Description	Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The prime task of IQAC is to develop a system for conscious, consistent and catalytic improvement in the

overall performance of theinstitution. College follows Program Outcomes, Program Specific Outcomes and Course Outcomesfordeveloping and nurturing a culture of excellence in teaching, training and research. To ensure effective learning the college uses a mix of pedagogy such as Group discussion, Collaborative learning, Quiz, presentation, workshop, guestlecture, seminar etc. in addition to the traditional lecture method.

IQAC monitors the teaching plans for continuous evaluation of syllabus completion, learning outcomes and resources used by faculties. To upgrade and update the knowledge of teachers IQAC initiates FDPs, Case Studies, Workshops and Seminars at regular interval.

IQAC monitors the bridge courses conducted in Accountancy, Mathematics and English for students. Remedial education is assigned to assist students in order to achieve expected competencies in core academic skills.

IQAC strive to enhance infrastructural and learning resources in campus. Optimal deployment of infrastructure is ensured through conducting workshops/ awareness programs/training programs for faculty and students. The optimal utilization is ensured through encouraging innovative teaching– learning process. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct certificate courses, co-curricular activities, extra-curricular activities, Campus Recruitment Drive, Training classes, meetings, seminars, conferences etc. The college premise is used to its fullest capacity right from morning to late evening; the classrooms are engaged for various events and activities conducted by Government Organizations and Non-Government Organizations. The approval camps and various competitive examinations are held in the college premise. NGOs like Shrushti, Hum SaathSaathHai, Veterinary Doctors Association, etc. conducts their meetings, programs and various events in the college premise.

IQAC insists and encouragesICT based teaching learning process. ICT can improve teaching by enhancing practiced knowledge and introducing new ways of teaching and learning. The college has well maintained computer technology laboratory to facilitate the students and teachers with training in ICT enabled teaching learning process.

File Description	Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 34.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
42	39	36	30	25

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
e-copies of the accreditations and certifications	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

"The outcome of good practices implies better performance for/by/of various stakeholders. Alternatively, good performance implies better practices."

  With this rationale in mind, our institution has continually strived for gradual, incremental and benchmarking improvements in academic and administrative areas to carve a niche for itself. As per the

recommendation of the peer team for quality enhancement of the institution we have undertaken the following quality initiatives.

1. The ERP software encompasses each and every transaction, module, event and function of modern educational institute, right from health of students to the examinations. The ERP software is very useful for examination purpose as it incorporates 'Vriddhi' software as suggested by Savitribai Phule Pune University.

2. The institution have entered into various MoUs and linkages with various institutions, industries, corporate houses.This will helps our students to bridge the gap between the theoretical inputs covered in the class room and the practical aspects of the corporate world.

3. The Savitribai Phule Pune University has recently introduced the Choice Based Credit System for post graduate courses such as M.Com and Master of Journalism and Mass Communication (MJMC). This CBCS system includes book review, open book test, tutorial, assignments and project work, which brings the students of post graduate courses at par with other professional courses like MBA, MPM, MCA, MCM, etc.

4. Our institution have introduced and implemented various certification courses in German, French, Japanese, Creative Writing, Event Managementand Photo Journalism to have improved communication and soft skills among the students and teachers.

5. In order to develop real life cases we have taken a step ahead to establish case development cell headed by the Principal. We have invited resource persons and experts for having discussions and deliberation on real life cases, development of logical and step by step attitude, thinking in creative and abstract manner and arriving at genuine findings and viable solutions.

6. We have 50 mbps internet bandwidth with WiFi facility and devised a plan to increase the Capacity .

7. Our staff and students are making extensive use of the library through open access, referring to INFLIBNET & DELNET and online access to e–journals and periodicals. Our library have a stock of noble books and periodicals for the ready references of students and teachers. Our institution waves HR solution to enhance recruitment and training campaign, to increase youth connectivity, upward mobility, internship, business events, trade fairs, career and job skills, development of life skills, leadership and social skills and to make successful career in government and corporate sector.

8. The institution has sign MoU with different competitive examination centres like MPSC, UPSC, etc. the competitive examination centre in the college is functioning from last couple of years. It is in full swing with overwhelming response from the students.

Our institution has successfully received the ISO certification in 2014 as a result of consistent performance and meeting student expectation and satisfaction which not only proves the achievement of our best practices but also motivates us to work towards excellence

File Description	Document
Any additional information	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 20

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	5	4	5

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document]
Any additional information	[View Document]

7.1.2

 1. **Institution shows gender sensitivity in providing facilities such as:**
    1. **Safety and Security**
    2. **Counselling**
    3. **Common Room**

Response:

Our intention is to sensitize the students in various dimensions of gender discrimination and to make them aware of laws, rules and regulations about gender equity. A gradual change is occurring in the students' attitude but we have to go a long way in changing the mindset of the masses. We are striving hard to engage the students in such activities which empower them to make gender society. The 'Priyadarshani Yuvati Manch' plays a major and responsible role in encouraging women in the intra and inter-college sports competition.

The institution organises cookery, mehendi and rangoli competition; flower shows, dance competition, Women entrepreneurs are invited to interact with girl students.

 1. **Safety and Security:** The institution gives utmost priority to the safety and security of all students and other stakeholders. The institution strives hard for the safety and security of our girl students and women staff by hiring security personnel through ANSEC security agency. For day shift, we

have ten security personnel and for night shift, we have deployed the services of six security personnel. Due to the continuous rounds and vigilance of the security so far we have not registered any case of untoward incident of eve teasing, molestation, ragging and harassment cases and complaints on the campus of the college. In addition to the appointment of security personnel, we have also appointed ladies and gents bouncers to check the I–cards and the campus cards at the main entrance gate of the college to the prevention the entry of unscrupulous elements.

1. **Counseling:** The faculty members of the college are proactively engaged in mentoring and counseling of students. They act as friend, philosopher and guide to give best directions to the creative abilities of the students, they take keen interest in their personal issues and difficulties and solve them according to their convenience. Teachers also render advice on vital issues of curriculum and assist them to complete it in every respect.

We invite lady counselors to interact with the girl students with respect to sex education, talks on ethical, moral and social behavior, gynecology issues, deficiency of hemoglobin, self defense, personal hygiene, etiquettes, etc. This empowers the girl students and women staff, thereby eradicating the evil issue of gender discrimination. The interaction of women entrepreneurs with girl students encourages them to become self reliant and job creator by venturing into their own business. The issue of accommodating women in the industry has been resolved through special recruitment drives with the efforts of our college.

Common Room: We have separate common room for girl students equipped with a mirror, wash room and a comfortable couch for rest pause. We propose to undertake renovation of common room for girl students to provide them more facilities and comfort. We have installed sanitary napkin dispensing and disposal machines for girl students in common room. We strive for regular cleanliness of the common room to maintain hygienic environment. We intend to construct a separate common room for boys and male faculty members in the near future.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

1. **Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0.01

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 2

7.1.3.2 Total annual power requirement (in KWH)

Response: 24936

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 15.39

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 3837

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 24936

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:
* **Solid waste management**
* **Liquid waste management**
* **E-waste management**

Response:

Waste management is a global challenge which presents an opportunity to innovate, develop and implement best practices and techniques for its management and treatment to ensure a clean and green environment. Our college is primarily involved in the segregating and collecting of waste through the use of dust bins and large containers which is then collected by agencies for further processing.The solid waste consisting of bio - degradable and non bio-degradable components is segregated.

·   The garden waste is collected in a large bin and sent for composting.The students are sensitized towards inculcating good habits and keeping the surrounding clean. The sanitary napkin dispensing machine is also installed for girl students and women staff members along with separate bins for its disposal. In order to make our campus plastic free, we urge students to use paper and cloth bags for their day to day use. Furthermore, we continuously appeal to all our stakeholders to avoid the use of plastic bags and cups and use paper cups for its easy recycling and reuse. The institute has made an adequate provision of dustbins which are kept in various departments and also on the campus and our students are habituated to throw the

litter in the dustbins itself, keeping the campus pollution and garbage free.

The cafeteria of the college is also instructed to segregate the solid waste into biodegradable and bio-non degradable components. The canteen proprietor segregates the solid waste as dry and wet solid waste keeping separate bins to be collected by the Pune Municipal Corporation for its further disposal and processing.

Our institution has come up with a very unique policy of collecting solid waste in the form of pre used clothes and old books, periodicals and magazines from our stakeholders and nearby residences by deputing our NSS students for this noble cause for the upbringing of deprived class of society and generously donated to Goodwill India, one of the prominent NGO working in Pune city for the underprivileged people.

The science wing of college has implemented a very creative and innovative idea into reality by reframing the microscope wooden boxes into nests for avians for creating their natural habitat on the campus.

·   Liquid waste management

In an effort to create more effective and environment friendly waste management system on campus, we are following the procedure for the disposal of chemical laboratory waste. General method of disposal of waste is to segregate the material on the basis of toxicity but we do not have any corrosive or radioactive liquids in the laboratory. All the liquids that are used in laboratory for different experiments are mostly water soluble and hence container system is not practiced in laboratory.

·   The electronic waste is separately collected and sent for further processing. We take pride in acknowledging the fact that one of our commerce professors, Prof. S M Edke segregates and reassembles the electronic parts of old computer to create assembled computers for the use and practice of the students

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The importance and necessity of environment consciousness has been realized and consequently steps have been taken to make contribution to save the mother earth, to benefit the entire society and our future generations. Our campus is located in the heart of Pune city and hence effort has been made to percolate the rainwater collected in the campus with the use of culverts where the rainwater percolates and thereby raises the groundwater level. This interconnected groundwater system has ensured a green and fertile campus including the surrounding areas too. There is a rainwater harvesting pit for recharging the deep

groundwater level. This pit has been constructed keeping in mind the location of college and the crowd coming to the college.

We have taken inspiration from PANI foundation, one of the reputed NGOs in Maharashtra and started rainwater collection from the roofs and grounds of the institution and its storage in pit and use it for non potable application.

We undertake the rainwater harvesting using land surface for collecting rainwater. Ground catchment techniques provide more opportunities for collecting water from larger surface area by retaining the flows of small creeks and streams in pit thus harvesting rainwater in the campus.

File Description	Document
Link for Additional Information	[View Document](#)

7.1.7 Green Practices

- **Students, staff using**
- a) **Bicycles**
- b) **Public Transport**
- c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Students, staff using :

Bicycles : The institute always encourages students, teacher and other stakeholders to extensively use bicycles not only to keep them fit and fine but also to curb the level of pollution in the city which has already exceeded the normal limits of pollutants which are creating threat and becoming harmful to the human life.

We make constantly promote of bicycles as one of the non polluting mode of transport. As part of green practices, we have invited speakers and resource persons from local body government and police department to share their views about the use of bicycles in day to day life for regular exercise and to reach their destinations hassle free. We are becoming successful in spreading this message of green practices to the students and other stakeholders; slowly but surely we are marching towards our destination to popularize the use of bicycles on a larger scale. The students and staff are also acquainted with the initiatives of most of the European countries through documentaries especially the country like Denmark, Netherland and Germany who have created a separate path for the bicycle riders, their effective parking and accident free riding etc. We are appealing to the local body government through our NSS Unit to apply a similar initiatives for increasing use of bicycles in the city.

Public Transport : Many of our student and teachers who come from distant and suburban places use public transport to reach the college. We help students for their concessional monthly pass from PMPML, shuttle trains, transport bus services.

Pedestrian Friendly Roads : The college has maintained internal pedestrian road alongside the trees and plants. We are fortunate to have pedestrian friendly road outside the campus of the college. Students and teachers use this road daily for their safety and security and attend the college without any threat to their life.

Plastic free campus: The rampant use of plastic tea cups has been consciously curtailed by replacing it with paper cups for its disposal and to maintain plastic free campus.

Paperless office: The office staff is also encouraged to use less paper for promoting the idea of green computing.

Green landscaping with trees and plants

Our college takes progressive, remedial and aligning steps for green landscaping.

Our college has promoted, practiced and planted various trees having botanical significance to benefit the students and provide a home for the avians. The variety of medicinal plants identified by its botanical nomenclature, benefits the students to learn the flora of surrounding area.

The gardener is appointed to nurture plants and trees and their trimming and shaping every fortnight.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.03

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.177	0.177	0	0	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	[View Document](#)
Green audit report	[View Document](#)
Any additional information	[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document](#)
Any additional information	[View Document](#)
link to photos and videos of facilities for Divyangjan	[View Document](#)

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 20

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise

during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	4	4	4

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	
Any additional information	

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 18

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	4	4	4

File Description	Document
Details of initiatives taken to engage with local community during the last five years	
Any additional information	
Report of the event	

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

21-02-2018 04:47:09

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal

harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 74

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The institution celebrates the birth and observes the death anniversaries of great personalities as a tribute and homage to their principles and contributions and remembering their ideologies to be carried forward to the next generation. We involve all stakeholders to celebrate birth anniversaries of Mahatma Gandhi, Chhatrapati Shivaji, Savitribai Phule and Rajmata Jijaumata. We observe the death anniversary of Vilasrao Deshmukh on 14th August and Shankarraoji Chavan on 26th February. We also commemorate the birth and death anniversaries of many other national heroes and great social reformers to convey their thoughts and contributions. The intention of celebrating national festivals is to keep alive our culture, customs, traditions, for the betterment of humanity and brotherhood. The festivals like Makar Sankrant, Guru Pournima, Id-e-Milad, Christmas, Diwali, Parsi New Year, Raksha Bandhan etc are celebrated with great joy, happiness and enthusiasm.

File Description	Document
Any additional information	[View Document](#)

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Our institution enjoys and maintains complete transparency in its financial, academic, administrative and auxiliary functions. Institution has internal and external audit system to verify, authenticate and corroborate the financial statements and accounts. There is no room for unfair means and fraudulent practices in finance as right from top management executives to the accountants follow a code of conduct and perform their duties honestly and professionally to maintain financial discipline in all financial aspects. Our institution conducts internal and external financial audits regularly, punctually and effectively through duly appointed internal and external auditors. The internal audit is carried out sincerely and regularly through proper mechanism of reviewing and appraising the soundness, adequacy and application of accounting, financial and administrative activities to promote effective and efficient internal control at reasonable cost.

The process of internal audit comprises of surprise verification of cash is undertaken at least once in a month by the senior authority and the result of such verification is recorded in the cash book and ascertaining the level of compliance with established plans, policies and procedures.

The purpose of internal audit is to ascertain the reliability of management data produced within the college and vouching of all. Cash and bank transactions, ledger, cash book, advance register, verification of bank reconciliation statement and scrutiny of all documents the internal auditor think it fit to complete the audit process to their satisfaction.

We do conduct external audit in every financial year which is carried out by K.M.Rawas and Company. The auditor follows through procedure for external audit program. External audit is an independent review of financial documents provided to the auditor. Furthermore, the review of quarterly and monthly financial reports as well as statement on revenue and expenditure to ensure they are correctly tabulated and reported. The external audit is also comprises of verification of budget, the system of budgetary control, the allocation of funds and the actual expenses incurred to confirm the budgetary revenue and expenses are correctly compiled and used. The external audit is an annual audit of financial reports, statement and documents.

The academic functioning involves consistent rapport with the students by advising them on crucial and vital academic events, to guide and direct them to learn the curriculum and to take keen interest even in personal problems of students to create a long term bond with the students and to maintain transparency in the system of education. The entire administrative process is effectively correlated, coordinated and controlled in an effective manner to maintain transparency in administrative activities.

We inculcate and nurture human and professional ethics in our students through the rules, regulations and disciplinary environment for creating a value system. The value system creates a sense of belongingness, commitment, dedication, loyalty and pride amongst the students and resolves the problem of identification with their fellowmen and the institution.

File Description	Document
Any additional information	[View Document](#)

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Our institution proactively works in the development and upliftment of worthy and needy students through various schemes and policies. Our two best practices institutionalized as a result of IQAC are as follows:-

1.   Welfare of Masses-

'Welfare to masses' is the motto of our institution and adhering to this motto, all efforts and initiatives have been taken to develop welfare schemes for the betterment of our stakeholders especially students, parents, teachers and the society at large that invoke awareness amongst students and teachers with regard to social accountability and social responsibility.

The college and management are keen in admitting students of high caliber and low income group at Re 1/-. Even 50% fees concession is given to economically backward students who are further given concession to pay 50% of fees in 2 equal installments.

'Earn while youlearn' this scheme is especially introduced for the students who are from economically weaker sections and wish to become responsible,productiveandself-reliantfor reducing the financial burden on their parents. For part time jobs Rs.2000 per month andfull time Rs.4000 per month is given as remuneration. The jobs are made available in various departments such as library, office, administration, computer lab and electronics laboratory.

Students who come from remote, rural areas are given financial assistance, waiving of admission fees, free accommodation in hostel till they complete their UnderandPost-Graduation courses.

College associated with different government organizations and NGO's as a part of institution ideology. Yoga and meditation training program are organized to improve concentration of students and teachers to cognize healthy and happy living.

Our institutionalso sensitizes the students in various dimensions in gender discrimination.

2.   Fostering the student centric activities:-

The growth and development of any educational institute depends on the visible support and whole hearted cooperation of its core stakeholders i.e. students and therefore all our activities and efforts are basically student centric and revolve around student satisfaction. These activities are as follows:-

·   Bridging the gap between theory and practice, through industry exposure, undertaking industrial visits, interaction with industry personnel, undertaking minute observation and wide surveys.

·   Developing leadership skills, presentations and negotiation skills, by way of workshops, seminars, conferences and symposiums,interactive sessions and guest lectures by eminent resource persons.

·   Nurturing talent and wisdom of the students through reader's club, entrepreneurial club, Rotract and Lions Club and other NGOs.

·   Fostering social responsibilities by serving needyand deprived class of society through adult education, sex education, value education, literacy program and health awareness.

Our institution is committed to student centric policies and practices which uplifts the academic performance of our students. For this purpose, we initiate continuous and perfect practice that leads to satisfactory student centric activities. While implementing student centric activities, we are aiming to bring the average students to the mainstream and bring the slow learners at par with advanced learners. In order

to promote the active involvement and continuous engagement of students, in research activities, we create a research friendly environment in our institution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Vision Statement:

To impart quality education for professional excellence and sustainable development through continuous improvement, teamwork and efforts so as to promote welfare to all our stakeholders.

In view of motto i.e. "Welfare of Masses", our institution has carved a niche for itself amongst the premier and well known colleges and institutes of Pune. The popularity and preference for our institution in students as well as their parents; has been as a result of interaction and communication between various stakeholders and numerous social activities carried out so far. Our student centric policies and schemes have ensured that the best practices are followed in accordance with the motto.

Our institution has exhibited exceptional contribution in social services in case of adopting a village, donating for orphanages, old age homes, planting saplings, aiding the needy and poor students etc. The honest and systematic efforts of college and management have jointly envisaged and administered certain welfare schemes for the progressiveness of society and upliftment of masses. Financial assistance to needy and poor students is one of the unique initiatives by the college to grant concessions and to provide financial assistance to economically deprived students especially to the students below poverty line. The sons and daughters of suicide committed farmers and earth quake affected people particularly in Killari and other villages in Marathwada region. The college and management are keen in admitting students of high caliber and low income group at `1. So far 3 students admitted are pursuing their higher admitted education at a meager fee of `1. Even 50 percent fees concessions are given to economically backward students who are further given concession to pay 50 percent of fees in two equal installments. Our students and teachers are continuously engaged in serving various stakeholders of society in some or the other way. College is associated with different Government Organizations and Non Government Organizations as a part of institution ideology. Our association with prominent NGOs in and around Pune city has proved that the educational institutes can play pivotal role in removing major stumbling blocks with regard to problems

and issues of the society. Our tie up with 'Mamta Baal Sadan Kendra' since last 20 years have shown clear cut path for the effective functioning and performance of both the organizations. We invite about 300 orphans of 'Mamta Baal Sadan Kendra', every year during Diwali vacations for a week in our college. During their stay we organized various programs and events for their all round development and the interaction with various orphans create a sense of attachment and belongingness with a deprived class of society.

In this way, our Institution always tries to cater to the needs of the society and people keeping itself aligned to the vision and mission.

File Description	Document
Link for Additional Information	[View Document](#)

5. CONCLUSION

Additional Information :

In the year 2016, the college was selected for the second time for "Asian and Education Leadership Award" by the Indo Global Chamber of Commerce, Industries and Agriculture for providing quality education and helping society through its best practices and welfare of the masses.

The Executive Committee of the management introduced 'MM Karandak' (trophy) with a view to foster and promote various sports events amongst the educational institutions, functions and operates under its wing and control, from the academic year 2016-2017.

The intention of the management is to create interest and awareness amongst the students to participate and excel in various sports events such as football, volleyball, chess, throw ball, carom, table tennis and badminton; especially to give rise to indoor sport events which needs less space and investment. Our sister concern; MMCOE, Karvenagar bagged the first prize in 2016; MMCC excelled in 2017.

The college has entered into 23 collaborations and 27 Memorandum of Understandings with various educational, social and corporate organisations for having an effective blending of theory and practice to make students employable.

The promotion of ICT through epravesh, conduct of examination, payment of fees, declaration of results, filling of examination forms, allotment of roll numbers is being undertaken to correlate, coordinate and control administrative activities in the college.

The placement cell of the college is functioning well through tie ups and linkages with various organisations as many reputed industries are willing to conduct recruitment drives on the campus.

Concluding Remarks :

The Institution is committed and fully devoted to impart quality higher education to the students. The effective curriculum delivery is ensured through various electives, Choice Based Credit System, practical assignments, field trips, internships and industry exposure along with regular curriculum. The corrective action in the curriculum delivery is initiated after the feedback of stakeholders specially from the students.

The teaching, learning and evaluation process is effectively executed through ICT, learning management system, e resources, mentoring, creative and innovative teaching methodologies and upgradation of knowledge, skills and qualifications of teachers. The Institution aims at promoting research culture for better innovations. The extension activities are in tune with the vision and mission of the college and core objectives of NAAC. Our college has well developed infrastructure and learning resources through partially automated library.

Student Support and Progression is monitored through managing committee and student progression committee of the college for the upward mobility and academic flexibility of the students. We are truly blessed with governance and leadership of dedicated and committed management who believes in total democratic culture

which is demonstrated through the practices of decentralisation, execution of e governance, professional development and participative management.

Finally, our Institution leaves no stone unturned to have institutional values and execution of its social responsibilities as the center and core of all its activities. We have introduced and implemented two best practices, 'Welfare of the Masses' and 'Fostering student centric activities' through this, the college aims to have its own identity and unique institutional distinctiveness.