Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) andSubmission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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

NAAC

VISION

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

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

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

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

Contents

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Introduction

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

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

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

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

The role of coordinator

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

Operational Features of the IQAC

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

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

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year *(for example 2013-14)* | July 2013 to June 2014

1.Details of the Institution

1.1 Name of the Institution | Marathwada Mitra Mandal's College of Commerce

1.2 Address Line 1 | 302/A

Address Line 2 | Deccan Gymkhana

City/Town | Pune

State | Maharashtra

Pin Code | 4110004

Institution e-mail address | mmcclaw@gmail.com

Contact Nos. | 020-25677932

Name of the Head of the Institution: | Dr. M. D. Lawrence

Tel. No. with STD Code: | 020-2653039

Mobile:

9422000217

Name of the IQAC Co-ordinator:

Asso.Prof.S.M.Edke

Mobile:

8379971871

IQAC e-mail address:

mmcciqac@gmail.com

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)*

OR

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

EC/59/RAR/20 dated 21st April 2012

1.5Website address:

www.mmcc.co.in

Web-link of the AQAR:

http://www.mmcc.co.in/AQAR/2013-14.docx

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

1.6Accreditation Details

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

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

20/06/2004

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

    i.   AQAR_____ (DD/MM/YYYY)4
   ii.   AQAR_____ _____ (DD/MM/YYYY)
  iii.   AQAR_____ _____ (DD/MM/YYYY)
  iv.   AQAR_____ _____ (DD/MM/YYYY)

1.9Institutional Status

University   State ☑   Central ☐   Deemed ☐   Private ☐

   Affiliated College   Yes ☑ No ☐

   Constituent College   Yes ☐   No ☑

Autonomous collegeof UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐   No ☑

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

Type of Institution   Co-education ☑   Men ☐   Women ☐

                       Urban   Rur ☑   Tribal ☐   ☐

Financial StatusGrant-in-aid ☑   UGC 2(f)UGC 12B ☑   ☑

              Grant-in-aid +Self FinancingTotally ☑   Self-financing ☑

1.10Type of Faculty/Programme

     Arts ☐   Science ☑Commerce ☑Law ☐   PEI(Phys Edu) ☐

     TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

     Others(Specify) | . |

1.11Name of the Affiliating University *(for the Colleges)*   University of Pune

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

Autonomy by State/Central Govt. / University   -

University with Potential for Excellence   -   UGC-CPE

DST Star Scheme   -

UGC-Special Assistance Programme   DST-FIST   -

UGC-Innovative PG programmes   Any other (*Specify*)

UGC-COP Programmes   -

2.IQACComposition and Activities

2.1No. of Teachers   9 + 2

2.2No. of Administrative/Technical staff   01

2.3No. of students   01

2.4No. of Management representatives   01

2.5No. of Alumni   02

2. 6No. of any other stakeholder and

 community representatives   Nil

2.7 No. of Employers/ Industrialists   Nil

2.8 No. of other External Experts   02

2.9 Total No. of members   17

2.10No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No. 12   Faculty   05

Non-Teaching Staff Students   02   Alumni 2   Others   3

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [ ]

If yes, mention the amount   NIL

2.13 Seminars and Conferences (only quality related)

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

Total Nos. [ ]   International [ ]   National 1   State 3   Institution Level [ ]

(ii) Themes   Skill Development and Future of India

E-governance

2.14 Significant Activities and contributions made by IQAC

Significant activities of IQAC were

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

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. To plan for more flexibility in curriculum with choice based credit system	Continuous evaluation of the students through presentations , book review, tutorials, open book test and written test have been carried out to give them credits and to assure continuous improvement in the academic performance of the students
2.To plan for establishing language laboratory for improving communication skills of the members of the education fraternity	A fully equipped laboratory with latest lingua phonics has been introduced along with text books reference-books, CD's, Encyclopaedia and other relevant educational aids to improve conversational skills, art of writing and public relations of the teaching staff.
3. To encourage faculty members for developing real life case study by establishing 'case study development cell' with adequate provision for seed money.	Case study development cell has been established with a view to develop systematic and logical approach among faculty members so that they always think in a abstract, creative, innovative and pragmatic manner to solve issues and problems related to the stake holders of the institutions
4. To plan for consultancy services to develop task force at the institute level	Consultancy service cell has been formulated to render professional services at feverish speed to increase revenue for the institutions. A task force is also established to look after consultancy cell and to offer experienced and expert services to the corporate world and peer institutions.
5.To consider health services, health check up at free of cost specially for the students from deprived class and economical weaker section of the society	Today considering feverish speed of life and strenuous relations among the members of the nuclear families and ever increasing pollution has created health hazardous problems in younger generations and therefore the life expectancy has come down drastically. Every year we organize health check up drives to cater to the health problem of students of economically deprived class.
6 To effectively introduce Internet	In order to get cascading effect of

Band with wifi facility on the campus.	information the wi-fi facility has been installed on the campus along with Local Area Network system connecting various computer Labs on the campus. The availability of LAN and wifi system ensures smooth flow of information for policy and decision making in the institute.
7. To plan for strengthening Library with more reference books, magazines and Journals.	Library being core and soul of educational institution every effort has been taken to equip Library with latest editions of books, reference books and encyclopaedias CD's, National and International magazines, periodicals and Journals. In addition the concept of e-Library has been introduced with sophisticated computers with latest versions of software packages conducive for educational projects and programs.
8. To encourage all the members of educational fraternity to make comprehensive use of library.	Encouragement and motivation are always given to all the teaching, non teaching members of the staff and students to make consistent use of library so as to upgrade them with current and recent trends in business, commerce ,industry and world around.
9. To understand Industrial visits on extended basis with regards to bound destinations to various states.	Teachers and students are encouraged, influenced and motivated to undertake industrial tours and visits to bridge the gap between theory and practice. To interact freely and frankly with various industry personnel to do minute observations and wide surveys to collect necessary information and documents for academic purposes and to mould the students as per the requirements of industry.
10. To encourage students and teachers to conduct subject wise and department wise seminars	Seminars, workshops and conferences creates a platform for the exchange of recent trends. Creative ideas, innovative

workshop and conferences.	paths to discern harmonious, relationships, suggestions recommendations, findings and new measurements to scale greater heights in the field of commerce and management. So far, the students and teachers of the college have organized various academic events rallies , workshops and seminars on various issues and topics related to commerce and management such as personality development , sex education, spandane yuvakanche film show on Bhagat Singh, workshop on Narendra Dabholkar and his thoughts, Devaluation of Rupee, computerized accounting .Build a career for life in Entrepreneurship , Gandhi Vichar, fresh face competition Purshottam karandak, P. L. Deshpande Mahakarndak, Anti dowry elocution competition ,Savitrichya Leki women awareness program etc.
11. To encourage Art circle students to win more than last year individual and team awards at various inter collegiate drama dance and one act play competition.	Art circle students of our college have achieved landmarks in various drama debate and cultural fests and competitions organized by renowned colleges and social organizations of the city. To mention few of the awards such as P. L. Deshpande Mahakarandak award at state level, Prestigious Purushotam Karandak, Sakal Karandak , Best Actor award , Best actress award etc. By bagging all these awards the students of art circle not only improved their own image and reputation but also brought laurels to the institution.
12. To have students feedback from various departments	Students are the true and right judges for the assessment evaluation of teachers in the college. Our college has developed a mechanism through students feedback form for the assessment of the teachers in which students have to rate the teachers by

	putting tick mark as poor teaching, good teaching ,better teaching and excellent teaching. On the basis of ratings given by the students the concern teacher if performing better is continued and those who are not performing well have to be removed from the educational scenario of the institution.
13. To give financial support to students from marginal background.	The college chalked out a plan to give financial assistance to the deprived and the economically backward students through concession in fees, paying the fees in equal instalments, waiving of full fees and even the students from remote, rural and mofussil areas are adopted by the management of the college these students can pursue their higher education absolutely free of cost. These students are also given free accommodation in the hostel of the college.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ✔ No ☐

Management ✔ Syndicate ☐ Any other body ☐

Provide the details of the action taken

> Library resources were supplemented with recent technology.
>
> Voluntarily college staff helped some of the economically backward students with financial support.
>
> Health check camp was arranged specially for girl students.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	07
Trimester	-
Annual	12

1.3 Feedback from stakeholders*Alumni ☐✓   Parents ☐✓   Employers ☐✓   Students ☐✓
(On all aspects)

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

Please provide an analysis of the feedback in the Annexure

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

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

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
51	31	20		

2.2 No. of permanent faculty with Ph.D.   09

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty   46   15   12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	25	32
Presented papers	04	12	12
Resource Persons	04	08	12

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

Teaching learning was enhanced with innovative methods. Teachers made extensive use of ICT in teaching. Soft Skill training program were arranged for students to give them confidence for facing interview.
The college build a supportive learning community by Collaborations with other Organizations. Teachers used their own strategy to monitor performance of students by arranging quiz for some subjects, conducting class test and home assignments.

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

233

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

Multiple choice questions test is conducted for BSc students.
Mock practical examination is arranged before the final examination
Progress of the students is monitored using assignments, open book test.
Bar code system was introduced in this year for answer sheet, use of ICT in downloading
question papers just half an hour before the exam

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

| 10 | 8 | 8 |

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	234	7	59	19	5	90
BCA	67	2	22	54	10	88
BSc	95	2	5	37	32	76
BBA	352	3	23	24	33	33
BBM	18	0	11	6	78	95
MJMC	27	11	63	19	-	93
M.Com	120	7	21	45	-	98

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

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

IQAC support in establishing quality initiatives for arranging guest lectures, workshops.

IQAC   has effectively contributed by introducing   skill based learning programs.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

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

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

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range ☐   Average ✓   h-index ☐   Nos. in SCOPUS ☐

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored	NIL			
Projects sponsored by the University/ College	NIL			
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   Nil   Chapters in Edited Books

ii) Without ISBN No.   08

3.8 No. of University Departments receiving funds from

UGC-SAP   Nil   CAS   -   DST-FIST   -

DPE   -   DBT Scheme/funds   -

3.9 For colleges   Autonomy   Nil   CPE   Nil   DBT Star Scheme   Nil

INSPIRE   Nil   CE   Nil   Any Other (specify)   Nil

3.10 Revenue generated through consultancy   -

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	-	2	1	3
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   08

3.13 No. of collaborations   International   ✓   National   ✓   Any other   ✓

3.14 No. of linkages created during this year   -

3.15 Total budget for research for current year in lakhs :

From Funding agency | Nil | Management of University/College | - |

Total | - |

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution 3
who are Ph. D. Guides | 04 |
and students registered under them | 07 |

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

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

JRF | - | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

University level | 27 | State level | 06 |

National level | - | International level | - |

3.22 No. of students participated in NCC events:

University level | - | State level | - |

National level   -   International level   -

3.23 No. of Awards won in NSS:

University level   06   State level   -

National level   -   International level   -

3.24 No. Of Awards won in NCC:

University level   -   State level   -

National level   -   International level   -

3.25 No. of Extension activities organized

University forum   12   College forum   20

NCC   -   NSS   27   Any other   09

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

- Organized No Vehicle day on 18/1/2014

- Blood donation camp was organized on 17/09/2013

- About 200 students and ten teachers of the college actively participated in rice plantation program at Vinzar,Velhe,Dist Pune on 13/8/2013

- Rally on AIDS awareness on 01/12/2013

Criterion – IV
4.Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

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

4.2 Computerization of administration and library

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6,270	565398	330	63450	6,600	628848
Reference Books	9,269	3183616	466	381338	9,735	3564954
e-Books	97,000	5,000	97,000	5,000	97,000	5,000
Journals	28	25516	28	29906	56	55422
e-Journals	6,000	5,000	6,000	5,000	6,000	5,000
Digital Database	2	155600	2	5000	2	160600
CD & Video	334	11205	20	0	354	11205
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	183	04	25	25	03	07	07	
Added	19	01	-	-	-	-	-	
Total	202	05	25	25	03	07	07	

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

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

4.6Amount spent on maintenancein lakhs :

i) ICT

> -

ii)Campus Infrastructure and facilities

> 6,89.250

iii) Equipments

> 24,806

iv) Others

> NIL

Total :

> 7, 14,056

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

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

To develop skills and personality of students by organizing programme such as summer camp

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

To provide students placement opportunities by organizing

1. workshop and programme on employability
2. campus interview
3. Pool Campus drive
4. acquisition of interview skills.

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph.D	Others
1646	180	-	-

(b) No. of students outside the state

Number of Students outside the state
194

(c) No. of international students

25

Men

No	%
	63

Women

No	%
	37

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1298	165	31	232	Nil	1726	1225	212	64	263	-	1764

Demand ratio   -   Dropout %   0.51%

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

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | 90(CET) |

5.6 Details of student counselling and career guidance

1. Guest lectures and seminars on career counselling are arranged for every department.

2. Teachers take efforts at departmental level for students counselling and brief them about the opportunities in further studies.

3. To boost the performance of marginal /average students by arranging lectures of resource persons and Psychology experts

4. The Institution arranges career guidance lectures for PG courses by our sister institutions.

No. of students benefited

162

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	90	17	45

5.8 Details of gender sensitization programmes

1. To promote the message of "Save girl child " by arranging various competitions
2. The "Priyadarshini Yuwati Manch" is a platform provided for girl student to perform their talents. This cell arranges workshops ,guest lectures of those dynamic women from the field of education, art, social work which creates a positive impact on girls.

5.9 Students Activities

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

State/ University level | 20 | National level | 06 | International level | 01 |

No. of students participated in cultural events

State/ University level | 25 | National level | 12 | International level | 03 |

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

Sports : State/ University level | 04 | National level | 04 | International level | - |

Cultural: State/ University level | 20 | National level | 01 | International level | 01 |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	120	4,65,000
Financial support from government	165	902000
Financial support from other sources	-	
Number of students who received International/ National recognitions	-	

5.11 Student organised / initiatives

Fairs   : State/ University level | | National level | | International level | |

Exhibition: State/ University level | ✓ | National level | | International level | |

5.12 No. of social initiatives undertaken by the students | 03 |

5.13 Major grievances of students (if any) redressed: _____NIL_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Vision Statement:- To impart quality education for professional excellence and sustainable development through continuous improvement, team work and efforts so as to promote welfare to all our stake holders.
>
> Mission Statement:- MMCC will strive to offer opportunities for learning and development of our students and work towards attainment of social justice, equity and contentment for all our stake holders.

6.2 Does the Institution has a management Information System

> Yes, The Institution has Management Information System. The System can generate following reports:-
>
> 1. Fee dues report
> 2. Student Feedback forms
> 3. Self Appraisal forms
> 4. Attendance report of students

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

6.3.1 Curriculum Development

> Active participation of teachers in syllabus restructuring, chalking out teaching plan, academic calendar,
>
> Introduction of Lab book for Practical's for BSc course
>
> Arranging industrial visits for BBA BBM students to give them industrial exposure and make them aware of recent trends upgraded technology and functioning of the industry.

6.3.2 Teaching and Learning

1. Modern amenities, equipments, additional teaching/ administrative and technical staff.

2. To develop proper and adequate infrastructure in terms of :-

i) Teaching Aids

ii) Library Facilities

iii) ICT enable equipments and facilities.

3. Encouraging teachers participating in seminars/ conferences, workshops.

6.3.3 Examination and Evaluation

1. The appointment of CEO as per University norms

2. A transparent and ethical evaluation method had been implemented

3. There is assurance of smooth conduct of examination.

4. Out of turn facilities for sports participants in zonal and university level competitions is available.

6.3.4 Research and Development

1. To encourage faculty members to pursue their Ph.d and post doctoral research.

2. To encourage the staff to write research papers by sanctioning the registration amount

3. To encourage staff to pursue research by giving awards and recognition from time to time

6.3.5   Library, ICT and physical infrastructure / instrumentation

1. Periodically maintenance of Laboratories, resources is ensured.

2. Use of Software for maintaining daily records

3. 24 x 7 internet access for the students.

4. CCTVs and surveillance system have been used.

6.3.6   Human Resource Management

1. Democratic approach is ensured in the College

2. The College creates cordial and friendly atmosphere to discern better relationships among staff members.

3. The departments celebrate birthdays of teachers and non teaching staff to boost the culture of MMCC as one family.

4. Felicitation of staff for their academic and non academic achievements

6.3.7   Faculty and Staff recruitment

1. Recruitment as per requirement through university staff selection committee.

2. Adhoc recruitment as per university LIC committee

3. During recruitment and continuation of teachers students feedback about the faculty is considered.

6.3.8   Industry Interaction / Collaboration

Arranging Alumni meet so as to establish contact working with industry especially with HR

In an attempt to bring industry interaction with students we invite industry experts for guest Lectures, Workshops

6.3.9   Admission of Students

Admission process is based on University Criteria.

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

Notification of Admission is given on Advertisement and website

Admission inquires are also attended through phone calls.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated   NIL

6.6 Whether annual financial audit has been done   Yes ✔   No ☐

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

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

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

For UG Programmes   Yes ✓   No ☐

For PG Programmes   Yes ✓   No ☐

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

Examination Committees are formed

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

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

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

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

6.11 Activities and support from the Alumni Association

1. Alumni Students help in Campus drive
2. Alumni Association provide scholarships, awards and rewards to meritorious students.
3. Alumni students of computer science department provide assistance in installations of software and other activities in setting up lab before practical exams.

6.12 Activities and support from the Parent – Teacher Association

1. Feedback from parents is positively taken for improving the procedural l aspects belonging to administration and academics of the college.
2. The Departments arranges Parent meetings.
3. Parents provide assistance to conduct study tours.

6.13 Development programmes for support staff

This year personality development workshop was arranged for support staff.

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

1. No Vehicle day was observed.
2. Clean and Green environment.
3. Students and teachers cleaned the campus of the college on Gandhi Jayanti.

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> More students participated in Art Circle activities and performed well in direction, acting, script writing, production and editing the drama, mono act and one act plays.
>
> Choice based credit system helped students to select appropriate choice to score more than average.

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

> Skill Development program was helpful for M.com students.
>
> Language laboratory was implemented.
>
> Alumni were invited for establishing consultancy cell.

7.3 Give two Best Practices of the institution *(please see the format in theNAAC Self-studyManuals)*

> Formation of Case Study development Cell
>
> Effective use of learning resources by the faculty and students.
>
> Art Circle students achieved many awards in drama and one act play   at State and National level

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

7.4 Contribution to environmental awareness / protection

> Creating awareness on renewable energy sources by organising lecture series.

7.5 Whether environmental audit was conducted?   Yes ☐   No ✓

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

NIL

8. Plans of institution for next year

1. To plan for the tie ups with government organization, industries and educational institutions
2. To encourage the teachers to do minor and major research work under UGC plan
3. To organize FDPs and workshops under the scheme "Make in India"
4. To plan for a rally organized by Pune Municipal Corporation on the theme "JATAN"
5. To introduce more improvement in the library services such as introduction of reprographic facility, internet access, open access to books, journals and periodicals, fiction and non-fiction books

Name _____   *Name* _____

_____   _____

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

_____ *** _____

Annexure I

Abbreviations:

CAS - Career Advanced Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for Excellence

COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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