

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) by Accredited Institutions**  
*(For Affiliated/Constituent Colleges)*

(Revised as per Revised Accreditation Framework in November, 2017)



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

# NAAC

## VISION

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

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

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

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

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# **Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions**

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a 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, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

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 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 by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## ***IQAC – Vision***

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

## **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) Relevant and quality academic/ 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 assessment and evaluation process;
- 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
- b) Parameters for various academic and administrative activities of the institution;
- c) 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;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- 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) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

## **Benefits**

### *IQAC will facilitate / contribute to*

- a) Ensure 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. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each 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, accordingly the representation of teachers may vary. 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 is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- ♦ 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 the 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/competent person with experience and exposure 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 essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as 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 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 by end of September every year positively. 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 as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/

Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

***The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.***

### **Revised Accreditation Framework**

NAAC has launched Revised Accreditation Framework since July, 2017 and hence AQAR format also modified, in cognizance with the new methodology. The tools and parameters are designed in the new AQAR format are in such a way that the preparation of AQAR would facilitate the HEI's for upcoming cycles of Accreditation. Data collected/prepared infuses quality enhancement measures undertaken during the years. Further, it also adds quality enhancement and quality sustenance measures undertaken in teaching, learning, research, extension and support activities of the Institution. It is hoped that new AQAR would facilitate Educational Institutions for creating a good database at Institutional level for enhancing the quality culture.

As per the Revised Accreditation Framework (RAF), the NAAC Accredited institutions need to submit the AQAR online. NAAC is in the process of ICT integration in Assessment and Accreditation. The login id for the online submission for AQAR submission will be the e-mail id used for the IIQA. The AQAR submission is part of the post accreditation module, in due course of time. NAAC portal will have the facility to submit the AQAR online and Institutions will receive automated response. AQAR of the preceding year be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31<sup>st</sup> December of every year.

***The Higher Education Institutions need not submit the printed/hard copy of AQAR to NAAC.***

### **Mandatory Submission of AQAR by IQAC**

The Executive Committee of NAAC has decided that **regular submission of AQARs is mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation with effect from 16<sup>th</sup> September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A& A:

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

***Note: The terms and abbreviation used in AQAR are in accordance with respective manuals for assessment of NAAC. Please refer institutional manual for glossary and abbreviations terms used in AQAR.***

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

**Part – A**

**Data of the Institution**

(data may be captured from IIQA)

1. Name of the Institution: Parle Tilak Vidyalaya Association's Mulund College of Commerce

- Name of the Head of the institution : Dr. K. G. Rajan
- Designation: I/C. Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 022 25647835
- Mobile no.: 9870476531
- Registered e-mail: gorajan@gmail.com
- Alternate e-mail : mccmulund@gmail.com
- Address : Sarojini Naidu Road, Mulund West
- City/Town : Mumbai
- State/UT : Maharashtra
- Pin Code : 400080

2. Institutional status:

- Affiliated / Constituent:
- Type of Institution: Co-education/Men/Women Co-education
- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing  
(please specify): Grants-in-aid, UGC 2f and 12(B)

- Name of the Affiliating University:
- Name of the IQAC Co-ordinator : Prof. B. Seshadri
- Phone no. : 022 25600017

Alternate phone no.

- Mobile: 7021654456
- IQAC e-mail address: iqac@mccmulund.ac.in
- Alternate Email address: mccmulund@gmail.com

3. Website address: www.mccmulund.ac.in

Web-link of the AQAR: (Previous Academic Year):

www.mccmulund.ac.in/naac/AQAR2017-18.docx

- For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

4. Whether Academic Calendar prepared during the year?

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink:

5. Accreditation Details:

| Cycle           | Grade | CGPA   | Year of Accreditation | Validity Period    |
|-----------------|-------|--------|-----------------------|--------------------|
| 1 <sup>st</sup> | A     | 87/100 | 2004                  | from:2004 to: 2009 |
| 2 <sup>nd</sup> | A     | 3.20   | 2011                  | from:2011 to: 2016 |
| 3 <sup>rd</sup> | A     | 3.29   | 2016                  | from:2016 to: 2021 |
| 4 <sup>th</sup> |       |        |                       | from: to:          |
| 5 <sup>th</sup> |       |        |                       | from: to:          |

6. Date of Establishment of IQAC: DD/MM/YYYY: 09/06/2002

7. Internal Quality Assurance System

| 7.1 Quality initiatives by IQAC during the year for promoting quality culture |                            |                                      |
|---|----------------------------|--------------------------------------|
| Item /Title of the quality initiative by IQAC                                 | Date & duration            | Number of participants/beneficiaries |
| <i>Regular meeting of Internal Quality Assurance Cell (IQAC);</i>             | July 5, 2017 (2 hours)     | 8                                    |
|   | March 26, 2018 (2.5 hours) | 7                                    |
| <i>Timely submission of Annual Quality Assurance Report (AQAR) to NAAC</i>    | <b>31-12-2018</b>          |                                      |

**Note: Some Quality Assurance initiatives of the institution are:**

**(Indicative list)**

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

**8. Provide the list of funds by Central/ State Government-**

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/<br>Department/Faculty | Scheme | Funding<br>agency | Year of award with<br>duration | Amount |
|------------------------------------|--------|-------------------|--------------------------------|--------|
|                                    |        |                   |                                |        |
|                                    |        |                   |                                |        |
|                                    |        |                   |                                |        |

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes**

\*upload latest notification of formation of IQAC [mccmulund.ac.in/naac/docs17-18/iqac.pdf](http://mccmulund.ac.in/naac/docs17-18/iqac.pdf)

**10. No. of IQAC meetings held during the year:**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes/No

(Please upload, minutes of meetings and action taken report)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No **No****

If yes, mention the amount:

Year:

**12. Significant contributions made by IQAC during the current year (maximum five bullets)**

\* Workshop on S.Y.B.Sc. I.T. Revised Syllabus on Mobile Programming for faculties of Colleges affiliated to University of Mumbai.

\*Workshop of E-Content Development for faculties of College and University of Mumbai

\*

\*

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

| Plan of Action | Achievements/Outcomes |
|----------------|-----------------------|
|                |                       |

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: IQAC Date of meeting(s):  
26/03/2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: Yes (NAAC) Date: 3/10/2016

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2017 - 18 Date of Submission: December 2017

17. Does the Institution have Management Information System?

Yes Yes No

If yes, give a brief description and a list of modules currently operational.  
(Maximum 500 words)

The College has Admission module. The admissions are taken online and computerised receipt is issued upon payment of fees. The accounts are maintained using Tally with ERP customised as per the college requirements.

## Part-B

| <b>CRITERION I – CURRICULAR ASPECTS</b>  |                             |                                   |  |                   |
|--|-----------------------------|-----------------------------------|--|-------------------|
| <b>1.1 Curriculum Planning and Implementation</b>  |                             |                                   |  |                   |
| 1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words   |                             |                                   |  |                   |
| We ensure a precisely planned curriculum delivery and on-time syllabus completion by maintaining daily reports. These reports aid the teachers to keep track of their curriculum completion schedule and mark the necessary milestones and deliverables accordingly. Such reports are well maintained for future references. Also we have an active communication channel between the students, teachers and coordinators, in order resolve the curriculum incongruities, if any, in timely manner, and thus preventing the strenuous delay which may hinder the overall growth and development of students. We make use of audio-visual tools in order to enhance the effectiveness of topic/subject delivery. This stimulates the students’ cognitive capabilities and aids them in recollecting the concepts and also makes the learning a joyous experience. |                             |                                   |  |                   |
| 1.1.2 Certificate/ Diploma Courses introduced during the Academic year   |                             |                                   |  |                   |
| Name of the Certificate Course   | Name of the Diploma Courses | Date of introduction and duration | focus on employability/ entrepreneurship | Skill development |
| Advance Excel  |                             |                                   |  |                   |
| Cyber Security   |                             |                                   |  |                   |
| Cross Platform Development   |                             |                                   |  |                   |
| Stock Market   |                             |                                   |  |                   |
| NISM(CDC)  |                             |                                   |  |                   |
| NISM(MFD)  |                             |                                   |  |                   |
| Digital mkt  |                             |                                   |  |                   |
| Web Designing  |                             |                                   |  |                   |
| Bank Exam  |                             |                                   |  |                   |
| GST  |                             |                                   |  |                   |

| <b>1.2 Academic Flexibility</b>   |                      |                             |   |            |    |
|---|----------------------|-----------------------------|---|------------|----|
| 1.2.1 New programmes/courses introduced during the Academic year  |                      |                             |   |            |    |
| Programme with Code   | Date of Introduction | Course with Code            | Date of Introduction                                      |            |    |
|   |                      |                             |   |            |    |
| 1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year. |                      |                             |   |            |    |
| Name of Programmes adopting CBCS  | UG                   | PG                          | Date of implementation of CBCS / Elective Course System   | UG         | PG |
| BCOM  | Second Year          |                             | June 2017   |            |    |
| BMS   | Second Year          |                             | June 2017   |            |    |
| BCBI  | Second Year          |                             | June 2017   |            |    |
| BCAF  | Second Year          |                             | June 2017   |            |    |
| BCFM  | Second Year          |                             | June 2017   |            |    |
| BSc.IT  | Second Year          |                             | June 2017   |            |    |
| BSc.CS  | Second Year          |                             | June 2017   |            |    |
| BMM   | Second Year          |                             | June 2017   |            |    |
| MSc.IT  |                      | First Year                  | June 2017   |            |    |
| Already adopted (mention the year)  |                      |                             |   |            |    |
| 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year  |                      |                             |   |            |    |
|   | Certificate          | Diploma Courses             |   |            |    |
| No of Students  | 1034                 |                             |   |            |    |
| <b>1.3 Curriculum Enrichment</b>  |                      |                             |   |            |    |
| 1.3.1 Value-added courses imparting transferable and life skills offered during the year  |                      |                             |   |            |    |
| Value added courses   | Date of introduction | Number of students enrolled |   |            |    |
|   |                      |                             |   |            |    |
| 1.3.2 Field Projects / Internships under taken during the year  |                      |                             |   |            |    |
| Project/Programme Title   |                      |                             | No. of students enrolled for Field Projects / Internships |            |    |
| <b>B.Sc. I.T</b>  |                      |                             | <b>132</b>  |            |    |
| <b>B.Sc. CS</b>   |                      |                             | <b>92</b>   |            |    |
| <b>B.M.S.</b>   |                      |                             | <b>138</b>  |            |    |
| <b>M.Com.</b>   |                      |                             | <b>140</b>  |            |    |
| <b>M.Sc. I.T.</b>   |                      |                             | <b>66</b>   |            |    |
| <b>1.4 Feedback System</b>  |                      |                             |   |            |    |
| 1.4.1 Whether structured feedback received from all the stakeholders.   |                      |                             |   |            |    |
| 1) Students   | 2) Teachers          | 3) Employers                | 4) Alumni   | 5) Parents |    |
| Yes   | No                   | No                          | No  | Yes        |    |
| 1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)                                      |                      |                             |   |            |    |
| <b>The feedback is analysed and constructively used for improving the teaching-learning process.</b>  |                      |                             |   |            |    |

**CRITERION II -TEACHING-LEARNING AND EVALUATION****2.1 Student Enrolment and Profile****2.1.1 Demand Ratio during the year**

| Name of the Programme | Number of seats available | Number of applications received | Students Enrolled |
|-----------------------|---------------------------|---------------------------------|-------------------|
| B.Com                 | 600                       | 2064                            | 600               |
| B.Com(A and F)        | 120                       | 1505                            | 132               |
| B.Com(B and I)        | 60                        | 404                             | 70                |
| B.Com(FM)             | 60                        | 227                             | 70                |
| B.M.S.                | 120                       | 1485                            | 138               |
| B.Sc. (CS)            | 120                       | 464                             | 133               |
| B.Sc. (I.T.)          | 120                       | 695                             | 127               |
| B.M.M.                | 60                        | 371                             | 70                |
| M.Com(A.A/C)          | 80                        | 285                             | 80                |
| M.Com(Mgmt.)          | 60                        | 149                             | 60                |
| M.Com(B &F)           | 60                        | 162                             | 60                |
| M.Sc. (I.T.)          | 60                        | 140                             | 69                |

**2.2 Catering to Student Diversity****2.2.1. Student - Full time teacher ratio (current year data)**

| Year      | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of full time teachers available in the institution teaching only UG courses | Number of full time teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|-----------|---|---|--|--|--|
| 2017 - 18 | 3804  | 539   | 48   | 03   | 51   |

**2.3 Teaching - Learning Process****2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)**

| Number of teachers on roll | Number of teachers using ICT ( <i>LMS, e-Resources</i> ) | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources and techniques used |
|----------------------------|--|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 51                         | 30   | Yes                               | 13                               | 1                          | LCD Projectors, Audio           |

**2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)**

Every class is assigned a class teacher, who is also the mentor for the class. The mentors meet the parents and students once a month and discuss the attendance and performance of the students.

|  |                             |                      |
|--|-----------------------------|----------------------|
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor: Mentee Ratio |
| 4343   | 51                          | 1:85                 |

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph. D |
|-----------------------------|-------------------------|------------------|--|---------------------------|
| 24                          | 18                      | 6                | 6 on temporary basis                     | 5                         |

### 2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

| Year of award                  | Name of full time teachers receiving awards from state level, national level, international level | Designation        | Name of the award, fellowship, received from Government or recognized bodies |
|--------------------------------|---|--------------------|--|
| 2017-18                        | Vijayalakshmi Kannan  | BMS Coordinator    | Best Paper Award in National Conference                                      |
| 02 <sup>nd</sup> November 2017 | Dr. Hiren Dand  | BSc.IT Coordinator | Lifetime Education Achievement Award   |

## 2.5 Evaluation Process and Reforms

### 2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name  | Programme Code | Semester/ year | Last date of the last semester-end/ year- end examination | Date of declaration of results of semester-end/ year- end examination |
|-----------------|----------------|----------------|---|---|
| B.Com           |                | 1              | 28/11/2017  | 17/12/2017  |
| B.Com           |                | 2              | 20/04/2018  | 15/05/2015  |
| B.Com           |                | 3              | 28/11/2017  | 16/12/2017  |
| B.Com           |                | 4              | 04/05/2018  | 20/05/2018  |
| B.Com (A and F) |                | 1              | 28/11/2017  | 17/12/2017  |
| B.Com (A and F) |                | 2              | 23/04/2018  | 15/05/2015  |

|                 |  |   |            |            |
|-----------------|--|---|------------|------------|
| B.Com (A and F) |  | 3 | 28/11/2018 | 16/12/2017 |
| B.Com (A and F) |  | 4 | 04/05/2018 | 20/05/2018 |
| B.Com (B and I) |  | 1 | 28/11/2017 | 17/12/2017 |
| B.Com (B and I) |  | 2 | 23/04/2018 | 15/05/2015 |
| B.Com (B and I) |  | 3 | 28/11/2018 | 16/12/2017 |
| B.Com (B and I) |  | 4 | 04/05/2018 | 20/05/2018 |
| B.Com (FM)      |  | 1 | 28/11/2017 | 17/12/2017 |
| B.Com (FM)      |  | 2 | 23/04/2018 | 15/05/2015 |
| B.Com (FM)      |  | 3 | 28/11/2018 | 16/12/2017 |
| B.Com (FM)      |  | 4 | 04/05/2018 | 20/05/2018 |
| B.M.S.          |  | 1 | 28/11/2017 | 17/12/2017 |
| B.M.S.          |  | 2 | 23/04/2018 | 15/05/2015 |
| B.M.S.          |  | 3 | 28/11/2018 | 16/12/2017 |
| B.M.S.          |  | 4 | 04/05/2018 | 20/05/2018 |
| B.Sc. I.T.      |  | 1 | 24/11/2017 | 10/12/2017 |
| B.Sc. I.T.      |  | 2 | 19/04/2018 | 03/05/2018 |
| B.Sc. I.T.      |  | 3 | 15/11/2017 | 11/12/2017 |
| B.Sc. I.T.      |  | 4 | 02/05/2018 | 10/05/2018 |
| B.Sc. C.S.      |  | 1 | 28/11/2017 | 17/12/2017 |
| B.Sc. C.S.      |  | 2 | 23/04/2018 | 15/05/2015 |
| B.Sc. C.S.      |  | 3 | 28/11/2018 | 16/12/2017 |
| B.Sc. C.S.      |  | 4 | 04/05/2018 | 20/05/2018 |

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

**Choice based system started for Second Year all courses**

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

**Yes, Academic Calendar is prepared at the beginning of the year and it is adhered to during the year. If any significant deviation is found, extra lectures are conducted, and the goals are achieved as per the plan.**

**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 in website of the institution (to provide the weblink)

**<http://www.mccmulund.ac.in/Programs/outcomes>**

2.6.2 Pass percentage of students

| Programme Code | Programme name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination | Pass Percentage |
|----------------|----------------|---|--|-----------------|
|                | BM S           | 147   | 143  | 97.00           |
|                | BSc. CS        | 65  | 51   | 78.46           |
|                | BSc.           | 128   | 118  | 92.19           |

|  |            |     |     |       |
|--|------------|-----|-----|-------|
|  | IT         |     |     |       |
|  | B.Co<br>m  | 601 | 578 | 96.17 |
|  | BCA<br>F   | 72  | 68  | 94.44 |
|  | BCB<br>I   | 73  | 72  | 98.63 |
|  | BCF<br>M   | 69  | 68  | 98.55 |
|  | MSc<br>.IT | 69  | 59  | 85.51 |

## 2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 Resource Mobilization for Research

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

| Nature of the Project   | Duration | Name of the funding Agency | Total grant sanctioned | Amount received during the Academic year |
|---|----------|----------------------------|------------------------|--|
| Major projects  | 2017-18  | ICSSR                      | Applied                | --                                       |
| Minor Projects  | 2017-18  | ICSSR                      | Applied                | --                                       |
|   | 1 year   | Mumbai University          | 32,000/-               | 16,000/-                                 |
| Interdisciplinary Projects  |          |                            |                        |  |
| Industry sponsored Projects   |          |                            |                        |  |
| Projects sponsored by the University/ College                                 | 2.1 year | Mumbai University          | 60,000/-               | 30,000/-                                 |
| Students Research Projects<br>( <i>other than compulsory by the College</i> ) |          |                            |                        |  |
| International Projects  |          |                            |                        |  |
| Any other(Specify)  |          |                            |                        |  |
| Total   |          |                            |                        |  |

### 3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of Workshop/Seminar | Name of the Dept. | Date(s) |
|---------------------------|-------------------|---------|
|                           |                   |         |

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of the Awardee | Awarding Agency | Date of Award | Category |
|-------------------------|---------------------|-----------------|---------------|----------|
|                         |                     |                 |               |          |

|   |                     |                      |                      |                |   |   |
|---|---------------------|----------------------|----------------------|----------------|---|---|
| 3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year   |                     |                      |                      |                |   |   |
| Incubation Centre   |                     | Name                 |                      |                | Sponsored by  |   |
|   |                     |                      |                      |                |   |   |
| Name of the Start-up  |                     | Nature of Start-up   |                      |                | Date of commencement                                      |   |
|   |                     |                      |                      |                |   |   |
| <b>3.3 Research Publications and Awards</b>   |                     |                      |                      |                |   |   |
| 3.3.1 Incentive to the teachers who receive recognition/awards  |                     |                      |                      |                |   |   |
| State   |                     | National             |                      |                | International   |   |
|   |                     | 01                   |                      |                |   |   |
| 3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> )  |                     |                      |                      |                |   |   |
| Name of the Department  |                     |                      | No. of Ph.Ds Awarded |                |   |   |
|   |                     |                      |                      |                |   |   |
| 3.3.3 Research Publications in the Journals notified on UGC website during the year   |                     |                      |                      |                |   |   |
|   | Department          | No. of Publication   |                      |                | Average Impact Factor, if any                             |   |
| National  | BMS                 | 04                   |                      |                | 6.177   |   |
| International   | IT                  | 09                   |                      |                | 5.97  |   |
| 3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year             |                     |                      |                      |                |   |   |
| Department  |                     |                      | No. of publication   |                |   |   |
| Vijayalakshmi Kannan  |                     |                      | 02                   |                |   |   |
| 3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index |                     |                      |                      |                |   |   |
| Title of the paper  | Name of the author  | Title of the journal | Year of publication  | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citations              |
|   |                     |                      |                      |                |   |   |
| 3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)  |                     |                      |                      |                |   |   |
| Title of the paper  | Name of the author  | Title of the journal | Year of publication  | h-index        | Number of citations excluding self citations              | Institutional affiliation as mentioned in the publication |
|   |                     |                      |                      |                |   |   |
| 3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :  |                     |                      |                      |                |   |   |
| No. of Faculty  | International level |                      | National level       |                | State level   | Local level   |
| Attended  | 04                  |                      | 06                   |                |   | 29  |

| Seminars/<br>Workshops  |   |  |  |  |
|---|---|--|--|--|
| Presented papers  | 03  | 18   |  |  |
| Resource Persons  |   |  | 08   | 16   |
| <b>3.4 Extension Activities</b>   |   |  |  |  |
| 3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year |   |  |  |  |
| Title of the Activities   | Organising unit/ agency/ collaborating agency | Number of teachers co-ordinated such activities  | Number of students participated in such activities |  |
| Swachha Bharat Abhiyan (6 Times)  | NSS Mumbai University                         | 2  | 25*6   |  |
| Disaster Management   | NSS Mulund College of Commerce                | 2  | 50   |  |
| Blood Donation (4 Times)  | Nair Hospital Blood Bank and Lions Club       | 2  | 60*4   |  |
| Organ Donation-Awareness  | NSS Mulund College of Commerce                | 2  | 20   |  |
| AIDS Awareness Rally and Street Play  | MDACS   | 2  | 30   |  |
| Tree Plantation   | Hariyali                                      | 2  | 50   |  |
| Voters Awareness  | Election Commission of India                  | 2  | 30   |  |
| 3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year  |   |  |  |  |
| Name of the Activity  | Award/recognition                             | Awarding bodies                                  | No. of Students benefited                          |  |
|   |   |  |  |  |
| 3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year     |   |  |  |  |
| Name of the scheme  | Organising unit/ agency/ collaborating agency | Name of the activity                             | Number of teachers co-ordinated such activities    | Number of students participated in such activities |
| Swachha Bharat Abhiyan (6 Times)  | NSS Mumbai University                         | Swachha Bharat Abhiyan<br>Swachha Bharat Abhiyan | 2  | 25 * 6 = 150                                       |

| <b>3.5 Collaborations</b>  |                      |   |   |             |
|--|----------------------|---|---|-------------|
| 3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year  |                      |   |   |             |
| Nature of Activity   |                      | Participant   | Source of financial support                         | Duration    |
|  |                      |   |   |             |
| 3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year |                      |   |   |             |
| Nature of linkage  | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration (From-To)                                  | participant |
|  |                      |   |   |             |
| 3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year   |                      |   |   |             |
| Organisation   | Date of MoU signed   | Purpose and Activities  | Number of students/teachers participated under MoUs |             |
| <b>PTV-IM (PTVA's IOM)</b>   | <b>03/12/17</b>      | <b>EDP</b>  | <b>20</b>   |             |
| <b>CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES</b>  |                      |   |   |             |
| <b>4.1 Physical Facilities</b>   |                      |   |   |             |
| 4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year  |                      |   |   |             |
| Budget allocated for infrastructure augmentation   |                      | Budget utilized for infrastructure development                                  |   |             |
| <b>18,75,000/-</b>   |                      | <b>11,33,326/-</b>  |   |             |
| 4.1.2 Details of augmentation in infrastructure facilities during the year   |                      |   |   |             |
| Facilities   | Existing             | Newly added   |   |             |
| Campus area  | 0.89                 |   |   |             |
| Class rooms  | 25                   | 02  |   |             |
| Laboratories   | 03                   | -   |   |             |
| Seminar Halls  | 01                   | -   |   |             |
| Classrooms with LCD facilities   | 12                   | 02  |   |             |
| Classrooms with Wi-Fi/ LAN   | -                    | -   |   |             |
| Seminar halls with ICT facilities  | 01                   | -   |   |             |
| Video Centre   | -                    |   |   |             |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.  |                      | Computer<br>Furniture<br>Projector  |   |             |
| Value of the equipment purchased during the year (Rs. in Lakhs)  |                      | 7,06,492/-<br>1,26,295/-<br>1,58,500/-  |   |             |
| Others   |                      |   |   |             |

| <b>4.2 Library as a Learning Resource</b>                                |   |         |             |        |   |         |
|--|---|---------|-------------|--------|---|---------|
| 4.2.1 Library is automated {Integrated Library Management System -ILMS } |   |         |             |        |   |         |
| Name of the ILMS software  | Nature of automation (fully or partially) |         | Version     |        | Year of automation                            |         |
| iSLIM  | Fully                                     |         | 1.6.3       |        | LMS 1997<br>Libsuite<br>LibEx<br>2017 (iSlim) |         |
| 4.2.1 Library Services:  |   |         |             |        |   |         |
|  | Existing                                  |         | Newly added |        | Total   |         |
|  | No.                                       | Value   | No.         | Value  | No.   | Value   |
| Text Books   | 22641                                     | 1791464 | 585         | 82475  | 23226   | 1873939 |
| Reference Books  | 38856                                     | 4532517 | 460         | 531722 | 39316   | 5064239 |
| e-Books  | 70  | 28405   | 14          | -      | 84  | 28405   |
| Journals   | 50  | 60825   | --          | --     | 48  | 53590   |
| e-Journals   | --  | --      | --          | --     | --  | --      |
| Digital Database   | 1   | 5000    | --          | 750    | 1   | 5750    |
| CD & Video   | 565                                       | 61289   | 14          | --     | 579   | 61289   |
| Library automation   | 1   | 326250  | 1           | 267500 | 2   | 593750  |
| Weeding (Hard & Soft)  | 24507                                     | 1334071 | 1036        | 237384 | 25543   | 1571455 |
| Others (specify)   |   |         |             |        |   |         |

| <b>4.3 IT Infrastructure</b>  |                 |                    |          |                  |                                       |  |                               |                             |        |
|---|-----------------|--------------------|----------|------------------|---------------------------------------|--|-------------------------------|-----------------------------|--------|
| 4.3.1 Technology Upgradation (overall)  |                 |                    |          |                  |                                       |  |                               |                             |        |
|   | Total Computers | Computer Labs      | Internet | Browsing Centres | Computer Centres                      | Office   | Departments                   | Available bandwidth (MGBPS) | Others |
| Existing  | 185             | 03                 | 2        | 1                | 1                                     | 35   | 0                             | 10                          |        |
| Added   | 10              | 00                 | 4        | 0                | 0                                     | 0  | 2                             | 100                         |        |
| Total   | 195             | 03                 | 6        | 0                | 1                                     | 35   | 2                             | 110                         |        |
| 4.3.2 Bandwidth available of internet connection in the Institution (Leased line)   |                 |                    |          |                  |                                       |  |                               |                             |        |
| 50+50+5+5+5+5 MBPS  |                 |                    |          |                  |                                       |  |                               |                             |        |
| 4.3.3 Facility for e-content  |                 |                    |          |                  |                                       |  |                               |                             |        |
| Name of the e-content development facility  |                 |                    |          |                  |                                       | Provide the link of the videos and media centre and recording facility |                               |                             |        |
| Computers   |                 |                    |          |                  |                                       |  |                               |                             |        |
| 4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc |                 |                    |          |                  |                                       |  |                               |                             |        |
| Name of the teacher   |                 | Name of the module |          |                  | Platform on which module is developed |  | Date of launching e - content |                             |        |
|   |                 |                    |          |                  |                                       |  |                               |                             |        |

| <b>4.4 Maintenance of Campus Infrastructure</b>   |  |  |  |
|---|--|--|--|
| 4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year   |  |  |  |
| Assigned budget on academic facilities  | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
| 2000000/-   | 1986248/-  | 1875000/-                              | 1717593/-  |
| 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. ( <i>maximum 500 words</i> ) (information to be available in institutional Website, provide link) |  |  |  |
| <b>CRITERION V - STUDENT SUPPORT AND PROGRESSION</b>  |  |  |  |
| <b>5.1 Student Support</b>  |  |  |  |
| 5.1.1 Scholarships and Financial Support  |  |  |  |
|   | Name /Title of the scheme                                  | Number of students                     | Amount in Rupees   |
| Financial support from institution  |  |  |  |
| Financial support from other sources  |  |  |  |
| a) National   | Reserved Category Government                               | 669                                    | 3303250/-  |

|                  |                        |  |  |
|------------------|------------------------|--|--|
|                  | Freeship / Scholarship |  |  |
| b) International |                        |  |  |

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|---|------------------------|-----------------------------|-------------------|
|   |                        |                             |                   |

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
|------|--------------------|--|---|--|---------------------------|
|      |                    |  |   |  |                           |

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | No. of grievances redressed | Average number of days for grievance redressal |
|---------------------------|-----------------------------|--|
| Nil                       | --                          | --   |

## 5.2 Student Progression

5.2.1 Details of campus placement during the year

| On campus                     |                                 |                           | Off Campus                    |                                 |                           |
|-------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of Organizations Visited | Number of Students Participated | Number of Students Placed | Name of Organizations Visited | Number of Students Participated | Number of Students Placed |
| Infosys                       |                                 | 06                        |                               |                                 |                           |
| CapGemini                     |                                 | 21                        |                               |                                 |                           |
| SutherLand Global Services    |                                 | 14                        |                               |                                 |                           |
| Stock Holding Corporation     |                                 | 10                        |                               |                                 |                           |
| Deloitte LLP                  |                                 | 05                        |                               |                                 |                           |
| Tata Capital                  |                                 | 04                        |                               |                                 |                           |
| ICICI Prudential              |                                 | 16                        |                               |                                 |                           |
| TCS                           |                                 | 33                        |                               |                                 |                           |
| Asian Paints                  |                                 | 04                        |                               |                                 |                           |
| BlueStar Limited              |                                 | 01                        |                               |                                 |                           |

| TJSB  |  | 37                                      |                           |   |                               |                        |
|---|--|---|---------------------------|---|-------------------------------|------------------------|
| <b>5.2.2 Student progression to higher education in percentage during the year 3</b>  |  |   |                           |   |                               |                        |
| Year  | Number of students enrolling into higher education | Programme graduated from                | Department graduated from | Name of institution joined                      | Name of Programme admitted to |                        |
| 2017–2018   | 40   | B.Sc. IT                                | Information Technology    | Mulund College of Commerce                      | M.Sc. I.T.                    |                        |
| 2017 – 2018   | 12   | B.Sc. CS                                | Computer Science          | Mulund College of Commerce                      | M.Sc. I.T.                    |                        |
| 2017 – 2018   | 30   | B.Com                                   |                           |   |                               |                        |
| <b>5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)</b> |  |   |                           |   |                               |                        |
| Items   |  | No. of Students selected/<br>qualifying |                           | Registration number/roll<br>number for the exam |                               |                        |
| NET   |  |   |                           |   |                               |                        |
| SET   |  |   |                           |   |                               |                        |
| SLET  |  |   |                           |   |                               |                        |
| GATE  |  |   |                           |   |                               |                        |
| GMAT  |  |   |                           |   |                               |                        |
| CAT   |  |   |                           |   |                               |                        |
| GRE   |  |   |                           |   |                               |                        |
| TOFEL   |  |   |                           |   |                               |                        |
| Civil Services  |  |   |                           |   |                               |                        |
| State Government Services   |  |   |                           |   |                               |                        |
| Any Other   |  |   |                           |   |                               |                        |
| <b>5.2.4 Sports and cultural activities / competitions organised at the institution level during the year</b>   |  |   |                           |   |                               |                        |
| Activity  | Level  |   | Participants              |   |                               |                        |
| Inspira   | Institutional Level                                |   | 1024                      |   |                               |                        |
| Finesta   | “  |   | 250                       |   |                               |                        |
| Spectrum  | “  |   | 2500                      |   |                               |                        |
| Technobeat  | “  |   | 1000                      |   |                               |                        |
| Mathwonder  | “  |   | 250                       |   |                               |                        |
| <b>5.3 Student Participation and Activities</b>   |  |   |                           |   |                               |                        |
| <b>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)</b>          |  |   |                           |   |                               |                        |
| Year  | Name of the award/<br>medal                        | National/<br>International              | Sports                    | Cultural  | Student ID<br>number          | Name of the<br>student |
|   |  |   |                           |   |                               |                        |
| <b>5.3.2 Activity of Student Council &amp; representation of students on academic &amp; administrative bodies/committees of the institution (maximum 500 words)</b>                       |  |   |                           |   |                               |                        |
| <b>5.3 Alumni Engagement</b>  |  |   |                           |   |                               |                        |
| <b>5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):</b>  |  |   |                           |   |                               |                        |
|   |  |   |                           |   |                               |                        |
| <b>5.3.2 No. of registered/enrolled Alumni:</b>   |  |   |                           |   |                               |                        |

|   |
|---|
| 5.3.3 Alumni contribution during the year (in Rupees) :   |
| 5.3.4 Meetings/activities organized by Alumni Association :   |
| <b>CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>  |
| <b>6.1 Institutional Vision and Leadership</b>  |
| 6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)   |
| <ul style="list-style-type: none"> <li>• Self financing courses are managed by the coordinators. Regular meetings are held to address the common issue. The management is decentralised as coordinators manage the course in consultation with the Principal.</li> <li>• Management of the college encourages college development and overall student progression. The management is proactive and has given adequate powers to the Principal to manage the college.</li> </ul> |
| 6.1.2 Does the institution have a Management Information System (MIS)?<br>Yes/No/Partial:   |
| <b>Partial</b>  |
| <b>6.2 Strategy Development and Deployment</b>  |
| 6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):   |
| ❖ Curriculum Development. <b>Many faculty members are in Board of studies contributing to syllabus design.</b>  |
| ❖ Teaching and Learning: <b>Well planned teaching-learning process is followed.</b>   |
| ❖ Examination and Evaluation: <b>Examination results are computerised, Evaluation is done fast and results are announced within 30 days.</b>  |
| ❖ Research and Development. <b>Faculties are encouraged to carry out research and enrol for Ph.D.</b>   |
| ❖ Library, ICT and Physical Infrastructure / Instrumentation. <b>Library is completely automated with iSlim software.</b>   |
| ❖ Human Resource Management.  |
| ❖ Industry Interaction / Collaboration. <b>College has tie-up with Microsoft IT Academy ATS infotech for conducting different certification courses.</b>  |
| ❖ Admission of Students. <b>The admissions are done purely on merit basis and as per the reservation policy of Government.</b>  |
| 6.2.2 : Implementation of e-governance in areas of operations:  |
| ❖ Planning and Development.   |
| ❖ Administration. <b>Administration is partly computerised.</b>   |
| ❖ Finance and Accounts. <b>Yes, Automated with Tally ERP, customised for college.</b>   |
| ❖ Student Admission and Support. <b>Yes, Admission forms are online.</b>  |
| ❖ Examination. <b>Yes, Examination Software is computerised.</b>  |
| <b>6.3 Faculty Empowerment Strategies</b>   |
| 6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year  |

| Year   | Name of teacher   | Name of conference/<br>workshop attended for<br>which financial support<br>provided      | Name of the professional body<br>for which membership fee is<br>provided | Amount of<br>support                    |   |
|--|---|--|--|---|---|
| 1.   | Dr. A. A. Lakhe   | MRP  | University of Mumbai   | 25000/-                                 |   |
| <b>6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year</b>                            |   |  |  |   |   |
| Year   | Title of the<br>professional<br>development<br>programme<br>organised for<br>teaching staff | Title of the<br>administrative training<br>programme organised for<br>non-teaching staff | Dates<br>(from-to)   | No. of participants<br>(Teaching staff) | No. of<br>participants<br>(Non-<br>teaching<br>staff) |
|  | E-Content   |  | 19 <sup>th</sup> August<br>2017  | 47                                      |   |
| <b>6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year</b> |   |  |  |   |   |
| Title of the professional development<br>programme   |   | Number of teachers<br>who attended   | Date and Duration<br>(from – to)   |   |   |
| Refresher Course, University of Mumbai   |   | 01   | 4 <sup>th</sup> Sept to 29 <sup>th</sup> Sept 2017 (26<br>days)          |   |   |
| Refresher Course, HRDC Sardar Patel<br>University  |   | 01   | 15/05/2017 to 04/06/2017 (21<br>days)                                    |   |   |
| <b>6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):</b>   |   |  |  |   |   |
| Teaching   |   | Non-teaching   |  |   |   |
| Permanent  | Fulltime  | Permanent  | Fulltime/temporary   |   |   |
| 18   | 55  | 30   | 46   |   |   |
| <b>6.3.5 Welfare schemes for</b>   |   |  |  |   |   |
| Teaching   | Admissions are provided for children of teaching staff under management quota               |  |  |   |   |
| Non teaching   | Admissions are provided for children of staff under management quota                        |  |  |   |   |
| Students   | Freeships, scholarships and endowment prizes  |  |  |   |   |
| <b>6.4 Financial Management and Resource Mobilization</b>  |   |  |  |   |   |
| 6.4.1 Institution conducts internal and external financial audits regularly<br>(with in 100 words each)  |   |  |  |   |   |
| 6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies<br>during the year(not covered in Criterion III)   |   |  |  |   |   |
| Name of the non government funding agencies/<br>individuals  | Funds/ Grants received in Rs.   |  | Purpo<br>se  |   |   |
|  |   |  |  |   |   |
| 6.4.2 Total corpus fund generated  |   |  |  |   |   |
| <b>6.5 Internal Quality Assurance System</b>   |   |  |  |   |   |
| 6.5.1 Whether Academic and Administrative Audit (AAA) has been done?   |   |  |  |   |   |
| Audit Type   | External  |  | Internal   |   |   |

|   | Yes/No                             | Agency                      | Yes/No                      | Authority              |
|---|------------------------------------|-----------------------------|-----------------------------|------------------------|
| Academic  |                                    |                             |                             |                        |
| Administrative  |                                    |                             |                             |                        |
| 6.5.2 Activities and support from the Parent – Teacher Association (at least three) |                                    |                             |                             |                        |
| 6.5.3 Development programmes for support staff (at least three)                     |                                    |                             |                             |                        |
| 6.5.4 Post Accreditation initiative(s) (mention at least three)                     |                                    |                             |                             |                        |
| <b>6.5.5</b>  |                                    |                             |                             |                        |
| a. Submission of Data for AISHE portal : (Yes /No) <b>Yes</b>                       |                                    |                             |                             |                        |
| b. Participation in NIRF : (Yes /No) <b>No</b>                                      |                                    |                             |                             |                        |
| c. ISO Certification : (Yes /No) <b>No</b>  |                                    |                             |                             |                        |
| d. NBA or any other quality audit : (Yes /No) <b>No</b>                             |                                    |                             |                             |                        |
| 6.5.6 Number of Quality Initiatives undertaken during the year                      |                                    |                             |                             |                        |
| Year  | Name of quality initiative by IQAC | Date of conducting activity | Duration (from-----to-----) | Number of participants |
|   |                                    |                             |                             |                        |
|   |                                    |                             |                             |                        |

## **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period (from-to) | Participants |      |
|------------------------|------------------|--------------|------|
|                        |                  | Female       | Male |
|                        |                  |              |      |

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:  
Percentage of power requirement of the College met by the renewable energy sources

7.1.3 Differently abled (Divyangjan) friendliness

| Items Facilities   | Yes/No | No. of Beneficiaries |
|--|--------|----------------------|
| Physical facilities                                      | No     |                      |
| Provision for lift                                       | YES    |                      |
| Ramp/ Rails  | YES    |                      |
| Braille Software/facilities                              | No     |                      |
| Rest Rooms   | YES    |                      |
| Scribes for examination                                  | YES    |                      |
| Special skill development for differently abled students | No     |                      |
| Any other similar facility                               |        |                      |

| 7.1.4 Inclusion and Situatedness   |  |  |                                     |  |                  |  |
|--|--|--|-------------------------------------|--|------------------|--|
| Enlist most important initiatives taken to address locational advantages and disadvantages during the year   |  |  |                                     |  |                  |  |
| Year   | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date and duration of the initiative | Name of the initiative                                     | Issues addressed | Number of participating students and staff |
|  |  |  |                                     |  |                  |  |
| 7.1.5 Human Values and Professional Ethics   |  |  |                                     |  |                  |  |
| Code of conduct (handbooks) for various stakeholders   |  |  |                                     |  |                  |  |
| Title  |  | Date of Publication  |                                     | Follow up (maximum 100 words each)                         |                  |  |
| College Prospectus   |  | May 20, 2017   |                                     | Wearing of ID cards is compulsory in the college premises. |                  |  |
| 7.1.6 Activities conducted for promotion of universal Values and Ethics  |  |  |                                     |  |                  |  |
| Activity   |  | Duration (from-----to-----)  |                                     | Number of participants                                     |                  |  |
|  |  |  |                                     |  |                  |  |
| 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)   |  |  |                                     |  |                  |  |
| <ol style="list-style-type: none"> <li>1. E-Waste recycling</li> <li>2. Composting of garden waste</li> <li>3. Planting of trees</li> </ol>  |  |  |                                     |  |                  |  |
| 7.2 Best Practices   |  |  |                                     |  |                  |  |
| <ul style="list-style-type: none"> <li>• Use of Google Classroom is implemented.</li> <li>• The results are distributed in the presence of the parents. There is a general counselling session and thereafter, every student is called individual counselling is done.</li> </ul>  |  |  |                                     |  |                  |  |
| 7.3 Institutional Distinctiveness  |  |  |                                     |  |                  |  |
| <p><b>The college is located very near to Mulund Railway Station.</b></p> <p><b>The students from various places come to the college. The ratio of girls to boys is 70:30.</b></p> <p><b>The variety of courses offered and the students pursuing professional courses find everything under one-roof at MCC.</b></p> <p><b>Popularly, the college is known as CA factory.</b></p> |  |  |                                     |  |                  |  |
| <a href="https://www.mccmulund.ac.in">https://www.mccmulund.ac.in</a>  |  |  |                                     |  |                  |  |

**8. Future Plans of action for next academic year (500 words)**

1. College is planning to go for autonomy for the further development of the college.
2. To start certificate course in IPR.
3. To conduct workshop/s for revised syllabus.
4. To enhance gymkhana facilities for students and staff

Name: Prof. B. Seshadri

Name: Dr. K. G. Rajan

*B. Seshadri*

Signature of the Coordinator, IQAC

*Dr. K. G. Rajan*

Signature of the Chairperson, IQAC

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**Abbreviations:**

|      |   |  |
|------|---|--|
| CAS  | - | Career Advancement 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            |

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For Communication with NAAC

**The Director**

**National Assessment and Accreditation Council (NAAC)**

*(An Autonomous Institution of the University Grants Commission)*

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