

***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 31st 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 2nd and subsequent cycles of accreditation with effect from 16th September 2016:**

The following are the pre-requisites for submission of IIQA for all Higher Education Institutions (HEIs) opting for 2nd 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 Vidyalyaya 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 st	A	87/100	2004	from:2004 to: 2009
2 nd	A	3.20	2011	from:2011 to: 2016
3 rd	A	3.29	2016	from:2016 to: 2021
4 th				from: to:
5 th				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>	31-12-2018	

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/ Department/Faculty	Scheme	Funding agency	Year of award with 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

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

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

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				

1.2 Academic Flexibility					
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				
1.3 Curriculum Enrichment					
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.Sc. I.T		132			
B.Sc. CS		92			
B.M.S.		138			
M.Com.		140			
M.Sc. I.T.		66			
1.4 Feedback System					
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)					
The feedback is analysed and constructively used for improving the teaching-learning process.					

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 (LMS, e-Resources)	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 nd 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 m	601	578	96.17
	BCA F	72	68	94.44
	BCB I	73	72	98.63
	BCF M	69	68	98.55
	MSc .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 (other than compulsory by the College)				
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		
3.3 Research Publications and Awards						
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		Local level
Attended		04		06		29

Seminars/ Workshops				
Presented papers	03	18		
Resource Persons			08	16
3.4 Extension Activities				
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	
Swachcha 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 coordinated such activities	Number of students participated in such activities
Swachcha Bharat Abhiyan (6 Times)	NSS Mumbai University	Swachcha Bharat Abhiyan Swachcha Bharat Abhiyan	2	25 * 6 = 150

3.5 Collaborations				
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	
PTV-IM (PTVA's IOM)	03/12/17	EDP	20	
CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES				
4.1 Physical Facilities				
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year				
Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development		
18,75,000/-		11,33,326/-		
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 Furniture Projector		
Value of the equipment purchased during the year (Rs. in Lakhs)		7,06,492/- 1,26,295/- 1,58,500/-		
Others				

4.2 Library as a Learning Resource						
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 Libsuite LibEx 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)						

4.3 IT Infrastructure									
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		

4.4 Maintenance of Campus Infrastructure			
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)			
CRITERION V - STUDENT SUPPORT AND PROGRESSION			
5.1 Student Support			
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	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				
5.2.2 Student progression to higher education in percentage during the year 3						
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				
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)						
Items		No. of Students selected/qualifying		Registration number/roll number for the exam		
NET						
SET						
SLET						
GATE						
GMAT						
CAT						
GRE						
TOFEL						
Civil Services						
State Government Services						
Any Other						
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year						
Activity	Level		Participants			
Inspira	Institutional Level		1024			
Finesta	“		250			
Spectrum	“		2500			
Technobeat	“		1000			
Mathwonder	“		250			
5.3 Student Participation and Activities						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)						
5.3 Alumni Engagement						
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):						
5.3.2 No. of registered enrolled Alumni:						

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

Ye ar	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
1.	Dr. A. A. Lakhe	MRP	University of Mumbai	25000/-	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
E-Content			19 th August 2017	47	
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended	Date and Duration (from – to)		
Refresher Course, University of Mumbai		01	4 th Sept to 29 th Sept 2017 (26 days)		
Refresher Course, HRDC Sardar Patel University		01	15/05/2017 to 04/06/2017 (21 days)		
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching		Non-teaching			
Permanent	Fulltime	Permanent	Fulltime/temporary		
18	55	30	46		
6.3.5 Welfare schemes for					
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				
6.4 Financial Management and Resource Mobilization					
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)					
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)					
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpo se	
6.4.2 Total corpus fund generated					
6.5 Internal Quality Assurance System					
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)				
6.5.5 a. Submission of Data for AISHE portal : (Yes /No) Yes b. Participation in NIRF : (Yes /No) No c. ISO Certification : (Yes /No) No d. NBA or any other quality audit : (Yes /No) No				
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)						
1. E-Waste recycling 2. Composting of garden waste 3. Planting of trees						
7.2 Best Practices						
<ul style="list-style-type: none"> • Use of Google Classroom is implemented. • 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. 						
7.3 Institutional Distinctiveness						
The college is located very near to Mulund Railway Station. The students from various places come to the college. The ratio of girls to boys is 70:30. The variety of courses offered and the students pursuing professional courses find everything under one-roof at MCC. Popularly, the college is known as CA factory.						
https://www.mccmulund.ac.in						

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

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

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

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