

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

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

# NAAC

## VISION

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

## MISSION

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

## Value Framework

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

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

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

## **Introduction**

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

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

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## Functions

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## Benefits

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

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

## **The role of coordinator**

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

## **Operational Features of the IQAC**

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

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

## **Monitoring Mechanism**

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([naac.aqar@gmail.com](mailto:naac.aqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

## The Annual Quality Assurance Report (AQAR) of the IQAC

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

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution	Mahatma Night Degree College of Arts & Commerce
1.2 Address Line 1	Sion Trombay Road
Address Line 2	Chembur Naka
City/Town	Chembur, Mumbai 400 071
State	Maharashtra
Pin Code	400 071
Institution e-mail address	principalmahatmandc@mes.ac.in
Contact Nos.	022 25224856 022 8414
Name of the Head of the Institution:	Prin. Dr. Padma Rangan
Tel. No. with STD Code:	022 25203265
Mobile:	096 19 205888

Name of the IQAC Co-ordinator:

Dr. Lata Krishnan

Mobile:

09819930769

IQAC e-mail address:

principalmahatmandc@mes.ac.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

10342

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/55/RAR/005

1.5 Website address:

www.mahatmandc.ac.in

Web-link of the AQAR:

www.mahamandc.ac.in

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	N.A	2004-05	05
2	2 <sup>nd</sup> Cycle	B	2.82	2010-11	05
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

09/12/2005

1.8 AQAR for the year (for example 2010-11)

2016-17

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

- i. AQAR 2015-16 (29/09/2016)
- ii. AQAR 2014-15 (30/09/2015)
- iii. AQAR 2013-14 (09/09/2014)
- iv. AQAR 2012-13 (19/06/2013)
- v. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- vi. AQAR \_\_\_\_\_ (DD/MM/YYYY)

#### 1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

#### 1.11 Type of Faculty/Programme

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

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

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

University of Mumbai

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

03

2.6 No. of any other stakeholder and  
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

19

2.10 No. of IQAC meetings held: 4 meetings in an academic year. 4 IQAC meetings in a year.

2.11 No. of meetings with various stakeholders:

No.

2

Faculty

3

Non-Teaching Staff Students

3

Alumni

2

Others

1

2.12 Has IQAC received any funding from UGC during the year? Yes

No

./

If yes, mention the amount

NIL

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

International

National

State

Institution Level

(ii) Themes

-

2.14 Significant Activities and contributions made by IQAC

- Coordinated with the teachers of the college to schedule Remedial Teaching sessions for the students of the F.Y.B.Com, S.Y.B.Com and T.Y.B.Com students to help them prepare for the repeaters examinations. Included these sessions in the time table to ensure full attendance.
- Coordinated with teachers to organize ISSC Intensive supervised study camps for students of S.Y.B.Com and T.Y.B.Com to prepare them for the semester end examinations. Included the study camp sessions in the time table to ensure full attendance. This helps quick learners prepare for the exams.
- Coordinated with the teachers to organize value added courses to enhance graduate attributes among students. YEP Youth

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<p>To organize a Remedial Teaching sessions for F.Y.B.Com, S.Y.B.Com and T.Y.B.Com students to help them prepare for the repeaters examination. These were infused in the time table.</p> <p>To organize Study Camps for quick learners – ISSC Intensive Supervised Study Camp for T.Y.B.Com and S.Y.B.Com students were organized to prepare them for their semester end examinations.</p> <p>Value added courses to enhance graduate attributes conducted. The YEP Youth Employability and People Skills programme, the YEP Youth Employability Programme, the training programmes organized by Bombay Stock Exchange and the seminars conducted by SEBI</p>	<p>The F.Y.B.Com semester examinations for 2016-17 were Mumbai University examinations (paper set by the MU) for the semester end and repeaters examinations. The Remedial classes helped the students to prepare for their exams.</p> <p>From the academic year 2016-17 onwards the semester end examinations will be conducted by the MU on a progressive basis. The Study Camp infused in the time table helps the students prepare on an on-going basis backed with intensive sessions of study nearing the exam.</p> <p>The Value added courses were well received by the students and majority of the students enrolled for one or more programmes offered by the college. The skills learnt by the students through these different programmes complemented the content taught in their syllabus and made them proficient in core skills and job</p>

<p>Bridge courses in the form of “Spoken English Course” were introduced to help vernacular medium students adjust with the B.Com programme which is delivered in English by the college. The Times of India’s “Teach India” programme and Professor Anchan’s Spoken English programme were offered to the students of the college.</p> <p>To encourage teachers to participate in international conferences and write research papers that are double blind peer reviewed and published.</p> <p>To implement the ISSC – intensive supervised study camp for the final year T.Y.B.Com students before their semester V and semester VI examinations.</p> <p>To invite companies to the campus to conduct campus recruitment for students of F.Y.B.Com, S.Y.B.Com and T.Y.B.Com</p> <p>To promote the Book Bank scheme and make the facility available to needy students on a first come first serve basis</p> <p>To actively participate in mentoring students and building their personality through social</p>	<p>ready.</p> <p>The “Spoken English” course conducted before and after college hours is very popular among the students. It helps them speak English and not only enhances their understanding ability in class room sessions but also builds their confidence. The bridge course helps the students cope with the challenges of English Medium instruction.</p> <p>The teachers of the college participated in the Commerce and Management International Conference organized by the Mumbai Department of Commerce University of Mumbai in the Kalina Campus, Mumbai in January 2017.</p> <p>Besides the Study Camp sessions infused in the time table, special ISSC intensive supervised study camp organized at the end of semester V and semester VI helps students prepare well for these university examinations. Students study and feel confident before the examinations.</p> <p>The Axis Bank has been among the industry partners who have visited the campus and placed students. 5 students have been placed through campus recruitment this year.</p> <p>The Book Bank Scheme makes text books available to students and aids their study and preparation for examinations.</p> <p>Mentoring students, developing their</p>
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service programmes. Community Service Day programme organized by the management – Mahatma Education Society.	social conscience, building their personality and enhancing graduate attributes are an on-going process and we see improvement in skills and abilities of the students in the college.
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*\* Attach the Academic Calendar of the year as Annexure.*

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The AQAR was placed before the management of the college by the Principal and IQAC member, management representative Mr. Ochani to increase budgets for value added courses, library, sports and cultural activities.

## Criterion – I

### I. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	01	00	00	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	01			
Interdisciplinary	00			
Innovative	00			

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

Pattern	Number of programmes
Semester	01
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni ☒ Parents ☒ Employers ☒ Students ☒  
(On all aspects)

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

*\*Please provide an analysis of the feedback in the Annexure*

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

Yes, the Board of Studies for each subject revises the syllabus from time to time (atleast once in 3 years)

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

no

## Criterion – II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
07	06			

2.2 No. of permanent faculty with Ph.D.

02

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

00

03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	04	00
Presented papers	01	04	00
Resource Persons	01	00	0

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

Youth Leadership and People Skill Programme (YLPS)  
Bombay Stock Exchange: Complimentary Training Program on

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

188

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

nil

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

-

-

-

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage :

ACADEMIC YEAR: (2016-2017)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
FYBCOM SEM-I	236	-	-	1	1	-
FYBCOM SEM-II	217	-	1	7	14	-
SYBCOM SEM-III	188	7	37	67	7	-
SYBCOM SEM-IV	178	33	61	37	2	-
TYBCOM SEM-V	159	14	21	20	3	-
TYBCOM SEM-VI						

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

This year the IQAC has actively contributed in planning, monitoring and evaluating the teaching and learning processes. The University of Mumbai has introduced semester end University examinations starting with F.Y.B.Com in 2016-17 on a progressive basis year wise including university repeaters examination. An extra effort was taken by the IQAC to plan and introduce mechanisms to enable the Night College Students prepare well for the University set question papers. The results of the first semester university examinations were disappointing. This induced the IQAC to introduce Remedial Teaching classes on an on-going basis. The remedial teaching sessions are infused in the college time table. This helped the repeaters to prepare well for their examinations.

To cater to the learner differential, study camps too have been infused in the time table. Higher order questions are solved to prepare students for the semester end examinations.

**IQAC CONTRIBUTES & MONITORS:** Semester wise teaching plans are collected from teachers and their plan to complete the syllabus is studied and monitored.

In case of holidays and festivals /programmes in college, extra lectures are scheduled to ensure completion of syllabus by teacher.

**IQAC MONITORS & EVALUATES:** Two regular students from each class are randomly selected every month to confirm completion of syllabus for that month. This is compared with the annual teaching plan submitted by the teachers. In case of a gap the teacher's plan to fill that gap is discussed and extra lectures scheduled for completion of the pending portions for that month. This is done for all semesters and for all the three years of the B.Com course.

**The IQAC CONTRIBUTES:** It encourages teachers to teach in English and explain sections in Marathi and or Hindi to help vernacular students understand the concepts. The teaching and evaluation take place in English language as this is the medium of the college. However the teachers do explain certain portions in Marathi and or Hindi to ensure that the vernacular medium students understand what is taught in the class.

**Contributes and Evaluates:** – The IQAC studies the results of students of all semesters and takes meetings with teachers to find out the poor performance in a particular subject. It is seen that the results in Environment Studies, Foundation Course I, Business Economics and Business Mathematics of the F.Y.B.Com Sem I and Sem II are poor and have a higher failure percentage. The subject teachers expressed that the students are unable to handle large technical syllabus and find writing answers in English difficult. Remedial teaching and mentoring are discussed with these subject teachers and methods to improve the teaching-learning are discussed. Class tests, quiz contests for revision and reading and writing practice for students. Second year students find Business Law subject difficult and failure percentage in this subject is high. The Business Law teacher explained the fact that students find legal language difficult. Ways to improve students learning and performance in Business Law are discussed with the teacher. Final year students are continuously monitored and the intensive supervised study camp is organized for them to ensure that they prepare well before appearing for Semesters V and VI.

The IQAC takes inputs from IQAC members who are teachers regarding improvement of teaching & Learning process. They ensure that the library is sufficiently stocked with the latest reference books and text books. The IQAC ensures that all technology gadgets such as computers, LCDs, etc. Are in good

working condition. Upgrading and maintenance of technology gadgets is the responsibility of the IQAC members.

Monitor - Feedback forms are distributed for students to fill up regarding the effectiveness of teachers in the class room. Any grievance from the students/parents is lodged systematically and attended to immediately. Certain subjects are found difficult in different semesters for students to understand and pass. The annual teaching plan is studied and monitored to ensure completion of syllabus

Evaluate- The IQAC supports all the evaluation initiatives proposed by the teachers to improve the teaching and learning process. Special care is taken regarding evaluation of the final year students to ensure that they are well prepared for the University Examinations.

#### 2.13 Initiatives undertaken towards faculty development 2 faculty members (Orientation course)

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	0
UGC – Faculty Improvement Programme	nil
HRD programmes	nil
Orientation programmes	2
Faculty exchange programme	nil
Staff training conducted by the university	nil
Staff training conducted by other institutions	nil
Summer / Winter schools, Workshops, etc.	2
Others	

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	02	00	00
Technical Staff				

### Criterion – III

### 3. Research, Consultancy and Extension

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

Rev	Research is fundamental to the growth and development of a teacher and institution. At all the meetings with the teachers the IQAC discusses the significance of research. The teachers are now proficient at writing research papers and participating in state, national and international level conferences	Page 20
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### 3.2 Details regarding major projects

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

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
		-	-	-

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	1	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	1	1	

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

### 3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences	Level	International	National	State	University	College
organized by the	Number	Nil	Nil	1	Nil	nil
Institution:	Sponsoring agencies	Nil	Nil	ICSSR	nil	nil

3.12 No. of faculty served as experts, chairpersons or resource persons 1  served as resource person in the Research Methodology Workshop.

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year : Nil

From Funding agency From Management of University/College

Total :

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
1				1		

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

nil

nil

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

02

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

JRF nil

SRF nil

Project Fellows nil

Any other nil

3.21 No. of students Participated in NSS events:

University level 200 State level 00

National level - International level -

3.22 No. of students participated in NCC events:

University level 4 State level 00

National level - International level -

3.23 No. of Awards won in NSS:

University level - State level

National level - International level -

3.24 No. of Awards won in NCC:

University level - State level 00

National level - International level -

3.25 No. of Extension activities organized

University forum College forum

NCC 03 NSS 05 Any other -

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

- Extension Activities – NSS, NCC- Gouri Ganpathi Visarjan, Republic Day, Independence Day, Community Service Day organized by the Management in Panvel.  
Institutional Social Responsibility – Remedial coaching for slow learners, Night study facility, Book bank facility, fee concession

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area				nil
Class rooms	13			13
Laboratories	1			1
Seminar Halls	1			1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	nil			Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	nil			Nil
Others	1 Multipurpose Hall			1 Multipurpose Hall

#### 4.2 Computerization of administration and library

The library is fully computerised. The administrative office is partially computerised.

#### 4.3 Library services:

#### 4.3 Library services: (2016-17)

	Existing (15-16)		Newly added (16-17)		Total (16-17)	
	No.	Value	No.	Value	No.	Value
Text Books	8718	1553696.00	818	213496.00	9536	1767192
Reference Books	1809	-	598	196964.00	2401	-
e-Books	-	-	-	-	-	-
Journals	32	-	-	-	32	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	19	-	-	-	19	-
Others (specify)	UGC – N -List		-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	13	01	Wifi in all 13	2	1	1	1	nil
Added	nil	nil	nil	nil	nil	nil	nil	
Total	13	01	Wifi in all 13	2	1	1	1	Nil

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

nil
-----

#### 4.6 Amount spent on maintenance in lakhs : inhouse hardware maintenance by employed professionals in the computer department.

i) ICT

nil

ii) Campus Infrastructure and facilities

nil

iii) Equipments

nil

iv) Others

nil

**Total :**

nil

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. The IQAC through its various meetings identified the need of programmes to improve employability, leadership and English Speaking. Employability skills, Leadership skills and English speaking sessions were planned and delivered to the students of Mahatma Night Degree College by collaborating with Technoserve Indai Pvt. Ltd, TISS and Times of India-Teach India programme

#### 5.2 Efforts made by the institution for tracking the progression

New Book sets are purchased for the students in the Book Bank Scheme and revised syllabus books are included. The popularity of the scheme is reflected from the number of book sets issued by the Book Bank Scheme.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
610			

#### (b) No. of students outside the state

01

#### (c) No. of international students

00

Men	No	%	Women	No	%
	418	68.52%		192	31.47%

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
365	131	2	73	Nil	571	406	126	3	75	nil	610

Demand ratio

Dropout %

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

Revised

nil

No. of students beneficiaries

nil

#### 5.5 No. of students qualified in these examinations

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

#### 5.6 Details of student counselling and career guidance

The management has appointed a professional psychological counsellor to help students with stress work pressures and problems. Ms. Yvette Lee visits the college on Mondays and Thursdays and is available for guiding and counselling students on a one to one basis.

No. of students benefitted

20

#### 5.7 Details of campus placements

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
06	105	03	Off Campus Locations 17 Nos. of students placed – NIL.

#### 5.8 Details of gender sensitization programmes

Videos on the theme 'gender sensitization' and equal status to men and women were shown to students to spread awareness as part of the NSS activity.

No special gender sensitization programme was organized in the college. However, the teachers ensured that they spoke to students on this topic and provided a platform for them to voice their opinions and understand the importance and role

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	nil	nil
Financial support from government	nil	nil
Financial support from other sources	-	-
Number of students who received International/ National recognitions	nil	nil

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_nil\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

Vision: “Education for all”

Mission: “Percolation of education to the economically and academically underprivileged and to empower, enlighten and thus equip them to become responsible citizens.”

#### 6.2 Does the Institution have a management Information System

The flow of information bottom to top and top to bottom happens systematically through the pre-established management structure of the college. Protocols are maintained and formal communication happens through the correct channels in the correct platform. Information technology by way of reports are submitted via internet and the group email – google groups are used for formal mass communication across all cadres. The new technology social media (Whatsapp on mobile phones) is also being used not only by teacher groups but also principal groups and

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

##### 6.3.1 Curriculum Development

No curriculum development is done independently by the college. The curriculum is developed by the Board of Studies of the University of Mumbai. It is adopted by all the affiliated colleges like us.

##### 6.3.2 Teaching and Learning

Remedial Classes and ISSC Intensive Supervised Study camps are organized for students of F.Y.B.Com and T.Y.B.Com to prepare for the Mumbai University semester end examinations and repeater exams. This is now infused in the time help prepare students well for examinations.

Though the medium of instruction is English, teachers are requested to explain points in Marathi and or in Hindi to help vernacular medium students understand important concepts.

##### 6.3.3 Examination and Evaluation

6.3.1	<p>The academic year 2016-17 saw a change in the examination pattern. The internal examinations for all subjects excluding Foundation Course I for F.Y.B.Com students have been discontinued. They write 100 marks papers for all subjects at the semester end examination. The paper pattern has been changed and the students have to study and prepare very well for the examinations.</p> <p>This change has been progressively introduced to S.Y.B.Com in the academic year 2017-18 and will follow through with T.Y.B.Com in 2018-19.</p> <p>Evaluation in the form of class test, orals and semester end exams have always been a challenge for</p>	
	<p>All the teachers are encouraged to participate and present research papers in international, national and state level conferences. They are encouraged to take minor and major research projects.</p> <p>Of the 4 teachers pursuing their Ph.D programme, one teacher Prof. Eknath</p>	
6.3.2	<p>tests (internal assessment) 5 marks for attendance, class participation and discipline and 75 marks written exam (external exam) is the current system followed.</p>	

#### 6.3.6 Human Resource Management

6.3.7	<p>The library, ICT, physical infrastructure and instruments are meticulously maintained. AMC – Annual maintenance contracts for maintaining</p> <p>The management organizes teacher training programmes for the teachers. The teachers are permitted to apply for orientation and refresher</p>	
	<p>The institution ensures that all vacant posts are filled in with qualified teachers as prescribed. The recruitment process is fair and transparent.</p>	

#### 6.3.8 Industry Interaction / Collaboration

6.3.9

**Collaborations: with Department of Commerce, University of Mumbai, TISS – Tata Institute of Social Studies, Deonar Mumbai, Technoserve India Pvt. Ltd, Bombay Stock Exchange, SEBI – Securities and Exchange Board of India, SNEHA – SOCIETY FOR NUTRITION, EDUCATION AND HEALTH ACTION, T-GEMBA (Saint Mary's Moraga, California), Teach India, TIMES OF INDIA, SIGBI - Soroptimist International of Great**

The admission cell of the institution comprising of senior teachers of the college ensure that the admission process is as per the rules and regulations prescribed by the University of Mumbai.

Merit lists are put up (3 lists) for the students to take admission on merit basis.

Fee waiver is given to needy students to ensure an inclusive approach.

Teaching	-
Non teaching	-
Students	-

#### 6.4 Welfare schemes for

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	No	No
Administrative	No	No	No	No

University/ Autonomous College declare results within 30 days?

For UG Programmes      Yes ☒ No ☐

For PG Programmes      Yes ☐ No ☐

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

The Dean of Commerce department, University of Mumbai took a feed-back from teachers regarding the implementation of the credit based grading system and the evaluation both internal assessment and external

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

N.A

6.11 Activities and support from the Alumni Association

The Alumni Association MOSA – Mahatma Old Students Association has been very active. They have interacted with students and helped in the placement process. They helped the college by providing information to research

6.12 Activities and support from the Parent – Teacher Association

The parents of our students have always been pro-active and enthusiastically participated in all our social welfare initiatives and college programmes.

6.13 Development programmes for support staff

The management of the college, Mahatma Education Society collaborates with social organizations particularly Soroptimist International of Bombay Chembur and Stree Mukti Sangathanato organise development programmes for

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

Green audit has been conducted. The campus is a zero-waste campus. A nature club has been established. The campus is a vertical building in a crowded central suburb of Mumbai called Chembur. We utilise our infrastructure in an optimum manner as we share the building with other

## Criterion – VII

### 7. Innovations and Best Practices

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

7.2	<p><b>Best Practice: YEP, YLP and ISSC – Youth Employability Programme and Youth Leadership programmes organized to improve employability and</b></p>	on decided upon at the
	<p>The annual calendar is prepared and the action is taken accordingly except when there are special circumstances. The planning is flexible and alterations to accommodate important activities.</p>	
7.3	<p>Focused on improving the employability skills and English Speaking ability and successfully organised the YEP- Youth Employability Programme and YLP – Youth Leadership Programme for students of T.Y.B.Com and S.Y.B.Com.</p> <p>The best practice ISSC – Intensive Supervised Study Camp followed every year to mentor and coach the students.</p>	<p><b>Best Practices</b></p> <ol style="list-style-type: none"> <li>1. ISSC – Intensive Supervised Study Camp for the T.Y.B.Com students – to mentor and coach them on 6 Sundays (whole day) in all the subjects to help them prepare well for the final year University examinations.</li> <li>2. Community Service Day</li> <li>3. Youth Employability Programme</li> <li>4. English for Employability – TOI's Teach India Programme</li> <li>5. Zero Waste Management</li> <li>6. Green Culture – Conserve Energy Goal</li> </ol>
	<p><i>*Provide the details in annexure</i></p>	
7.4	<p>Contribution to environmental awareness</p> <p>Collaboration with the NGO Stree Mukti Sanghatana with whom we collaborated to conduct the environmental audit, start the nature club and create a zero waste campus. The NSS students celebrated Rakshabandhan festival by tying</p>	<p>– Since our students are from the</p>

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

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

**SWOT Analysis 2016-17 attached.**

**8. Plans of institution for next year**

Academic Calander 2016-17 attached

*Nam*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
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**Annexure I**

**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution

SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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