



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**MATOSHRI COLLEGE OF MANAGEMENT AND
RESEARCH CENTRE,EKLAHARE,NASHIK.**

**EKLAHARE, NEAR ODHAGAON OFF NASHIK AURANGABAD HIGHWAY TAL
DIST- NASHIK**

422105

www.mba.matoshri.edu.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Matoshri College of Management & Research Center came into existence way back in 2008 when the management felt the need of expanding its wings by imparting management knowledge to the aspiring graduates.

Matoshri College of Management & Research Center, envisions that for any educational institute of repute, it must kindle the fire of knowledge & passion for excellence in the upcoming generation of the future Management which pervades all fields & all sectors. It believes that, in this competitive era, only those students who can adapt to the changes would progress by leap & bounds.

Matoshri College of Management & Research Center believes in bringing out the best of students. This is the place where students are trained not only to gain subject knowledge but also to think beyond the concepts and make them application and outcome oriented under the guidance of highly committed competent and qualified faculty. The institute ensures that the alumni of our college will always feel proud for their choice of institution in the future life.

Within this short span of time, it has emerged as one of preferred destination for the students in this region. The institute thrust for creating academic milieu with an emphasis on human, cultural and ethical aspects of a human being.

Vision

To Establish a Center of Excellence to Build Multifaceted Personalities nurturing Administrative abilities and Social Values, Contributing to the Development of Nation

Mission

To develop competent, professional & value oriented management graduates to face Business Challenges.

To provide an education that nurtures Administrative abilities & social values contributing to the development of society.

To create an environment for developing Entrepreneurs to support Social & Economic needs of Nation.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Highly qualified and competent faculty, some are awarded as Best Teacher in the field of education.
2. Innovative Teaching Learning Practices
3. Conducive working environment both for faculty and staff leading to faculty and staff retention.
4. Good placement with an average salary package of 3.2 lakhs per annum and highest package of 5 lakhs per annum, till date.
5. Activities undertaken to promote social welfare and inculcate sense of social responsibility.
6. Research environment and importance given to faculty and student research.
7. Emphasis on holistic development of students
8. State of the art infrastructure with wifi campus and one of the best Library with large number of books, journals, magazines, e journals of national and international repute with latest edition.
9. Overall development of students through their participation in co-curricular & extra-curricular activities
10. Continuous progressive evaluation system for students
11. Faculty is invited as resource persons, in Conferences / Seminars / Workshops / Faculty Development Programs organized by other institutes
12. Curriculum enrichment through value added courses, contents beyond syllabus
13. Value added courses like Inventory Management System, ERP, MSOffice and Soft skill development are introduced for overall development of students
14. Motivating students by awarding Cash prize of Rs.7000/- and 3000/- for Matoshri Champion League Winner and Runner up

Institutional Weakness

1. Being in the nascent stage, it is known regionally but does not have a national presence
2. Low number of faculty from other states
3. Less number of students progressing for higher education since it is already a PG course
4. Less freedom in curriculum designing.
5. Recently set up IQAC
6. Poor quality road which approaches towards Institute

Institutional Opportunity

1. To have staff and students exchanges with foreign universities
2. To encourage students to appear for competitive exams and to serve the country with dedication through Civil Services.
3. Locational advantage of our institute situated away from city is an opportunity
4. To encourage students and staff to undertake research in a planned and sustained manner.
5. More MOUs can be signed with Industries for benefit of both the institute and the industry.
6. Fund raising through consultancy and project work with the help of strong Alumni network.

Institutional Challenge

1. The Institute has the challenge of upgrading resources in order to attract better quality students so as to rise above the regional eminence.
2. Establishing working relations with Institutes of International repute and foreign Universities.
3. To boost the low confidence level of students, especially those from rural and vernacular background, and enhance their competency and empower them.
4. Improving the aptitude, soft-skills and communication skills of students
5. To identify students strength and interest for helping them to build their career path
6. The market downturn and recession are major hindrances in the training and placement activities
7. Exam oriented learning attitude of students needs to be changed
8. Syllabus framed by the university is oriented towards students scoring marks but not increasing their critical evaluation ability
9. Increase finance availability

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The MCMRC Institute is approved by AICTE and is permanently affiliated to SPPU, Pune. Institute follows the curriculum and syllabi prescribed by SPPU. The institute takes efforts for effective curriculum delivery.

For the development of curriculum enrichment the institute collects regular feedback from various stakeholders in the curriculum of different subjects and tries to communicate the same to BOS to consider it in the process of curriculum restructuring. The gaps in curriculum are identified and bridged through value added courses and extending the contents of the course beyond the prescribed syllabi. Apart from traditional teaching methods faculties are also motivated to use innovative teaching pedagogies like teaching through Role play, GD,PPT Presentations, Case studies, Mini Projects etc.

The teaching, learning and evaluation Schedules begin with the Academic Calendar prepared by the institute. The Institute faculty uses innovative and creative methods for the delivery of the syllabi. The Elective (Internal) subjects are evaluated by a variety of concurrent methods by faculty. Evaluation of external papers conducted by University is done through the Central Assessment Program of University. From June 2013, the University of Pune, has implemented the Choice based Credit System for all post graduate courses.

Vision and mission of MCMRC both emphasizes on the need to make the students finest human beings. We understand the importance of Emotional Quotient and ensure holistic development of the students.

Teaching-learning and Evaluation

Students are admitted to the MBA programme as per the norms of DTE and Govt. of Maharashtra. Induction programme – “Shubharambh” is conducted for fresher’s to tune them to the Institute. Admission process is transparent as per prospectus and website give all updated information and familiarizes them with the vision, mission, goals, rules & regulations, curriculum, syllabus, credit points, exam criteria, various curricular and extracurricular activities.

On the basis of Academic Calendar, Timetable, Lesson Plan, Course File and Lecture Notes are prepared. On the basis of previous semester marks, class interaction and participation, advance learners and slow learners are

identified and guided for further improvements. Institute provides soft skill class especially for English speaking.

The Institute supports needy and meritorious students with additional resources in the form of scholarships and academic guidance. Students are also supported with enrichment programs. Industrial exposure to the students is given through Industrial visits and internship programmes. Placement trainings are conducted to improve the employability skills of the students. Institute has signed MOUs' with various industries to bridge the gap between academia and industry needs. Special training for Soft Skills, Interview skills, Mock viva, Case studies and Group Discussions make the students ready to face Placement Interviews.

Students are continuously assessed throughout the semester and are evaluated based on various aspects. The institution attracts quality faculty. Their knowledge and skills are updated periodically. IQAC cell has been constituted in the institution that takes care of quality aspects of the teaching learning process. Attainment of these attributes by the students and the faculty members are constantly monitored and reviewed.

Research, Innovations and Extension

The Institute encourages research among its faculty and students in various ways like sponsoring them to present papers in national and international conferences, providing them academic leave for research, conducting international and national conferences, Research Methodology workshop, FDP lecture series. Several partner industries and institutes have signed for MoU for faculty exchange, Industrial Visit.

Research, on job training and internship, field trip, and training

An incubation cell at MCMRC has been formed in last year 2018-19 with following objectives:

- 1.To promote entrepreneurship amongst students who have a passion to start their own business.
- 2.To conduct training sessions that impart knowledge and develop entrepreneurial skills and Competencies.

- 3.To offer need based business assistance to entrepreneurs or small businesses in Market Survey,

Contact Potential Customers, Design HR processes for Recruitment, Training etc.

- 4.To develop and promote industry-academia partnership.

MCMRC tries to inculcate moral and ethical values amongst the students. This in turn contributes to the overall personality development of the students. Through different extension activities organized by institute, it helps the students to correlate their class room learning with the practical work conditions. This also develops their teamwork and leadership skills and also encourage student to think out of the box.

Extension and outreach programs are making students aware about their duty towards the society and develop a deeper understanding of commitment to the community amongst the students. Experience gained through

extension and outreach programs helps the students to observe and analyze social problems in their surroundings, think of ways in which they can contribute towards solving those issues, improve their self esteem and better prepare for their career, among other benefits. Such programs encourage students to become compassionate and to develop a lifelong ethic of service to society.

Infrastructure and Learning Resources

MCMRC has an infrastructure as per the AICTE norms. A neatly landscaped garden with lawn and many trees welcomes you to the Institute. Parking lots for students and staff are allocated in the campus.

The MCMRC is spread in 1.09 Acre.Total built up area 2693 sq.m. Institute has state of the art facilities inside Classrooms, Computers laboratry, office, Placement Cell, spacious Seminar hall and library.

The institute is also well equipped with staffroom, rest rooms, cafeteria, outdoor auditoria, conference hall, playground, ramps/lifts for the differently-abled, photocopy centre, stationery store, which are sufficient to satisfy almost all kind of needs.

The Institute has 4 classrooms that are spacious with all facilities and equipment for effective teaching, learning and research including the LCD Projectors, 1 Tutorial Room , 1 Computer Center ,1 Computer Labs, 1 Seminar Hall with seating capacity of 120 , Faculty Room with internet facility, Library with Reading Room, Exam Cell and Placement office. The campus is equipped with free WIFI facility for all.

Various sports and cultural events like Cricket, Volleyball, Badminton, Chess, Carom. Quiz, Debate, One minute show, Ad Mad Show, Poster Making, Flower Decoration, Management Games etc. are managed by students. The Institute shares the playground facility with other colleges in the campus for sports activities.

Infrastructure support in terms of LCD projector, computers, laptops, microphone, speakers, sound system, etc. are available for conducting games and cultural activities. The institute has cricket kit, volley ball, basketball, chess board and carom board.

Library is well equipped with reference books, textbooks, e-Databases, journals and, NPTEL Videos and newspapers etc.

Online Public Access Catalog (OPAC) is available for students to browse catalogue of books and check availability. Students have access and assistance of library staff to locate the books. Shelve guides are properly placed on the rack. Facility for downloading of E-resources is available in the campus. Printing facility is available through printers and copier machine which is connected through LAN with the computers of library.

Student Support and Progression

Institute provides freeship, scholarship especially for SC/ST, OBC, NT and economically weak students.

Special coaching, language Lab, Career Counseling, guidance for competitive examinations weaker sections, Earn & Learn scheme etc to the needy Students as per the government norms.

Students are part of various committees which are formed to manage the event, activities successfully. They work for stage Decoration, escorting, food, registration, and public relations committees. They are anchors, coordinators, technical assistance, sportspersons or volunteers. The teachers support them as and when required. Various programs like MCL, Industrial Visits, Ice breaking, Ganesh Festival, Shubharambh, Dahihandi Celebration, etc. In addition, industrial visits serve the purpose of upgrading them on current trends. Various workshops are conducted to keep them updated and upgraded as per the changing needs of the industry.

The students take active participation in all of the following committees set up at the Institute since inception. Students are nominated to the various committees based on their qualifications and areas of interest. Library committee, Magazine Committee, Cultural Committee, Extension activities committee,

Student council committee, Student welfare committee, Excursion and Tours committee, Sports Committee, Anti ragging and grievance redressal committee and Discipline . On the suggestions of students various activities are conducted like -additional sessions for communication development, personality development, activities added in annual sports, cultural programs, celebration of various days etc.

Value added programme like ERP, Soft skills, Personality Development, Career guidance and Inventory System, are provided for growth of students. Enhancement and development schemes like Yoga Meditation, Remedial like IBPS, IELTS, Civil services etc are also provided to the students. Institute has a good record of placement in domestic and MNC companies. Institute conducts several extracurricular and co curricular activities and sports for over all development of the students throughout the year.

Continuous feedback is obtained from alumni, and governing council regarding teaching learning process, placements, internships and entrepreneurial activities. To be relevant in today's global market, this assessment is vital for the success of the institute.

Governance, Leadership and Management

Vision and Mission of institute are well articulated according to the policies of higher education of India. Based on vision, mission and other stakeholder's inputs and feedback quality policy is prepared by top management during Governing Body meeting. Local Managing Committee is formed by Institute where in Trustees and faculty members actively participates in the decision making process. Different committees are constituted for the institutional activities. Top management believes in participative management and it is reflected by the fact that faculties are given autonomy and authority of decision making in fulfilling academic and additional responsibilities.

The Director involves the entire staff in planning, implementation and evaluation of the plans. The various responsibilities are delegated to the staff according to their choices and capabilities.

Faculty members are given flexibility in designing their respective academic plan. Faculty members suggest plan of action for academic improvement during faculty meetings with Director. Use of different pedagogical tools, ICT and value addition program with special emphasis on inculcating human values and environment consciousness among the students has helped to consistently move forward in the direction of achieving the vision and mission of the institute and the parent organization.

The Views/opinions & ideas of all the staff members are taken into consideration before taking any decisions related to Academics, Co-curricular Activities & Extra Curricular Activities.

The following committees are in existence to decentralize the academic and administrative activities:

IQAC, Finance Committee, Disciplinary and Anti Ragging Committee, Grievance and Redressal Committee, Examination Committee, Training and Placement Committee, Alumni Committee, Staff Committee, Library Committee, Entrepreneur Development Cell and Incubation Centre.

Institutional Values and Best Practices

The priority and thrust area in harmony to the vision and mission of MCMRC is "to Build Multifaceted Personalities Nurturing Administrative Abilities and Social Values, Contributing to the Development of Nation". The Institute has adopted the best features of the education to succeed in competitive business world with grace and without compromising with universal values and ethos.

Several efforts are taken to reduce solid, liquid and e waste. We have made efficient use of Rain water harvesting at the campus by collecting rainwater throughout the campus.

"Financial assistance and monetary awards to the deserving students" is another best practice as many students seeking admissions come from the rural areas with low economic background and are not able to secure government scholarship under the institutional level scholarship scheme.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MATOSHRI COLLEGE OF MANAGEMENT AND RESEARCH CENTRE,EKLAHARE,NASHIK.
Address	Eklahare, Near Odhagaon Off Nashik Aurangabad Highway Tal Dist- Nashik
City	NASHIK
State	Maharashtra
Pin	422105
Website	www.mba.matoshri.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Director	YOGESH MOHAN GOSAVI	0253-2406681	9960066489	0253-2406610	mcmrc_director@rediffmail.com
IQAC / CIQA coordinator	PRADIP SAHEBRAO SONAWANE	0253-2406682	9403964574	0253-2406683	pradip3442@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details				
Date of establishment of the college		30-06-2008		
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Maharashtra	Savitribai Phule Pune University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC				
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
AICTE	View Document	10-04-2019	12	

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Eklahare, Near Odhagaon Off Nashik Aurangabad Highway Tal Dist- Nashik	Rural	1.09	2693

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
PG	MBA,Mba	24	Graduation	English	240	194

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				3				8			
Recruited	0	0	0	0	1	1	0	2	6	2	0	8
Yet to Recruit	0				1				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

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

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	1	0	0	0	0	1
Ph.D.	0	0	0	1	1	0	0	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	2	0	8

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		1	1	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	81	0	0	0	81
	Female	35	0	0	0	35
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	19	7	0	0
	Female	9	6	0	0
	Others	0	0	0	0
ST	Male	1	2	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	43	23	0	0
	Female	17	24	0	0
	Others	0	0	0	0
General	Male	18	14	0	0
	Female	9	2	0	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		116	78	0	0

3. Extended Profile

3.1 Program

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

Response: 746

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
194	207	190	170	155

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
148	160	139	121	97

File Description	Document
Institutional data in prescribed format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
53	46	37	48	31

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	16	16	16	16

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
12	16	16	16	16

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 5

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

2018-19	2017-18	2016-17	2015-16	2014-15
64.62	71.26	75.46	68.34	76.56

Number of computers

Response: 40

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Being an affiliated institute to Savitribai Phule Pune University, the institute follows the curriculum designed by the university, therefore the institute has less flexibility in terms of syllabus designing. The institute adheres to the guidelines given by the AICTE/UGC and other relevant authorities.

Academic Calendar for each semester is prepared by Programme Coordinator in the consultation with the Director before commencement of the semester and the same is implemented by all faculties.

From the Academic year 2018-19, College has formulated IQAC which is responsible for framing Academic calendar before commencement of each semester in the meeting which includes discussion and implementation of curriculum designed by SPPU. The staff members prepare session plans & subject files of every subject for Proper implementation of the Academic calendar and curriculum. Apart from traditional teaching methods, faculties are also motivated to use innovative teaching pedagogies like teaching through Role play, GD, PPT Presentations, Case studies, Mini Projects etc.

Before commencement of new semester the Director conducts meeting for subjects and workload distribution and takes the review of previous semester in the same.

Faculties implement activity based & participative teaching methods like Case study, Group Discussion etc.

Program coordinator conducts staff meetings regularly regarding syllabus completion status, student's progress and to take suggestions regarding the same.

Autonomy given to all faculties for effective implementation and completion of syllabus.

Value added courses and activities are conducted like human rights and cyber security as a part of curriculum. Also visits to historical places and memorials are organized like visit to Ramshej Fort, Visit to Veer Savarkar Smarak Memorials & visit to Shivneri Fort etc.

For industry interface the industrial visits are organized in every semester and guest lectures by industrial experts are organized regularly in the college.

Students visit various companies for distribution of placement brochures where they interact with the company officials. Also students are sent to various pool campus placement drives in various institutes.

"Matoshri Champions League" is organized every year wherein students are divided in different groups headed by faculties. MCL is a bunch of competitions like ADMAD show, Quiz Competition, Documentary

presentation, Debate etc for the holistic development of the students.

Also these groups function as teacher guardian groups wherein the group mentor (Teacher) tries to solve various problems of students related to curriculum, academic and co curricular activities

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

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

Response: 1

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document

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

Response: 151.32

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

2018-19	2017-18	2016-17	2015-16	2014-15
04	08	05	03	03

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

<p>1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>Response: 100</p>	
<p>1.2.1.1 How many new courses are introduced within the last five years</p> <p>Response: 746</p>	
File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

<p>1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented</p> <p>Response: 100</p>	
<p>1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.</p> <p>Response: 1</p>	
File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document

<p>1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years</p> <p>Response: 40.75</p>	
<p>1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years</p>	

2018-19	2017-18	2016-17	2015-16	2014-15
130	70	65	62	50

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

1.3 Curriculum Enrichment

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

Response:

Matoshri College of Management and Research Centre pays attention on integration of various issues related to Environment, Gender, Sustainability, Human Values and Professional Ethics as well.

Participation in various CSR Activities

The Students & faculties enthusiastically organize and participate in number of CSR activities like Visit to Orphanage Home, Oldage Home, Organizing Clean India movement activity, Tree plantations, Blood Donation Camps, Water conservation movement, Reuse of office Stationary, Traffic rules Awareness Activity and Celebrating Constitution Day.

Gender & Human Rights

The College has formed ICC Cell - Sexual Harassment (Prevention, Prohibition, Redressal) Cell, Anti Ragging & Grievance Redressal cell to tackle any issue related to above topics. MCMRC also organize various types of presentation & shows related to women empowerment, Save Girl Child Etc.

Climate Change and Environment Education

Staff & Students participate in various Environment Education & Environment Conservation activities every year along with Cleanliness Activity .The aim behind these activities is to create awareness towards environment. College uses solar panel system which creates awareness amongst students and faculties along with appreciation of non conventional energy sustainability .MCMRC students and staff actively participate in activities like Tree Plantation and Swachh Bharat Abhiyan (Clean India Movement) by cleaning river Godavari and college campus every year.

MCMRC conducts CSR activity in all graduation level colleges in and around Nasik city which includes as free Career Guidance and lecture on Creating Awareness among the students about MBA Program. Along with "Talent Hunt"

The Students are provided insightful learning experiences by relating the concepts through the following Subjects which are included in syllabus:

Gender

408-HR Change Management (Managing Change from Gender Perspectives)

Course Objectives:

1. To make students understand meaning of change and need for organizational Change.
2. To appraise students with the change management process

301 – Strategic Management

Unit 05 Covers Sustainability issues like Triple Bottom

303- Start-Up and New Venture Management

The Subject include some of the section covering major sustainability issues like 3.1- NOC from Pollution Board; 4.2 Environment Protection Act

Sustainability

401- Managing for Sustainability (Unit 2: Sustainable Development)

Course Objectives:

1. Think independently and rationally about contemporary moral problems.
2. Recognize the complexity of problems in practical ethics.
3. Demonstrate how general concepts of governance apply in a given situation or given circumstances.

Professional Ethics

108- Business Communication (Ethical and Legal Issues in Business Communication)

Course Objectives:

1 To acquaint the students with fundamentals of communication and help them to transform their communication abilities.

2 To help the students to acquire some of the necessary skills to handle day-to-day managerial responsibilities, such as - making speeches, controlling one-to-one communication, enriching group activities and processes, giving effective presentations, writing letters, memos, minutes, reports and advertising, and maintaining one's poise in private and in public.

3 To build the students' confidence and to enhance competitiveness by projecting a positive image of themselves and of their future.

401- Managing for Sustainability (Unit 5: Corporate Ethics)

Human Values:

Human Rights (Credit Course- 191)

File Description	Document
Link for Additional Information	View Document

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

Response: 4

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

Response: 4

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 37.11	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 72	
File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise A.Any 4 of the above B.Any 3 of the above C. Any 2 of the above D. Any 1 of the above Response: A.Any 4 of the above	
File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

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

C. Feedback collected and analysed

D. Feedback collected

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

File Description	Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 76.33

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

2018-19	2017-18	2016-17	2015-16	2014-15
194	207	190	170	155

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

2018-19	2017-18	2016-17	2015-16	2014-15
240	240	240	240	240

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
148	160	139	121	97

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

Before the commencement of the program, the Institution arranges an “Orientation Program” for the freshers and their parents/guardians. During this, Director of the institute guides the students about the University norms and regulations, the Program content, the scope of the program and Infrastructure facilities.

Institute has proactive tutor system to monitor and support the progress of students. All the students get academic and personal guidance and livelihood counseling from the concerned tutor.

Through one to one mentorship tutor identifies slow and advanced learners.

In order to assess the needs of students from the perspective of academics, the Institute takes initiatives and is implemented in the following way:

1. During the orientation and interaction session the requirements of the students in terms of knowledge and skills are assessed and subsequently the corrective measures are taken to overcome the gap. Some of the courses in MBA require sound knowledge and understanding of the basic concepts. Such courses and the level of difficulty in such courses is identified by the faculty members and accordingly expert talks are organized. Students with low qualifying score (CET) are given additional inputs in difficult subjects like Accounting for Business Decisions, Business Research Methods etc. to bring them at par with students of high qualifying score.

2. Remedial Lectures, Personal Counseling and Value added programs are conducted to improve knowledge of the student. The research attitude is inculcated in the advanced learners using the platform of Innovation and Entrepreneurship Development Cell (IEDC).

3. Advanced learners and meritorious students are encouraged to participate in various inter college competitions as well as University level competitions like “AVISHKAR” where they get platform to showcase their talent. Students are also encouraged to participate in Matoshri Champion League Competitions organized by institute.

4. Advanced learners and meritorious students are motivated to achieve higher performances in their summative assessments by giving awards to those who top in University exams. Institute rank holders are honored at the annual gathering ceremony.

5. For slow learners one to one mentoring is provided to identify their weaknesses, soft skill training programs and remedial lectures are arranged to enhance conceptual knowledge of slow learners. To improve results, university question paper solution sets are provided; mock practical/oral exams are conducted. Previous university question papers are made available in library. Problem solving sessions are arranged for individual before examinations during preparation leave to boost their confidence.

6. Final year project is yet another platform available to students for collaborative and interactive learning. Two months mandatory Summer Internship for second year students enables them to get practical knowledge and face real life work problems.

Thus curricular, co-curricular and extra-curricular activities enhance the learning experience of the students.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 16.17

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

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

Response:

Institute has given the emphasis on outcome based learning. Faculty and students are motivated through various activities in teaching-learning process. Institute motivates the students to learn by experiences, by means to work with industry on live projects. Institute also motivates students to work on mini projects to develop problem solving attitude in students. Institute organizes the industrial visits to experience the work culture and technology that prevails in industry. Institute also provides the platform to do the internship in the industry. Institute has signed MOUs' with various industries to bridge the gap between academia and industry needs. Institute has initiated the collaboration with professional bodies like NIMA, AIMA, CII and Maharashtra Chamber of Commerce wherein students and faculties get opportunity to interact with various industries. Faculties motivate students to refer to quality journal papers and also arrange expert talks on selected topics. Students get an opportunity to give presentation in front of other students and panel of faculty members which improves their motivation and confidence. Institute also imparts Earn and Learn Scheme for the needy and economically disadvantaged students as per the regulations of SPPU. At the end of the final year examination, faculties advise students to pursue higher qualification.

Faculty members are keen to inculcate the participative learning through class room interaction with students, providing case studies and quiz.

Special training for Soft Skills, Interview skills, Mock viva, Case studies and Group Discussions make the students ready to face Placement Interviews.

Institute motivate students to participate in Students' Council, Cultural Competitions, Games and sports that help them to gain confidence and build aptitude and grow leadership quality. Students are motivated to actively participate in Project Competitions, Poster Presentation, Conferences, Quiz Competition etc. The Institute organizes a technical event "MATOSHRI CHAMPIONS LEAGUE" for students, composing competitions such as Project competitions, quiz competitions, paper and poster presentation competitions, Ad Mad Show etc. to give technical platform to explore their leadership quality and innovative thinking. Students interested in R&D work are continuously motivated and encouraged to present their project/research work in Mini Project format and Industry Analysis and Desk Research.

Eminent speakers are invited from industry to deliver lectures to expose the students to the current developments in the corporate world.

Fully automated Library with huge collection of books, journals and audio video aids helps students to understand and reinforce various concepts. Free internet access and Wi-Fi in the entire campus promotes the habit of self learning among the students.

File Description	Document
Link for Additional Information	View Document

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

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 12	
File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

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

Response: 16.17

2.3.3.1 Number of mentors

Response: 12

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Institute is very keen on outcome based teaching learning methodologies. Institute takes individual care of the student's learning requirement. Financial, academic, psychological and emotional support is given to students as and when required. Faculty members have adopted various innovative and creative teaching-learning methods as follows:

1. Subject specific video lectures are shown to the students.
2. E-learning resources from NPTEL videos, spoken tutorials are made available to students to enhance the learning experience.
3. Project based learning is provided to students, field based assignments, Role play/one act play practices are adopted by faculty members for proactive teaching learning.
4. Case studies beyond the curriculum are provided to students for effective understanding of recent trends.
5. To make the classes more interesting and effective, Quiz Programs, Video Clippings etc. are used through ICT enabled class rooms.
6. In-house training is given to teachers for the use of Computer technology in ICTs to promote teaching learning process.

7. Counseling for Personality Development is given to students under the guidance of Career Counseling and Placement Cell.
8. Continuous learning through Faculty Development Programs, workshops, seminars, guest lectures by the faculty members to enhance and update the knowledge of course to deliver the content more effectively to the students.
9. Institute has Wi-Fi set up, Internet facility to each faculty for fast access and well-equipped seminar halls for interactive learning environment.
10. Students who are academically sound and sharp are given counseling to pursue coaching for competitive exams and research. Promising PG students are further counseled to concentrate on writing research papers.
11. Industrial Visits are organized for students to get the exposure of Industrial work culture.
12. Two months mandatory Summer Internship for second year students enables them to get a practical exposure and face real life work problems.
13. Discussion after Live Budget session and mock session on stocks, foster creativity and analytical thinking.
14. The Series of competitions are organized under “Matoshri Champions League” wherein various competitions like Ad Mad Show, Poster Presentation, Documentary Presentation, Quiz, One Minute Show, Library Treasure Hunt etc .are organized throughout the year to enhance the overall development of the students.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

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

Response: 100

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

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years**Response:** 6.67

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	1	1

File Description**Document**

List of number of full time teachers with PhD and number of full time teachers for 5 years

[View Document](#)

Any additional information

[View Document](#)**2.4.3 Teaching experience per full time teacher in number of years****Response:** 6.75

2.4.3.1 Total experience of full-time teachers

Response: 81

File Description**Document**

Any additional information

[View Document](#)**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 46.05

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	3	2	0	1

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

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

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

2.5 Evaluation Process and Reforms

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

Response:

Quality education requires an effective teaching and learning environment. To create such environment, college has a proactive tutor system using which an individual student's performance is evaluated throughout the semester.

A comprehensive feedback form is designed to analyze and adopt corrective measures in teaching-learning process.

Institute is affiliated to Savitribai Phule Pune University (SPPU) and follows the continuous internal evaluation reforms framed by it.

Institute adheres to all examination rules and regulations given by the University.

All the examinations of the University like Online Examination, Theory Examinations and Oral / Viva examinations are conducted as per the SPPU norms.

All circulars and notices regarding the University evaluation reforms are displayed and circulated among the students.

Savitribai Phule Pune University has introduced a Choice Based Credit System (CBCS) from the Academic Year 2013-14. The SPPU has replaced the marking system used for the declaration of results by the Grading Systems. In this system, students are placed in ability band designated with Alphabetical Letters called Grades that represents a range of scores.

The SPPU has changed the evaluation criteria from the Academic Year 2013-14. Under this criteria the full credit courses are evaluated for 100 marks out of which 30 marks are for internal evaluation, 20 marks for Online Examination and 50 marks for University written examination. The half credit courses are evaluated internally for 50 marks.

Initially according to syllabus of 2008 there was no flexibility to select internal subjects but in syllabus of 2013 and 2016 i.e CBCS there are ample number of internal subjects from which student has choice to select internal subjects of his/her choice.

The reforms at Institute level are:

The internal evaluation is on concurrent basis. Individual faculty members are given the flexibility to design concurrent evaluation components for their respective subjects. A minimum of 3 concurrent evaluation components per full credit course and 5 concurrent evaluation components for each half credit course have been prescribed by the university. The institute has also been provided with the liberty to conduct additional components as may be required to assess students' Capabilities.

In every semester institute conducts internal theory tests, mock viva exams.

After examination, results are displayed on notice board and students with low marks are provided assistance with remedial lectures to improve results.

Teacher mentor is appointed for a batch of 15 to 20 students and student-tutor interaction takes place twice in a semester.

After class hours the students approach the teachers for their queries in their respective subjects.

Any changes in the Continuous Internal Evaluation (CIE) methods are discussed in Staff meeting.

File Description	Document
Link for Additional Information	View Document

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

Response:

1. The Institute strictly follows the guidelines given by the SPPU for the conduction of all the examinations and evaluation process.

2. The Institute has installed CCTV cameras for monitoring of online and theory examinations.
3. Institute prepares Academic Calendar and displays it on notice boards consisting details of concurrent evaluation, test time table and Institute events, at the start of semester.
4. All faculties maintain record for every student which contains details of student attendance, test marks, assignments etc.
5. The institute maintains secrecy of question papers used in internal assessments.
6. Institute gives assignments to students or conducts retest for under-performing students in the internal test.
7. Internal Evaluation Marks are communicated to the students regularly.
8. Students can discuss issues regarding academic and test performance with the concerned Mentor at the time of Mentor-Mentee meeting.
9. Students having grievances with internal evaluation process can directly discuss their doubts individually with respective faculty members.
10. Results of online and theory examinations are declared as per the instructions given by SPPU.
11. The Concurrent evaluation marks (Internal marks), practical/oral examination marks are submitted online to the University.

Suggested components of Concurrent Evaluation as per SPPU are as follows:

- a. Case Study / Case let / Situation Analysis – (Group Activity or Individual Activity)
- b. Class Test
- c. Open Book Test
- d. Field Visit / Study tour and report of the same
- e. Small Group Project & Internal Viva-Voce
- f. Learning Diary
- g. Scrap Book
- h. Group Discussion
- i. Role Play / Story Telling
- j. Individual Term Paper / Thematic Presentation

- k. Written Home Assignment
- l. Industry Analysis – (Group Activity or Individual Activity).
- m. Literature Review / Book Review
- n. Model Development / Simulation Exercises – (Group Activity or Individual Activity)
- o. In-depth Viva
- p. Quiz
- q. Student Driven Activities
- r. Newspaper reading
- s. Any other activity other than above.

The internal marks are approved by the Course-in-charge followed by the Director before sending to the University.

File Description	Document
Link for Additional Information	View Document

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

Response:

The institute is inclined on ensuring the Redressal of grievances with reference to examination through the following mechanism:

1. Students are made aware of the assessment methods at the beginning of the semester and from time to time the amendments in evaluation scheme are brought to the notice.
2. Institute has constituted full-fledged exam section supervised by the Chief Exam Officer(CEO) assisted by faculties to address grievances of the students.
3. Students having grievances with the internal evaluation process can directly discuss their doubts individually with respective faculty members.
4. Students can appeal the Program Coordinator, in case of any grievances.
5. The dedicated exam section provides support for solving student grievances related to examination.

University level mechanisms for Redressal of grievances:

The queries and complaint about theory examinations are recorded by examination section of the college and submitted to University for corrective action. These corrective actions are normally reevaluation, re-checking, providing photocopy of answer sheet to the student etc.

Paper setting, conduction of examination, evaluation and declaration of results is done by the University. At University level, students can apply for verification, revaluation and for photocopy of answer book. The University examiners re-verify, re-assess the answer books and the revised marks if any, are sent to the institute which are communicated to the respective student.

After the declaration of results, students can apply for photo copy of their answer sheet on prescribed payment of fees to the University.

The photocopy of answer sheets will be sent to institute by the University.

In case of discrepancy observed by the student, he/she can apply for revaluation by paying fees.

Thereafter, the University verifies the following:

- a) Whether the total marks in the given paper awarded to the examinee on the statement of marks matches with the marks awarded to the examinee on the cover page of the answer books?
- b) Whether the question-wise marks awarded to all the questions inside the answer books are correctly carried over to the cover page?
- c) Whether the total of the question-wise marks on the cover page is correct?
- d) Whether all the answer or parts thereof in the answer books have been assessed by the examiner?
- e) Any other matter as may be prescribed by the board of examinations of the University.

In addition, follow up is kept with the University till the grievance is setteled.

File Description	Document
Link for Additional Information	View Document

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

Response:

The University provides an academic calendar before the commencement of each semester wherein the number of days for teaching and slot for End-semester examination are available. This serves guidelines to frame an academic calendar at Institute level. To improve the quality of teaching-learning, institute prepares academic calendar for entire semester.

The Director conducts meeting with all faculties and gives necessary guidelines on the basis of previous feedback. Choice based preferences are asked from the students for next the semester in advance and allocation of responsibilities to the faculties is done accordingly in the meeting.

The Institution adheres to the academic calendar for conduct of CIE as while preparing academic calendar the scope is given to decide to faculty members to decide dates of concurrent evaluation according to their lecture schedule and teaching plan for the subject they are teaching.

With this scope faculty members fix the schedule for the concurrent evaluation and gives detail schedule to exam cell.

After that, the exam cell prepares consolidated schedule for concurrent evaluation and sent to Program Coordinator for further information of students.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Yes, the program outcomes and course outcomes are clearly communicated.

At the time of admission, students are guided for the selection of subjects and enrolled for the program following the eligibility rules of admission of the University.

The marks obtained in the qualifying examination are considered to understand the knowledge of students. And through the entrance exams such as CET, AMMI, ATMA, CMAT, XAT the knowledge is assessed before commencement of the program.

Induction program “Shubharambh” is held for the first year students after the admission process. In the induction programme, students are told about the Vision, Mission , Curriculum, Syllabus ,credit points, exam criteria as well about the various curricular and extracurricular activity that are held in the institute.

The MBA program outcomes are clearly explained to them during Induction. Also top experts from the industry are invited from time to time to explain the industry expectations from Management students.

The program outcomes are monitored through exams and tutorials.

Programme outcomes are inbuilt in the syllabi. Program outcomes are also displayed on the website of the

institute.

The teaching staff explains the student about the course outcomes in respective class lectures.

The course outcomes are as per the objectives which are approved by Savitibai Phule Pune

University. Course outcome are displayed on the notice board.

The learning outcomes determine the strategies for teaching, learning and evaluation.

It involves monitoring of the student through mentorship if student show inabilities to achieve the intended learning outcome they are provided with remedial teaching and simplified reading materials.

A printed copy of the program outcomes, program specific outcomes and course outcomes is made available in the Institute library for reference to all the teachers and students.

File Description	Document
Link for Additional Information	View Document

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

Response:

To measure the course outcomes teachers are given a choice to select the method of evaluation and assessment. Students' knowledge is measured using concurrent evaluation methods prescribed by SPPU. That is wherever they are required to display understanding of knowledge, conceptual facts and theories; these are tested through oral presentations, home assignments, MCQs, Class Quiz, class tests and Group Discussions etc. Many of these methods also allow testing students' writing skills. For example methods like written test or solving the numerical on board by students, are used for courses like Accounting for Business Decisions and Financial Management where the objective is to test student skills in using the given financial data to prepare comprehensive financial statements. Students' reading and speaking skills are put to test through methods like oral presentations, role play, group discussions, case study discussions and viva voce.

One of the major objectives of a professional course like MBA is to impart soft skills to the students. This is ensured through additional soft skills value addition course.

More assignments, project works, practical assignments are given to students for wider exposure.

Students are encouraged to take active participation in quiz, competitions, like Elocution, debates etc.

The institute works in an efficient system of collecting, recording, analyzing, communicating data and

information regarding academic performance of the students.

The percentage of students selected in companies for placement and students starting up their own ventures give a clear idea about the attainment of the program outcomes.

Course outcomes that require students to demonstrate application of learned knowledge are assessed by asking student to frame various reports like Summer Internship Projects, Winter Projects, Mini Projects, Case Study Analysis etc.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 69.74

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 53

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

Response: 76

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 170000

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	170000

File Description

Document

List of project and grant details

[View Document](#)

e-copies of the grant award letters for research projects sponsored by non-government

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 8.33

3.1.2.1 Number of teachers recognised as research guides

Response: 1

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.33

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

Response: 1

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

Response: 15

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

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

Response:

Entrepreneurship in India is on the verge of explosive growth. This also opens up new opportunities for the eco-system to take shape. Incubator, a place where startups are born becomes an important aspect. Many times it is observed that technical and professional knowledge falls short when students wish to start/launch their own independent business. A good way to fill in this gap is the support and guidance provided through the incubation center.

An incubation cell at our institute has been formed in last year 2018-19 with following objective

- 1.To promote entrepreneurship amongst people and students who have a passion to start their own business.
- 2.To conduct training sessions that impart knowledge and develop entrepreneurial skills and competencies
- 3.To offer need based business assistance to entrepreneurs or small businesses in Market Survey, Contact Potential Customers, Design HR processes for Recruitment, Training etc.
- 4.To develop and promote industry-academia partnership.

Our incubation center promotes innovation driven activities at the institute and provides comprehensive and integrated range of support facilities. The centre provides a platform for entrepreneurs, mentors from industry, students and faculty to come together for one to one meeting. It creates a collaborative environment to share and exchange knowledge and ideas. The institute provides all basic infrastructural support, computational facilities, Internet connection, Printing, Library, Seminar hall and Conferencing facilities at the incubation center.

The mentor pool comprises of our faculty, alumni and industry experts with expertise in different domains. At times students may have the requisite knowledge needed for business, but find it difficult to decide what type of business to start. The center aims to work along with talented hard working students and entrepreneurs to help them initiate business ideas. Till date the institute has supported and guided two students to start their own business setup.

Name of Entrepreneur / Student:Mr. Sanap Abhijeet

Company Name: Sanap Bandhu Bhel

Assistance provided: Guidance for designing Packaging & Channels for distribution

Name of Entrepreneur / Student:Mr. Mandar Gaidhani

Company Name: Bakrey Bites

Assistance provided: Guiding & Motivating to start up his own business in food industry.

File Description	Document
Link for Additional Information	View Document

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

Response: 6

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	0	2	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

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

Response: No

File Description	Document
Institutional data in prescribed format	View Document

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

Response: Yes	
File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years**Response: 0**

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 1

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response: 0.79**

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	1	1	1

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

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response: 1.51**

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in

national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	7	6	3	2

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

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

Response:

MCMRC recognizes its importance in not only building a successful career of its students, but also the role it can play in bringing changes to the society.

Following are the activities through which the institution promotes institution – neighborhood community network and student engagement, contributing to good citizenship, service orientation and holistic development of students:

1. Donation of clothes, food packets, Grocery items, etc. to orphanage – Smt. Garda Balakashram Khambale. Student realize the abundance of opportunities that are at their disposal as compared to the inmates of orphanages and start valuing more of what is available to them.
2. Participation of students in River Godawari Swachata Abhiyan
3. Tree Plantation in Institue Premises
4. Blood Donation Camp by Arpan Blood Bank, Nashik
5. Participation in Anti female feticide campaigns, women entrepreneurs programs
6. Visit to old age home which awakens in them the awareness of their duty towards their parents.
7. Ganesh Idol Collection on the last day of Ganesh Festival.
8. KBP Earn & Learn Scheme is implemented for the students in the Institue.
9. Anti Raging Orientation program is organized every year in the Institue.
10. Entrepreneurship Development Program is also organized in the Institue for the students.
11. Student Personality Development Scheme is also implemented in the Institue for developing multifaceted personalities of the students.
12. Marathi Language Day is also celebrated on the Birth Anniversary of Marathi Author & Poet Mr. Vishnu Waman Shirwadkar alias Kusumagraj on 27th February every year.
13. Sadbhavana Day is also celebrated in the Institue.
14. Live Session of Prime minister for Student Guidance was shown to the students in the Institue.
15. Historical Place Visit is organized every year wherein all the student are taken to historical places like Swatantra Veer Sawarkar Smarak, Raigadh fort, Ramshej fort etc.
16. Clean India Movement Activity and Plastic Free Campus activity is under taken in the collegev

every year.

17. Youth Festivals are organized by various Institute every year.

MCMRC tries to inculcate moral and ethical values amongst the students. This in turn contributes to the overall personality development of the students. Through different extension activities organized by institute we help the students to correlate their class room learning with the practical work conditions. This also develops their teamwork and leadership skills and also encourage student to think out of the box. Extension and outreach programs are making our students aware about their duty towards the society and develop a deeper understanding of commitment to the community amongst the students. Experience gained through extension and outreach programs helps the students to observe and analyze social problems in their surroundings, think of ways in which they can contribute towards solving those issues, improve their self-esteem and better prepare for their career, among other benefits. Such programs encourage students to become compassionate and to develop a lifelong ethic of service to society.

File Description	Document
Link for Additional Information	View Document

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

Response: 5

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	1	1	0	3

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

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry,

Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years**Response:** 42

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	12	10	7	3

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

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**Response:** 91.64

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

2018-19	2017-18	2016-17	2015-16	2014-15
185	200	182	145	132

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

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

training, research, etc during the last five years**Response: 7**

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	2	0	0	0

File Description**Document**

Number of Collaborative activities for research, faculty etc

[View Document](#)

Copies of collaboration

[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 7

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	2	0	0	0

File Description**Document**

e-copies of the MoUs with institution/ industry/ corporate house

[View Document](#)

Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years

[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

MCMRC has an infrastructure as per the AICTE norms. A neatly landscaped garden with lawn and many trees welcomes you to the Institute. Parking lots for students and staff are allocated in the campus. Dustbins are placed wherever required and are cleaned and well organized. We have state of the art facilities inside Classrooms, Computers labs, office, Placement Cell, spacious Seminar hall and library. The institute is also well equipped with staffroom, rest rooms, cafeteria, outdoor auditoria, conference hall, playground, ramps/lifts for the differently-abled, photocopy centre, stationery store, which are sufficient to satisfy almost all kind of needs.

The Institute has 4 classrooms that are spacious with all facilities and equipment for effective teaching, learning and research including the LCD Projectors, 1 Tutorial Room , 1 Computer Center ,1 Computer Labrorty, 1 Seminar Hall with seating capacity of 120 , Faculty Room with internet facility, Library with Reading Room, Exam Cell and Placement office. The campus is equipped with free wifi facility for all. AICTE deficiency report as on 20/02/2019 is nil.

Following are the facilities for teaching learning process:

- 1.Institute has well equipped seminar hall, classrooms, spacious cafeteria, open space as per AICTE norms.
- 2.Every classroom has a personal computer, mounted LCD projector, screen and Green & WhiteBoards, White Board Marker Pens, chalks and dusters.
- 3.Computer centre is available for internet access.
- 4.High speed internet (32 mbps leased line) is made available
- 5.Multimedia computers are available in the Library. Students are regularly encouraged to use the facility.
- 6.Language Laboratory is available for use.
- 7.Placement and Career Counseling room.
- 8.Girls Common Room, Boys Common Room and First Aid room.
- 9.Express Feeder Line is taken for continued power supply.
- 10.Photo copying machine.

- 11.Scanners and Printers.
- 12.CCTV system.
13. Centralise RO water Purifying System.
14. Sanitary Napkin vending machine.
15. Adequate sanitary facilities are available.
16. Fire Extinguishers.
17. Amphi Theater on sharing basis with other institutes in the campus.

BUILTUP AREA : MCMRC Area in Acres is 1.09 Acre; Built Up Area: Total built up area 2693 sq.m. Institute has meticulously planned infrastructure wherein natural light and air flow is used. The planning /designing and execution of the plan was done by professionals who expertise in institutional planning. The building has Ground floor, First floor, Second floor and Third floor.

File Description	Document
Link for Additional Information	View Document

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

Response:

Sports, outdoor and indoor games, Seminar Hall, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc. are organized in the Institute regularly. Students are provided with the various platforms and opportunities to participate in sports. The sports facilities are adequately provided. Students are also provided with the facilities to support cultural programs. Institute has a Seminar Hall of the capacity of 120 and an amphitheatre. Adequate audiovisual aids are available in the Institute. Special infrastructure is provided to conduct health and hygiene related programs. Primary first aid, emergency transport and doctor are available in the institute.

Sports not only allow students to maintain physical and mental fitness, but from a social standpoint, it is a powerful tool that brings people together and creates a sense of community. ‘Matoshri Champions

League” – a series of competitions is also organized throughout the year. Sports program is organized every year. Following are the objectives behind these activities:

- 1.To facilitate overall development of students personality.
- 2.To sensitize students towards cultural and social diversities.
- 3.To provide a platform to show case their skills and talents.
- 4.To promote significance of healthy lifestyle and sportsmanship.

Various sports and cultural events like Cricket, Volleyball, Badminton, Chess, Carom. Quiz, Debate, One minute show, Ad Mad Show, Poster Making, Flower Decoration, Management Games etc. are managed by students. The Institute shares the playground facility with other colleges in the campus for sports activities. Games and cultural activities are conducted in the Institute premises. Classrooms and seminar hall is used for various games and cultural activities. Infrastructure support in terms of LCD projector, computers, laptops, microphone, speakers, sound system, etc. are available for conducting games and cultural activities. The institute has cricket kit, volley ball, basketball, chess board and carom board.

File Description	Document
Link for Additional Information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 5

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

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

Response: 21.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
20.50000	18.00000	15.50000	14.20000	5.50000

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

In keeping with the vision and mission of the institute, the library has been established “to facilitate knowledge generation and its application through effective dissemination”.

Library is a key resource of the institute. Teaching and learning systems are supported by the library through information sources and reading material such as books, journal etc. Library is well equipped with reference books, textbooks, e-Databases, journals and, NPTEL Videos and newspapers etc.

Books are classified according to the Dewey Decimal Classification Scheme. Library is partially automated using **DELNET Software**. Library is functioning using various modules like

Acquisition, Circulation, Accession, Serial Control, Indexing, Member Info, etc.

Following are the objectives of the Library:

1. To support the teaching learning process
2. To meet the information need of students, faculty and all stake holders.
3. To provide orientation, user education and reference services to maximize the usage of library

4. To upgrade the collection of reading material in hard copy.

5.To Provide UPSC,MPSC and competitive exam materials and useful guides in library.

Library collection:

- Library has varied collection of books, journals, Newspapers etc.
- There are total 8401 books available in the library for the reference of students and staff members.
- The open access system in library enables the student to choose and select the books.
- Library has well qualified and experienced staff

Library staff helps students and teachers in case of difficulty in locating the books. In addition to this, the information of different websites for publishing research papers is provided to the staff members. Orientation and awareness programs are arranged for students and staff regarding accessing e-resources. Book Bank facility is provided to students. A set of 3 books is lent per semester.

Online Public Access Catalog (OPAC) is available for students to browse catalogue of books and check availability. Students have access and assistance of library staff to locate the books. Shelve guides are properly placed on the rack. Facility for downloading of E-resources is available in the campus. Printing facility is available through printers and copier machine which is connected through LAN with the computers of library.

Library Services:

Book lending, Reference Services, Reprography, Inter Library Loan, Download, Printing, User Orientation and Awareness,Question Papers, Project Reports,Reading Hall,Current Awareness

Services, etc.

File Description	Document
Link for Additional Information	View Document

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

Response:

Database about companies in Nashik & nearby vicinity is available for reference such as NIMA.

Institutional Repository:

1. Select Research Papers of the seminars conducted at Institute
2. Course Material shared by faculty
3. Research Papers/Articles, Book reviews written by Faculty
4. e-Books
5. Information downloaded from various Databases related to Syllabus

Thesaurus, Dictionaries, Handbook related to Business Management, Commerce and Management, HR, Marketing and the like are available in Library. CD's are available for the users in library department on various areas of management specialization, Personality development & soft skills which will cater all the needs of the students, teachers & researchers.

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

4.2.3 Does the institution have the following:

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

- A. Any 4 of the above
- B. Any 3 of the above
- C. Any 2 of the above

D. Any 1 of the above**Response:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 2.3

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

2018-19	2017-18	2016-17	2015-16	2014-15
7.27	0.73	0.11	0.67	2.73

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** No

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 34.95

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

Response: 72

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Institute frequently reviews & updates its hardware and software facilities. We are using state of art group policies for tracking user's activity like web filters, IP and Application filtering. All Computers in the campus are connected through LAN. Total 66 Computers available for the use of students are connected through LAN system. They are installed in Computer Lab / Language laboratories / Library/ office.Computer student ratio for our institution is 1:6, for 6 students we allot one computer, Institution has 1 Computer Centre and one Computer Laboratory. They have been provided with Broad Band facility connections with UPS System to keep it in use even after a power shut from MSEDCL. The campus has Wi-Fi facilities. The Wi-Fi is secured. Institute updates the IT infrastructural facilities on regular basis. The License of a Legal System Software Like Language Lab,DELNET etc.updated on regular basis. Internet Bandwidth of 10 MBPS & 4 MBPS LEASE LINE and Airtel 32 MBPS is provided which is more than statutory norms.Along with these, we also have 8 printers and 1 scanner in the institution. Smart classes, language lab and computer lab make excellent use of IT services. MCMRC has a policy for purchase and disposal of hardware / software applications, it also specifies the maintenance of the same.

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

4.3.2 Student - Computer ratio

Response: 4.85

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 20-35 MBPS

File Description	Document
Any additional information	View Document

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

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 6.01

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

2018-19	2017-18	2016-17	2015-16	2014-15
8.00	2.50	4.00	4.00	2.30

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

There is very unique system and procedure for maintaining and utilizing physical, academic and support facilities – Laboratory, Library, computers, classrooms, equipments etc. All the colleges including Matoshri College of Management & Research Centre is working under the umbrella of Matoshri Education Society. The society has separate ‘Civil And Maintenance Department’ which is common to all the colleges. Regarding IT and Computer related work, Mr. Vilas Gunjal shoulders the responsibility. The ‘Civil and Maintenance Department’ shoulders the complete responsibility of all the civil and maintenance work. Any requirement regarding civil work, repair or maintenance work related to any infrastructure, as and when required, is communicated to Maintenance Department. After resolving the complaint, the final remark is put by Head of the Institute.

Any Requirement regarding Civil Work ,Repair or Maintenance work related any to Infrastructure, as an when require is noted in the Maintenance Register by the person who is facing the problem or need. Then the requirement is intimated to Civil And Maintenance Department via 'Inter office Communication'. A Sanction is obtained for the required work & than the work is taken care by Civil And Maintenance Department. Intimation is given by the Department to the College, upon the completion of the work & the register is signed by the Concerned person who has completed the work.

File Description	Document
Link for Additional Information	View Document



Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 83.05

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

2018-19	2017-18	2016-17	2015-16	2014-15
171	191	169	135	103

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

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

Response: 54.22

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

2018-19	2017-18	2016-17	2015-16	2014-15
63	135	49	138	103

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

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

Response: 24.7

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

2018-19	2017-18	2016-17	2015-16	2014-15
50	42	44	44	44

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

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during

the last five years**Response:** 39.77**5.1.5.1 Number of students attending VET year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
68	72	75	70	75

File Description**Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 95.46**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
50	42	37	44	31

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

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

Response: 20.75

5.2.2.1 Number of outgoing students progressing to higher education

Response: 11

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

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	4	3	1	1

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	4	3	1	1

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

5.3 Student Participation and Activities

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

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

Response:

The institute has formed strong and proactive Student Welfare Council under Maharashtra University Act, 1994 (Section- 21) and as per the guidelines of Savitribai Phule Pune University. The advisory committee is formed in every academic year. It includes: Director, Management Representative, Student Welfare Officer, Lady Professor, Student Representative, Non-Teaching Staff. The Institute ensures representation in student welfare council based on gender, sports, culture, category etc. Student Welfare Council contributes in overall development of students. Institute plays a pivotal role in terms of sharing the benefits by effective planning of various student welfare schemes.

It is ensured that student represent, involve and participate in both academic and administrative committees of the institute from time to time. The event management committees consist of cultural, sports and

industrial visits platforms. The role of students cannot be imagined without involvement in placement cell. They share job alerts to all, update on future events. In addition, recommend sessions on preparing for job interviews, aptitude sessions and other areas. Their support in pool campuses and Placement and Brochure Distribution is noticeable.

Students are part of various committees which are formed to manage the event, activities successfully. They work for stage Decoration, escorting, food, registration, and public relations committees. They are anchors, coordinators, technical assistance, sportspersons or volunteers. The teachers support them as and when required. Various programs like MCL, Industrial Visits, Ice breaking, Ganesh Festival, Shubharambh, Dahihandi Celebration, etc. In addition, industrial visits serve the purpose of upgrading them on current trends. Various workshops are conducted to keep them updated and upgraded as per the changing needs of the industry.

The students take active participation in all of the following committees set up at the Institute since inception. Students are nominated to the various committees based on their qualifications and areas of interest. Library committee, Magazine Committee , Cultural Committee , Extension activities committee, Student council committee, Student welfare committee ,Excursion and Tours committee, Sports committee, Anti ragging and grievance redressal committee and Discipline committee On the suggestions of students various activities are conducted like -additional sessions for communication development, personality development, activities added in annual sports, cultural programs, celebration of various days etc.

Due to change in the University pattern in the year 2017-18 Student Council was not formed as Maharashtra University Act 1994 was cancelled & new act did not come into force. But, the college used to form Student Council Consisted of Class Representative, University Representative, Ladies representative, Sports Representative & Cultural Representative.

File Description	Document
Link for Additional Information	View Document

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

Response: 20.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
21	21	20	20	19

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

5.4 Alumni Engagement

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

Response:

Alumni Association was registered in the Academic year 2017-18 and came into force from the Academic year 2018-19

Main objective of the Association is to bridge the gap between the Institute and alumni. Association has been responsible for keeping complete track of alumni with their required details and inform them about the current changes and achievements of the institute.

objectives

- 1.To provide a platform for meeting and exchange of ideas among the alumni, present students, faculty members and other members of the Association.
- 2.To foster strong bonds between alumni, students and the Institute .
- 3.To keep alumni informed and create a network of engaged membership base.
- 4.Support current students through different mentoring opportunities either by being a part of on campus lectures or provide internships; recruit fresh graduates and organize career programs.
- 5.To strengthen Industry -Institute Interaction and operate related activities for the benefit of the students of the Institute.
- 6.Assist in establishing and administering job counseling centres, faculty/alumni recruitment council to help identify prospective qualified students and undertake educational/social activities to develop a personal relationship between alumni, faculty, and students.
- 8.To arrange and conduct professional, social and cultural Programmes for the benefit of students, members and society at large.
9. Support Life-long Learning, Benefits from lectures, discussion sessions, on-campus conferences, conducted by eminent alumni and subject experts.

File Description	Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)	
? 5 Lakhs	
4 Lakhs - 5 Lakhs	
3 Lakhs - 4 Lakhs	
1 Lakh - 3 Lakhs	
Response: <1 Lakh	
File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years				
Response: 3				
5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years				
2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	0	1
File Description	Document			
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document			
Any additional information	View Document			
Report of the event	View Document			

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

- **Vision**

“To Establish a Centre of Excellence to Build Multifaceted Personalities Nurturing Administrative Abilities and Social Values, Contributing To the Development of Nation”

- **Mission**

To develop competent, professional & value oriented management graduates to face Business Challenges.

To provide an education that nurtures Administrative abilities & social values contributing to the development of society.

To create an environment for developing Entrepreneurs to support Social & Economic needs of Nation.

The Top Management regularly interacts with the teaching, non-teaching staff as well as students to understand the progress of academics and any requirements from them. Also the Secretary remains present at every seminar, conference, induction as well as alumni and parents meet to interact with them. Regular interactions with industry stalwarts also ensure that the top management is aware of the current industry demands.

The Director involves the entire staff in planning, implementation and evaluation of the plans. The various responsibilities are delegated to the staff according to their choices and capabilities. Students are also a part of these committees which enable us to groom them. Faculty members are given flexibility in designing their respective academic plan. Faculty members suggest plan of action for academic improvement during faculty meetings with Director. Use of different pedagogical tools, ICT and value addition program with special emphasis on inculcating human values and environment consciousness among the students has helped to consistently move forward in the direction of achieving the vision and mission of the institute and the parent organization.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The Institute functions under the direct supervision of the Director. Day to day academic activities are taken care of by the Program Coordinator. Examination related activities are handled by Controller of Examination.

Administrative Office, Examination Section and Library functions under the direct supervision of the Director. The Director conducts regular meetings with the concerned in charge and the concerned members to discuss various issues. The resolutions made are passed on to Director for further action. Similarly the outcomes of Director meeting are passed on to individual faculty or staff for implementation.

The Long Term & Financial decisions are taken by the Director & the management of Matoshri Education Society. Therefore there is no decentralization regarding the same. But Participative management is practiced in the Institute.

The Views/opinions & ideas of all the staff members are taken into consideration before taking any decisions related to Academics, Co-curricular Activities & Extra Curricular Activities.

The following committees are in existence to decentralize the academic and administrative activities:

IQAC, Disciplinary and Anti Ragging Committee, Grievance and Redressal Committee, Examination Committee, Training and Placement Committee, Alumni Committee, Staff Committee, Library Committee, Entrepreneur Devolvement Cell and Incubation Centre.

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

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

Response:

The perspective institutional plan has been developed by the Management, Director, teaching staff and even the non-teaching staff by focusing on students benefit with reference to effective teaching and learning, research, extension, students progression, infrastructural development and community/national development.

Sr. No	Milestone	Target Year	Achievement
1	Digital Library setup	2015	2017
2	Language lab software	2014	2015
3	Alumni Association Registration	2016	2017
4	NAAC	2019	In Process
5	Permanent Affiliation	2019	In Process
6	Magazine	2016	2017
7	12B	2020	Proposed
8	2F	2020	Proposed
9	Research – min. 1 research paper by each faculty in UGC listed journal	2019	In Process
10	Performance Management System implementation	2019	In Process
11	Placement / Self Employment up to 80%	2019	In Process
12	Motivate faculty members for Ph.D. Registration	2015	2018
13	NBA	2016	Proposed
14	State level workshop	2016	2017
15	State Level Conference	2016	2018

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

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

Response:

Matoshri College of Management and Research Centre is working under the umbrella of Matoshri Education Society headed by Chairman & Managing Director as well as Vice-chairperson. The Institute adheres to the decisions taken by the Governing Body and LMC. The Director is the head of the institute and is responsible for all the implementation and day to day activities. All committees work under the IQAC. The Organization Structure is attached.

Our Organizational structure of the institute includes Governing Body and Administrative set up. Governing body comprises of Chairman, trustee Members and Institute Development Committee. Administrative set up includes Director and various bodies for smooth functioning of an Institute. Institute is affiliated to SavitribaiPhule Pune University, recognized by DTE, Government of Maharashtra and approved by AICTE, thus follows service rules, procedures, recruitment and promotional policies designed and recognized by above bodies. Institute has Grievance Redressal Mechanism for faculties, students and women viz. Faculty Grievance Redressal Committee, Students Grievance and Redressal Committee and Woman's Grievance Cell, formed at institute level as per directives from SavitribaiPhule Pune University.

Recruitment and Promotion Policy:

The recruitments of faculties and other staff are done through two modes:-

1. University staff selection interviews.

B) Local recruitment.

A) University Staff Selection Interviews: Through this medium the advertisement is published with posts and category/reservations approved by the State and University. Interviews are conducted by University appointed panel of experts. All the norms of apex bodies are followed.

B) Local Recruitment:

i) The advertisement is published in state level/local newspapers. The interviews are conducted by sending the call letters and/ or through the walk-in, subjected to the guidelines published in the advertisement.

I) Through advertisement and interviews.

Grievance Redressal Procedure

To address the discontentment by any stake holders, various committees desired by the apex bodies and system are formed which function according to their roles and responsibilities.

Committees:

1. Anti-Ragging Committee& Anti-Ragging Squad.
2. Women Grievance Committee.
3. Students Grievance Committee.
4. Administrative Office.
5. Exam Grievance Committee.
6. Library Committee.
7. SC/ST Committee.
8. Student Welfare Department.
9. Staff Grievance Committee.
10. Promotional Policy(What's App group with students and Director).

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

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: B. Any 4 of the above

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

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

Response:

For the smooth functioning and efficient management of activities, Matoshri College of Management & Research Center has formed different Committees.

IQAC Cell forms the major committee as it looks after everything related to offering the best Quality service to all the stakeholders.

IQAC circulates the minutes of every meeting to work on the requirements effectively.

Following Committees work under IQAC Cell:

- Academic Coordinator
- Discipline Committee
- Seminar /Workshops/Conferences Committees
- Magazine & Journal Committee
- Cultural Committee
- Sports Committee
- Industrial Visit
- Training & Placement Committee
- Alumni committee
- Admission Committee
- Anti-Ragging Committee& Anti-Ragging Squad.
- Women Grievance Committee.(Internal Complaints Committee)
- Students Grievance Committee.
- Administrative Office.
- Exam Grievance Committee.
- Library Committee.
- SC/ST Committee.
- Student Welfare.

File Description	Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Believing that the satisfied employee is an asset for the institute and can make the institute a productive place, the management has put several welfare measures and schemes for the Teaching faculty and Non-teaching staff. The welfare provisions made are listed below:

- Group insurance facilities for the staff members to ensure safety.
- Provision of travel grant for faculty members for attending academic conferences and seminars.
- Provision of medical allowances and medical leaves as well as maternity leaves.
- Active and separate women cell for the over-all welfare and grievances handling for female Staff Members.
- Provision of various types of leaves like Casual and on duty leaves for the staff members as per the rules.

- Achievements of staff members are applauded and given appreciation through special awards on Teachers' Day.
- Institute encourages teaching, non-teaching staff to participate in workshops, conferences, FDPs for their continuous developments and also provide on duty leaves for the same.
- To develop administrative skills, institute avail employees to attend corporate training programs inside/outside college
- Institute motivates staff to have good relationship with other organizations and to participate in various programs conducted by them.
- Seminars and Workshops (State and National) are organized at the institute which keep the faculty members updated and give exposure to various sectors.
- Holidays are given as per the University calendar; additional local occasions and situations are also considered.
- In the event of death of an employee while in service, an ex-gratia amount is granted to the dependents of the deceased employee, towards funeral expenses, under the Chairman's discretionary powers.
- In the event of death of an employee while in service, his/her dependent is considered for employment on compassionate grounds, depending upon the merit of the case, limited to the cadre Junior Assistant, subject to eligibility of the individual concerned and the availability of vacant posts.
- Institute always welcomes new ideas from the experienced faculties about lecture delivery and seminars/workshops, to provide guidelines to the new Recruited faculty members. They may have one-to-one interaction or common lecture as mini-workshop.
- Institute provides transport facility to all the employees from the nearest place to their residence.
- Fully functional Pantry and full time conveyance availability.
- Healthy and Hygienic work Environment.
- Institute provides on duty leaves to attend workshops/seminars/conferences/FDPs.
- Staff Loan Facility from the Institute's Cooperative Credit Society on low interest rates.
- Free uniforms for class IV employees.
- Free PC's and Wi-Fi facility for Teaching and Non-teaching staff.

File Description	Document
Link for Additional Information	View Document

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

Response: 73.33

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

2018-19	2017-18	2016-17	2015-16	2014-15
17	12	14	7	3

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

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

Response: 3.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	1	3	2	3

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

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

Response: 58.75

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

2018-19	2017-18	2016-17	2015-16	2014-15
9	7	9	5	14

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document

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

Response:

Teaching Staff:

1. Personal Performance Assessment of the faculty and staff is under the control of Director and is done every year by Self-Appraisals mentioning the activities such as publications, presentations, Seminars/Conferences attended; research projects completed / sanctioned, worked as Resource Person etc. by each staff and are being communicated to the authorities.
2. Subject-wise and teacher-wise result is prepared and submitted to the authorities. Appropriate feedback is given on the basis of it.
3. Feedback from students, parents, alumni is being used for improvement in teaching/research and administration. The institute conducts Parent-Teacher Meet Annually.

Non-Teaching Staff:

Duties are identified and communicated to each non-teaching staff. The performance appraisal of the non-teaching staff is done.

Institute is planning to adopt performance management system with set objectives and periodic reviews.

The institute has a Performance appraisal system for teaching and non-teaching staff. It is carried out annually. At the end of every academic year, report of the contributions of the Teaching and Nonteaching staff members in Institute activities and their performance is communicated to the Director. The performance of the teaching and non-teaching staff is collected through a well-structured self-appraisal form.

The Self performance appraisal form of teaching staff has various parameters related to:-

- Contribution in academics
- Co-curricular and Extracurricular activities and administration
- Result of subjects taught
- Admission contribution
- Research Papers Published
- Student Feedback
- Parents feedback
- Department Contribution
- Qualification Up gradation

- Behavioral Attitude.
- Placement, Research Projects.
- Work load.
- Additional work taken up by the faculty such as; remedial classes, career counseling.
- Competitive exam preparation, extra teaching load, additional post graduate teaching.
- Extra task assigned by the Director, collaborative assignments with other departments.
- Additional duties of the institution/ department such as; Training & Placements, AICTE and the Admission Work.
- Paper published in national or international journals.
- FDPs/workshops/seminars conferences attended and short or long term courses done by the faculty.
- Industrial visits.
- Quality of the study material such as; lecture notes, lab-manuals, e-resources, question papers with solution.
- Registration for research work (M.Phil., Ph.D.).
- Active participation in the social activities.
- Regularity, punctuality, relation with other faculties and students and team work.

Appraisal system/policy for non-teaching staff:

- Knowledge of employee for specific job-role.
- Organization skills/ability.
- Cooperation with others to complete the task.
- Communication skills.
- Soft skills.
- Quality of work.
- Regularity & punctuality.
- Professional achievements.
- Workshops, courses, seminars attended by the employees.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institute accounts are audited regularly every year by the Chartered Accountant appointed by the parent management for pre audit and yearly audit system.

For effective check on the accounts the 2 tire system is followed; the internal and external audit.

Internal Audit: The internal audit committees consist of Director of the institute, accountant and internal auditor.

The parent management appoints internal auditor. He examines the details of fees deposited, expenditures, vouchers etc. and on this basis, he provides income and expenditure statement and balance sheet of the year.

External Audit: The external Audit is done by Ostwal and Company Chartered Accountants. Chartered Accountant before the session comes to an end. The remarks given by the auditor are taken into consideration in the forthcoming years. There is no audit objection since last 5 years.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0.01

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0.01	0	0	0

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

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

Response:

Accountant working under the supervision of Director handles the responsibility and implements tasks related to finance and accounts adhering to the rules, regulations and financial policies framed by the respective authorities.

Each and every transaction is supported by the vouchers. All the collections are deposited in the bank and all expenditures, recurring and non-recurring are incurred through cheques.

The distribution of funds is decided through resolution passed by the Parent Management and the utilization of funds is monitored by a committee headed by the Parent Management and the Director.

The funds so received are distributed as per the needs and demands, such as renovation of departments and for catering to the infrastructural needs and the other administrative needs of the institution.

The major source of institutional funding is

- Development fees received from students.
- From the tuition fees.
- Government grants.
- UGC and other grants.
- The Institute is taking efforts for getting additional funds from various agencies like AICTE, DTE& SPPU (BCUD).
- Audited income and expenditure statement of academic and administrative activities of the previous five years are available.

6.5 Internal Quality Assurance System

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

Response:

IQAC was set up on 11th September, 2018 with the major aim of the Cell is to channelize all efforts and measures of the institution towards promoting its holistic academic excellence in a healthy environment and focus on Quality enhancement. Although the Cell is at a nascent stage, it has initialized the following practices:

1. **AAA:** Academic and Administrative Audit of the Department. It was proposed in the first meeting of IQAC to carry out an Academic and Administrative Audit of the department with one external and one Internal Member on the panel. The committee agreed upon the Secretary of Matoshri Education Society, Er. Kunal .N. Darade and Dr. N. R. Berad, Director of METs' Institute of Management, Nashik to be the Audit Committee for the AAA. The details were prepared as per the guidelines given for AAA by Savitribai Phule Pune University.
2. **Soft Skills Training to Selected Students:** The institute has many students from rural and vernacular background. It is necessary to provide training in English language in the first semester itself so that they are able to achieve their full potential in terms of academics and career. Realizing this, softskill training had been imparted since many years regularly at the institute. However, after the setup of IQAC, through the deliberations of its members, the need to identify the students who actually need the training instead of giving it to all was realized. Accordingly, students were identified and trained in the English language. Interview skills training was imparted to all students.

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

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

Response:

In line with mission of developing skills and competencies to transform the youth the Institute has a Council of Long Range Planning and Academic Linkage and Consultancy Committee that focus on enhancement of skill and quality even before the IQAC was set up.

Teaching learning review: The teaching learning process and methodologies are regularly reviewed through regular meetings; Performance based appraisal system and student feedback of teachers. Teachers are aided by ICT equipped classrooms and computer labs. They are given flexibility to supplement their curriculum with practical exposures and make it more interactive and visual to benefit the students. E.g. Live budget sessions are aired in the seminar hall to have an on-timereal discussions. Use of wide range of pedagogical tools such as Lectures, Projects, Presentations, Case Studies & Role plays and Hands on experience throughout the course within Industry interaction and exposure through guest lectures gives the students an edge.

Financial, academic, psychological and emotional support is given to students as and when required. Faculty members have adopted various innovative and creative teaching-learning methods as follows:

1. Subject specific video lectures are shown to the students.
2. E-learning resources from NPTEL videos, spoken tutorials are made available to students to enhance the learning experience.
3. Project based learning is provided to students, field based assignments, Role play/one act play practices are adopted by faculty members for proactive teaching learning.
4. Case studies beyond the curriculum are provided to students for effective understanding of recent trends.
5. To make the classes more interesting and effective, Quiz Programs, Video Clippings etc. are used through ICT enabled class rooms.

The Series of competitions are organized under “Matoshri Champions League” wherein various competitions like Ad Mad Show, Poster Presentation, Documentary Presentation, Quiz, One Minute Show, Library Treasure Hunt etc .are organized throughout the year to enhance the overall development of the students.

Periodic review of Institutional working and policies for quality assurance is carried out regularly through the meetings of LMC and Governing Council. Formal feedback from students and faculty members on various factors related to Institutional working is collected and documented periodically.

Student and Parental feedback and suggestions are also invited on infrastructural facilities provided by the Institute. Work allocation is carried out in the monthly staff meetings and also review of this work is taken in the Meeting so as to ensure compliance.

Every semester, overall and subject wise result analysis is carried out to keep a track of students'

performance in the examination. Students are given personal counseling by the faculty members to improve their academic performance. Necessary guidance is given by the Director during the faculty meeting to improve the result of the Institute.

File Description	Document
Link for Additional Information	View Document

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

Response: 1.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	0	0	0	0

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

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

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

Response:

1. Value additions like ERP-Solution for Industry,Inventory System,Mobile Application, Soft Skills, Entrepreneurship Development meet, Yoga, Social and Cultural programs etc organized every year.
2. For the exposure of faculties to educational developments and for excellence, faculties are encouraged and motivated to attend various conferences, FDP,seminars, paper presentations, research activities every year for which their cost is reimbursed by the Institute.
3. Students are encouraged to write research papers The literary and artistic talents of the students also get a platform in the Annual magazine publication 'Vihang'.
4. Training in English language as a part of the Soft Skills Training Program for the students who come from rural or vernacular background so that they can achieve their full potential in academics and career.
5. Guidance is given to students for additional courses like NSE certifications in financial markets, diploma in law, market research courses, banking entrance exams etc.
6. Guidance is also given to students for investing in Mutual Funds, SIP and Share Market and are encouraged to start SIP and Investments.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 12

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	1	1	2	4

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

The Institution is committed to the security and safety of girl students. The institution regularly conducts self defense programs and informative programs on sexual harassment, its prevention, prohibition and redressal. A special committee consisting of Female staff and students is constituted to address any issues relating to the same and provide counseling. Separate common rooms with facilities required as per AICTE norms are available in the institute. Security guards are placed all over the campus. There had not been a single unwanted incident at the campus till date. The Institute organized Menstrual Hygiene Management Program (Step up India) to make girl students aware about menstrual hygiene. The girl students and ladies staff members attended the Police Sakhi Program at Dadasaheb Gaikwad Hall, Nashik. (Nashik Police Dalache lokabhimukh upkram) & Mahila Melava.

Institute offers Career Counseling to students which help them to understand their own strengths and weaknesses with regard to their present course or profession, and let them know what career they would be suited for. Career Counseling helps them to boost their confidence to change their domain, with the support of an experienced mentor.

Personal counseling is done to the students on continuous basis by the teachers.

Counseling is done on following issues.

- Related to Curriculum.
- Reducing Stage Fear & encouraging students for Public Speaking & Anchoring in various Events.
- Infrastructure related Issues (Library, Computer Lab, etc.)
- Hygiene Issue.
- Transportation Related Issue.
- Any Grievance related to staff (Teaching & Non Teaching).

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

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

Response: 90

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

Response: 13.5

7.1.3.2 Total annual power requirement (in KWH)

Response: 15

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 1.27

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

Response: .0325

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 2.559

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

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

Solid Waste Management: To reduce waste at institute, students and staff are educated on proper waste management practices through lectures, advertisements on notice boards, displaying slogan boards in the campus.

All the solid waste generated in the campus is collected in segregated categories like Plastic, Paper, Metal and Glass. The garden waste and other decomposable waste are collected separately and sent to the composting plant. All the garden waste, kitchen waste and other compostable waste is processed at the composting plant which after processing is used as a fertilizer in the gardens

E Waste: The campus has centralized facility to collect e-waste from institutes, housekeeping and disposal. E-wastes if generated from computers, laptops, scanners, printers etc. are collected centrally & disposed off. Old monitors and CPUs are repaired and reused.

Institute conducts competitions on “Best out of Waste.”

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Water plays a significant role in our lives, since it is a precious natural resource. Over the past few years, there has been an increase of water shortages in several parts of the Maharashtra. Thus, Rain water harvesting is being done to conserve the water resource. Rain water is collected in underground water tank and it is being used for the purpose of green campus. Each and every member of institute is engaged with the development of green campus.MCMRC is working on future plans to effectively harvest the rain water in future.

File Description	Document
Link for Additional Information	View Document

7.1.7 Green Practices

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

Response:

a) Bicycles

A bicycle is the most economical way of transportation. It helps to improve the health of the community. It is pollution free. Bicycles are used for internal travelling within the campus. Some staff members are also using bicycles to come to Institute occasionally.

b) Public Transport

Institute provides bus facility. Apart from the bus facility, the members and students use public transport for their convenience. The institution instructs the students on transportation etiquettes like to remain polite, to follow traffic rules, offer their seats to the elderly people, pregnant women etc. Most of students and staff members use car pulling to come to Institute.

c) Pedestrian Friendly Roads

Pedestrian Roads provide a safe path for people to walk along that is separated from the motorized traffic. They aid road safety. The institution wants to expand the pedestrian road surrounding the campus to encourage more multimodal transportation.

d) Plastic free campus

Initiative has been taken to make campus plastic free by discouraging use of plastic bags to minimize environmental damage and risks associated with it.

e) Paperless office

The use of paper is greatly reduced by maintaining e-records. This reduce carbon footprint.

We use tally ERP.9 Software in office.

f) Green landscaping with trees and plants

Events like tree plantation, Clean India Campaign etc. are organized regularly.

Green Audit is introduced but the Institute has taken care of environment problems and accordingly it has planted trees in and around the campus.

Green Campus Competition is organized on the Independence Day, the Institute has jointly taken free plantation by the students and staff members.

All these activities are carried out with the sole objective of environment awareness among students and staff members.

The infrastructure is designed in such a way as to provide enough light, air and ventilation in the class rooms Trees and plants are planted around the building.

File Description	Document
Link for Additional Information	View Document

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

Response: 1.12

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	1.91	2.08357	0

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

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

Response: 12

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	1	2	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**Response:** 12

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	4	1	2	1

File Description**Document**

Report of the event

[View Document](#)**7.1.12****Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response:** Yes**File Description****Document**

URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics

[View Document](#)**7.1.13 Display of core values in the institution and on its website****Response:** Yes**File Description****Document**

Any additional information

[View Document](#)

Provide URL of website that displays core values

[View Document](#)**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations****Response:** Yes

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

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

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

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

Response: Yes

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

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 24

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	4	4	4

File Description	Document
List of activities conducted for promotion of universal values	View Document

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

Response:

The Institute is committed to inculcate a sense of pride and respect for the nation as well as the great people who have contributed towards the progress of India in their own way. Their thoughts and values have had a profound impact on the Indian society. We celebrate the national days with Flag Hoisting & Cultural Programmes. We remember the great personalities and their motivating thoughts by paying homage to them on their birth and death anniversaries.

1. Independence Day.
2. Republic Day.
3. Teachers' Day / Sarvpalli Radhakrushna Birth Anniversary.
4. Samvidhan Divas to commemorate the Adoption of Constitution of India.
5. National Education Day - Birth Anniversary of Maulana Abul Kalam Azad.
6. International Yoga Day.
7. Chhatrapati Shivaji Maharaj Jayanti.
8. Mahatma Gandhi Jayanti and Lal Bahadur Shastri.
9. Savitribai Phule Birth Anniversary.
10. Mahatma Phule Birth Anniversary.
11. Dr. Babasaheb Ambedkar Jayanti.
12. Jawaharlal Nehru Birth Anniversary.
13. Lokmanya Tilak Birth & Death Anniversary.
14. Swatantraveer Savarkar Birth Anniversary.
15. Swami Vivekanand Birth and Death Anniversary.
16. Subhashchandra Bose Birth and Death Anniversary.
17. Rashtriya Ekata Din- Birth Anniversary of Sardar Vallabhbhai Patel.

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

Response:

The Institute is ethical and responsible in terms of its academic and personnel policies which are governed by the Governing Council and Local Management Committee in addition to the statutory requirements.

Admission Process:

MBA Admission process is carried out under the directives of Directorate of Technical Education, Maharashtra State through a special portal for the specific purpose. (<https://admission1cet2019.mahacet.org.in/cet2019/mba19/>). CET notification, syllabus, merit list, option forms, vacancies, reservations and seat allocation information is available for all concerned on the website. A schedule of various activities is displayed on the <http://cetcell.mahacet.org/> website for the information of all concerned. The schedule and rules are followed to the last detail. Pravesh Niyantran Samiti is the

final authority in approval of admissions.

Financial Functions: All financial transactions, reports and documentary evidences are maintained and audited by the Chartered Accountant. Complete transparency is maintained with respect to the working of all committees and minutes of the committee meetings are well drafted and approved. The Institute provides all the reports timely to the University and other statutory bodies.

MCMRC is affiliated to the Savitribai Phule Pune University and it strictly adheres to the norms regarding academic, administrative and other functions as per the rules and norms of the Univeristy, AICTE and UGC.

7.2 Best Practices

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

Response:

Best Practice 1

1. Title of the Practice

Financial assistance to the deserving students through -Asarabai scholarship Scheme. (Given by Matoshri Education Society)

2. Objectives of the Practice

Many students seeking admissions come from the rural/tribal areas with low economic back ground. So financial assistance is extended to these deserving students. The noble objectives of the practice are to extend financial aid to the poor students, especially from the rural, to enable them to get admissions.

To support financially to all the deserving poor students without any discrimination of caste or creed.

To inculcate the values of 'generosity' and a 'sense of social responsibility' among the students.

3. The Context

Through a sincere commitment to all students and their families, Institute strives to eliminate financial and other barriers to higher education. Institute makes a conscious effort to reach out to those with exceptional economic and educational needs. These funds are provided besides the government scholarships. Government scholarship focuses on reservation categories or EBC category only but sometimes due to want of documents or rigid conditions, many students do not fit the bill. Institutional level scholarship caters to these students. The aim is to uplift the students from lower economic class.

4. The Practice

Institutional level scholarship-Asarabai scholarship is given every year to the needy students.

5. Evidence of Success

Years	2014-15	2015-16	2016-17	2017-18	2018-19
No. of students receiving scholarship	103	138	49	135	63

6. Problems Encountered and Resources Required

It is difficult to provide scholarships to all students.

The Institute may cater to more students if more resources are made available through various measures.

Best Practice 2

1. Title of the Practice

Matoshri Champaion League – A yearly activity to inculcate management and leadership skills among the students

2. Objectives of the Practice

1. To develop management and leadership abilities amongst the student.
2. To stimulate the flow of ideas and encourage students to think out of the box.
3. To inculcate Group Dynamics within the students and reduce stage fear amongst them.
4. To develop interpersonal skill among the students.

3. The Context

Matoshri Champaion League is a yearly activity conducted by the institute where in various competitions like Poster Buzz, Extempore, Debate, Library Treasure Hunt, Ad-mad Show, Management Games, Business Buzz, One Minute Show, Documentary etc. are organized in the institute which develops healthy competitive skills among the students. It stimulates the flow of ideas and talent which helps in developing students. It also enhances group dynamics and encourages them to face the audience which further reduces stage fear.

4. The Practice

Institute motivates students to participate in these competitions and award them by rewarding them the cash prize of Rupees 7000/- and Rupees 5000/- and trophy to winner and runner students.

5. Evidence of Success

Years	2014-15	2015-16	2016-17	2017-18	2018-19
No of students Participating	140	102	150	145	144

6. Problems Encountered and Resources Required

Participation of students is not 100%. There is no issue related to resources required

File Description

Document

Link for Additional Information

[View Document](#)

7.3 Institutional Distinctiveness

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

Response:

VISION:

“To Establish a Centre of Excellence to build Multifaceted Personalities Nurturing Administrative Abilities and Social Values, Contributing to the Development of Nation”

MISSION:

To develop competent, professional & value oriented management graduates to face Business Challenges.

To provide an education that nurtures administrative abilities & social values contributing to the development of society.

To create an environment for developing Entrepreneurs to support Social & Economic needs of Nation.

The priority and thrust area in harmony to the vision and mission of MCMRC is “to Build youth of Multifaceted Personalities into effective managers, entrepreneurs and finest human beings”. The Institute has adopted the best practices of the education to succeed in competitive business world with grace and without compromising with universal values and ethos.

To develop competent, professional & value oriented management graduates:

At MCMRC we develop students for the challenges & opportunities of the real world through balanced curriculum, fostering their personal & professional development that transforms student’s potential into career performer. The pedagogical methods at MCMRC includes mix of academics, case studies, field assignments, extracurricular and co-curricular activities, seminars and industry interactions which gives vent to the latent talent and helps to groom the core competencies and acumen of the students. Many of the students taking admission are from rural and vernacular background and we specially offer training in English language as a part of soft skills training. MCMRC is committed to transforming them to realize his or her full potential. The response from the corporate in the form of robust placements testifies the fact that we are on the right path. This ensures that students will be ready to face Business Challenges.

To provide an education that nurtures Administrative abilities & Social values:

We understand the importance of Emotional Quotient and try to ensure holistic development of the students through Blood donation camps, visit and assistance to orphanages and old age homes every year, Swachh Bharat campaigns and Tree plantations. Our activities are focused on inculcating environment consciousness, human values and national values in the students. Guest lecturers related to importance of Yoga and meditation have helped increase spiritual growth of students. We also have Yoga and meditation sessions for the students for spiritual awakening.

To create an environment for developing Entrepreneurs to support Social & Economic needs of Nation:

MCMRC is committed to the national vision of “Make in India.” We realize the importance of nurturing job creators along with job seekers. The Institute on regular basis conducts and organizes various state level conferences, workshop and seminars for entrepreneurship development. MCMRC also has collaborations with Maharashtra Chamber of Commerce and MSME. Many of our alumni are successful entrepreneurs and there are more growing numbers of students opting for setting up their own businesses and not relying on placements. We also organize Entrepreneur Meet in Institute to boost the students to start up their own business.

File Description	Document
Link for Additional Information	View Document

NAAC

5. CONCLUSION

Additional Information :

Efforts are in line with Strategic Plan, MCMRC is in process for NBA Accreditation

There is plan for proposal for New Undergraduate Programme in near Future.

Concluding Remarks :

MCMRC is making a fast and concrete move on the path as per the Vision and Mission and in line with its Strategic Plan. All the steps are ensuring that the institute as well as students, staff is going through multifaceted development. In near future, the institute will be benchmark for other Educational Institutions to follow.

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