

NAAC - RE-ACCREDITATION REPORT - 2009

MAHATMA EDUCATION SOCIETY'S
**MAHATMA NIGHT DEGREE COLLEGE OF
ARTS AND COMMERCE**

Chembur Naka, Chembur, Mumbai - 400 071
Tel.: 022 2522 4856 / 8414 Fax : 022 2522 9587
Website : www.mahatmandc.ac.in



Submitted to:

NAAC

(NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL)



PART I

INSTITUTIONAL

DATA



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TOPIC

PREPARATION OF SELF-STUDY REPORT

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PART-I : INSTITUTIONAL DATA

A. PROFILE OF THE COLLEGE

1. Name and address of the college :

Name : Mahatma Education Society's,
Mahatma Night Degree College of Arts & Commerce

Address : Opp. Fire Brigade, Chembur Naka,
Chembur, Mumbai – 400 071.

City : Mumbai,

District : Maharashtra,

State : India,

Pincode : 400 071.

Website : www.mes.ac.in / www.mahatmandc.ac.in

2. For communication:

■ Office

Name	Area/ STD code	Tel. No.	Fax	E-mail
Principal : Mr. C.Y.Kulkarni	022	25224856/ 25228414	25229587	cyk50@mes.ac.in
Vice-Principal : Dr. Padma Rangan	022	25224856/ 25228414	25229587	padmarangan@ mes.ac.in
Steering Committee Co-ordinator: Dr. Lata Krishnan	022	25224856/ 25228414	25229587	lata@mes.ac.in

■ **Residence :**

Name	Area/ STD code	Tel. No.	E-mail
Principal : Mr.C.Y.Kulkarni	0251	2447965	09869388775
Vice-Principal: Dr. Padma Rangan	022 022	25203265 25529320	09619205888
Steering Committee Co-ordinator: Dr. Lata Krishnan	022	32928059	09819930769

3. **Type of Institution**

a) By Management	i.	Affiliated College	<input checked="" type="checkbox"/>
	ii.	Constituent College	<input type="checkbox"/>
b) By Funding	i.	Government	<input type="checkbox"/>
	ii.	Grant-in-aid	<input checked="" type="checkbox"/>
	iii.	Self-financed	<input type="checkbox"/>
	iv.	Any Other	<input type="checkbox"/>
		(Specify the type)	<input type="checkbox"/>
c) By Gender	i.	For Men	<input type="checkbox"/>
	ii.	For Women	<input type="checkbox"/>
	iii.	Co-education	<input checked="" type="checkbox"/>

4. Is it a recognized minority institution?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
-----	-------------------------------------	----	--------------------------

If yes specify the minority status (Religious/Linguistic/any other)

The Institution is recognised as a Linguistic minority institution.

- Enclosed the certificate of Linguistic minority status : Annexure XX

5. a) Date of establishment of the college

Date	Month	Year
03	07	1986

b) University to which the college is affiliated
(If it is an affiliated college)
or which governs the college
(If it is an constituent College)

Permanently Affiliated
college of the University
of Mumbai.

6. Date of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	08/01/2007	The college has been included in the list of colleges prepared under section 2(f) and 12(B) of the UGC Act 1956, under the head non-government colleges, taking upto Bachelors degree. The College is eligible to receive central assistance in terms of the rules framed u/s 12(B) of the UGC Act 1956.
ii. 12 (B)	08/01/2007	

(Enclosed the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act, 1956) -
Annexure XX

7. Does the University Act provide for autonomy
of Affiliated / Constituent Colleges?

Yes	-	No	✓
-----	---	----	---

If Yes, has the college applied for autonomy?

Not Applicable

8. Campus area in sq.mts:

668.90 sq/mts.

9. Location of the college: (based on Govt. of India Census)

■ Urban



■ Semi-urban



■ Rural



■ Tribal



■ Hilly Area



Any other (Specify)



10. Details of programmes offered by the institutions: (Give last year's data) - 2008-09

Sr. No.	Programme Level	Name of the Programme /Course	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of Students admitted (2008-09)
i)	Under-graduate	B.Com	3 yrs	H.S.C or Equivalent	English	F.Y - 240 2 Divisions S.Y.- 240 2 Divisions T.Y. - 120 1 Division	F.Y - 254 S.Y.- 189 T.Y. - 89
ii)	Post-graduate	}					
iii)	MPhil						
iv)	Ph.D.						
v)	Certificate						
	Course						
vi)	UG Diploma						
vii)	PG Diploma						
viii)	Any Other (Specify)						

Not Applicable

(Additional rows may be inserted as per requirement)

11. List the departments:

■ **Science**

Departments: (For eg.Chemistry, Botany, Physics....) -

Not Applicable

■ **Arts** (Language and Social Sciences included)

Departments:

Not Applicable

■ **Commerce**

Department : Accounts and Commerce,
Economics, Mathematics & Statistics,
Business Law, Environmental Studies,
Business Communication.

Not Applicable

■ **Any Other (Specify)**

Departments:

Not Applicable

12. Unit Cost of Education (2008-09)

(Unit cost = total annual recurring expenditure
(actual) divided by total number of students enrolled)

14845/- (Total)

a) including the salary component

Rs. 11586/-

b) excluding the salary component

Rs. 3259/-

B. CRITERION-WISE INPUTS

CRITERION I : CURRICULAR ASPECTS

1. Does the College have a stated

- Vision?
- Mission?
- Objectives?

Yes	✓	No	-
-----	---	----	---

Yes	✓	No	-
-----	---	----	---

Yes	✓	No	-
-----	---	----	---

2. Does the college offer self-financed Programmes?

Yes	-	No	✓
-----	---	----	---

If yes, how many?

Not Applicable

Fee charges for each programme

(include Certificate, Diploma, Add-on courses etc.)

Sr. No.		Programme (B.Sc., B.Com etc.)	Fee Charges in Rs.
1.	B.Com	F.Y.B.Com	Rs. 4005/-
		S.Y.B.Com	Rs. 3285/-
		T.Y.B.Com	
		(SK + SSI)	Rs. 2735/-
		(TAX + SK or SSI)	Rs. 3035/-
		(COM + SK or SSI)	Rs. 4835/-
		(COM + TAX)	Rs. 5135/-

For the year 2008-09 as per University Circular No. CONCOL/FEE/292 OF 2008
DATED 07-07-2008

3. Number of Programmes offered under

- a. annual system
- b. semester system
- c. trimester system

One

-

-

4. Programmes with

a. choice based credit system

Yes	-	No	<input checked="" type="checkbox"/>	Number	-
-----	---	----	-------------------------------------	--------	---

b. Inter/multidisciplinary approach

Yes	<input checked="" type="checkbox"/>	No	-	Number	One
-----	-------------------------------------	----	---	--------	-----

c. Any other, specify

Yes	-	No	<input checked="" type="checkbox"/>	Number	-
-----	---	----	-------------------------------------	--------	---

5. Are there Programmes where assessment of teachers by students is practiced?

Assessment is done once in a year.

Yes	<input checked="" type="checkbox"/>	No	-	Number	One
-----	-------------------------------------	----	---	--------	-----

6. Are there Programmes taught only by visiting faculty.

Yes	-	No	<input checked="" type="checkbox"/>	Number	-
-----	---	----	-------------------------------------	--------	---

7. New Programmes introduced during the last five years.

UG	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Number <input type="text" value="2"/>	i)Direct Indirect Taxes and ii)Computer Systems & Applications offered as additional options for applied component paper at T.Y.B.Com.
PG	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Number <input type="text" value="-"/>	
Others (Specify)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Number <input type="text" value="-"/>	

8. How long does it take for the institution to introduce a new programme within the existing system?

- Two months, However any new programme introduced will be un-aided. Further the limitation of space and time does not make it financially viable. Hence not an attractive proposition at present.

9. Does the institution develop and deploy action plans for effective implementation of the curriculum?

Yes	✓	No	-
-----	---	----	---

10. Was there major syllabus revision during the last five years? If yes, indicate the numbers.

Yes	✓	No	-	Number	20
-----	---	----	---	--------	----

- Over the last five years the syllabus for all the subjects has been revised once, i.e for seven subjects in the first year, six subjects in the second year, and seven subjects in the final year respectively.

11. Is there a provision for Project work etc. in the programme? If yes, indicate the number.

Yes	✓	No	-	Number	07
-----	---	----	---	--------	----

- Submission of project work is compulsory for the following subjects.

- Foundation course I (F.Y.B.Com.)
- Foundation course II (S.Y.B.Com.)
- Business Communication (F.Y.B.Com.)
- Direct & Indirect Taxes (T.Y.B.Com.)
- Purchase & Store Keeping. (T.Y.B.Com.)
- Entrepreneurship & Management of Small Scale Industries (T.Y.B.Com.)
- Computer Systems and Applications (T.Y.B.Com.)

Separate standard of passing for the theory paper and for project work for each subject has been introduced across all the three years with weightage of 80 marks for theory part and 20 marks for project work.

12. Is there any mechanism to obtain feedback on curricular aspects from

- a. Academic Peers
- b. Alumni
- c. Students
- d. Employers
- e. Any other (Parents)

Yes	✓	No	-
-----	---	----	---

Yes	✓	No	-
-----	---	----	---

Yes	✓	No	-
-----	---	----	---

Yes	✓	No	-
-----	---	----	---

Yes	✓	No	-
-----	---	----	---

CRITERION II: TEACHING - LEARNING EVALUATION

1. How are students selected for admission to various courses

Weightage

- | | | |
|--|-------------------------------------|-----|
| a. Through an entrance test developed by the institution | <input checked="" type="checkbox"/> | 1/6 |
| b. Common entrance test conducted by the University/Government | <input type="checkbox"/> | - |
| c. Through interview | <input checked="" type="checkbox"/> | 1/6 |
| d. Entrance test and interview | <input type="checkbox"/> | - |
| e. Merit at the previous qualifying examination | <input checked="" type="checkbox"/> | 2/3 |
| f. Any other (specify) | | |
| (If more than one method is followed, kindly specify the weightages) | | |
| ■ Sports, NCC, Cultural Talents. | <input checked="" type="checkbox"/> | 1/3 |

2. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic year.

Programmes (UG and PG)	Open category		SC/ST Category		Any other (Specify)	
	Highest %	Lowest %	Highest %	Lowest %	Highest %	Lowest %
UG	>35%	35%	>35%	35%	>35%	35%

3. Number of working days during the last academic year 2008-09 231

4. Number of teaching days during the last academic year 2008-09 188

5. Number of positions sanctioned and filled Sanctioned/ Filled

- Teaching
- Non-teaching
- Technical

Sanctioned	/	Filled
8 (FT)+2 (PT)		8 (FT)+2 (PT)
16		16
-		-

6. a. Number of regular and permanent teachers (gender-wise)
(Excluding the Principal and the Librarian)

■ Professors	M	-	F	-
■ Readers	M	-	F	-
■ Selection Grade lecturers	M	-	F	1
■ Sr. Grade lecturers	M	-	F	1
■ Lecturers	M	3	F	1
■ Part time lectureres	M	-	F	2

b. Number of temporary teachers (gender-wise)

Not Applicable

■ Lecturers Full - time	M	-	F	-
■ Lecturers Part time	M	-	F	-
■ Lecturers (Management appointees)	M	-	F	-
■ Full time	M	-	F	-
■ Lecturers (Management appointees)	M	-	F	-
■ Part time	M	-	F	-
■ Any other	M	-	F	-
■ Total	M	-	F	-

c. Number of teachers

■ From the same State	M	04	F	06
(Including the Principal and the Librarian)				
■ From other States	M	-	F	-

7. a. Number of qualified/permanent teachers and their percentage to the total number of faculty

Number	10	%	100
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- b. Teacher : student ratio

1 : 53

- c. Number of teachers with Ph. D. as the highest qualification and their percentage to the total faculty strength

Number	2	%	20
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- d. Number of teachers with M. Phil as the highest qualification and their percentage to the total faculty strength

Number	1	%	10
--------	---	---	----

- e. Percentage of the teachers, who have completed UGC,NET and SLET exams
From the remaining teachers, 40% of faculty members are exempted.

50%

- f. Percentage of the faculty who have served as resource persons in Workshops / Seminars / Conferences during the last five years

40%

- g. Number of faculty development programs availed by teachers (last five years)

	1 (04-05)	2 (05-06)	3 (06-07)	4 (07-08)	5 (08-09)
■ UGC/ FIP programme	-	-	2	-	-
■ Refresher:	1	1	-	-	-
■ Orientation:	-	-	1	-	-
■ Any other (specify)					
International Workshops of IBO / IG	-	-	-	5	3

h. Number of faculty development programmes organized by the college during the last five years.

	1 (04-05)	2 (05-06)	3 (06-07)	4 (07-08)	5 (08-09)
■ Seminars/ workshops/symposia on curricular development, teaching - learning, assessment, etc.	1	5	3	-	-
■ Research management	-	-	2	-	1
■ Invited/endowment lectures		3	1	1	1
Any other (specify)	-	-	-	-	-

8. Number and percentage of the courses where predominantly the lecture method is practiced

Number	1	%	100
--------	---	---	-----

Lecture Method	Project Method
80%	20%

9. Does the college have the tutor-ward system ?

Yes	✓	No	-	Number	One
-----	---	----	---	--------	-----

If yes, how many students are under the care of a teacher ?

■ 20, Only for final year students.

10. Are remedial programmes offered ?

Yes	✓	No	-	Number	06
-----	---	----	---	--------	----

■ 2 at F.Y., 2 at S.Y., and 2 at T.Y.

11. Are bridge courses offered ?

Yes	✓	No	-	Number	08
-----	---	----	---	--------	----

■ In BC, Maths, A/C, Eco. at F.Y. : A/C, Eco at S.Y. : A/C., Eco. at T.Y.

12. Are there Courses with ICT-enabled

Yes	✓	No	-	Number	02
-----	---	----	---	--------	----

- One elective paper for final year students.
- Computer Systems and Applications
- One unit in the compulsory paper Mathematical & Statistical Techniques for first year students (till 2008).

13 . Is there a mechanism for

a. Self appraisal of faculty ?

Yes	✓	No	-
-----	---	----	---

b. Students assessment of faculty performance ?

Yes	✓	No	-
-----	---	----	---

c. Expert / Peer assessment of faculty performance ?

Yes	✓	No	-
-----	---	----	---

14. Do the faculty members perform additional administrative work ? If yes, the average number of hours spent by the faculty per week. ($\approx 1.5\text{hrs.} \times 6\text{days}$)

Yes	✓	No	-
-----	---	----	---

9 hrs.

CRITERION III : RESEARCH, CONSULTANCY AND EXTENSION

1. How many teaching faculty are actively involved in research ? (Guiding students research, managing research project etc.,)

Number	4	%	40
--------	---	---	----

2. Research collaborations

- a) National

If yes, how many

Yes	-	No	✓
-----	---	----	---

- b) International

If yes, how many?

Yes	-	No	✓
-----	---	----	---

3. Is the faculty involved in consultancy work ?

Yes	✓	No	-
-----	---	----	---

If yes, consultancy earnings /
year (average of last two years may be given)

- The Faculty members involved in consultancy work do it on non remunerative basis for other institutions coming under the parent institution, Mahatma Education Society during the day time . However, an honorarium is paid to the faculty members as per the discretion of the management.

4. a. Do the teachers have ongoing /
completed research projects ?

Yes	✓	No	-
-----	---	----	---

If yes, how many ?

On going	01
Completed	03

- b. Provide the following details about the ongoing research projects?

■ Major project	Yes	-	No	✓	Number	-	Agency	-	Amt.	-
■ Minor project	Yes	-	No	✓	Number	-	Agency	-	Amt.	-
■ College project	Yes	✓	No	-	Number	01	Agency	MSME, Mumbai	Amt.	≈ 1.5 lacs.
■ Industry sponsored	Yes	-	No	✓	Number	-	Agency	-	Amt.	-
■ Any other (specify)	Yes	✓	No	-	Number	01	Agency	Faculty Development programme-Ph.D Amount sanctioned by the College	Amt.	20,000
■ No.of student research projects	Yes	✓	No	-	Number F.Y. - 01 S.Y. - 01 T.Y.- 04	06	Agency	Amount sanctioned by the College 254 x 0 = 0 189 x 100 = 18900 89 x 200 = 17800	Amt.	36,700

5. Research publications:

■ International journals	Yes	-	No	✓	Number	-
■ National journals - refereed papers	Yes	✓	No	-	Number	2
■ College journal	Yes	✓	No	-	Number	2
■ Books	Yes	-	No	✓	Number	-
■ Abstracts	Yes	✓	No	-	Number	1
■ Any other (specify)						
● Awards	Yes	✓	No	-	Number	3
Awards, recognition, patents etc. if any (specify)						

6. Has the faculty

■ a) Participated in Conferences?	Yes	✓	No	-	Number	10
■ b) Presented research papers in Conferences?	Yes	✓	No	-	Number	4

7. Number of extension activities organized in collaboration with other agencies/NGOs (such as Rotary/Lions Club) (average of last two years) - SIGBI, Erudite Mission.

4

8. Number of regular extension programmes organized by NSS and NCC (average of last two years)

NSS	NCC
30	06

9. Number of NCC Cadets/units

M	39	F	6	Unit	1
---	----	---	---	------	---

10. Number of NSS Volunteers/units

M	110	F	40	Unit	2
---	-----	---	----	------	---

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

1. a) Campus area in acres	0.165 acres																								
b) Built up area in Sq. Meters (*1sq.ft.= 0.093 sq.mt)	1337.63 sq/mts.																								
2. Working hours of the Library																									
a) On working days	8.00 a.m. to 7.30p.m.																								
b) On holidays	9.00 a.m. to 6.00 p.m.																								
c) On Examination days	8.00 a.m. to 9.00 p.m.																								
3. Average number of faculty visiting library/ day (average for the last two years)	10																								
4. Average number of students visiting the library/ day (average for the last two years)	90																								
5. Number of journals subscribed to the institution	30																								
6. Does the library have the open access system ?	<table border="1"> <tr> <td>Yes</td> <td><input checked="" type="checkbox"/></td> <td>No</td> <td><input type="checkbox"/></td> </tr> </table>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>																				
Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>																						
7. Total collection (2008-09)	<table border="1"> <thead> <tr> <th></th> <th>Titles</th> <th>Volumes (Total No. of)</th> </tr> </thead> <tbody> <tr> <td>a. Books</td> <td>-</td> <td>4933</td> </tr> <tr> <td>b. Textbooks</td> <td>-</td> <td>3826</td> </tr> <tr> <td>c. Reference books</td> <td>-</td> <td>1107</td> </tr> <tr> <td>d. Magazines</td> <td>-</td> <td>12</td> </tr> <tr> <td>e. Current journals</td> <td></td> <td></td> </tr> <tr> <td> ● Indian journals</td> <td></td> <td>30</td> </tr> <tr> <td> ● Foreign journals</td> <td></td> <td>Nil</td> </tr> </tbody> </table>		Titles	Volumes (Total No. of)	a. Books	-	4933	b. Textbooks	-	3826	c. Reference books	-	1107	d. Magazines	-	12	e. Current journals			● Indian journals		30	● Foreign journals		Nil
	Titles	Volumes (Total No. of)																							
a. Books	-	4933																							
b. Textbooks	-	3826																							
c. Reference books	-	1107																							
d. Magazines	-	12																							
e. Current journals																									
● Indian journals		30																							
● Foreign journals		Nil																							

f. Peer-reviewed journals	<div>-</div>
g. Back volumes of journals	<div>Yes</div>
h. E-resources	
• CDs/DVDs	<div>Yes - CAL / ET / CBT / e-books</div>
• Databases	<div>Yes - OPAC / INFLIBNET</div>
• Online journals	<div>Yes - OPAC / INFLIBNET</div>
• Audio-visual resources	<div>Yes - MOVIES, LECTURES, PRESENTATIONS</div>
i) Special collection (numbers)	
• Repository (World Bank, OECD, UNESCO etc.)	<div>Yes - No <input checked="" type="checkbox"/> Number -</div>
• Interlibrary borrowing facility	<div>Yes <input checked="" type="checkbox"/> No - Number 07</div>
• Materials acquired under special schemes (UGC, DST etc.)	<div>Yes - No <input checked="" type="checkbox"/> Number -</div>
• Materials for Competitive examinations including Employment news, Yojana, SET / NET etc.	<div>Yes <input checked="" type="checkbox"/> No - Number -</div>
• Book Bank	<div>Yes <input checked="" type="checkbox"/> No - Number 62</div>
• Braille materials	<div>Yes - No <input checked="" type="checkbox"/> Number -</div>
• Manuscripts	<div>Yes - No <input checked="" type="checkbox"/> Number -</div>
• Any other (specify)	

8. Number of books/journals / periodicals added during the last two years and their total cost

	The year before last (2007-08)		Last Year (2008-09)	
	Number	Total Cost (Rs.)	Number	Total Cost (Rs.)
Text books	232	80,368/-	130	12,815.77/-
Reference Books	143	63,406/-	158	90,313.81/-
Other books	-	-	-	-

Journals/Periodicals	29	4000	30	4500
Encyclopedia	15	15217.50/-	11	23,602.00/-
Any other (specify)	-	-	-	-

9. Mention the

- Total carpet area of the Central Library (in sq. ft) 2753.27 sq.ft.
- Number of departmental libraries N.A.
- Average carpet area of the departmental libraries N.A.
- Seating capacity of the Central Library (Reading room) 100

10. Status of Automation of the Library

- not initiated -
- fully automated -
- partially automated ✓

11. Percentage of library budget in relation to the total budget (data 2008-09) 2.34%

12. Services/ facilities available in the library (If yes, tick in the box)

- Circulation ✓
- Clipping ✓
- Bibliographic compilation ✓
- Reference ✓
- Reprography ✓
- Computer and Printing ✓
- Internet ✓
- Inter-library loan ✓
- Power back up ✓

- Information display and notification ☒
- User orientation / information literacy ☒
- Any other (specify)

13. Average number of books issued/returned per day

14. Ratio of library books to the number of students enrolled (2008-09)

15. Computer Facilities

- Number of computers in the college
- Number of Department with computer facilities
- Central computer facility (Number of terminals)
- Budget allocated for purchase of computers during the last academic year (2008-09)
- Amount spent on maintenance and up grading of computer facilities during the last academic year (2008-09)
- Internet Facility, Connectivity=

Dialup	Broadband	Others(Specify)
-	✓	-

- Number of nodes / computers with Internet facility

16. Is there a Workshop/ Instrumentation Centre ?

Yes	No	Available form the year
-	✓	-

17. Is there a Health Centre ?

Yes	No	Available form the year
✓	-	1988

18. Is there Residential accommodation for

Yes	-	No	<input checked="" type="checkbox"/>	Number	-
-----	---	----	-------------------------------------	--------	---

Yes	<input checked="" type="checkbox"/>	No	-	Number	04
-----	-------------------------------------	----	---	--------	----

• Faculty ?

• Non-teaching staff ?

Yes	-	No	<input checked="" type="checkbox"/>
-----	---	----	-------------------------------------

19. Are there students Hostels?

Not Applicable

If yes, number of students residing in hostels

• Male

Yes	-	No	<input checked="" type="checkbox"/>	Number	-
-----	---	----	-------------------------------------	--------	---

• Female

Yes	-	No	<input checked="" type="checkbox"/>	Number	-
-----	---	----	-------------------------------------	--------	---

20. Is there a provision for

a) Sports fields

Yes	<input checked="" type="checkbox"/>	No	-
-----	-------------------------------------	----	---

b) Gymnasium

Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>
-----	-------------------------------------	----	-------------------------------------

c) Womens' rest room

Yes	<input checked="" type="checkbox"/>	No	-
-----	-------------------------------------	----	---

d) Transport

Yes	<input checked="" type="checkbox"/>	No	-
-----	-------------------------------------	----	---

e) Canteen/Cafeteria

Yes	<input checked="" type="checkbox"/>	No	-
-----	-------------------------------------	----	---

f) Students centre

Yes	<input checked="" type="checkbox"/>	No	-
-----	-------------------------------------	----	---

g) Vehicle parking

Yes	<input checked="" type="checkbox"/>	No	-
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CRITERION V: STUDENTS SUPPORT AND PROGRESSION

1. a) Students strength

(Provide information in the following format, for the two years)

Student Enrolment	UG (2007-08 & 2008-09)			PG			M.Phil		
	M	F	T	M	F	T	M	F	T
Number of Student from the same State Where the college is located	788	260	1048				Not Applicable		
Number of students from other States	4	2	6						
Number of NRI students	-	-	-						
Number of foreign students	-	-	-						

Student Enrolment	Ph.D			Diploma / Certificate			Self- Funded		
	M	F	T	M	F	T	M	F	T
Number of Student from the same State Where the college is located							Not Applicable		
Number of students from other States									
Number of NRI students									
Number of foreign students									

M - Men, F - Female, T - Total

b. Dropout rate in UG and PG (average for the last two batches)

• UG

Number	120	%	11
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• PG

Number	-	%	-
--------	---	---	---

2. Financial support for students : (last Year)

• Endowments: (Rotaract club, Deonar)

Number	1	Amount	10,000
--------	---	--------	--------

• Freeships : (Management)

Number	9	Amount	35,000
--------	---	--------	--------

• Scholarship (Government)

Number	0	Amount	-
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• Scholarship (Institution)

Number	7	Amount	28,000
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• Number of loan facilities: (Institution)

Number	1	Amount	10,000
--------	---	--------	--------

• Any other financial support

Number	30	Amount	3 Instals. Facility
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(Specify) - Payment of fees on installment basis.

3. Does the college obtain feedback from students on their campus experience ?

Yes	✓	No	-
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4. Major cultural events (date for last year) - (2008-09)

Events	Organized			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	-	✓	-	✓	-	04
Inter-university	-	-	-	-	-	-
National	-	-	-	-	-	-
Ay other	-	-	-	-	-	-
(specify)	-	-	-	-	-	-

5. Examination Results (data of past five years)

Results	UG					PG				
	1	2	3	4	5	1	2	3	4	5
Pass Percentage	37.75	45.00	66.60	68.36	52.43					
Number of first classes	02	08	07	09	02					
Number of distinctions	-	-	02	01	-					
Ranks (if any)	-	-	-	-	-					

Results	M.Phil				
	1	2	3	4	5
Pass Percentage	-	-	-	-	-
Number of first classes	-	-	-	-	-
Number of distinctions					
Ranks (if any)					

(* Add more columns if not adequate)

6. Number of overseas programmes on campus and income earned:

Number	Amount	Agency
Nil	-	-

7. Number of students who have passed the following examinations during the last five years

- NET
- SLET
- CAT
- TOEFL
- GRE
- GMAT

-	-	Nil	-	-
-	-	Nil	-	-
-	-	Nil	-	-
-	-	Nil	-	-
-	-	Nil	-	-
-	-	Nil	-	-

- Civil services

-	-	Nil	-	-
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(IAS / IPS/IFS)

- Defence Entrance

-	-	04	-	-
---	---	----	---	---

other services

- Traffic police / Police force / Merchant Navy

-	-	20	-	-
---	---	----	---	---

- Any other (specify)

BEST / BMC

-	-	07	-	-
---	---	----	---	---

8. Is there a Students Counselling Centre ?

Yes	✓	No	-
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9. Is there a Grievance Redressal Cell ?

Yes	✓	No	-
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10. Does the college have an Alumni Association ?

Yes	No	Formed in the year
✓	-	2004-05

11. Does the college have a Parent-Teacher's Association ?

Yes	No	Formed in the year
✓	-	2004-05

CRITERION VI : GOVERNANCE AND LEADERSHIP

1. Has the institution appointed a permanent Principal?

Yes	<input checked="" type="checkbox"/>	No	-
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If Yes, denote the qualifications?

- M.A. Economics
- Ph.D. Undertaken

If No, for how long has the position been vacant ?

Not Applicable

2. Number of professional development programmes held for the Non-teaching staff (last two years)

05

3. Financial resources of the college (approximate amount) - Last year's data (2008-09)

● Grant - in - aid

55,41,826/-

● Fee from aided courses

12,91,975/-

● Donation

Nil

● Fee from Self - funded courses

1,06,400/-

● Any other (specify) Book Bank forms + Bank Int.

14,152/-

4. Statement of Expenditure (for last two years)

	(2007-08)	(2008-09)
Item (as a % of the total expenditure)	Before last	last year
% spent on the salaries of faculty	42.49	42.38
% spent on the salaries of non-teaching employees including contractual workers	31.10	33.14
% spent on books and journals	2.33	2.34
% spent on Building development	1.28	1.10

% spent on hostels, and other students amenities	-	-
% spent on maintenance - electricity, water, telephones, infrastucture	2.19	1.70
% spent on academic activities of departments - laboratories, green house, animal hourse field trips etc.	7.37	6.29
% spent on reseach, seminars, etc.	0.08	0.04
% spent on miscellaneous expenditure	13.16	13.01

Note : The institution may provide the details regarding the above table as per the heads of accounts being maintained. However, care may be taken to cover the above items. (*Refer Annexure XV*).

5. Dates of meetings of Academic and Administrative Bodies during the last two years:

	Last year	Year before last
● MES - Governing Body	4th June, 2007 17th Nov., 2007	6th June, 2008 18th Nov., 2008
● MES - Local Managing Committee	9th June, 2007 19th Nov., 2007	12th June 2008 22nd Nov., 2008
● Internal Admn. Bodies (mention only Principal's staff meeting three most important bodies)	-	-
● Principal's staff meeting	9th June, 2007 30th April 2008	13th June, 2008 30th April 2009
● Examination committee meeting	11th August, 2007 29th January, 2008	12th August, 2008. 27th January, 2009
● Students council meeting	16th July, 2007 20th Nov., 2008	18th July, 2008 23rd Nov., 2009

● Library advisory committee meeting	12th June, 2007	14th June, 2008
	24th March, 2008	30th March, 2009
● Admission committee meeting	9th June, 2007	13th June, 2008
	30th April 2008	30th April 2009

6. Are there Welfare Schemes for the academic community

- Loans
- Medical allowance
- Any other (specify) - Credit Society
- Inflation allowance

Yes	✓	No	-
Yes	✓	No	-
Yes	✓	No	-
Yes	✓	No	-

7. Are there ICT supported/computerised units/processes/activities for the following?

- a) Administrative section/ Office
- b) Finance Unit
- c) Students admission
- d) Placements
- e) Aptitude Testing
- f) Examinations
- g) Students Records

Yes	✓	No	-
Yes	✓	No	-
Yes	✓	No	-
Yes	✓	No	-
Yes	✓	No	-
Yes	✓	No	-
Yes	✓	No	-

CRITERION VII : INNOVATIVE PRACTICES

1. Has the institution established Internal Quality Assurance Mechanisms?

Yes	✓	No	-
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2. Do students participate in the Quality Enhancement initiative of the Institution?

Yes	✓	No	-
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3. What is the percentage of the following student categories in the institution ?
(2008-09)

a. SC	18
b. ST	0.75
c. OBC	17.85
d. Women	24.08
e. Differently - abled	0.78
f. Rural	Nil
h. Tribal	Nil
i. Any other (specify) - NT	3.19
j. Open	56

4. What is the percentage of the following category of staff ?

Category	Teaching staff Including Librarian + Principal	%	Non-Teaching staff	%
a. SC	1	10	4	25
b. ST	-	-	-	-
c. OBC	-	-	-	-
d. Women	6	60	1	6
e. Physically-challenged	-	-	-	-

f. General Category	9	90	12	75
g. Any other (specify)	-	-	-	-

5. What is the percentage incremental academic performance of the category of students for the last two batches ?

Category	At Admission		On completion of the course	
	Batch I 2007-08	Batch II 2008-09	Batch I 2007-08	Batch II 2008-09
a. SC	-0.3	-0.43	0.19	-0.52
b. ST-	0.2	-0.2	0.01	0
c. OBC	2.36	-0.24	-0.56	-2.21
d. Women	4.19	-2.82	0.04	0.01
e. Physically challenged	-	-	-	-
f. General Category	5.12	1.84	-0.13	-1.64
g. Any other (specify) NT	-0.3	-0.81	0.01	0.18

C. Profile of the Departments (If applicable)		Responses (2008-09)
1.	Name of the Department	Accounts & Commerce
2.	Year of Establishment	1986
3.	Number of Teaching sanctioned and present position	3 +1 (CHB)
4.	Number of Administrative Staff	16
5.	Number of Technical Staff	-
6.	Number of Teachers and Student	3 +1 + 622
7.	Demand Ratio (No. of seats : No. applications)	622 : 722
8.	Ratio of Teachers to students	1 : 62
9.	Number of research scholars who had their master's degree from other institutions	2

10.	The year when curriculum was revised last	2009
11.	Number of students passed NET/ SLET etc. (last two years)	NIL
12.	Success Rate of students (What is the pass percentage as compared to the University average?	58.26
13.	University Distinction/ Ranks	-
14.	Publications by faculty (last 5 year)	4
15.	A wards and recognition received by faculty (last five years)	4
16.	Faculty who have Attended National and International Seminars (last five years)	3
17.	Number of National and International seminars organized (Last five years)	NIL
18.	Number of teachers engaged in consultancy and the revenue generated	2
19.	Number of Ongoing project and its total outlay	NIL (Only college project)
20.	Research projects completed during last two & its total outlay	2
21.	Number of inventions and patents	NIL
22.	Number of PH. D these guided during the last two years	NIL
23.	Number of Books in Department Library, if any	Only in central library
24.	Number os Journals/Periodicals	30
25.	Number of Computers	20
26.	Annual Budget	No separate budget

* Use separate sheets for each department (If applicable)

PART II

THE

EVALUATIVE

REPORT



EXECUTIVE SUMMARY



A. EXECUTIVE SUMMARY

Mahatma Night Degree College of Arts and Commerce is a permanently affiliated college of the University of Mumbai. The college was established in 1986 and is located at Chembur, a central suburb of Mumbai. The college runs the three year integrated B.Com Degree course of the University of Mumbai. Catering to the needs of the economically under privileged students of the local area who are part time learners, employed during the day. The college has been contributing to the upliftment of the academically and economically challenged section of society by empowering and equipping the first generation learners to become better citizens.

The college has been accredited by the NAAC with grade 'B' in May, 2004 and is also recognized by the UGC u/s 2(f) and 12(B) of the UGC Act 1956 for central assistance since June, 2009. We have presently undertaken the re-accreditation process. The college is one of the oldest institutions among the 48 institutions under the umbrella of Mahatma Education Society our parent institution. Under the able guidance and leadership of our visionary, Dr. K.M Vasudevan Pillai Managing Director, Mahatma Education Society and Dr. Daphne Pillai, Chairperson, Management Board of M.E.S, the college has made great strides in their social responsibility contributing to society at large. The following is a brief summary covering institution- specific information and key aspects under the seven criteria.

CRITERION I -

Deals with Curricular Aspects : gives a bird's eye view of the curriculum offered by the institution in terms of design and development and to what extent the courses offered have academic flexibility. Since our college is permanently affiliated to the University of Mumbai, the scope of design, development of the curriculum and the flexibility offered in it by the institution is limited substantially. However, wherever possible remaining within the frame work of admission norms, curriculum implementation and examinations, and evaluation rules of the university, the institution has made certain variations / extensions. Feedback on curriculum is obtained regularly both from students and the faculty members and the same is

communicated through proper channel and in the right forum to the Board of Studies and Academic Council of the University. The curriculum is updated immediately as per the mandate of the syllabus revisions of the University of Mumbai.

CRITERION II -

Deals with Teaching-Learning and Evaluation methods : The study of this process is divided broadly into three main categories viz. Admissions, Teaching- Learning Process and Examination and Evaluation process. Institution specific information regarding key aspects is listed. The admission process is transparent and eligibility criteria based on the norms of the University of Mumbai . The entire teaching-learning process is student centered, using a student mentor model offering 1 to 1 counselling and mentoring. True to our vision statement, catering to the diverse needs of all in the society is a predominant feature in our teaching-learning process. Being a minority institution, inclusiveness is in our admission policy in a major way. We are proud to state that our major strength is our intellectual capital as 50 percent of our staff members are Ph.D / M.Phil. degree holders and hence they are able to translate their rich experience to the night college students who are not full time learners. Taking up their profession as a pure challenge and appreciating the fact that education is the fundamental and basic need of all in our country and acknowledging that this needs to be transferred to all. Thus 'education for all' does not remain merely a term but is actually put in practice in our college by reaching out to the urban poor.

CRITERION III -

Deals with Research Consultancy and Extension : with major emphasis on promotion of research and publication output. The study of this criterion has revealed that inspite of being a night college, catering to the needs of economically challenged first generation learners the promotion of research within the institution has been very seriously addressed with 50 percent of the teaching faculty members having completed their research degrees. As such, the night degree college teachers are by enlarge free during the day time to pursue other activities/ areas of interest and it is an interesting feature that our teaching faculty members utilize this time well in their pursuit of high quality research about consultancy work. Consultancy in their area of expertise is

offered by the night college staff to other institutions of M.E.S. A majority of our extension activities and collaborative work is achieved during the day time. International linkages is another area we would like to boast about. It is our privilege that the initiatives taken by the management in this area are tremendous. The vast and extensive overseas travels undertaken by them helps in enriching our institution. The implementation and incorporation of new ideas into the existing system, has definitively given a better dimension to our institution for its horizontal and vertical growth. The whole purpose of our international linkages is to discover and bring home the knowledge prevalent in advanced countries, in enlightened institutions of learning. Hence our management has a regular practice of sending select teacher delegations to learning seminars overseas.

CRITERION IV -

Deals with Infrastructure and Learning Resources : In this context it is very relevant to mention that though the institution is permanently affiliated and 100% aided institution of the University of Mumbai the college has been receiving only salary grant during the last 5 years and as such no non-salary grant or assistance has been given for the maintenance of the existing infrastructure or to add any new physical facilities. It is only as recent as May 2009, that the college has been recognized by the UGC u/s 2(f) & 12(B) of the UGC Act,1956 for central assistance. Inspite of this it to the credit of our management that the college has developed the infrastructure in a major way to augment it to provide better facility. Both the central library and central computer facilities have been expanded and upgraded with the best of facilities. The central library has been automated substantially. I.T. enabled systems are efficiently and effectively replacing the conventional manual systems in all working departments of the institution.

CRITERION V -

Deals with Student Support and Progession : the key result areas of good education and evaluation determine yardsticks to quantify student progession .The real power of education is when you can go beyond yourself and touch the life of others. In the night degree college the support given to the students in both academic and other

curricular / co-curricular activities goes beyond the conventional role of the teacher as a disciplinarian and is more that of an enforcer of learning with the concept of a mentor. In the night degree college the role of our teacher is that of a mentor- one who has continuous engagement with the student's academic and personal growth and who works at an individual level to develop the student from all angles : Personal, Psychological, emotional, mental, physical, aesthetic and spiritual . The best practice in student support progression is infact reminding ourselves constantly that we should not lose sight of the fact that we no longer live in a world that is going to accept it citizens on the strength of a degree. Our teachers are very flexible in their academic approach and at the same time versatile enough to adopt different methods to suit different student needs.

CRITERION VI -

Deals with Governance and Leadership : To elaborate on the governance and leadership in our institution, it is appropriate to quote Prof. W. Edwards Demming, a renowned educationist who has observed, “to create a quality institution and quality climate, we must remember that we work hard for those we care for, and for those whom we respect and whom trust us, those with whom we laugh, those who allow us to think and act for ourself, and those who help make our lives more secure”. This is precisely how the students of any progressive institution should view their teachers and how, the teachers in turn should view the management. Our teachers work with empathy and vision to create better citizens of the future. Strategy developed and deployed is broadly divided into two parts. Firstly, where the teacher constantly reminds the student that the real purpose of gathering information is to apply it and secondly, that the students are made to feel what they are learning is relevant to them and that they should be in a position to apply that knowledge productively and judiciously. We take an interdisciplinary approach, where teachers collaborate amongst themselves, in each others subject, and try to draw a correlation between them. The mobilization of resources to maintain and run such an institution of high quality is done partly through salary grant, central assistance from the UGC and donations from the management.

CRITERION VII -

Deals with Innovative Practices : For maintaining internal quality, the IQAC (Internal Quality Assurance Cell) was established in June 2004. The College is a minority institution, hence, our policy of admitting students is primarily catering to the linguistic minority group of Malayalees. Further a substantial portion of our student section belongs to the SC, ST, NT,OBC and other reserved categories . Our visionaries believe that education should reach out to the masses and should be translated to the under privileged sections of society. One of the innovative practices we have embarked upon, is that we take our students to visit villages, slums, special schools, for under privileged during their 10 day residential camp as part of the NSS as well as during their field trips and on going project work . During these visits they interact with the residents and inmates of these places in their own environment. They get an opportunity to learn the ways of those who are different from them . We believe that city students should be exposed to the skills and talents of rural children, so that they learn not just acceptance, but respect. Inclusiveness cannot be adopted overnight. It has to be practiced and encouraged. It has to be promoted under the watchful, sensitive eyes of teachers who would be mentors. True growth is always a three way process involving the teacher, the student and the parents. Since the majority of our students are first generation learners, many of our parents are illiterate and not in a position to appreciate their own role . Yet we find time to meet the parents, counsel them and tell them what the institution will do for them. We listen to them patiently and several times help them to arrive at solutions to their ward's needs and give them a chance to improve upon them. Hence the whole problem is addressed and solutions / options weighed and evaluated which in it self is a process of self realization and personal involvement.

CRITERION - WISE EVALUATIVE REPORT



CRITERION I

CURRICULAR ASPECTS



CRITERION I :

CURRICULAR ASPECTS

1.1 CURRICULUM DESIGN AND DEVELOPMENT

1.1.1 State the vision and mission of the institution, and how it is communicated to the students, teachers, staff and other stakeholders?

- While the motto of Mahatma Education Society is “Education for all”, our college shares that responsibility with a mission “Percolation of education to the economically and academically underprivileged and to empower, enlighten and thus equip them to become responsible citizens”. We therefore provide higher education to the students who are unable to attend fulltime classes being either employed or coming from economically or socially weaker sections of the society.

The following methods are adopted to communicate our vision and mission to the students, teachers, staff and other stakeholders.

- Through the prospectus of the college,
- Through the website of the college,
- In the induction ceremony for the fresh students,
- In the meetings of teaching and non – teaching staff,
- Through students, staff and publicity by word of mouth.

1.1.2 How does the mission statement reflect the institution’s distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution’s traditions and value orientation?

- Organizing guidance session for the final year students by the subject toppers of the previous year under the observation of the related faculty members.

- Providing career counselling and placement assistance.
- Arranging sponsorship by alumina association for good academic performance.
- Through SMAF Student Book Bank Scheme.
- Providing concession in tuition fee and examination fee waiver.
- Sponsoring text book sets by the management and faculty members.
- Offering computer education at subsidized rates.
- Conducting remedial teaching for academically weaker and first generation learners.
- Encouraging learn and earn scheme with flexibility in attendance.
- Issuing separate "Late Entry Identity Cards to the working students who cannot report on time for the first period, respecting work ethics and at the same time to convey that time management and higher education, are the only way for a better life.
- We regularly organize yoga sessions, stress management seminars, time management seminars and talks by resource persons on the topics like 'Legal rights for women', ' Awareness against corruption - Anti-corruption bureau', (CBI Officials addressed the gathering), disaster management and other related areas to make them understand the importance of a healthy mind in a healthy body.
- Our values include integrity, commitment, quest for knowledge and passion for work. Towards achieving these values the college conducts several co-curricular activities and projects and organizes NSS, NCC camps, cultural activities forums, sports, seminars and workshops.
- Regular monitoring and reporting to keep track of the progress of the students are done.

1.1.3 Are the academic programs in line with the institution's goals and objectives? If yes, give details on how the curricula are developed / adopted, address the needs of the society and have relevance to the regional / national and global trends and developmental needs? (access to the Disadvantaged, Equity, Self Development,

Community and National Development, Ecology and Environment, Value Orientation, Employment, ICT introduction, Global and National demands and so on)?

- **Yes** - The academic program conducted by the college reflects the following goals and objectives : -

- **GOALS:**

1. Providing Higher Education to the academically weak and to the economically underprivileged youth of the society.
2. Inculcating professional proficiencies to increase employability of the learners .
3. Focusing the need of personality development and inculcation of high ethical and moral values to make them responsible and resourceful citizens of the country.

- **OBJECTIVES**

1. Offering applied component group subjects relevant for an immediate employment.
 2. Organising placement guidance and assistance for better performance in the interview programme.
 3. Conducting all round personality development through ongoing community development camps in rural areas to develop a sense of social commitment. These goals and objectives are reflected in the following directions :-
- The syllabus of our academic program is pre-designed by the university. The seminars and workshops organized by the academicians have clearly streamlined the approach towards the lectures and project work.
 - Projects are to be submitted at the end of each term in F.Y.B.Com for the following 2 subjects viz. Environmental Studies and Foundation Course.– These projects bring the students close to the following issues :-
 - i. Environmental- visit to “Maharashtra Nature Park”.
 - ii. Social- understanding the problems of the senior citizens. Each student has to interview 5 senior citizens and understand their social worries like

insecurity, fear, health issues, financial problems, loneliness etc.

- iii. Economical - Making projects on the current economic situation like recession, soaring prices.
- iv. Regional – Celebrating “Traditional Day”, “Ganesh Utsav”, ‘Raksha Bandhan’ with the right spirit.
- v. Cultural- Performing folk dance, presenting marriage celebrations (song and dance) of different states and communities in India on the Annual Day.
- vi. Political- A survey was conducted to find out the number of eligible citizens not having voters identity card in Siddharth colony (adopted area) in the year 2005,
- vii. Organising group discussions and preparing project reports on syllabus related topics.
 - a. **Privatization** : Central government’s plan to privatize the PSU such as catering in railways, e-ticketing, banking and insurance, aviation etc.
 - b. **Liberalization** : A study of the New Economic Policy and the impact of liberalization was organised and a group discussion was conducted among a ten member team.
 - c. **Globalization** : Twelve different teams were set up and given 12 separate topics such as Globalization and present education, Globalization and standard of living, Globalization and employment, Globalization and urbanization, Globalization and agriculture, Globalization and terrorism, Globalization and international finance for a teamwise group discussion.

- 1.1.4 How does the curriculum cater to inclusion/integration of Information and Communication Technology (ICT) in the curriculum, for equipping the students to compete in the global employment markets?

- At the first year and second year levels of the program projects have to be submitted in 2 subjects viz. Foundation Course –I, Environmental Studies at the F.Y. level and Foundation Course – II at the S.Y. level. These projects submissions necessarily require the students to access the internet for data collection. Internet facilities are provided to the students in the computer laboratory on the first floor of the building and in the central library on the 5th floor of the college building.
- There is a computer centre in the college offering the MSCIT program. Students are encouraged to enroll for this program. They are given concession in the fees. Students completing the MSCIT are better equipped for the T.Y.B.Com computer paper. The college is now offering Computer Systems & Applications as an optional paper-applied component for the T.Y.B.Com University examination since 2005, and students opt for this subject in large numbers.
- The college has provided computer practicals on Sundays to facilitate the working students to complete their practicals . Practical sessions starting from 7.00 a.m. till 8.00 p.m. are scheduled throughout on all Sundays. Besides there are regular practical sessions from 4.00 p.m. – 5.00 p.m., and from 9.00 p.m. - 11.00 p.m.for night college students, ensuring that working students get sufficient time on the computer before and after college hours.
- The computer centre functioning in the college building offers free Internet facility on all the days for both the faculty members, office staff and the students.

1.1.5 Specify the initiatives and contributions of the institution in the curriculum design and development process. (Need assessment, development of information database, feedback from faculty, students, alumni, employees and academic peers, and communicating the information and feedback for appropriate inclusion and

decisions in statutory academic bodies, Membership of BOS and by sending agenda items etc.).

- Mahatma Education Society's Mahatma Night Degree College of Arts and Commerce is affiliated to the University of Mumbai.
- Being affiliated to the University we have to adhere to the syllabus offered by the University. All the same, we do participate in all the meetings called by the Board Of Studies during their review and syllabus revision sessions.
- Our teachers provide valuable feedback pertaining to the relevance of the units in the syllabus. They also provide information to the Board of Studies about the difficulty level and the assessment tools adopted to test the knowledge. The Board of Studies conduct meetings, workshops / seminars prior to the finalization of the syllabus of any subjects, every time.
- This feed-back about obsolete programs, papers and units in the syllabus are communicated to the authorities by our teachers to help rationalize the syllabus to the needs of the modern times.
- Students, alumni, faculty and members of the society at large provide a continuous feed-back on the effectiveness of the syllabus and its application to the business environment.
- The teachers are encouraged to write letters to the authors of text books by providing them with honest reviews about the books. This helps them to include more illustrations and case studies to improve the understanding of the subject. The texts so revised help the students to prepare well for the examinations.

- Professional discussions among peer faculty at orientation programs, workshops and refresher courses enable the faculty members to discuss the quality of the syllabus. They discuss the quality of several prescribed texts and reference books and help one-another in making an appropriate choice of prescribed texts and reference books.
- Need based and emerging trends in subjects are taught as add-on modules for improving the effectiveness of the program. These are the additional modules supplementing the existing ones over and above the prescribed syllabus.
- The institution takes the initiative to make them competitive in the employment scenario by supplementing the existing curriculum with need based modules .

1.2 ACADEMIC FLEXIBILITY

1.2.1 What are the range of programme options available to learners in terms of Degrees, Certificates and Diplomas?

- We offer only one program, - The three year integrated course leading to the Bachelor of Commerce Degree of the University of Mumbai.

1.2.2 Give details on the following provisions with reference to academic flexibility, value addition and course enrichment:

- a) Core Options
- b) Elective Options
- c) Add on Courses
- d) Interdisciplinary Courses
- e) Flexibility to the students to move from one discipline to another

■ a) CORE OPTIONS

Academic Flexibility

- The Mumbai University has revised the examination pattern in 2005. As per the present pattern there are two term-end examinations of 50 marks each.
- Passing in the subject is based on the aggregate marks obtained in both the term end examinations. In addition there is a provision for an additional term end examinations for all subjects for both terms. Students who are unable to appear for regular examinations due to health problems or because of representing the University in sports and cultural activities are permitted to appear for the additional examinations which are held at the end of the academic year.
- Since the program is a three year integrated course, the Mumbai University continues to observe the ATKT (Allowed To Keep Terms) rule where a student who has failed in a maximum of two subjects of 100 marks each (at the F.Y.B.Com. & or the S.Y.B.Com. classes) is allowed to keep terms for the higher class.

Value addition

- The students are sensitized to current social issues and develop their personality through social service using any or all of the following methods:

Projects :

- At the F.Y.B.Com. in the interdisciplinary subjects of Foundation Course I there are 2 types of projects :
 - (i) **Internal :** Teams of students participate in group discussions on syllabi related topics in the presence of the subject teacher.
 - (ii) **External :** Interacting with people and deliberating on burning social issues like problems of senior citizens, problems of mentally & physically challenged children through structured schedules. Opinions and comments are taken down from various sections of people and in the end, representatives of each team present their experience during the lectures.

Talks by experts in the areas of :

- (i) Disaster management
- (ii) Stress management
- (iii) Personality development programmes
- (iv) Mock - interviews

Residential camps-NSS :

- Students are exposed to community service . The objective of the course is:
 - (i) Personality development through social service.
 - (ii) Team building.
 - (iii) Respecting the environment and optimally utilizing the resources provided by it.
 - (iv) Resource allocation , contingency planning and budgeting.
 - (v) To take responsibility for your own actions.
 - (vi) Shramdaan – Inculcating the quality of dignity of labour and service to mankind.

Industrial visits :

- By exposing to real life situations in the corporate world, share market, Small Scale Industries,
 - (i) Visit to fisheries at Uran.
 - (ii) Uran (SSI) – visiting an SSI Unit in Uran where they make rubber bearings. The students were introduced to the shop-floor of a rubber bushings industry. They were also updated with the latest procedures and documentation required for setting up an S.S.I Unit , related to the T.Y.B.Com applied component paper - Entrepreneurship & Management of Small Scale Industries (E & MSSI).
 - (iii) Sensex / Nifty – The students were taken to BSE (Dalal street) and shown the trading terminals and introduced to the concepts of Nifty & Sensex.

Course Enrichment

- We try to supplement the knowledge of students with additional information they require for the proper understanding and application of the unit. The students are encouraged to research on core topics in the syllabus and discuss the procedures and systems in practice in the corporate world . The students are introduced to topics such as computerized financial accounting, E.R.P. (Enterprise Resource Planning), e-governance, e-commerce and the latest/emerging trends in commerce & management .

b) ■ ELECTIVE OPTIONS

We are offering the subject Advertising in the second year level in order to encourage the students to select advertising as a career option.

- For the T.Y. B.Com. students we are offering the subject EMSSI Entrepreneurship and Management of Small Scale Industries to make them young entrepreneurs and provide employment opportunities to others.
- The subject Purchasing and Store Keeping deals with inventory control and logistic management .
- The subject Direct and Indirect Taxes equips them to become tax consultants.
- The subject Computer Systems and Applications helps them to join the IT sector.

c) ■ ADD ON COURSES

- **No** - The University of Mumbai has provided add-on courses which can be conducted along with their B.Com. programme before the regular college hours. However, since a majority of our students are employed, they find it difficult to attend even the first period punctually, which starts at 5.45 p.m. Due to their staggered working hours on account of shifts, overtime etc., throughout the year. all the students are not available for additional courses. The students who are free on Sundays are engaged in computer practicals which are scheduled for them on all Sundays.

d) ■ **INTER DISCIPLINARY COURSES**

- At the first year level – Foundation Course I
Environmental Studies
- At the second year level – Foundation Course II

e) ■ **FLEXIBILITY TO THE STUDENTS TO MOVE FROM ONE DISCIPLINE TO ANOTHER ,**

- **No** – The Mahatma Night Degree college of Arts and Commerce is a single faculty college of commerce at the degree level. The students cannot move from one discipline to another during the degree course. However, after completing the B.Com. degree they have the flexibility of joining higher courses in the faculty of Management & Arts.

f) ■ **FLEXIBILITY TO PURSUE THE PROGRAMME WITH REFERENCE TO THE TIME FRAME** (flexible time for completion)

- **Yes** - The students are allowed to keep terms, (ATKT), if they fail in a maximum of two subjects at the F.Y.B.Com and S.Y.B.Com levels. If the failure is in more than two subjects they are considered as fail and they can reappear for the examination in the failed subject in the next academic year. At the T.Y.B.Com level they get exemption in the subjects which they clear, and the students are permitted to reappear for subjects in which they fail, in subsequent years.
- Mumbai University provides a maximum of 3 attempts per subject for the students to reappear for the examination before the revised syllabus is made effective in case of a change in the subject syllabus made by the Board of Studies.

1.2.3 Give details of the programs and other facilities available for international students (if any)?

- N.A., We have no international students.

1.2.4 Does the institution offer any self-financed programmes in the institution? If yes, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification and salary etc.

- N.A., We have no self - financed programmes.

1.3 **FEEDBACK ON CURRICULUM**

1.3.1. How does the college obtain feedback on curriculum from

- a) Students?
- b) Alumni?
- c) Parents?
- d) Employers / industries?
- e) Academic peers?
- f) Community?

a) **Students :** We obtain through questionnaires and feed-back forms responses pertaining to the adequacy and relevance of the curriculum.

b) **Alumni :**

1. Opinion survey through email.

2. Our alumni are very active in encouraging and motivating the students in NSS, NCC and Sports activities and visit our college frequently. Through this interaction we get feed back about the existing students and their opinions and remarks about the curricular and co-curricular activities.

- c) **Parents** : Interaction in the PTA meetings. The Principal and Vice-Principal and faculty members are always open to meeting the parents to discuss their wards' problems pertaining to the college.
- d) **Employers / Industries** : Discussion, interaction regarding job training, enquiry about the skill base and knowledge base of the students. The above information is also collected from placement agencies and corporate houses who visit the campus for campus interviews. The placement cell of the college invites various companies for recruitment purposes. After the interviews and selection rounds are over, they provide us with feedback about the strengths and weaknesses of our students.
- e) **Academic peers** : Conferences, seminars, meetings and refresher courses, orientation courses where the teachers can meet the academic community.
- f) **Community** – Projects taken up for NSS and NCC work require that the students interact with different members of the community. To name a few, the interaction with the residents in the vicinity of our college , local police station, Mumbai Municipal Corporation, University Bodies, other schools and colleges, social centres like TISS – Tata Institute of Social Science (Clean Mumbai Drive), \ Maharashtra Nature Park in Dharavi, Mumbai, The NGO Erudite Education Mission, Sorooptimist International of Chembur, Mumbai, NASEOH Chembur, Mumbai 71 etc. We receive letters of appreciation and encouraging comments from officials when our students actively participate and contribute towards the community development. This gives us a fair amount of insight into the relevance and applicability of the curriculum from the community.

1.3.2. How is the above feedback analyzed and the outcome / suggestions used for continuous improvements, and communicated to the affiliating university for appropriate inclusion?

- The feed back collected is analyzed by the bodies constituted by the college. The NSS programme officer, the sociologist in our grievance cell, the NCC officer in charge, the student counsellor and the student council secretary evaluate and analyze the information and send the outcome to the university by way of interaction with other academicians while attending orientation/refresher courses conducted by the Academic Staff College, meetings of the Board of Studies , Academic Council meetings and other such forums, through proper channels.

1.4 CURRICULUM UPDATE

1.4.1 What is the frequency and the basis for syllabus revision and what are the major revisions made during the last two years?

- The Mumbai University has a Board of Studies which is the apex body for designing and revising syllabi. The Board of Studies revises the syllabus periodically as per the need of the time on the basis of relevance, adequacy and applicability.
- On an average, the syllabus is revised twice in ten years. The latest amendments have rationalized the syllabus making it relevant to the changing trends and the evolving global market. Project work in Foundation Course I & II, bring about social awareness and bring about social harmony: The subject Computer Systems and Applications has been revised to introduce the latest technologies as per current industry standards; Mathematics has been revised to include commercial/business applications with reference to financial mathematics to suit the need of the hour.

Commerce Paper I has been recently revised to include growth in the tertiary sector and new forms of business organizations like BPOs, KPOs.

1.4.2 How does the institution ensure that the curriculum bears a thrust on core values adopted by NAAC?

■ The core values adopted by NAAC are :-

- 1) Ensuring students contribution for national development.
- 2) Fostering global competence among students.
- 3) Inculcating a value system among the students.
- 4) Promoting the use of technology.
- 5) Creating quest for excellence.

■ The syllabus designed in the inter-disciplinary subject like Foundation Course I & II for the first year and the second year students respectively and Environmental Studies at the first year focus to ensure the contribution of the students for national development. National, social, religious, regional, political, economical and cultural issues are discussed in the syllabus. Project works are assigned to each student to personally interact with people affected by such social issues.

■ The college is situated in the urban area of the financial and business capital of India , where many multi-national corporate houses are functioning. Most of our students are employed in multi national companies mainly in the sales and marketing departments doing field jobs. The syllabus on globalization, liberalization and privatization in the inter-disciplinary subjects adds to their existing knowledge base to be competitive in the global arena.

■ Through the curriculum in the subject – Foundation Course I at the first year , we try to inculcate the values of truth, generosity, perseverance , tolerance and patriotism

by encouraging group discussions, enacting plays, skits on several social issues. We provide the students with appropriate assignments to be done through field visits. We divide the students into 19 groups, (a minimum of 10 and a maximum of 12 members). Each team is lead by a team leader who reports to the subject teacher. The values of co-operation and mutual understanding are achieved through this. Our students make frequent visits to old age homes to identify the problems of senior citizens, and centres for physically and mentally challenged inmates. They further spend quality time with them by engaging and entertaining those inmates during their free time.

- Our college is offering only one program in commerce graduation. The application of technology is there in the core syllabus of the course to a limited extent. However, a good percentage of students join computer courses at our in-house computer centre particularly from those who have opted for the elective subject of Computer Systems & Applications. Popular amongst these courses are certified networking course, DTP courses and hardware courses offered by the computer department functioning in the college building.
 - For Students - The traditional method of delivering lectures in higher education has become less motivating for the students of today. At the Mahatma Night Degree College of Arts and Commerce, we try to include and introduce the latest technology where ever possible to enrich the course content.
1. In the Business Communications course at the First Year we enrich the learning experiences of the students by insisting upon making their subject presentations by using Microsoft Powerpoint to improve their presentation skills.
 2. Students are provided the facility for using the internet for their research and project

works at the central computer institute in the college premises and the central library.

3. In order to supplement the curriculum with an emphasis on using modern tools in the day-to-day life we have introduced the 'TALLY' Accounting package as a part of the curriculum for the subject – Financial Accounting & Management. Students can enroll for the course at a concessional fee at the computer centre for practical sessions.
4. In the T.Y.B.Com class, for certain subjects viz. Direct & Indirect taxes (highlights of budgets, model balance sheets) Management Production & Planning, lectures are delivered using audio-visual aids / LCD Projector. In the First Year – Environmental Studies lectures are supplemented with clips on environmental issues and solutions, climate changing, global warming, animals & birds on extinct and other 'do's & don'ts' to prevent pollution.

■ **Electronic Resources for the campus community in general :**

1. The administrative machinery of the college is currently computerized in all the key areas viz. admission process (online admission procedure – e- suvidha, where all admission forms are electronically scanned and uploaded into the University website with the help of officials from the Maharashtra Knowledge Commission Ltd.- (MKCL) presently for the F.Y.B.Com. and the S.Y.B.Com students. In addition, a comprehensive student data base is maintained at the administrative cell, which can be accessed for all other related areas like student merit list, student roll nos., examination seat no., NSS & NCC roll nos. admission cancellation, student follow-up and reminders, official circular/ notification preparations).

2. The entire examination and result preparation including marksheets are completely computerized in our in-house computer cell . Preparation of examination related documents and proformas like examination hall-tickets, attendance sheets, supervisors reports, block/seating arrangements, supervisors and under study supervisor documentation, examination moderators report and proformas final results after centralized assessment are also computerized to a large extent.
 3. The computerization of the college library was one of the strong recommendations of the peer team during our last accreditation process. We are happy to state that towards this end we have computerized the major manual library systems. Today our college library wing on the 5th floor of the building is fully renovated, and further a large number of additions have been made to the existing collection of books , journals and periodicals. Our library officials and attendants have also been suitably and adequately trained to manage the computerized library.
 4. Accounting process (total college accounts, payroll, NSS accounts, PF details, university documents pertaining to grant-in-aid, teacher workload, timetable, academic calendar, stock checking, infrastructure maintenance are all done electronically..
 5. The college has an official website which is updated regularly, and which serves the purpose of giving visibility to our college and also as a medium for communication with our academic peers and the student community at large.
- As far as our Night Degree College is concerned, most of the students are attending their lectures after their official duties at the work place during the day time; creating quest for excellence to a great extent is itself a challenge for them. But unlike the students studying in other day colleges, harvesting better results for any given efforts towards various performances, can be achieved faster and easier. It is quite

encouraging that , our first generation learners as well as employed students are able to cope up with the dual programs like attending lectures and creating quest for excellence with great difficulty within their available time in the college. In spite of these challenges we are proud that some of our students have certainly made us proud .

- **Academic** : Sachin Naikode scored 94% in Financial Accounting in T.Y.B.Com. in the year 2006.
- **Sports** : Vellankani Fernandez, a student of F.Y.B.Com. came first in the inter University cross country running event.

Our first year student in the 2009-10 batch, Mohan Dattatray won the Championship at National Level in acrobatics / gymnastics for men in Kolhapur organised by Maharashtra State.

- **NCC** : Vijay Kokane, a student of S.Y.B.Com., & NCC cadet, represented our college in the historical Republic Day parade at Delhi and received a medal from the hands of the President of India.

1.4.3 Does the institution use the guidelines of statutory bodies (UGC/ AICTE / State Councils of HE and other bodies) for developing and/or restructuring the curricula?

- Not Applicable - As the college is permanently affiliated to the University of Mumbai it functions as per the University guidelines prescribed.

1.4.4 How are the existing courses modified to meet the emerging/ changing national and global trends?

- Since our college is affiliated to the University of Mumbai, we follow their guidelines and the curriculum and syllabi prescribed by the BOS (Board of Studies) , which is modified periodically from time to time. However, in order to meet the emerging national and global trends we plan and extend the curriculum further to be more effective and suit the local needs of our students, by assigning various projects for different teams and allowing them to present the direct experiences they achieved in the classroom. Tutorial sessions on account of the smaller number of students are very useful for such modification and experimentation and to obtain the best results .

1.5 BEST PRACTICES IN CURRICULAR ASPECTS

1.5.1 What are the quality sustenance and quality enhancement measures undertaken by the institution during the last five years in curricular aspects?

- We have included Computer Systems and Applications and Direct and Indirect Taxes as elective subjects at the final year level,
- Selected classrooms are equipped with the audio visual aids,
- Class wise teacher appointed to maintain and ensure regularity in attendance,
- Library has been renovated , extended and computerized,
- Online sessions for computer systems and other related subjects,
- More comfortable class rooms, library and separate reading rooms constructed,
- The number of books sets to be issued through book-bank is increased,
- Guest lectures organized inviting resources persons on syllabi related topics,
- Class teacher system – mentors for remedial and bridge courses,
- Guidance sessions for preparing for the University examinations by subject experts,
- Providing facility for reading room throughout the night for needy students during examination time,

- Our College is now recognized under the 2(f) , 12 B scheme by the UGC,
- Establishing the IQAC , which is in office since the year 2004 , actively supervising the functioning of the college.

1.5.2 What best practices in 'Curricular Aspects' have been planned/ implemented by the institution?

- Original marksheets issued throughout the year(labeled DUPLICATE) to enable the employed students who have misplaced the same to reappear for subsequent examinations and or seek better job prospects.
- No Objection Certificates, Bonafide certificates are issued for job prospects throughout the year on request through an application by the students endorsed by the Principal / Vice-Principal.
- Bridge courses, remedial courses, question bank, class tests, allowing late students identity cards, public relation with students, employers in connection with their leave sanctioning for examinations, and various camps and other activities and to conduct tutorials regularly.

CRITERION II

TEACHING - LEARNING AND EVALUATION



CRITERION II :
TEACHING - LEARNING & EVALUATION

2:1 ADMISSION PROCESS AND STUDENT PROFILE

2:1:1 How does the institution ensure wide publicity to the admission process?

- a. Prospectus
- b. Institutional Website
- c. Advertisement in Regional/ National Newspapers
- d. Any other (specify)

■ Through

- a) Prospectus
- b) Institutional website
- c) Advertisement in Regional / National Newspapers.
- d) Through the Principal, Alumni association, staff and the senior students.

2.1.2 How are the students selected for admission to the following courses? Give the cut off percentage for admission at the entry level

- a) General
- b) Professional
- c) Vocational

a) We only conduct the general course

- The college conducts the three years Integrated Bachelor of Commerce (B.com) Degree course of the University of Mumbai.
- The eligibility criteria for admission is checked, before granting admission to a student.

■ **Eligibility for Admission :**

1. F.Y.B.Com: Students who have passed H.S.C / I.C.S.E / C.B.S.E./ IBDP/ 'A' Levels or any other equivalent examination conducted by Maharashtra State Board or any Statutory Examination Board of Higher Secondary Education.
 2. S.Y.B.Com: Passed F.Y.B.Com. examination or obtained A.T.K.T.
 3. T.Y.B.Com: Passed F.Y.B.Com as well as S.Y.B.Com examination or passed F.Y.B.Com examination and obtained A.T.K.T at S.Y.B.Com examination or passed S.Y.B.Com. examination & obtained ATKT at F.Y.B.Com examination.
- **ATKT** : Allowed To Keep Terms : in the subsequent years provided the student fails in a maximum of 2 subjects irrespective of the total number of subjects. The process of admitting students to the program is by a transparent, well-administered mechanism as follows : -

■ **Admission Procedures :**

1. Display of the admission schedule as per the University guide lines on the college notice board.
2. Issuing blank admission forms along with the prospectus.
3. Submission of duly filled in admission forms along with required documents which are verified and checked by the college office.
4. Interview with the Principal along with the documents , to obtain his signature on the admission forms which confirms the admission.
5. Payment of the first term fees along with the admission form and original documents.
6. Cut-off percentage of admission at the entry level is 35 % for F.Y.B.Com and for S.Y.B.Com and T.Y.B.Com, admission is as per the ATKT rules.

2.1.3 How does the Institution ensure transparency in the Admission process?

- The admission process is very transparent and strictly on merit basis. As our college is having a linguistic minority(Malayalam) status, admission is to be given to students from the minority community. Since, the percentage of the minority group students is small, admission is given to the students belonging to the non-minority community, and also to the students having good performance record in sports, NCC and cultural activities.
- According to the admission norms of the University of Mumbai, colleges are required to give admission on purely merit basis. We follow the procedure of admission strictly as per the university norms and guidelines viz. issuing blank application forms with prospectus, accepting the filled up application forms, preparation of merit lists and conducting interviews with students on the dates announced by the university as per their schedule. The management of the institution has appointed an admission committee with the Principal as its chairman. The admission committee is constituted every year , at the end of the previous academic year, comprising of the Principal, the Vice-Principal and a minimum of 3 permanent senior teaching staff members. This committee scrutinizes the admission forms with the help of the administrative staff, verifies the documents and the eligibility criteria.
- The only criterion of merit is the percentage of marks obtained by the student at the HSC or other qualifying examination. In the case of admission to the F.Y.B.com class, the University provides admission schedule which is displayed on the notice board . Admission is granted as per the University rules . In the case of S.Y.B.Com & T.Y.B.Com the admission to the students from the other colleges is granted to meritorious students with good credentials as per the

discretion of the Principal . Ranking of the students is being done on the basis of marks and according to rank, students are admitted. All eligible students of other colleges are also admitted to our S.Y.B.Com classes, if sought.

- As our college caters to the higher educational needs of the economically backward employed students and to those who cannot get admission in the day colleges due to a low score in the qualifying examination, most of the students admitted in our college belong to academically, socially and economically, underprivileged class. Quite a good percentage of them are repeaters . The situation of denying admission due to poor percentage of marks doesn't arise in our college. Thereby our student profile and the student community reflect our vision statement in totality. The college does not deny admission to any student on the ground of poor or low percentage of marks at the H.S.C examination.
- While giving admission the candidates are interviewed by the members of the admission committee. 10 percentage seats are reserved for the students on the basis of their performances in Sports, NCC, cultural activities etc over and above the academic criterion. Admission rules and related documents to be attached to the duly filled in admission form along with the required document are first verified and checked by the college office.
- Thereafter the Admission Committee members interview the candidates. Finally an interview with the Principal or Vice-Principal, along with the documents is conducted to obtain his signature on the admission form to confirm the admission.
- Since the academic year 2008-09, Mumbai University has introduced the online admission procedure . The e-savidha system compiled by Maharashtra

Knowledge Corporation Ltd. has been effective for F.Y.B.Com. Since 2008, where each admission form duly completed is digitally scanned and uploaded into the official website of the University. Our college has been allotted an Institution password which we utilize to access to the University website. Thus the admission process is very transparent and all the admitted students of our college are available for anybody to see.

2.1.4 How do you promote access to ensure equity?

- a) Students from disadvantaged community
- b) Women
- c) Differently-abled
- d) Economically-weaker sections
- e) Sports personnel
- f) Any other (specify)

■ a) **Students from disadvantaged community:**

Our college caters to the higher educational needs of employed students and to those who cannot get admission in day colleges due to low scores. Most of the students admitted by us have very poor percentage of marks at HSC. In fact, most of them are first generation learners in their families. Many of the students are repeaters also. They belong to the economically weaker sections of the society. A majority of them come from disadvantaged community and reserved castes. As our college is a minority college (Malayalam linguistic minority) 50% seats of the sanctioned intake are to be given to the students from the minority community. However the number of minority students is less than the intake capacity, so we admit non-minority students also against the vacant minority quota seats. Care is taken to help the girl students in order to promote higher education among women. A few seats are reserved by the management to grant admission for the students who are from the disadvantaged

community having good performance in the qualifying examinations or in co-curricular activities like NCC, sports etc. Genuine and deserving cases are considered for freeship.

b) Women:

Computer practicals are organized exclusively for the girls in the evening before college hours. This enables them to complete their practical assignments and return home on time. The Computer practicals are organized for the male students after the college hours in the night. Boys do not have a problem in staying back late and completing computer practical assignments. Special care is taken to ensure safety and security of girls students. We also ensure that girls do not face any problems outside the college premises. The college ends with two long bells. The first bell is rung 5 minutes before the closing time. This bell is for the girl students to leave the college premises. The boys are permitted to leave the class only after all the girls have left the building. This prevents over-crowding in the staircases and corridors and ensures safety and security for the girl students. As per the rules of the Mumbai University, the formation of the students council of our college ensures that two girl students are nominated as The 'Principal's nominee' out of which one belongs to the reserved category. While organizing the NSS camps, special care is taken to ensure that at least one lady staff member accompanies the camp. This is a requirement of the University NSS unit and to ensure personal attention to the girl volunteers for any specific needs during the residential camp. The college has a separate girls' common room where the girl students may retire during free periods.

c) Differently abled students : Differently abled students who are eligible are encouraged to take admission in our college. They are allowed to enter the classes before other students are allowed inside. A ramp facility is provided to

enable the differently abled students to enter the building easily. They are treated at par with all the other students in the class. Today, the college building has a lift facility for the staff members and the physically challenged students.

d) Economically weaker sections of the society:

Majority of the students studying in our college belong to the economically weaker sections. Freeships are awarded to deserving students. Very needy students are allowed installment facilities in payment of fees. Many of our lecturers help poor students by volunteering to pay their fees and provide them book sets. Our college has a book-bank facility. This enables economically weaker students as it provides them complete book sets from the college. The college provides complete Book-Sets to the students who subscribe for the S M A F book-bank facility. These book sets are returned to the college after the academic year comes to an end. As a policy, the Management of the college also sponsors deserving and needy students.

e) Sports Personnel:

Mahatma Education Society is well known amongst the colleges under Mumbai University for its excellence in sports. We have a sports playground where our students are trained by professional coaches in hand ball, foot ball, throw ball, kho-kho, kabbadi and other sports such as shotput, long jump, sprinting, cycling, marathon running. The management has set up two sports clubs 'MES Sports Club' and 'Chembur English High School Sports Club'. Sports activities are facilitated through both of these sports clubs organized by the management for its institutions. The students are provided travel allowance, sports kits and equipment for participating in various inter-collegiate sports competitions. The college permits the students to utilise the college bus facility to transport sports teams to various venues. The Annual Sports Day is conducted every year to promote sports activity in the college. Students excel in all the events like long

jump, shot put, running, athletics, handball and bring laurels to the college by winning medals and championship trophies! Ten marks are awarded to the students at the degree college who participate in sports and represent the college in the inter-collegiate sports tournaments at the University level. To cite a few :-

- **Velankani Fernandez won the first prize in the cross-country race conducted by the Mumbai University in 2006**
- **Mohan Dattatray won the National Level Championship in senior acrobatic gymnasium in mixed pair and men's group in the academic year 2009-10 , organized by Maharashtra state govt. at Kolhapur**

2:2 CATERING TO DIVERSE NEEDS

2.2.1 Is there a provision for assessing the students' knowledge and skills before the commencement of the program? If yes, give details on the strategies of the institution to bridge the knowledge gap of the incoming students for enabling them to cope with the program to which they are enrolled?

- **Yes** - Though no separate examination or subjective interview is conducted interaction with the students is organised during the admission process and personal interview enables the admission cell to update a database which identifies and documents details of the strengths and weaknesses of the students.
- As the students are selected on the merit of their marks obtained at the qualifying examination, the college does not assess students' previous knowledge and skills before or after admission. However we have a methodology to identify the academically weak students and particularly the weak areas of the students

coming in from non-commerce background. The students are tested on their knowledge of basic concepts and general awareness related to the commerce subjects. This is done by conducting subject related oral test in the class room and conducting surprise written tests during the first few weeks of the orientation sessions. These tests are conducted before the commencement of the core curriculum. Further the students are also given assignments to judge their knowledge. Interaction with the students is encouraged by making presentations and holding discussions in the class room to bridge the knowledge gap of the incoming students to enable them to cope with the program to which they are enrolled. The teachers as part of their teaching plan introduce the subjects by stressing on basic concepts, fundamentals etc. The student teacher interaction is by and large the most effective way to identify their weaker areas. The three most weak areas identified through the years are: -

1. Communication in written and oral English (as most of our students come from the vernacular medium).
 2. Mathematical fundamentals and skill (as most of our students drop mathematics as an optional subject in the H.SC. Board examination and prefer to take Secretarial Practice and Organization of Commerce instead).
 3. Fundamental concepts of book-keeping and accountancy (Especially for the students coming from non commerce streams like science and MCVC - Minimum Competency Vocational Course Board).
- The teaching plan of F.Y.B.Com teachers, is made giving due consideration to the above. Hence for 3-4 weeks initially after college reopens remedial and bridge courses are provided for the educationally disadvantaged students. Repeated class tests are conducted and extra-lectures are conducted aiming at a common level of standard.

Before the commencement of the 1st year - 1st term course we give some assignments to the students to judge their knowledge in core commerce related subjects. Students coming from non commerce streams at the junior college level are given extra-coaching in the subjects they have not studied.

Further, a large number of students lack certain fundamental skills. Some are from vernacular medium schools, and others are from the MCVC (Minimum competency based vocational courses) board (they do not have basic commerce skills). Many students lack analytical skills (basic mathematical skills), and some students are not even computer literate (for those who do not have computer education) many students require help in communication and presentation skills. Above all some of the students lack basic soft skills , general etiquette, grooming and courtesy. The college organizes an orientation program, and several work shops and classes on an on-going basis to help students to overcome the above mentioned inadequacies and improve their skill sets.

- An orientation program at the beginning of the course provides the students the basic commerce skills.
- English speaking classes on a long-term basis for those students who can not speak, read and write English effectively.
- Workshops in communication and presentation skills to horn the above skills.
- Personality development program for students to groom them for a better life.
- Mock interviews and training to help them prepare for the real world.
- Computer courses for the students who do not have any computer skills.
- Mathematics workshop specially for those students who have not studied the subject in the XI and XII standards. This helps them to refresh their basic mathematics knowledge which is a prerequisite for the study of commercial and financial mathematics.

- Workshops in book-keeping and accountancy for MCVC students as these technical students do not have any knowledge in these subjects.

2.2.2 How does the institution identify slow and advanced learners? Give details on the strategies adopted for facilitating slow and advanced learners?

- Right at the outset, during the initial intensive orientation program cum evaluation sessions, the performance of the students is analyzed by the respective subject lecturers and slow and advanced learners are identified. From the mark sheets of the students we identify the standard of the students in each subject. We mix up slow and advanced learners in each division for a natural academic promotion.
- For facilitating slow learners extra lectures on Sundays/holidays are conducted and students are assisted in solving exercises and assignments repeatedly of an elementary nature. Once the confidence level is improved more challenging and advanced level tasks are considered. The advanced learners are challenged to work ahead of the rest. The good students who would be potential performers at the T.Y.B.Com level are identified at the F.Y.B.Com & S.Y.B.Com level itself. Special attention is given to this group of students by all the faculty members in all the key areas. The students are monitored on a continuous basis and encouraged to guide the weaker students. Further guidance sessions by the subject experts at the T.Y level are organized. Intense coaching and surprise tests are conducted for the T.Y.students along with the university paper solutions, evaluations and suggestions there of on a continuous basis. Over and above this, extra guidance sessions aiming at higher level students are held on Saturdays and Sundays outside of regular time tables.

- As mentioned earlier, we identify the standard of the students in every subject. We mix up slow and advanced learners in each division for a natural academic promotion.
- In the tutorial sessions also, care is taken to form teams that consist of both slow and fast learners together for a natural academic promotion.
- We have a regular full-time B.Ed. college running under the aegis of Mahatma Education Society, at the Chembur campus. The problem of slow learners is referred to the teaching staff of the B.Ed. college. Sessions are organized to identify the problems of the slow learners. These suggestions for improvement given by the B.Ed staff are immediately implemented. Many students of our college find it difficult to write answers in English. We therefore allow them to write some subjects in Marathi at the F.Y.B.Com & S.Y.B.Com. classes also. This provision is there for T.Y.B.Com. students by the University of Mumbai already for writing the theory subjects in a vernacular language (Marathi, Hindi, Gujarati) other than English.

2.2.3 Does the institution have a provision for tutorials for the students? If yes, give details.

- **Yes** - for the subjects like Business Mathematics and Statistics and Business Communication during the first year, the University has designed tutorial programs. There are 40 students per batch and the tutorial sessions are conducted everyday before the regular lectures start.

The College provides remedial and bridge courses to the educationally weak students in Mathematics and Business communication. Mathematical and statistical techniques is a compulsory paper at the F.Y.B.Com level of the three year integrated B.Com. degree course of the University of Mumbai. We have 2

divisions of F.Y.B.Com. in the college As per the syllabus prescribed by the University of Mumbai, around a minimum of 4 tutorial sessions are to be held for each division of the F.Y.B.Com i.e. 25 students per batch on an average. Hence care is taken to conduct at least 6 tutorials / week at the minimum for mathematics. Students are divided into smaller groups of 25 each and are allocated batch timings. Tutorials are held between 4:15 p.m. – 5:10 p.m. and between 5:10 p.m. - 5:45 p.m. before the commencement of the regular lectures. A similar pattern is also followed for Business Communication. Tutorial sessions in Mathematics / B.C at F.Y.B.Com are mainly aimed at assisting and uplifting the students' level of understanding of the subject. The smaller group size facilitates class room discussion and the scope for more personal attention by the teacher. Regular home assignments, evaluation and practices tests are held to provide a more effective learning environment.

In Business Mathematics/Statistics a 10% marks (10/100) is allocated for the performance in the tutorial sessions. Attendance during the tutorial sessions is compulsory and regular maintenance of student attendance records is made mandatory to identify defaulters. The tutorial teacher personally interacts with the parents of defaulters in the tutorials and highlights the importance of attending these sessions to them. A project presentation is compulsory for students for the subject of B.C. In mathematics the system of internal assessment is flexible and left to the discretion of the subject teacher.

2:2:4 Is there a provision for mentoring of students or any similar process? If yes, give details?

- **Yes** - Remedial sessions are conducted on non-instructional days for the students who are from vernacular medium. Spoken English sessions are also conducted during interim vacation.

- Every teacher is allotted one division at the beginning of the academic year. In addition, the teacher members of the students' council are constantly in touch with their group members on a regular basis. Further, the college has appointed a discipline committee with senior teachers as its members. As a team the teachers guide and mentor the students in various academic & non academic areas. The teachers are very approachable and students are encouraged to share and discuss their problems. For academic guidance, sessions are held for effective study techniques and stress management. Our very active students' council organizes several programmes, where guest speakers are invited to speak on various subjects & aspects of building a holistic personality and the challenges to be made by the student community in the present day context. Most important, our teachers counsel the students regularly, and are in the practice of introducing some aspect of mentoring, consciously during their regular lecture sessions, either in the beginning or at the end wherever possible and relevant. In this manner mentoring and guiding the students brings them closer to the teacher and they become more open to sharing their problems. Thus the teaching-learning process is made more personalized.

2.2.5. How does the institution cater to the needs of differently-abled students?

- A ramp and a lift facility is available in the college campus for differently abled students to assist them to the classrooms.

Differently abled students who are physically challenged are treated with respect and at par in the classroom with their peers. In special cases, in case there is a learning disability also, the teachers give special attention to them before the regular classes commence.

During examination sessions, genuine cases are allowed to write their answer papers in the ground floor blocks specially provided for them

2.3 TEACHING - LEARNING PROCESS

2:3:1 How does the institution plan and organize the teaching-learning and evaluation schedules? (Academic calendar, teaching plan and evaluation blue print, etc.)

- In the beginning of the year, in fact at the end of the previous year, an academic calendar is prepared with tentative dates planned for various academic, curricular and co-curricular activities in the college as per the University rules. The term plan also contains planning for term-end examinations. However, a detailed planning for the examination is communicated to the students one month prior to the commencement of the examinations as per the University rules –A yearly event time-table is prepared.

In the beginning of the year , teaching plan is prepared as per the syllabus prescribed by the University of Mumbai . The teachers prepare the detailed teaching plan module wise and further unit wise as per the university syllabus. Generally teaching plans are prepared month wise and then divided into weeks and submitted to the heads of the departments. In case of the departments with more than one faculty , teaching plan is discussed in detail in the department meetings. However, in case of a teacher handling a single subject, no formal communication is insisted upon. While preparing teaching plan we reallocate the number of lectures topic wise and if necessary we change the order of the topics for better understanding and for keeping the interest level alive in the class. As per the latest framework of the syllabus of the University, the syllabus of each subject is divided into two sections, one to be covered in each of the two terms. Teaching plan is prepared in line with this division of the syllabus

and strictly followed. The syllabus is completed well in time before the examination. If necessary, extra lectures are engaged on holidays. Implementation of the teaching plan and completion of the syllabus as per the plan is constantly monitored.

Evaluation of blue print : Our prospectus gives a broad idea of evaluation methods. At the beginning of the year, during the formal Orientation program, the entire examination system , both pattern of conducting the examination, as well as the entire assessment details is communicated to the students. This is followed by a detailed circular prepared by the Principal issued to the examination convener / committee. This detailed blue print is communicated to the students by reading it in the class room and a copy of it is also put up on the student's notice board for a sufficiently long period (one month) . In addition each subject teacher, reiterates the important highlights during lectures , specially pertaining to marking scheme , weightage of examination and evaluation pattern. The present method of evaluation which was introduced in 2002 – 2003 is as follows:-

For F.Y.B.Com. and S.Y.B.Com.

- (i) First term-end examinations 50 marks
- (ii) Second term-end examinations 50 marks
- (iii) Minimum eligibility level is 35 marks in the above two examinations taken together
- (iv) For T.Y.B.Com. University question paper pattern , weightage allotted to various modules/ sections topics and marking scheme is explained to the students.

- 2.3.2 What are the various teaching- learning methods (lecture method, interactive method, project-based learning, computer-assisted learning, experiential learning, seminars and others) used by the teachers? Give details.

- Apart from the lecture and tutorial methods of teaching, we also have adopted other learner centred teaching methods.

a) **Project** : There are projects assigned in the subjects of Environmental studies, Foundation Course I for the F.Y.B.Com. students and Foundation Course II in second year on various social, cultural, regional, political and economic issues. Several topics are suggested to the students and each student chooses a topic of his interest, collects information, compiles it into a book form and submits the same to the teacher. There is a separate passing standard for the project work. Topics from the syllabus are given for paper presentation to various groups of students. This enables them to acquire the latest information. They consult relevant periodicals from the library or use the Internet for making their presentations.

b) **Paper presentation** : This method is adopted where several topics are given to small groups of students to collect the latest information on a prescribed topic from the syllabus from sources such as the internet, news magazines, journals, etc The students are expected to present the topics in class.

2:3:3 How is learning made student – centric? What are the institutional strategies, which contribute to acquisition of life skills, knowledge management skills and lifelong learning?

- Our Night Degree College supplements the lecture method of teaching with other learner centered teaching methods such as –

(i) **Group / individual presentations** - which requires a small group of students to collect the latest information on a prescribed topic from the

syllabus from sources such as the internet, news magazines, journals, etc. The students are expected to present the topics in the class.

- (ii) **Project -** is adopted where several topics are suggested to the students and each student selects a topic of his own interest , collects information, compiles it into a book form and submits the same to the teacher.

The use of these learner centered teaching methods aims at widening the learner's horizon. An effort is made to cultivate the reading habit by emphasizing the importance of the library and the use of the internet. All the commerce students are encouraged to browse on the internet to get information on the latest and relevant topics. During the course of presentations , students are taught the skills of communication, self-confidence, knowledge management skills.

- (iii) Through our students council formation, students are given the opportunity to make their own decisions and take responsibility for the same by organizing events, competitions, picnics and other co-curricular activities. We also have an NSS unit, an NCC unit, and a civil-defence unit (both basic and advanced courses) in the college which provide the platform for personality development, self defence tactics, leadership skills, crisis management skills, disaster management skills and other life skills providing for life long learning.

In spite of being a night college, and most of the students being employed and naturally not fresh, it is the need of the time that our college necessarily encourages the above mentioned life long skills. Our strategy is mainly to give an awareness about the need of undergoing various skill based training programmes. We provide venues for such training and we even

re-schedule our daily time-table , so that the students can be motivated, trained and such external courses can be successfully completed . Even though our college functions at night, we ensure that co-curricular activities are given equal importance like in any day college, and believe that 'learning is by doing', and learning is enhanced and is not complete without co-curricular and extra-curricular activities. We continually strive to impart quality education to enable our stakeholders to face the emerging challenges of the future. We aim at creating performers, winners, achievers and leaders. We also expose the students to information, knowledge and to an environment , which is congenial to the growth and all round development of personality. Hence, it is not surprising that, our students , though having numerous limitations are true go-getters and achievers in any task they take up.

2:3:4 How does the institution ensure that the students have effective learning experiences? (use of modern teaching aids and tools like computer, audio-visual, multi media, ICT, CAL, Internet & other information / materials, jet tools).

- In addition to the online facility on the Internet (both at the computer centre and in the main library), the college has a well equipped library and reading rooms which provide the necessary resources for the preparation of audio-visuals and teaching aids. Moreover, expenses are shared by the college in certain cases. In order to give an effective learning experience, an LCD panel is provided for the staff members to deliver lectures using the latest software package, CAL and other IT based teaching aids. These tools are also made available to the students as and when they require to make their presentations. Other audio-visual aids like T.V.room / multimedia facility, DTP centre and hardware related support from the computer centre are also readily available. All senior staff members are provided with laptops with other computer related material like,

CDs, pen drives etc., for preparing their teaching material. Lectures for the T.Y.B.Com. class for the paper Computer Systems and Applications are conducted online only.

2:3:5 How do the students and faculty keep pace with the recent developments in the various subjects ?

- Both the students and the faculty members are encouraged to attend research forums, workshops, present papers and research articles in seminars and conferences both at the National and International levels. We encourage them to attend seminars conferences and training workshops. Several of our faculty members have also featured as resource persons for various research meets. Apart from these, the faculty members are regularly sent to attend orientation and refresher courses approved by the UGC and conducted in the Academic Staff College of the University of Mumbai. During these courses the faculty members are able to enhance the knowledge base in their respective subjects / domain areas and get an opportunity to interact with their peers from other colleges / Universities to keep pace with recent developments in various subjects.

2:3:6 Are there departmental libraries for the use of faculty and students ? If yes, how effectively are they used for the enhancement of teaching and learning ?

- The Central library has sufficient books are available in all subjects department wise / subject wise. The computer dept. which is a central resource area has its own library which is used effectively for the enhancement of teaching and learning. This centre has an abundance of computer aided educational software, computer aided packages, material development for CAL, multimedia etc.

2:3:7 Has the institution introduced evaluation of the teachers by students ? If yes, how is the feedback analyzed and implemented for the improvement of teaching?

- The college has a teacher performance appraisal which is done annually by
 1. Heads of departments
 2. The Principal
 3. Students

The format of the student feed-back is attached as a document (Annexure VIII).

The college has the practice of collecting student evaluation on campus experience. The significant feedback from students have been effectively used.

The feedback given by the students clearly reflects that they don't identify any additional requirements . Sometime sports students express the desire for better ground facilities. The management is earnestly looking into the matter. Already the ground is regularly leveled and spot lights provided for practising during the evening time. Regular maintenance to keep the ground clean and conducive for playing games is done. Most of the students want reading room facility till late night. Further they also want library services such as issue and return of books on weekly off and holidays. They expect the college office to provide services on Sundays and other holidays for a few hours in the morning. They have expressed their desire that the college relax the attendance rule to some extent.

The students who join NSS have expressed the desire that the NSS unit should go for an urban camp rather than a rural camp, Many students have pointed out in their feedback form that the college should give preparatory holidays for at least ten days before the commencement of the examination. This particular request has been implemented already. They also want the college to take the second term examination late i.e. in the last week of April, so that they get more time to study.

Students of the NCC unit of the college have expressed a desire to have an independent unit of their own. Sometimes students express the desire to organize inter-collegiate competitions in the college campus. Being a night college it does not become viable. Academically, the students require teachers who can teach in both Marathi and Hindi over and above English. All teachers are requested by the HOD's to prepare their lesson plans to cater to both the slow and fast learners by choosing proper course material, hence ensuring that teaching is more student centric. Completion of syllabi and portions is constantly monitored by the respective HODs. Regular staff meetings - department wise, are held in the presence of the Principal to discuss methodology suited for specific topics / units.

2.4 TEACHER QUALITY

2.4.1 How are the members of the faculty selected? Does the college have the required number of qualified and competent teachers to handle all the courses? If not, how does the institution cope with the requirements ?

- In terms of qualifications it is a matter of great pride that all the teachers are fully qualified as per the norms of the University of Mumbai and further more than 60% of the staff members are holding Ph.D / M.Phil. degrees. All our posts are completely filled up and we have adequate faculty members who are fully qualified and competent to handle all the courses. We are also proud to add here that some of our staff members holding Ph.D. degrees in their respective subjects are also recognized post graduate lecturers of the University of Mumbai, teaching post graduate professional courses like M.Phil., M.B.A., M.M.S. & PG Diploma programme courses of the University of Mumbai leading to vertical and professional development in their academic careers. Recruitment process

is strictly as per the norms and rules of Mumbai University applicable to any minority institution.

In case any vacancy has to be filled up , first, during the notice period of the outgoing staff member, an application is made to the Joint Director's (Higher Education) office for obtaining the N.O.C. for filling the post. Once the NOC is obtained, draft of the advertisement for the vacant post is prepared, and an approval is obtained from the University for the same. On getting the University approval for the advertisement, the advertisement is published in one national level newspaper and minimum 2 local newspapers. Once the application forms the candidates are received , a local selection committee is constituted and a selection panel consisting of the Managing Committee members, and relevant subject experts is formed. As the college is granted a minority status by the state government (linguistic minority) the interviews are conducted by the panel members formed. Suitable candidates fulfilling the requirements are duly appointed and the final report of the selection committee is sent to the University for approval of the candidate(s) in the 7 page proforma prescribed by the University for approval of the appointments thus made on probation / part-time / temporary / local /ad-hoc basis as per the status of the vacancy . In the case of full time vacancies, the appointments are made on probation for a period of 1 - 2 years. They are subsequently approved by the University , and confirmation is done on the receipt of the final approval of the candidate being received from the University . Thereafter, the Management and the Principal of the college issues the candidate a letter of confirmation. This entire process takes about 3 months normally.

The salary for the appointed staff members is paid by the Management until the college receives the approval of appointment from the University. The arrears from the date of joining till the date of approval will be claimed by the college

from the Jt..D(H.E.)'s office . The amount paid by the Management as salary for this interim period to the respective staff member should be refunded as soon as he/she receives the same from the Jt..D'(H.E.)'s office.

New vacancies arise only when teachers retire or resign. During the last five years three full time teachers have resigned and three teachers have been immediately appointed in their place on full time basis. No teacher has reached the retirement age. However, one member of the non-teaching staff, Mr. Muthu Krishnan Nadar retired in the academic year 2008-09.

2:4:2 How does the college appoint additional faculty to teach new programs / modern areas of study (Biotechnology, IT Bio informatics etc ?) How many such appointments were made during the last three years?

- As ours is a fully aided college, we are eligible to receive salary grant for the teachers appointed on temporary / ad-hoc basis. We have the freedom of making such appointments if necessary. Management is committed to give advance towards the payment of salaries of the teachers appointed on temporary / ad-hoc basis till necessary formalities for receiving salary grant from the J.D.'s (H.E.) office are completed and college actually starts receiving grants. We have started two subjects for T.Y.B.Com - (applied component – 1) Direct & Indirect taxes 2) Computer Systems & Applications). Both the subjects are unaided and on no grant basis. We have appointed a qualified staff member(with an MCA – Master of Computer Applications degree as prescribed by the Mumbai University) on CHB(Clock Hour Basis) as per the university norms for teaching this subject. For Direct & Indirect taxes also a regular full time faculty member from the Accounts dept. is teaching the subject on additional emoluments paid by the management.

Computer practicals for T.Y.B.Com. computer students are held on Sundays, and instructors at the computer centre are suitably trained to teach these students. They are hence in a position to infuse and enrich these lecture sessions as they are experienced. The salary of these computer instructors is paid by the management. Further, the Management has also appointed, for the commerce students, qualified staff members to teach IT related packages like the latest versions of TALLY for teaching computerized financial accounting. These courses are offered at subsidized rates to the Night College students. At the computer centre we also offer Maharashtra State Vocational Board courses like MSCIT. The Night College students are motivated and encouraged to join these courses so that they get practical training and computer literacy by the time they finish their graduation.

2:4:3 What efforts are made by the management for professional development of the faculty ? (Eg.s: research grants, study leave, deputation to national / international conferences / seminars / training programs etc.)? How many faculty members have availed of these facilities during the last three years?

- Since our faculty members have completed their Ph.D. programs recently, the college has so far not undertaken any project of the scale that requires research grants.
- Four of our faculty members have completed their Ph.D.degrees and one member has completed her M.Phil. degree during the last five years . One more faculty member has undertaken the Ph.D. program and is expected to complete it shortly. The management of the college is very encouraging and generously help faculty members towards professional development. In fact our top management members are true educationists and continuously strive to uplift the faculty members in their career path by providing research material,

contacts and connections for expert opinions in the related area of interest, access to various resourceful libraries through their offices, financial assistance for preparing and compiling research material, assistance from the college DTP centre for printing , formatting and binding requirements of the research materials. The college management also provides study leave for the faculty members when they are at the concluding stages of their research publication, and also, for those who are preparing for the viva-voce for defending their thesis/ dissertation . All the five members of the teaching faculty have availed of these facilities during the last five years.

- Deputation to national level conferences : The college management takes care that all the faculty members are regularly sent to national level conferences organized in any state of India. Some of our faculty members have even organized national level conferences at the University of Mumbai, dept. of Commerce. They have contributed as core team members of the organizing committee at these conferences. The management of the college gives assistance financially for event management as well as for the expenses of the faculty members. The time table of the teachers is also suitably adjusted to accommodate for the absence of those deputed for these conferences. Some details of the seminars/conferences (national / International level)/training programs attended/participated in the year 2008-09.
- Prin. C.Y. Kulkarni was a resource person at the conference of Night Colleges in Maharashtra organized by Swami Vivekanand Night College of Arts & Commerce on 29th November 2008 at Dombivilli. The title of the conference was “Ek Disha”. He conducted a session on Quality Enhancement of Education in Night Colleges. He has also been a resource person at several career planning conferences.

- Dr. Lata Krishnan participated at the International Management and Commerce Seminar organized by the Department of Commerce, University of Mumbai on 29th and 30th January 2009. She authored and presented a research paper titled “Incremental Innovations “, and won the “best paper “ award for this paper. Dr. Lata Krishnan has also attended a state level commerce conference organized by Model college, Ganeshkhind, sponsored by Pune University. The conference was titled “Skill Development in the graduate programs”. She authored and presented a paper titled “Skill Development in Commerce Night College” on 5th, 6th December, 2008.
- Vice – Principal , Dr. Padma Rangan participated at the International Management and Commerce Seminar organized by the Department of Commerce , University of Mumbai on 29th & 30th January, 2009. She authored and presented a research paper entitled “Cyber Crimes – Possibility or Probability ? “
- Ms. Anaya Kavishwar & Shri Eknath Zerekar from the Department of Commerce have participated in the following programs :
 1. Attended a workshop on July 2008 at Motilal Jhunjhunwala College of Arts, Science & Commerce , Navi Mumbai. The workshop covered revision of syllabus for T.Y.B.Com. in the subject Financial Accounting & Auditing I & II.
 2. Attended a workshop on Aug. 2008 at Dnyanasadhana Navi Mumbai. The workshop covered revision of syllabus and question paper pattern for S.Y.B.Com. in the subject Financial Accounting & Auditing I & II.
 3. Attended a workshop on Sept. 2008 at Narsee Monjee College of Commerce & Management. The workshop covered revision of syllabus and question paper pattern for S.Y.B.Com. in the subject Financial Accounting & Auditing I & II.

4. Attended a workshop on Dec. 2008 at Swami Vivekananda Night College of Commerce & Arts, Dombivilli. The workshop covered Quality Enhancement of Education in Night Colleges in Maharashtra – “Ek Disha”

■ Shri. C.M. Varma from the Department of Business Communication

1. Attended a one-day seminar on 27th August, 2009 in Hinduja College on Humour – and – Communication skills jointly conducted by university of Mumbai and Hinduja College.
2. Participated in the one-day seminar organized by the Resarch Forum of Pillais' College , New Panvel, on 4th April, 2009.
3. Attended a 21 day Refresher Course organized by the University of Calicut on Environmental Studies from 4th January to 26th January , 2009.

■ **Deputation to International Conferences :**

1. Dr. Lata Krishnan participated in a workshop in Management in the University of Berkeley, San Francisco, California, in November, 2009. She delivered a lecture entitled “Entrepreneurship in San Francisco Bay area with India” to the Management students.
2. Dr. Lata Krishnan is the Program Action Co-ordinator for the National Association Of Soroptimist International of India. She participated in an International convention – The 75th Conference of SIGBI(Soroptimist International of Great Britain & Ireland”. She presented the projects undertaken by the Soroptimists of India for the empowerment of women and the girl child. Soroptimist is an International social organization of professional working women forming a service club which has representations all over the world. SIGBI provides career women with a valuable support network , and enables them to contribute their might to society at large. They are the original “Professional women with a Social Conscience”

3. Prin. C.Y. Kulkarni attended and participated in a career fair for career counseling and soft skill development at Dubai in Feb. 2009.
4. Dr. Lata Krishnan has participated at the International Baccalaureate's IBDP's Co-ordinator's workshop in Oakridge International School, Hyderabad in April, 2009.
5. Dr. Lata Krishnan has participated at the International Baccalaureates's IBDP subject workshop in Business and Management in American School of Bombay , Bandra – Kurla Complex, in Nov. 2009.
6. Dr. Lata Krishnan has participated at the Cambridge International Examinations, A levels - subject workshop in Business and Management in Aditi Mallaya School, Bangalore, in Oct. 2009.
7. Dr. Padma Rangan has participated at the International Baccalaurate's , IBDP subject workshop in Mathematics at **Higher Level** for the Diploma Program in Mumbai at the Centre for Excelllence in IT ,Technology Street, Powai, Mumbai in Nov. 2009.
8. Dr. Padma Rangan has participated at the International Baccalaurate's , IBDP subject workshop in Mathematics at **Standard Level** for the Diploma Program in Mumbai at the Centre for Excelllence in IT ,Technology Street, Powai, Mumbai in Nov. 2009.
9. Dr. Padma Rangan has participated at the International Baccalaurate's , **Middle Year Program** subject workshop in Mathematics in Mumbai at the Centre for Excelllence in IT ,Technology Street , Powai, Mumbai in Nov. 2008.

2:4:4 Give details of awards/ recognitions received by the faculty during the last five years.

- Dr. Padma Rangan, Vice – Principal & HOD of Mathematics & Statistics received the “Best Teacher's Award “ in September, 2006. This is a very prestigious

award given by the Management of Mahatma Education Society, for her dedicated service, academic excellence and outstanding contribution to the growth of the Institution.

The Management of Mahatma Education Society, felicitated the following teachers of the Night Degree college for having been awarded their doctoral degrees on the occasion of teacher's day.

- | | | | |
|----|-------------------|---|-----------------------------|
| 1. | Dr. Lata Menon | – | 5 th Sept. 2006. |
| 2. | Dr. Padma Rangan | – | 5 th Sept. 2007. |
| 3. | Dr. Lata Krishnan | – | 5 th Sept. 2008. |

- Dr. Lata Krishnan was felicitated by the Dept. Of Commerce, University of Mumbai for "Outstanding paper Presentation " at the International Commerce Conference, Vidyanagari, in January 2009, by way of a citation and momentum. The title of the paper was "Incremental Innovations "

- Dr. Padma Rangan was felicitated by the Dept. of Commerce, University of Mumbai for "Outstanding Research Paper " at the International Commerce & Management Conference, on Management strategies of Trade, Commerce and Industries in India, South Korea, China and USA ; A Global Perspective at Vidyanagari, on Thursday 29th and Friday 30th, January 2009, by way of a citation and momento. The title of the paper was "Cyber Crime – probability or possibility?".

2:4:5 How often does the institution organize training programmes for the faculty in the use of

- a) Computers
- b) Internet
- c) Audio Visual Aids

- d) Computer Aided packages
- e) Material development for CAL, multi-media etc.

- The Institution organizes training programs once in one term. The staff from Pillai's Institute of Information technology and the staff from our computer centre regularly train our staff. We have an in-house computer Centre at the college called Institute of Computers & Electronics. Computer aided packages are available for uploading scanning and for other enrolment requirements for admission purposes. Mr. Ashish Rai & Ms. Ratan instructors from the computer centre and the college office have attended workshops conducted by the department of Higher Education for online admission process for FYJC (2009). Staff from the E-savidha facility of the university / MKCL (Maharashtra Knowledge Corporation Ltd.) are stationed at the college office for assisting in uploading the admission forms to the University website. This has made the admission process very transparent . The staff of the computer centre provide in-house training programs regularly (once in a term) and as per the need on audio visual aids (Laptop and LCD panel), computer related material for CAL, Internet facility etc., are also available in the college office and the computer staff have trained the faculty in the use of the same. In fact for T.Y.B.com. Computer Systems & Application paper, lectures are held on line only. We have a separate department under the computer centre which is incharge of maintaining the college website. Multimedia training is given to our staff members by our in house computer centre staff . Further our faculty members have also attended other international workshops where they are further trained in the latest technology . Hence all our faculty members are computer literate and proficient in the use of audio-visuals and computer aided packages .

2.5 EVALUATION PROCESS AND REFORMS

2.5.1 How are the evaluation methods communicated to the students and other institutional members ?

- Evaluation methods are communicated to the students at the beginning of the year. Our prospectus gives a broad idea of evaluation methods, at the beginning of the year, the entire examination system, both pattern of conducting as well as assessment is studied by the examination committee and the same is communicated to the students by a detailed circular issued by the Principal. A copy of the same is put up on the student notice board for a sufficiently long period of time. We also have an interactive session with the students of each class, where the doubts and clarifications pertaining to all the aspects of the evaluation system is discussed. In addition, subject teachers further reiterate the important aspects during lecture time pertaining to marking scheme, weight age given to questions, quality of answers, examination and evaluation pattern. The present method of evaluation is introduced from 2002-03 is as follows:-

- For F.Y.B.Com and S.Y.B.Com.

- (i) First Term End Examination 50 marks
- (ii) Second Term End examination 50marks
- (iii) Minimum eligibility level is 35 marks in the above two examinations taken together.

- For T.Y.B.com

University question paper pattern, weight age given to various modules/sections/ topics and marking scheme is explained to the students.

2.5.2 How does the Institution monitor the progress of the students and communicate it to the students and their parents ?

- The college monitors the overall performances of the students at the beginning of the year. Overall performance of students- in the previous academic year is assessed at the beginning of each academic year , with a view to form the Students' Council of the college. Performers in various aspects such as academics, cultural activities, sports, NSS/NCC civil defence are considered and monitored, in order to give further responsibility and encouragement and ensure their involvement in various activities such as participation in youth festival at intra - college as well as inter-college level. Further in order to monitor the students , the college has formulated a continuous contact scheme. In this scheme about 20 students are under the observation and care of one teacher . This teacher only monitors the attendance, performance and conduct / behavior of the students allotted to him/her. The teachers covered under this scheme meet once in a fortnight to review the situation and take action where needed . In some cases parents/ guardians are beckoned for immediate corrective action. In addition, the college holds PTA meetings (Parent Teacher's Association) once in a term and also as and when required if any issue related to discipline / poor academic performance, defaulting in class attendance takes place. The first meeting is held in the month of October , and the second one is held in January. This gives parents time to interact with the students based on the feedback received in the first PTA. Further, in addition to this, parents are invited to come and discuss the progress of their wards at any time throughout the year.

2.5.3 What is the mechanism for redressal of grievances regarding evaluation ?

- Regarding evaluation, the University of Mumbai has 2 types of provisions for undergraduate students. The first provision is called 'Rechecking' of the answer sheets i.e. by only counting and checking the answer totals. In this mechanism the students are given a deadline to apply for 'verification of marks' . An application form designed by the college enables them to apply for verification of marks in

any particular subject(s). The University approved fee of Rs. 100/- per student is levied. All applications are presented before the Examination Committee. Each application for verification is scrutinized. Answer sheets are taken out and the totaling of marks is done carefully, once again. The final result of marks verification is put up on the students notice board. In case of change in marks / change in result for any student a fresh marksheet is issued to the students. The second mechanism of 'Revaluation' is of 'Reassessment' of the answer papers. A fee of Rs. 500/- (University approved) is levied on the students. The application is forwarded by the examination committee to the subject teacher. A copy of the manuscript of the answer book is given to the student for his perusal. The answer sheet is very carefully assessed again by another subject expert. The same is communicated to the examination committee. If any change is to be made it is also accordingly reflected as change in marks/change in result on a new result sheet and a new marksheet is issued to the student.

2.5.4 What are the major evaluation reforms initiated by the institution / affiliating University? How does the institution ensure effective implementation of these reforms.

- Re-assessment of the manuscripts of answer books is a major reform initiated by the University of Mumbai. Details of the implementation of this reform at the college level is explained in 2.5.3. Moderation of the papers is also done for each subject by inviting external subject moderators to ensure that the question papers are set as per the prescribed university pattern and further the preparation of a model answer sheet / marking scheme made compulsory for each subject teacher to present before the subject moderators.
- CAP - Centralised Assessment Process Reform - Remuneration of the CAP for assessing question papers has been increased by the University of Mumbai

with effect from 2008. Further TA/DA of the examiners has also been increased.

- Separate passing for projects at F.Y./S.Y. classes. (80% for theory & 20% for projects). The student has to pass separately in both theory and project work, to be declared passed in the overall. Remuneration for the teachers assessing these projects at the F.Y./S.Y. classes has also been made at par with that of teachers teaching in T.Y. classes.
- In order to reflect the new changes made in the marking/evaluation scheme in certain subjects, the examination committee – results section has also incorporated these amendments in the computerized marksheets issued to the students to reflect all details of theory / projects / tutorials accordingly.
- The latest reform made by the University is that the project viva – voce has been made compulsory for the subject FC-II at the S.Y. B.Com. class. Thus the 20 marks project work is further divided into (7 + 13), where 7 marks is reserved for the performance at the project viva- voce and 13 marks for the project work submitted. A student of S.Y.B.Com. has to pass separately in the project viva-voce for FC-II in order to be declared passed in the subject.
- T.Y.B.Com :- Criterion for passing Accountancy Part I, II and III is 105 marks in all the three papers taken together instead of separate minimum passing standard- of 35 marks in each individual paper since 2009. However if the student fail to get minimum total of 105 in the three account subjects taken together, he / she is declared fail in each of the accounts paper I, paper II and paper III. This rule will be brought into effect since June, 2010.

2.6 BEST PRACTICES IN TEACHING - LEARNING PROCESS

2.6.1 Detail any significant innovations in teaching / learning / evaluation introduced by the institution?.

■ TEACHING :

1. Additional Applied component subject at the T.Y.B.Com level. The institution offers 4 subjects as additional applied components. Direct & Indirect Taxes, Purchasing and Storekeeping, Entrepreneurship and Management of Small Scale Industries, Computer Systems and Applications. The students are required to select any two subjects from the above four as their elective components. They have a wide option to select from.
2. Students opting for Direct and Indirect Taxes and Computer Systems and Application subjects are to fulfill certain criteria such as passing in the subjects Mathematics and Statistics and Accounts I and Accounts II subjects in F.Y and S.Y – passed in first attempt.

■ LEARNING:

1. Project component introduced for all subjects (FY/SY/TY) : The project component is introduced in all the years allowing for concrete learning. The students enjoy preparing projects and score well in this section. The project method allows “learning by doing” and is a best practice.

■ EVALUATION:

1. End of the month Examination for T.Y.B.Com – In order to prepare the final year students for their T.Y.B.Com examination, tests are conducted at the end of every month. All subjects are tested ensuring a continuous mechanism set up for efficient learning.

2. The Mumbai University in its examination practice has ensured that the students work well in both sections - theory and project work. The student is required to pass separately in both the theory and practical components.

■ **LEARNING AND EXAMINATION PREPARATION :**

Innovation to motivate learning and preparation for the T.Y.B.Com Examination- Night meals to students (Extended the Mid-day-meal concept of the government) of our college for the T.Y.B.Com students. Students preparing for the T.Y.B.Com examination are given free night meals (dinner) for a week. This motivates them to attend the special revision sessions organized in the college between 4.00. p.m. to 9.30.p.m. continuously. The subjects are dealt with in detail alongwith guidance sessions for solving University level question papers. This intensive coaching sessions help the students in getting in-depth study of each subject for the purpose of writing the University examination successfully. The results of the college improve considerably by this mechanism.

■ **SCHOLARSHIPS:**

The management announces cash awards to toppers of the college. This too, motivates students to prepare well for the T.Y.B.Com examinations.



Certificate

MAHARASHTRA AMATEUR GYMNASTICS ASSOCIATION

(Affiliated to Gymnastics Federation of India & Maharashtra Olympic Association)

Maharashtra State Sports Council, Pune Regn. No. 18/X/10915/KS-31

Public Trust Regn. No. F/1408 Society Regn. No. 15/1966

Address: Yamasita D/34, Chembur Gaothan, Mumbai - 400071. Telefax: 25286033

2037



STATE GYMNASTICS CHAMPIONSHIP

Certificate of Merit

THIS CERTIFICATE IS AWARDED TO

SHRI. /SMT. /KJMT. /MAST. Mohan Bamane - Senior

WHO REPRESENTED Mumbai - Suburban DISTRICT UNIT,

FOR SECURING ~~TEAM~~ INDIVIDUAL Ist PLACE IN Acrobatics Gymnastics


STATE CHAMPIONSHIP, ORGANISED BY Sanyati District Gymnastics Ass. AT Miraj

DURING 13th to 15th Nov 2009 EVENT: Mix Pair MARKS OBTAINED: 24.80

DATE OF BIRTH: _____

YEAR OF COMPETITION: 2009-10


MEERA KORDE
President


MAHENDRA CHEMBURKAR
Secretary General



Certificate

MAHARASHTRA AMATEUR GYMNASTICS ASSOCIATION

(Affiliated to Gymnastics Federation of India & Maharashtra Olympic Association)

Maharashtra State Sports Council, Pune Regn. No. 18/X/10915/KS-31
Public Trust Regn. No. F/1408 Society Regn. No. 15/1966

Address: Yamasita D/34, Chembur Gaothan, Mumbai - 400071. Telefax: 25286033

2066



STATE GYMNASTICS CHAMPIONSHIP

Certificate of Merit

THIS CERTIFICATE IS AWARDED TO

SHRI. / SMT. / KUM. / MAST. Mohan Bamne - Senior

WHO REPRESENTED Mumbai Suburban DISTRICT UNIT.

FOR SECURING TEAM / INDIVIDUAL Team first PLACE IN Acrobatics Gymnastics

STATE CHAMPIONSHIP, ORGANISED BY Sangli District Gymnastic Ass. AT Miraj

DURING 13th to 15th Nov 2009 EVENT: Team Championship MARKS OBTAINED: 32.00

DATE OF BIRTH: 07-12-86

YEAR OF COMPETITION: 2009-10


MEERA KORDE
President


MAHENDRA CHEMBURKAR
Secretary General



Certificate

MAHARASHTRA AMATEUR GYMNASTICS ASSOCIATION

(Affiliated to Gymnastics Federation of India & Maharashtra Olympic Association)



Maharashtra State Sports Council, Pune Regn. No. 18/X/10915/KS-31
Public Trust Regn. No. F/1408 Society Regn. No. 15/1966

Address: Yamasita D/34, Chembur Gaothan, Mumbai - 400071. Telefax: 25286033

1985

STATE GYMNASTICS CHAMPIONSHIP

Certificate of Merit

THIS CERTIFICATE IS AWARDED TO

SHRT / SMF / ~~BOY~~ / MAST. Mohan Dattatray Barmare (Senior)

WHO REPRESENTED Mumbai Suburban DISTRICT UNIT,

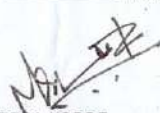
FOR SECURING TEAM / INDIVIDUAL Third PLACE IN Aerobics Gymnastics

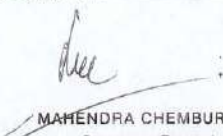
STATE CHAMPIONSHIP, ORGANISED BY Sangli District Gymnastics Ass. AT Miraj

DURING 13th to 15th Nov 2009 EVENT: Senior Trio MARKS OBTAINED: 7.81

DATE OF BIRTH: 7/12/1986

YEAR OF COMPETITION: 2009-10



MEERA KORDE
President


MAHENDRA CHEMBURKAR
Secretary General




Certificate

Maharashtra Amateur Gymnastics Association
AFFILIATED TO GYMNASTICS FEDERATION OF INDIA & MAHARASHTRA OLYMPIC ASSOCIATION
SOC. REGD. NO. 15/1966 & PUBLIC TRUST REGD. NO. F/1408
State Sports Council / Regd. No. 18/X/10915/KS-31 1944
Add.: Yamasita, D/34, Chembur Gaothan, Mumbai - 400 071. Telefax : 022 - 25286033

 **STATE GYMNASTICS CHAMPIONSHIP**
CERTIFICATE OF PARTICIPATION

This Certificate is awarded to
Shri./Smt./Kyn./Mast. MOHAN D. BAMANE
Who Represented MUMBAI SUB *District Unit*
In recognition of his / her Meritorious Participation as a player / Judge / Coach / Official in
Artistic / Rhythmic / Acrobatics / Aerobics / Trampoline - Tumbling Gymnastics
Championship, organised by Sangli Dist Sport Asso - ASSO *at* Miraj
During 13th 15th NOV 2009 *Age Group:* Sub Junior / Junior / Senior / Mixt I / Mixt II
Date of Birth 7.12.1986 *Year:* 2009-10

Place: Miraj *Date:* 15th NOV. 09
Meera Korde President
Mahendra Chemburkar Secretary General



CRITERION III

RESEARCH, CONSULTANCY AND EXTENSION



CRITERION III :
RESEARCH, CONSULTANCY AND EXTENSION

3.1 PROMOTION OF RESEARCH

3.1.1 Is there a Research Committee to facilitate and monitor research activity? If yes, give details on its activities, major decisions taken (during last year) and composition of the Committee.

- **Yes** - We have a separate Research committee called 'Research Forum' Organized by our parent body Mahatma Education Society. All our faculty members regularly participate in the activities of the research forum. The idea of the research forum was initiated by Dr. Daphne Pillai, Chairperson, MES Management Board in recognition of a need to foster research practices among various departments of the Mahatma Education Society. The forum was founded in April 2004 when Prof. Smita Dalvi of Pillai's College of Architecture was given its charge as the Chairperson. With the active patronage of Dr. K. M. Vasudevan Pillai, CEO, MES and enthusiastic and able support of the executive committee members, the forum has been successful in creating an environment of academic fellowship among diverse institutes of the Mahatma Education Society.

● **Objectives of the Forum :**

1. To encourage research among MES teaching community.
2. To share knowledge and exchange ideas through seminars.
3. To publish papers at National and International forums.
4. To encourage institutions of MES to undertake research in their area such as Commerce, Education, Engineering, Management, Architecture, Finance.
5. To build -up the image of MES through the forum.

6. To organise work-shops and training on Research and Education.
7. To publish newsletters.

The forum has conducted several activities since its inception such as workshops and lectures on Research Methodologies, a workshop on Teaching Skills, Paper reading sessions by the members of the forum and invited guest lectures by International Experts during the sesquicentennial year of the Mumbai University. Subsequently anticipating enthusiastic participation of the young and experienced faculty, the Research Forum aims to strengthen its activities to fulfill the above listed goals.

In 2008-09, the Forum initiated “MES Faculty Seminar Series” - An innovative concept aimed to create an interdisciplinary platform for the various specialist departments of the society. Two seminars were held during the ongoing year where faculty members of Architecture, Bio-technology, Commerce, Science, Education, Management and Technology presented their latest research and shared their findings. The series will remain one of the flagship activities of the forum.

● **Composition of the committee :**

Executive Committee Members :

1. Prof. Smita Dalvi, Chairperson
Sr. Faculty member, Pillai's College of Architecture.
2. Dr. Meena Sharma, Secretary
Faculty member, Pillai's Institute of Management Studies & Research
3. Dr. Daphne Pillai
Principal, Pillai's College of Arts, Commerce & Science and Chairperson
Management Board.

4. Dr. Sunita Wadikar
Principal , Pillai's College of Education & Research, Chembur
5. Dr. R. Chadran
Director, Pillai's Institute of Management Studies & Research
6. Dr. Sally Enos
Principal , Pillai's College of Education & Research, Khanda Colony
7. Dr. Lata Krishnan
Head of Department of Commerce, Mahatma Night Degree College of Arts & Commerce.
8. Dr. B. B. Shrivastava
Principal, Pillai's HOC College of Engineering & Technology
9. Ms. Nivedita Shreyans, Organising secretary

■ **Principal Activities of the Forum during the year 2008-09**

● **26th July, 2008**

MES Faculty Seminar Series, July 08

Venue : Conclave, Pillai's Campus, New Panvel

Conveners :

Prof. Smita Dalvi, Chairperson MES Research Forum

Dr. Daphne Pillai, Chairperson MES Management Board

Technical Committee :

Dr. Sunita Wadikar, Principal, Pillai's College of Education & Research

Dr. Latha Krishnan, Night Degree College of Arts & Commerce, Chembur.

● **5th & 6th February 2009**

"Urban Planning and Architecture : Intentions & Expressions"

Jointly held with PiCA - Pillai's College of Architecture

Venue : Conclave, Pillai's Campus, New Panvel

Conveners :

Prof. Smita Dalvi, PiCA

Prof. Sangeetha Solanki, New Panvel.

● **4th April, 2009**

MES Faculty Seminar Series, July 08

Venue : Conclave, Pillai's Campus, New Panvel

Conveners :

Prof. Smita Dalvi, Chairperson MES Research Forum

Dr. Daphne Pillai, Chairperson MES Management Board

Technical Committee :

Dr. Sunita Wadikar, Principal, Pillai's College of Education & Research

Dr. Latha Krishnan, Night Deagee College of Arts & Commerce, Chembur.

■ **MES Faculty Seminar Series Report :**

The Research Forum has been organising "MES Faculty Seminar Series", one every semester, in which faculty members from our various departments in different campuses read papers on their latest research work +on diverse topics from Architecture, Education, Management, Technology, Commerce. Literature, Applied Sciences and Economics. This seminar series has become a multi-deisciplinary platform of academic interaction for our young nad experienced faculty.

In this academic year, two seminars were organised, one in each term, in which a total of 24 paper presentations took place. The conveners had invited abstracts from the faculty members on latest research concerns in their individual specialization. The technical committee had short listed nine papers for presentation from all the abstracts received. There was a very enthusiastic question-answer session after most presentations. On both occasions, Dr. K. M. Vasudevan Pillai and Dr. Daphne Pillai addressed the gathering during the inaugural function and participated in the entire day's proceedings.

The seminars were attended by interested faculty members and senior students in various departments. A kit consisting of a folder with compilation of abstracts and writing material were provided to all delegates as also refreshments and lunch was served. Members of the executive committee and the central office of MES provided all logical and organizational support for these events.

3.1.2 How does the institution promote faculty participation in research? (providing seed money, research grants, leave, other facilities).

- Our institution grants on duty leave to the faculty to participate in various research Seminars and adjustments are made in teaching schedule and time-table to cater to this. They are also provided traveling and other conveyance for the same.

3.1.3. Does the institutional budget have a provision for research and development? If yes, give details.

- **Yes** - Institutional budget makes provision for the following heads of expenditure related to research and development.

- a. Subscriptions to journals
- b. Seminars and Conferences
- c. Newspapers and Periodicals
- d. Guest lecture remuneration

(Refer Annexure XV)

3.1.4 Does the institution promote participation of students in research activities? If yes, give details.

■ **Yes** - the institution promotes participation of the students in the research activities in the following ways:

- By project work submission during the course of their curriculum. Today information is available to the students at a press of a button. The students are oriented to various research methods and are encouraged to use the internet and all other media available (journals, books, newspapers etc.) for preparing good projects.
- The Research Forum organizes various seminars for the benefit of the students and teachers. The students are also encouraged to attend state/national/international level seminars organized by the University of Mumbai in order to keep abreast of emerging trends.

3.1.5 What are the major research facilities developed on the campus?

- Research workshops conducted by the faculty for the students. The intellectual capital of the institution assists the students in research works. There are two full time faculty members who are Ph.D degree holders and one faculty who is an M.Phil. degree holder These faculty members conduct in-house workshops

for orienting students and staff members to research methodology. These faculty are appointed as project guides to assist the students in their project work.

- Action Research – The students are engaged in action research related to various co-curricular activities. In their NSS camp, the students conduct surveys for the rural welfare programme. Here they are trained to prepare questionnaires, schedules and collect, tabulate and analyze the data and send it to the competent authorities for further action.

- The library provides various research journals and papers enabling the lecturers & students to read on the current, emerging trends. Major research facilities developed in the campus are:

- Good / excellent library
- Connections with INFLIBNET and TISS satellite library, library at IIPS (International Institute of Population Studies), Central library at Dr. K. M. Vasudevan Pillai's campus, composite library.
- Students are provided with internet facility in the library.
- Subscription to the latest/current journals
- All leading newspapers
- Support given by an in-house DTP department for reprography and printing

3.1.6 Give details of the initiatives taken by the institution for a collaborative research (with national/ foreign Universities/ Research/Scientific organisations / Industries / NGOs)

- **Collaborative Projects:**

- a. Schools of Raigad District : As part of the NSS activities of the institution and as part of a major initiative taken by the management of Mahatma Education Society, a collaborative project between the Zilha Parishad

Schools, in tribal areas of Panvel - Tara village and the teachers of Mahatma Education Society was undertaken in the year 2008-09. The project entails identification of the drawbacks in the Z.P. Schools attended by backward Adivasi children and working with them to improve their innumerable drawbacks.

- b. Skill development project : In the camp site at New Panvel, the management has taken the initiative to build an ITI Centre with the objective of offering skill development programmes for school dropouts and the lesser fortunate unemployed graduates. These candidates are given special training and rehabilitated into giving them jobs in our own institutions, thereby, making them employable.
- c. Students of Mahatma Night Degree College and faculty members were part of a collaborative project with Pillai's Institute of management Studies and Research, Navi Mumbai in the preparation of a study report submitted to MSME, Mumbai. The main objective of the study was to understand the current status of exports from the state of Maharashtra with the composition of roots and services in order to focus on specific sector and markets abroad. It also aimed at understanding the contributory role of MSME as enabler for export drive. Through this study, many inter-related areas were covered such as generation of employment in various sectors, requirements of commercial infrastructure, market promotional measures and limitation and financial support available but not properly used by the needy segment. The research methodology included two main sources of activity, namely sourcing of secondary data and collection of primary data. The students of Mahatma Night Degree College of Arts and Commerce participated in the primary data collection activity through interaction and formalised questionnaire on a one to one basis from the

manufacturer exporter, trader exporter and producer exporter using a structured questionnaire in the areas in and around Mumbai and Raigad regions.

3.2 RESEARCH AND PUBLICATION OUTPUT

3.2.1 Give details of the research guides and research students of the institution (Number of students registered for Ph.D. and M. Phil., fellowship/scholarship, funding agency, Ph.Ds and M.Phils awarded during the last five years, major achievements, etc.,)

- During the last five years four out of our seven full time faculty members have been awarded Ph.D. degree One new full time faculty member has completed her M.Phil degree also. At present we have two faculty member registered and are persuing their Ph.D.degree, of these one faculty member has submitted his thesis and is waiting for the viva-voce.

3.2.2 Give details of the following:

a) Departments recognized as research centres

- Nil

b) Faculty recognized as research guides

- Nil - However, three of our senior faculty members have applied for recognition as research guides. Dr. Lata Krishnan is a visiting faculty for the M.Phil. programme in commerce, conducted by the Department of Commerce, University of Mumbai. She is a guide to the students for their M.Phil. dissertations.

c) Priority areas for research :

- Management in Education and Teaching Methodology of new innovative techniques to enhance teaching learning methods amongst the underprivileged sections of society.

d) Ongoing Faculty Research Projects (minor and major projects ,funding from the Government, UGC, DST, CSIR, AICTE, Industry, NGO or International agencies)

■ Research projects conducted under :

- Euridite Mission : An NGO of Mahatma Education Society
- Soroptimist International of Chembur and Navi Mumbai : An International Service Club of Professional working women.
- Export potential of Maharashtra - Products, strategies, opportunities and challenges : A study report submitted to MSME Mumbai : funding from the government .

e) Ongoing Student Research Projects (title, duration, funding agency, total funding received for the project).

■ Nil

- Principal C.Y.Kulkarni is about to submit his Ph.D. thesis in the faculty of Management shortly. His study covers the effect of the M.lib. programme of YCMOU, Nasik on the career profile of librarians. Our faculty member Ms. Anaya Kavishwar is pursuing her Ph.D. in Commerce and Finance in the area of Banking and Insurance.

3.2.3 What are the major achievements of the research activities of the institution (findings contributed to subject knowledge, to the Industry needs, community development, patents etc.)?

- Vice-Principal Dr.Padma Rangan has completed her Ph.D in Marketing in the faculty of Management under the guidance of Dr.A.B.Rao in Pune University. Topic of her research was “A comparative study of internet marketing with the special reference to its applications in India and the U.K.” The study covered/ spanned over 100 companies in India and over 50 business houses interviewed in the U.K. - from various sectors like the IT sector, education sector, hospitality sector, service sector (travel and ticketing). The objective of the study was to assess the extent of usage of modern technology in the form of the internet as applied to modern marketing concepts. Her work will serve as an eye-opener to all the Indian industries who wish to explore the efficacy of using the internet as a marketing medium for their companies. The study revealed that, although internet marketing has been received very well, in business and industry, there is still a lot of scope for its progressive development and usage in India, when compared with its usage in the U.K. The study of the extent and the reasons for the deterred growth of internet business in various sectors and the economic progress of the country as a whole will be very relevant in the present context of globalization. Dr. Padma Rangan is presently also an examiner for the subject Mathematics and Statistics of the Maharashtra Public Service Commission Examination, (MPSC).
- Our faculty member Ms. Anaya Kavishvar has completed her M.Phil degree from Madhurai Kamaraj University. Topic of her M.Phil dissertation was “ A study of customers awareness with regard to deposit insurance and credit guarantee scheme in the commercial banks in Thane district”. The statement of hypothesis : There is no awareness regarding the deposit awareness scheme

among the customers of the commercial banks. Her research contributions bring about an awareness regarding the deposit insurance scheme to the common man.

- Our faculty member Dr.Lata Krishnan has completed her Ph.D in the faculty of Commerce from the Department of Commerce, University of Mumbai. Her research guide was Dr.Vivek Deolankar Head of Department of Commerce, University of Mumbai. Her topic of research was “ Management of Self-financing institutions. A study of educational institutions in the Mumbai region.” She studied 32 self-financing management institutions in the Mumbai region who offer the MMS – Master of Management Studies a programme of the University of Mumbai. Of these 32 management institutions, she did a case study on 10 management institutions. She performed a SWOT analysis on these 10 management institutions and ranked them on different criteria. Hypothesis statement – Management institutions in the Mumbai region are catering to the needs of the business houses and Industry at large in the society today. Her research study contributions not only help emerging management institutions but also provide critical information to the students desirous of joining the MMS course in the Mumbai region.
- Dr.Lata Menon has completed her Ph.D in Economics from the University of Mumbai, in the year 2005. Her research topic was “Infrastructural Impediments and Rising Cost of International Trade “. This can be recognised as a serious case study on India’s Export Competitiveness in the Global Market.The special reference to the role played by transport infrastructure in India’s Export is throwing a light on India’s insufficient and not so well managed transport sector. A constant rise in export cost is experienced. This, in turn affects competitive edge in the world market.

3.2.4 Are there research papers published in refereed journals by the faculty? If yes, give details for the last five years including citation index and impact factor.

- The Head of the Department of Commerce, of our college Dr.Lata Krishnan, has participated in several International Commerce and Management conferences organized by the Department of Commerce, University of Mumbai. She has written and read papers in these conferences. Three of her papers have been selected and published in the journal compiled by the Department of Commerce, University of Mumbai.

- Dr.Padma Rangan, our faculty has also participated in the International Commerce and Management Conferences organized by the Department of Commerce, University of Mumbai.

Both our faculty members, Dr.Padma Rangan and Dr.Lata Krishnan have been awarded the “Best Research Paper” award in these conferences in the year 2008 and 2009, respectively.

3.2.5 Give list of publications of the faculty.

- a. Books
- b. Articles
- c. Conference/Seminar Proceedings
- d. Course materials (for Distance Education)
- e. Software packages or other learning materials
- f. Any other (specify)

■ **Workshops attended :**

Our HOD of Mathematics, Dr. Padma Rangan has attended workshops on Higher Level and Standard Level, Mathematics for the DP (Diploma Programme)

programme of the IBO – International Baccalaureate Organization conducted in Mumbai in the Year 2007-2008.

■ **Conference :** Paper presentation

1. Dr. Padma Rangan presented a paper entitled “Cyber Crime - Probability or Possibility?” at the International Commerce and Management conference January 2009, at Vidyanagari Univeristy of Mumbai.
2. Dr. Padma Rangan Presented her research paper “A Comparative Study of Intenet Marketing with special reference to its applications in India and the UK”, at the Department of Management Sciences, University of Pune in March 2007.
3. Dr. Lata Krishnan presented a paper entitled “Management of Self Financing Institutions - A study of Educational Institutions in the Mumbai region, Department of Commerce University of Mumbai.

3.3 CONSULTANCY

3.3.1 List the broad areas of consultancy services provided by the Institution during the last five years (free of cost and/or remunerative). Who are the beneficiaries of such consultancy?

- Prin.C.Y.Kulkarni is a consultant for Dr.K.M.Vasudevan Pillai's Campus. He is an educational consultant and provides guidance to the students, staff and management of the institution. He has been providing these services for the past 20 years. Prin.C.Y.Kulkarni conducts career counseling workshops, guidance and counseling for the students of the campus, financial and legal advice to the management and specialized educational guidance. Besides helping Dr.K.M.Vasudevan Pillai's campus, Prin, C.Y.Kulkarni has visited and helped several colleges and guided them in their NAAC and NBA Accreditation,

viz, Indira Institute of Management and Research at Pune, Vivekanada Night College of Arts and Commerce, Dombivli Mumbai. Prin. C. Y. Kulkarni was also on the advisory panel of the University of Mumbai for establishment of night colleges in the Mumbai region with a view to optimally utilize college infrastructure in the night time. Incidentally this panel has also recommended that along with pure Arts, Science, Commerce colleges, permission should be granted to every, day college, to conduct ITI courses between 3.00 p.m. and 9.00. p.m. in the college premises. This project shall be undertaken in collaboration with the Board of Vocational Studies.

- Dr. Padma Rangan, a Ph.D in Management Studies , is a consultant for Dr. K.M.Vasudevan Pillai's Campus. She guides the organization and assists them in their admission process. She provides educational consultancy to the management students and staff in the area of Business Mathematics, Statistics and Operations Research, of PIMSR – Pillai's Institute of Management Studies and Research, New Panvel.
- Dr. Padma Rangan is also providing consultancy to DR.PILLAI GLOBAL ACADEMY, Rasayni. Since she has participated in the technical workshops organized-by the IBO – International Baccalaureate Organization in the subject of Mathematics. She contributes her services as a mentor to the faculty of DR.PILLAI GLOBAL ACADEMY, Rasayni. With her expertise she functions as a career counselor for the students desirous of enrolling for an Indian or Foreign educational programme.
- Dr. Padma Rangan is the examiner for the subject Mathematics and Statistics of the Maharashtra Public Service Commission Examination, (MPSC).

- Dr.Lata Krishnan is a consultant for DR.PILLAI GLOBAL ACADEMY, New Panvel. Since she has participated in several technical workshops organized by the IBO- International Baccalaureate Organization in the area of Commerce and Management. She is also the coordinator for the overall functioning and other activities of the Dr. Pillai Global Academy (DPGA), for the DPIB programme of the International school at New Panvel. Dr. Lata Krishnan is also engaged in assisting students and staff of PIMSR – Pillai's Institute of Management Studies and Research, New Panvel, in Business Communication and Soft skill Development. Dr. Lata Krishnan is a visiting faculty for the M.Phil programme in Commerce conducted by the Department of Commerce, University of Mumbai. She teaches the compulsory paper – Commerce subject II. She is a guide to the students for their MPhil dissertation project.

- Prof.Chandra Mohan Varma, provides editorial consultancy to publishers of books and magazines. He also provides consultancy to design, need based English communication skills modules and public speaking modules to the students of the night degree college . He also is a visiting faculty for other institutions running the BMS course of Mahatma Education Society. Prof. C. M. Varma provides consultancy in technical writing and fool-proof reading for thesaurus preparation. Prof. C. M. Varma is the official question paper setter for the Recruitment Cell for the Federal Bank in Maharashtra State, in the subject of English grammar and composition.

3.3.2 How does the institution publicize the expertise available for consultancy services?

- All the staff of Mahatma Night Degree College of Arts and Commerce (MNDC) have participated in several conferences and seminars. Through institutional contacts and inter-actions, they are in a position to publicize the expertise

available. They work on the panel of consultants of management schools. Further our college website also contains details of the expertise available for consultancy services offered by our faculty members.

3.3.3 How does the institution reward the staff for the consultation provided by them?

- The revenue generated from consultancy services is shared between the staff and the management on 60:40 basis.

3.3.4 How does the institution utilize the revenue generated through consultancy services?

- The revenue generated is used for providing computing facilities, stationery, purchasing and subscribing for journals and reference material for the purpose of research and consultancy and to pay remuneration for the support staff.

3.4 EXTENSION ACTIVITIES

3.4.1 How does the institution promote the participation of students and faculty in extension activities? (NSS, NCC, YRC and other NGOs)

- Although MNDC is a night college, our students are seriously engaged in all the extension activities like NSS, NCC, Cultural Activities and Sports just like in a regular day college .
- **NSS** : We have two NSS units with a total of 150 students enrolled to NSS. Hence to manage these units we have appointed two experienced faculty members as programme officers. These NSS Volunteers participate in college and University level projects scheduled for the NSS units. The institution ensures

that all the facilities (manpower, finance and infrastructure, computer and DTP support) are made available to the NSS unit for facilitating its various activities. There is a separate NSS room with a cupboard for maintaining the files and assets of the NSS cell. The institution provides them all the support to carry out the 8 day residential camp. Excellent faculty support for the residential camp ensuring the presence of atleast one female faculty member for the girl student is provided. Financial support is provided as per the norms and rules of the University for the stipulated size of the unit. As this is insufficient, additional funds are supplemented by the management generously, every year and facilities are provided to the institutions for all of its programmes. The NSS Day is celebrated in great spirit by the NSS volunteers with the support of the institution. We ensure that at the end of the 8 day residential camp, the students acquire an attitude for service and training through the unit.

- **NCC** - We have an NCC unit where cadets are trained after the college hours. They participate in all the rigorous training programmes organized by their zonal unit (5 Mah.MHE.Coy) at VJTI College, Mumbai for boy cadets. For girl cadets Khalsa College, Matunga is the centre allotted officially by the University of Mumbai. The cadets participate in the college level and University level projects scheduled for the NCC cadets. Our NCC cadets train for the selection process for the Republic Day Parade. (special training is provided for talented NCC and NSS volunteers) One of our students has been selected and has participated in the Republic Day Parade 4 years ago. The institution promotes the NCC cadets and encourages their participation in such activities. There is a separate NCC Room with a cupboard for the NCC unit. The institution promotes all NCC activities and supports them in celebrating the NCC Day in a grand manner. No financial support is extended for the functioning and maintenance of this unit from the University since the last 7 years. Hence funds for NCC activities are totally mobilised by the management.

- **NGOs** – Mahatma Education Society has established an NGO named Erudite Education Mission. The objective of Erudite Education Mission is to extend a helping hand to the underprivileged sections of society. (Institutional Social Responsibility) A professionally qualified personnel - Ms. Deepti Pillai, M.S.W, M.Ed. in the area of social service heads this institution and assists the NSS and NCC students in their various activities. Besides, Erudite Education Mission, two of the faculty members of the college are members of an international women's social organization who work for the empowerment of women and children – The Soroptimist International of Chembur and Navi Mumbai. One of the faculty members of the college, Dr.Lata Krishnan has represented the organization at the National level and participated in the international convention. Dr. Lata Krishnan attended the 75th Convention of the Soroptimist International of Great Britain and Ireland and represented SI of India in the capacity of PAC- Programme Action Coordinator. Dr. Lata Krishnan is the NASI - PAC for a period of two years 2009 -10, 2010-11. Members of this organization enable the students of the institution to participate in its various activities and projects for the empowerment of women and the girl child. The Soroptimist International of Chembur, Mumbai networks with the NSS unit of the college in various projects. One prestigious project was conducted on International Water Day, at Shantivan, New Panvel. A German delegation of the Soroptimist International, Borne in collaboration with Inner Wheel Club of Panvel set up two borewells in the water starved village at Shantivan. Dr. Lata Krishnan of Soroptimist International of Chembur and Navi Mumbai coordinated the entire action plan and later hosted a grand lunch for the German delegates, the objective being to promote international goodwill and understanding amongst the club members.

The students and faculty members are encouraged in every way possible to participate in extension activities. These activities are given a lot of importance

and encouragement as they provide a holistic personality development through social service.

3.4.2 What are the outreach programmes organized by the institution? How are they integrated with the academic curricula?

■ Some of the programmes in which our students and teachers actively participate on a regular basis are:-

- Free medical camps
- Jumble Sale of old clothes donated by staff. The proceeds of the sale are utilized for charitable purposes
- Candle sticks making, exhibition and sale.
- Free tailoring and beautician's classes for the poor in the adopted area.
- Chalk making and soap making workshops for women to encourage self-employment.
- Literacy drive and computer literacy provided for children in the adopted area. Donation of old, working computers at the destitute childrens' home and orphanages at Deonar, Chembur. These are the outreach programmes organized by the institution.

3.4.3 How does the institution promote college-neighbourhood network in which students acquire attitude for service and training, contributive to community development?

■ The NSS activities of the college require the NSS cell to select a target group area for service. Sidharth colony, a slum area near the college in Chembur Naka is our selected area for social service. Our NSS volunteers survey the slum area and organize several projects for their welfare such as:

- Medical camps
 - Dental camps
 - Eye check-up camps
 - Information about contagious diseases / awareness programmes
 - Water purification methods demonstrated
 - Tree plantation in Chembur Municipal limits and Navi Mumbai in collaboration with BMC and NMMC.
 - Separation of dry and wet garbage – awareness programme in collaboration with TISS, Deonar.
 - Wormi-culture in terrace gardens and back yards.
 - Bindi making activity for self-employment of women and girls.
 - Employment cell for young adults seeking jobs
 - Remedial teaching for slow learners
 - English speaking classes
 - Our NSS unit conducts rallies in collaboration with the BMC for polio vaccination awareness etc.
 - Street plays are performed in our target group area “Sidharth Colony” on several sensitive social issues plaguing the society.
 - Exhibitions are organized on 1st. of December on “World Aids Day” to disseminate information on aids.
- Our college has established a full-fledged “Red Ribbon Club” a group of students who are trained and equipped with complete information about the AIDS disease. This “Red Ribbon Club” functions as a ‘peer counsellors’ and clarifies and explains many of the doubts and myths regarding the issue of AIDS that crop up in the minds of fellow students. College students feel free and happy to consult their peers rather than faculty members on such sensitive and debatable issues.

The institution Mahatma Night Degree College of Arts and Commerce encourages the NSS volunteers in all of its activities and ensures that it provides them all the facilities (infrastructure, finance, guidance and time) to create the right attitude of service and training to fellow beings by taking up projects that benefit the immediate community.

Proposal to establish a unit functioning with the Extension Activities and Student Welfare Department of the University in the next academic year.

3.4.4 What are the initiatives taken by the institution to have a partnership with University / Research institutions / Industries / NGOs etc. for extension activities?

- The Management has established the Euridite Education Mission, an NGO and has appointed a full time social worker for counselling and assisting in extension activities and for consultation on social welfare programmes.
- Students of the institution work with Tata Institute of Social Sciences (TISS) Deonar, Chembur every year on an on going project - “ Clean Mumbai, Green Mumbai”. This is a project undertaken by the NSS unit of the institution in collaboration with BMC and the social welfare department of TISS, Chembur chapter.
- Skill development project : In the camp site at New Panvel, the management has taken the initiative to build an ITI Centre with the objective of offering skill development programmes for school dropouts and the lesser fortunate unemployed graduates. These candidates are given special training and rehabilitated into giving them jobs in our own institutions, thereby, making them employable. The institution proposes to invite faculty from the industry as well

as the Maharashtra Vocational Board to train the students, so that a good blend of industry and academics is offered.

3.4.5 How has the local community benefited by the institution? (Contribution of the institution through various extension activities, outreach programmes, partnering with NGOs and GOs).

- Sidharth Colony, a slum area in Chembur Naka, is located near the college is our target group for NSS work. Over the years, our college has been working for this slum area and we have seen a steady improvement in the locality. Our extension activities have benefited the local community in the following ways:
 - The 'Cleanliness Drives' organized by our NSS volunteers have brought about a definite change in the cleanliness situation in the slums of Sidharth Colony.
 - The open dustbin near the slum has been cleaned and the garbage lies inside the bin is removed. Two new garbage bins have been placed in the same area to prevent overflow.
 - Regular insecticides and fumigation activity organized in the locality has resulted in lowering cases of contagious diseases.
 - The youth of Sidharth colony, no longer loiter about the lanes as they are busy with English Speaking and Personality Development programmes organized by our NSS volunteers. The institution has also established a small computer centre in the adopted area by donating old computers which are in full working condition. One of our alumni students is an instructor there and teachers fundamental computer courses at very subsidised rates. This is a part of the literacy drive also.
 - Blood donation camps are organized in the college where students and teachers participate in donating blood. These bottles of blood are then deposited to the Lokmanya Tilak Municipal General Hospital (LTMG), Sion Hospital (A BMC hospital managing a Blood Bank).

- Networking with TISS – Tata Institute of Social Service. Our NSS volunteers network with the TISS personnel who design and implement ambitious social projects for the benefit of the society. A mega project organized by the TISS called “Clean Up” involved a large number of our NSS volunteers who participated in the cleaning up, spreading awareness through street plays in the areas of Chembur Naka, Mankhurd, Deonar and Amar Mahal road, Ghatkopar.
- The unemployed youth of Sidharth colony are also assisted in placement facility. There by helping to reduce frustration and illegal activities that these unemployed youth would otherwise have indulged in - An idle mind is a devil's workshop.
- The women and girls of Sidharth Colony are empowered with skills such as chalk-making, diya-making, bindi-making, beauticians course, tailoring and soap-making. These skills assist them in becoming self-employed.
- Street plays organized in their locality sensitize them to social issues pressing the society today.
- The municipal school is used to organize various health camps and the people living in the colony are waiting to take benefit of such camps organized by our NSS volunteers collaborating with local hospitals and doctors.
- Besides the immediate locality, the ten day residential NSS camp enables the students to help villagers living in remote areas of Raigad district through there planned activities. Most of our residential camps are organised in the backward regions of Raigad district. Thus we have a solution for sensitizing the urban poor to the local poor.
- Major flood relief activities were organized in these villages post the 26/7/2005 deluge in Mumbai.
- * Counselling and educating in taking measures towards disaster management, safety measures in living conditions.
- * Awareness Sessions for combatting diseases such as AIDS, Swine flu, and general health & hygiene measures. Every year on 1st Dec. “World AIDS day” we organise AIDS awareness activities like taking a rally, conducting a poster

competition, enacting street plays in the nearby vicinity with informative slogans, for seven days through out the 'Worlds AIDS Week'.

- *Blood Donation Camp

3.4.6 How has the institution involved in the community in its extension activities? (Community participation in institutional development, institution-community networking etc.)

- The college students enter society at large , become one among them and participate in extension activities. The NSS Programme-Officer and NSS leaders play a major role in motivating and guiding the volunteers and assisting them in involving the community participation in all extension activities by acquiring the right attribute for service and training. The NSS volunteers network with Mahatma Education Society's Erudite Mission, Soroptimist International of Chembur Mumbai and other NGOs like Rotary Club, Inner Wheel Club, Lions Club of Chembur and Deonar etc. for its various projects.
- The target group is involved in the process and clear and complete information of the programmes organized for them are provided to them. In this manner the community is made responsible and is encouraged to help its self and assist the extension persons in their project work. While in the process of "Shrama Daan" during NSS residential camps in rural areas, the villagers are involved in the project and the NSS volunteers ensure that the villagers work hand-in-hand with the NSS volunteers in constructing road, bunds, building toilets, leveling school play grounds etc. The village school is helped by the trained teachers of the MES, D.Ed. section during the 8 day residential camp. The services of the D.Ed. teachers are sought by the Night College which engages them for the literacy drive.

3.4.7 Any awards or recognition received by the faculty / students / Institution for the extension activities?

- Several letters of appreciation have been received by the students of the night college for various extension activities by social welfare organisations and NGOs.
- Dr. Lata Krishnan has received a letter of appreciation from Soroptimist International of Chembur and Navi Mumbai and from the Soroptimist International of Great Britain and Ireland (SIGBI) Federation, for her excellent contribution to the club during her tenure as the National Association of Soroptimist International, (NASI) - Programme Action Coordinator, (PAC).

3.5 COLLABORATIONS

3.5.1 Give details of the collaborative activities of the institution with the following organizations:

- Local bodies / community - Extension activity -A 'Tree Plantation' drive with BMC, Chembur – Our NSS volunteers participated in the tree plantation project undertaken by BMC and assisted them in converting a large barren plot in Navi-Mumbai into an emerging green zone.
- State - Students of Mahatma Night Degree College and faculty members were part of collaborative project with Pillai's Institute of management Studies and Research, Navi Mumbai in the preparation of a study report submitted to MSME, Mumbai. The main objective of the study was to understand the current status of exports from the state of Maharashtra with the composition of roots and services in order to focus on specific sector and markets abroad. It also aimed at understanding the contributory role of MSME as enabler for export drive. Through this study, many inter-related areas were covered such as generation of employment in various sectors, requirements of commercial infrastructure,

market promotional measures and limitation and financial support available but not properly used by the needy segment. The research methodology included two main sources of activity, namely sourcing of secondary data and collection of primary data. The students of our institute participated in the primary data collection activity through interaction and formalised questionnaire on a one to one basis from the manufacturer exporter, trader exporter and producer exporter using a structured questionnaire in the areas in and around Mumbai region.

- National - Dr. Lata Krishnan is currently the office bearer of the National Association of Soroptimist International, (NASI) - In the capacity of Programme Action Coordinator, (PAC).

- International – Soroptimist International of Chembur, Mumbai. One of the faculty of the college Dr.Lata Krishnan represents the organization at the National level and participates in international conferences. Dr. Lata Krishnan attended the 75th. Convention of the Soroptimist International of Great Britain and Ireland and represented SI of India in the capacity of PAC-Programme Action Coordinator. Being members of this organization enables the students of the institution to participate in its various activities and projects of empowerment of women and the girl child. The Soroptimist International of Chembur, Mumbai networks with the NSS unit of the college for various projects.

- Industry

- Service sector :

Vice-Principal Dr. Padma Rangan and HOD Commerce and Accounts, Dr. Lata Krishnan are members of 'Women Graduates Union', Colaba, Mumbai. The WGU is a body of University women that networks several universities, educational institutions and NGO's and organises seminars and workshops on several current topics viz. Consumer and Civic Affairs, Traffic Nightmare and its Solution, RTI (Right to Information) - an instrument of social change, in association with bodies like Consumer Guidance Society of India, Council for Fair Business Practices, Forum for Free Enterprise, IMC (Indian Merchant

Chambers) - Ladies Wing. On behalf of WGU, our faculty members regularly attend central committee meetings of the IFUWA and actively participate in their seminars and programmes on several local and global issues. The WGU believes that - when NGO's with a common interest come together, a greater impact is created and significant results are achieved are faster. The urban elite's involvement and concern for the rural disadvantaged provides a common platform for women of all strata to work together and achieve the ultimate goals of equal opportunities, development and upliftment of women from the mire of poverty and deprivation.

- Agriculture sector
- Administrative agencies
- Any other (specify)-Networking with TISS – Tata Institute of Social Sciences. Our NSS volunteers network with the TISS personnel who design and implement ambitious social projects for the benefit of the society. A mega project organized by the TISS called “Clean Up” involved a large number of our NSS volunteers who participated in the cleaning up and spreading awareness through street plays in the areas of Chembur Naka, Mankhurd, Deonar and Amar Mahal road, Ghatkopar.
- Academic - University of Mumbai. Our HOD of the Commerce department, Dr. Lata Krishnan is a visiting faculty at the Department of Commerce, University of Mumbai, Kalina for the M.Phil. programme in Commerce and Management.
- Academic staff college - University of Mumbai - Our faculty members attend orientation and refresher courses in their respective subjects regularly. This helps them to keep in touch with the latest developments in their subjects and helps them to network with the academic fraternity. In addition special orientation courses both for NSS programme officers and NSS leaders are held periodically.

3.5.2 How has the institution benefited from the collaboration?

- The institution has benefited in the following ways :
 - (a) Curriculum development - The faculty members working in the institution have been enriched by participating in workshops engaged by the University Board of Studies for revision of syllabus. The faculty members participate and provide inputs enabling the Board of Studies to rationalize the syllabus.
 - (b) Internship – N.A.
 - (c) On-the-job training –N.A.
 - (d) Faculty exchange and development - In individual capacity faculty members are allowed to take guest lectures / conduct workshops in other institutions of Mahatma Education Society during the day time. This gives them more bandwidth to their scope of teaching.
 - (e) Research : The management appreciates and encourages the faculty enrichment programmes. Three of our full time faculty members have completed their Ph.D degree and one faculty member has completed her M.Phil degree. The institution is better equipped to take up consultancy work when Ph.D and M.Phil degree holders are many. The quality of teaching improves and the students have better quality teachers. A healthy research culture is developed in the institution.
 - (f) Consultancy :The faculty involved in consultancy are resource experts and thus resource persons in their field of specialization. Three of our faculty Prin. C.Y.Kulkarni. Dr.Padma Rangan and Dr.Lata Krishnan are consultants for different institutions run by the parent body Mahatma

Education Society. The Institution enables them to participate for the growth and development of clients depending on them for their expertise. Faculty involved in consultancy are happy since they get an opportunity for self-actualization and the institution reaps the benefits and good will of their services.

- (g) Extension : NSS, NCC, Mahatma Education Society's, Erudite Education Mission, Soroptimist International of Chembur, Mumbai and TISS, provide opportunities for our students to perform their extension work. The extension work done helps the community around the college and helps in maintaining good relations and a sense of relating to others and bonding with the community. Extension activities provide the institution with opportunities for expressing Institutional Social Responsibility. (ISR). The institution takes up these projects as a part of their social responsibility and helps the community around (adopted area) and rural area (NSS residential camp). The institution is built when the personality of the students is built – extension activities bring about personality development of the students through social service by creating awareness about various social issues such as the anti-dowry campaign, literacy, substance abuse, HIV AIDS, inputs on climate change, wise water management, waste management etc.
- (h) Publication : Faculty members participating in inter-national Commerce and Management conferences / seminars write and present papers and these papers are published in the Journal compiled by the Department of Commerce, University of Mumbai. These publications contribute to enriching the area of research and help in enlightening minds and developing a research culture. There is a lot of prestige and pride involved

in writing and reading research papers and getting them printed in reputed journals. It brings laurels to the institution.

The college publishes a college magazine, every academic year called "The Elixir". The magazine comprises of editorials, articles by students and teachers, reports on various college activities, other literary contributions from students and teachers. Printing and circulation of this college magazine "The Elixir" and the "Mahatmite"- a news letter, provides a platform for the students to express their thoughts and get their literary contributions published. Prof. C. M. Varma is incharge of this portfolio.

- (i) Student Placement : The student placement cell helps students procure not mere jobs but also a career in some cases. This improves the marketability of the course (B.Com). Some of our ex-students, now in good executive positions, visit our institution and recruit students. Since we are a night college, most of our students are employed. Our institution helps them in getting better jobs or improving their existing prospects. Placement is a responsibility of the institution which is earnestly undertaken by the placement cell of the college. Better placed jobs enhance the good will of the institution and increase admissions too! As a policy we encourage and regularly entertain pre-placement talks by corporates in various sectors.

3.5.3 Does the institution have any MoU/MoC / mutually beneficial agreements signed with

- § Other academic institutions - No.
- § Industry - No.
- § Other agencies - The college has signed an MOU with M/s. National Insurance Company Ltd. for a group insurance policy with coverage of

Rs. 50,000/- per year, accident benefit for students in the college. The annual premium for this group insurance policy is Rs. 20/- which is collected at the time of fee collection.

3.6 BEST PRACTICES IN RESEARCH, CONSULTANCY AND EXTENSION

3.6.1 What are the significant innovations / good practices in Research, Consultancy and Extension activities of the institution?

- The significant innovation is the research contributions of the researchers of our institution.
- Dr.Padma Rangan has completed her Ph.D in Marketing in the faculty of Management under the guidance of Dr.A.B.Rao in Pune University. Topic of her research was “ A comparative study of internet marketing with special reference to its applications in India and the U.K.” The study covered/spanned over 100 companies in India and over 50 business houses interviewed in the U.K. - from various sectors like the IT sector, education, hospitality, service (travel and ticketing), Industry and Manufacturing, Defence, Government. The objective of the study was to assess the extent of usage of modern technology in the form of the internet as applied to modern marketing concepts. Her work will serve as an eye-opener to all Indian industries and government administrative bodies who wish to explore the efficacy of using the internet as a marketing medium for their companies and for e-governance respectively. The study of the extent and the reasons for the deterred growth of internet business in various sectors and the economic progress of the country as a whole will be very relevant in the present context of globalization.

- Ms. Anaya Kavishvar has completed her M.Phil degree from Madurai Kamaraj University. Topic of her M.Phil dissertation was “A study of customers awareness with regard to deposit insurance and credit guarantee scheme in commercial banks in Thane district”. Her research contributions brings about awareness regarding deposit insurance scheme to the common man.
- Dr.Lata Krishnan has completed her Ph.D in the faculty of Commerce and Management for the Department of Commerce, University of Mumbai. Of 32 management institutions, in Mumbai, she did a case study of 10 management institutions. She performed a SWOT analysis on these 10 management institutions and ranked them on different criteria. Hypothesis statement – Management institutions in the Mumbai region are catering to the needs of business houses and industry at large in society today. Her research study contributions not only help emerging management institutions but also provides critical information to students desirous of joining the MMS course in the Mumbai region.
- Dr.Lata Menon has completed her Ph.D in Economics from the University of Mumbai, in the year 2005. Her research topic was “Infrastructural Impediments and Rising Cost of International Trade “. This can be recognised as a serious case study on India’s Export Competition in the Global Market.The special reference to the role played by transport infrastructure in India’s Export is throwing a light on India’s insufficient and not so well managed transport sector. A constant rise in export cost is experienced. This, in turn affects the competitive edge in the world market.
- Best Practices in Research and Consultancy – Mahatma Education Society, our parent body runs 48 institutions in Mumbai, Panvel and Raigad areas. Our Principal C.Y.Kulkarni, Vice-Principal Dr.Padma Rangan and HOD Commerce

and Accounts, Dr.Lata Krishnan are consultants for two of our own institutions and are in a position to help them on a continuous basis. Besides this they help in setting up new institutions and in the growth process of Mahatma Education Society and growth process of education at large. Prin.C.Y.Kulkarni helps other educational institutions in several capacities.

- Dr. K. M. Vasudevan Pillai was felicitated in January 2008, by Dr. Vijay Kolhe, the then Vice-chancellor of Mumbai University as 'Institutional Engineer' at a function in Mumbai University for his immense contribution to the field of education in the last 30 years.
- Dr. K. M. Vasudevan Pillai, Chairman & Managing Director, Mahatma Education Society, Mumbai, was invited to join the Prime Ministerial Business Delegation to participate in the 4th IBSA Summit, Rio-de-Janerio, Brazil on 29th March, 2010, as an expert in the field of educational infrastructure.
- Innovations / best practices in extension work – Collaborations with BMC, TISS (Tata Institute of Social Sciences) and Soroptimist International of Chembur , WGU (Worlds Graduate Union) are some of the many best practices which have provided our students with great opportunities for extension work. NSS residential rural camps are re-visited periodically. During these visits they ensure continuous support to these villages. The bridge of communication and support is a "best practice" The progress of the village is closely monitored to test the effectiveness / impact of the social awareness programmes through street plays, rallies, awareness lectures conducted during the NSS camp in the rural area.

■ **INTERNATIONAL LINKAGES :**

- a. The Associated Chambers of Commerce and Industry of India (ASSOCHAM) and the Consulate General of the Federation Republic of Brazil had the honour on the occasion of 4th IBSA Council Meeting, ASSOCHAM to mount a business delegation to participate in IBSA Summit held in Rio-de-Janeiro, Brazil during 13-14th April 2010 and on 15th April in Brasilia. The delegation was accompanied Dr. Manmohan Singh, Hon'ble Prime Minister of India.

Dr. K. M. Vasudevan Pillai, Chairman & Managing Director, Mahatma Education Society, Mumbai, joined the delegation along with his wife Dr. Mrs. Daphne Vasudevan Pillai. Dr. Pillai accompanied the Business Delegation and represented India as an experts on 'Educational Infrastructure'.

It is indeed proud for all of us at Mahatma Education Society that our Secretary & CEO, Dr. K. M. Vasudevan Pillai and Jt. Secretary Dr. Daphne Pillai were selected as Prime Minister's delegates to represent India in the area of Universal Mass Education in the IBSA meeting held in Brazil from 12th April to 14th April, 2010. IBSA is a trilateral developmental initiative between India, Brazil and South Africa to promote South-South co-operation and exchange. The other areas of co-operation are agriculture, climate change, culture, defence, education, energy, health, science and technology, social development, trade and investment, tourism and transport.

- b. SIGBI : 75th International Convention - "Project Hunger".

The Associate Director and IBDP Coordinator of DR. PILLAI GLOBAL

ACADEMY, New Panvel is the Programme Action Coordinator PAC of NASI- National Association of Soroptimist of India. This is the national body that coordinates between the Soroptimist International of SI Chembur, Mumbai. Dr. Lata Krishnan is the member of SI Chembur, Mumbai. Soroptimist International of Chembur, is a fifteen year old social organisation of Professional women in service, striving for women empowerment. The Head quarters SIGBI, Soroptimist International of Great Britain and Ireland, celebrated 75th years as Federation in the year 2009. The Federation has evolved during an era of societal change and economic uncertainty. It provides career women with a valuable support network and enables them to contributed their mite to society at large. They are the original 'Professional women with a social conscience'.

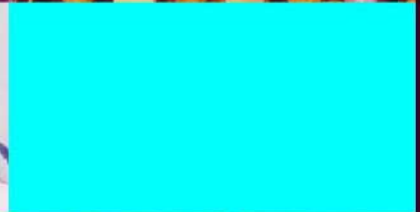
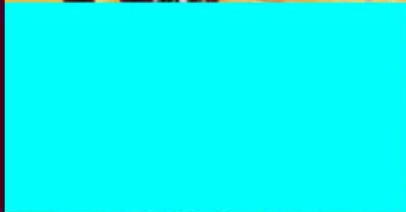
Dr. Lata Krishnan represented Soroptimist International of India at the Soroptimist International of Great Britain and Ireland 75th . Conference held in Cardiff between 28th of October and 31st of October 2009. Dr. Daphne Pillai the Founder President of Soroptimist International of Chembur, Mumbai too, attended the Cardiff Conference. Dr. Lata Krishnan made a presentation of Soroptimist International of India projects and spoke on a SI Chennai project called "Project Hunger". The presentation was well received by the members.

- c. Education Fair : Dr. Lata Krishnan, consultant for Dr. Pillai's Global Academy, New Panvel, accompanied the coordinators of the school and participated in The Great Indian Education Fair in Bangkok. The Thai students are interested in the IBDP and Cambridge programmes conducted by the school. DPGA looks forward to many Thai students joining the school.



Soroptimist

International of Chembur, Cardiff Conference





Bangkok tour



*The coordinators of the school participated in
The Great Indian Education Fair in Bangkok.
The Thai students are interested in the IBDP
and Cambridge programmes. We look forward to
many Thai students joining our school.*

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES



CRITERION IV -

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 PHYSICAL FACILITIES

4.1.1 What are the infrastructure facilities available for

■ (a) Academic activities :

The infrastructure facilities available for academic activities are sufficient. The academic facilities available in the college are shared by other institutions run by Mahatma Education Society on a regular basis during the day time. Efforts are made to keep the campus beautiful and pollution free. Painting is done regularly. Notice boards are organized properly and maintained in a good condition. Smoking, chewing 'paan', chewing-gum, chewing tobacco / ghutka etc., is strictly prohibited in the college premises. There is a lift provided in the college building and a ramp facility for differently-abled students. There is a provision for parking of two wheelers only in the new plan after redevelopment. The parking space for four wheelers is limited as of today.

■ Classrooms :

In all the classrooms speakers are installed to facilitate communication that is centrally controlled on the ground floor in the college office. The college uses the facility to make announcements, monitoring classroom discipline, etc. All the classrooms are sufficiently ventilated, with enough number of tube lights and ceiling fans making the atmosphere conducive for learning. Students have drinking water facilities on the ground, third, fourth and fifth floors with water coolers. In the staff room, on the second floor also there is a water cooler and an aqua-guard unit for purifying the

water supply. Proper lighting arrangement is made on all the staircases, corridors and around the college premises. There is a provision for a generator / battery backup inverter in case of an emergency as well as fire extinguishers on all floors in case of an accident.

■ **Common Room for Girl students / Boy students**

There is a separate common room for girl students and boy students in the college on the first floor and third floor of the college respectively. Students retire into these rooms for relaxation during their free periods and for completing their assignments and their project work.

■ **Conference Room :**

The college has a facility of a spacious , highly sophisticated , state-of – the –art and up-to-date technology enabled conference facility in the first floor of the building. This conference room can accommodate 30 participants at a time. This conference room is exclusively used by the faculty members.

■ **Library :**

The college has a state – of – the art central library which can seat 100 students at a time , on the fifth floor of the college building. The library is fully equipped with sufficient number of books for issuing as well as a good number of reference books. The college library follows an open access system. The library regularly subscribes to all the latest journals / periodicals / magazines / newspapers. Internet facility to all students / staff members for preparation of projects / research material is available at the central library. There is a lift provided in the college building to facilitate access to the library on the fifth floor.

■ **Computer Facility :**

The college has an up-to-date central computer centre on the first floor of the college building. This computer centre conducts the latest computer courses catering to academic and corporate standards as well as government courses of the Maharashtra State Vocational Board. These courses are offered at a concessional fee for the college students. The T.Y.B.Com. computer practicals are held in the computer centre and instructors guide the students in their practicals and assignments. The computer centre is a hub which provides overall IT support and MIS to all aspects of functioning of the college viz. admissions/ student attendance/ conduct of examinations / results preparation / preparation of teaching aids, CAL, other software and related material for teaching. Internet facility to all students / staff members for preparation of projects/ research & reference material is available at the computer centre.

■ **Audio-visual facility :**

There is a provision for audio-visual aids in selected classrooms in the college building. This facility is shared by all the institutions in the day and by the Night Degree College after 4.00 p.m. All the teaching staff members are provided with lap tops to prepare their lectures and presentations. There is a facility of an LCD projector in the classrooms on the fourth floor for showing power point presentations, both for the teachers and the students for their project presentations.

■ **Examination Control Room / Results Department :**

The Night Degree College of Arts & Commerce conducts all college examinations between 6.00 p.m. and 9.00 p.m. during the examination period twice in an academic year during the months of October (first half) and March (second half). For the conduct of these examinations the

college has been provided a separate control room on the second floor. All examination related stationery/ proforma / answer books / supplementary sheets etc., are all stacked in the control room which is under strict vigilance during the examination period . The college has also been the examination centre for conducting the T.Y.B.Com University examinations for several years. The college thus has adequate infrastructure for conducting University and other public examinations which is supervised & utilized by the examination committee of the college. The chief conductor / senior supervisors/ under study supervisors are the only staff members permitted to enter the control room. There is a provision for a sealed locker to keep examination question papers within the control room. There is a computer – room annex which is a section of the central computer centre on the first floor of the college. This room houses the facility which is exclusively used for results preparation of all examinations conducted in the college. The entire results are prepared using computer software which have been developed inhouse. The college management has appointed two staff members exclusively in charge of the results section , who maintain complete secrecy and confidentiality. All printed stationery used for mark sheet preparation and printing of result statements is stored here. This room has restricted entry and only officials related to the examination cell are given access to it.

■ **DTP Centre**

The college has an in house facility to prepare and print examination question papers/ and other examination related stationery. The printing section houses one printing press, one cutting machine and two xerox machines needed for all printing related work and duplicating facility within the college. In addition the college also houses a DTP centre for designing and printing prospectus/ application forms (admission forms and

examination forms) / magazines/ brochures etc. the DTP centre also supports the college faculty members in their designing & publishing manuscripts, printing, binding and other requirements.

■ (b) **Co-curricular activities :**

Seminars/conferences:

Multi – purpose Hall

There are three classrooms on the third floor, which can be converted into one big central hall with a seating capacity of total 500 students by closing and opening the shutter walls whenever required . This multi-purpose hall is utilized for conducting co-curricular activities like seminars, intercollegiate competitions , lectures by experts on various subjects, guest lectures for creating awareness about socio – economic issues, orientation programs, workshops. The audio-visual facility is also available in this activity hall.

■ **Project Presentations / Seminars**

Audio-visual facility :

There is a provision for audio-visual aids in selected classrooms in the college building. This facility is shared by all the institutions in the day and by the Night Degree College after 4.00 p.m. There is a facility of an LCD projector in the classrooms on the fourth floor for showing power point presentations, both for the teachers and the students for their project presentations. Whenever there is a guest lecture these rooms are utilized for presentation purposes.

■ **Industrial Visits / Exhibitions /Career fairs / Educational Excursions**

Transport facility & Support infrastructure

The college management has several buses (50 seater) as well as mini

buses and many small utility vehicles (suv) which are made available to the college for the purpose of making long distance / short distance trips by students and accompanying staff members for various co-curricular activities mentioned above. There is a provision in the institutional budget for the above activities to be undertaken by the college.

■ (c) **Extra –curricular activities and sports**

- **Cultural committee activity** : There is an open hall in the ground floor where there is a facility for indoor games. This area is also used for regular practices for all cultural events and dances.
- **NSS activity** : Conducted in the college building in the multipurpose open hall in the ground floor.
- **NCC activity** : In the college campus ground and at the sports ground at Chembur Naka.
- **Sports** : At the Mahatma Education Society's Sports ground at Chembur Naka.
- **Indoor** : The college has a spacious open hall on the ground floor which has a provision for audio & video facility. Sufficient lighting is provided here. This area houses the facility for indoor sports like carom , chess and table tennis.
- **Outdoor** :
There is a sports ground measuring 230 sq yards close to the college building at Chembur Naka. This ground is mostly used for most of the out door sports activities i.e. handball, football, NCC rally practices on a daily basis. On certain occasions like NCC Day celebrations etc., are also conducted on these grounds which has a stage and a green room facility behind the ground . This ground also has a toilet block attached to it.

4.1.2 Enclose the Master Plan of the college campus indicating the existing physical infrastructure and the projected future expansions.

- Mahatma Night Degree College of Arts and Commerce is situated at Chembur Naka, S.T Road, Mumbai – 400071. The college is functioning in a 5-storeyed building using the facilities from evening 4.p.m. onwards. Lecture rooms are occupied everyday from 5:30 pm & tutorial rooms, common rooms, staff room etc., from 4 p.m.onwards. (Refer Annexure XIX for building plan)

- **Ground floor** :- The ground floor of the college as per the present plan will provide for a stilt base on which 5 + 2 floors can be constructed. At the time of writing the report, 5 floors have been completed. The process of converting the existing ground floor to a stilt base is underway. There is a provision for a lift for staff members and students who are differently - abled. Parking facility is available for two wheelers and four wheelers in the stilt area. There is an open hall in the ground floor where there is a facility for indoor games. This area is also used for regular practices for all cultural events and dances. There is a toilet block for male staff on the ground floor.
- **First floor** :- The college uses the first floor facilities as its administrative office. There are three cabins for trustee members and institution principals and one big conference room which has a seating capacity of 30 – 35 members. The computer centre is situated on this floor. Besides this there are three lecture rooms. There is a toilet block for female staff members on this floor.
- **Second floor** :- There are four classrooms on this floor. One classroom is very large with a seating capacity of over 100 students and the remaining three are medium sized. There is one large staff room and one smaller staff room on

this floor. Besides this there are also two independent cabins which are used for curricular and co-curricular activities.

- **Third floor** :- There are four big lecture rooms and one staff room annexe on this floor. There is one ladies toilet block on this floor. The lecture rooms are divided with shutters and therefore whenever needed the entire floor can be used as one hall by opening the shutter . Besides the hall / lecture rooms there are two small cabins also on the corridor of this floor.
- **Fourth floor** :- There are four lecture rooms on this floor. There is one toilet block for gents on this floor. On the corridor of this there are also two small cabins which are used to seat the students' counselor.
- **Fifth floor** :- One side of this floor is completely used as the library of the college. The new library is a state of the art knowledge centre, with a seating capacity of more than 100 students . In addition there is one classroom on this floor.. There is toilet block for ladies and a toilet block for gents on this floor.
- **Projected future expansion** :- The college building will be extended to include two more floors, i.e. the 6th and 7th floors.

On the top of the building there will be a terrace with a parapet wall. The above mentioned floors have been planned to be utilized as resource areas with an auditorium for conducting annual day celebrations and other cultural activity and an indoor multi-purpose, technologically up-to-date conferencing facility for holding seminars and conferences on a large scale. In the base stilt area there is a plan to provide for an open – air canteen with facility for tea and coffee service. In addition there will be a spacious lobby, so that there is no crowding of students near the notice-board areas. Limited parking will be provided for two

wheelers and four wheelers as well as a provision for guest parking will be made.

4.1.3 Has the institution augmented the infrastructure to keep pace with its academic growth? If yes, specify the facilities and the amount spent during the last five years.

- Details in Expenditure statement Annexure XVII B / XVIII B.
- **Yes** - the institution has augmented the infrastructure to keep pace with its academic growth during the last five years in the following manner –Facilities provided during the last five years :
 - The college building has been extended to five floors. Each floor has been extended to include two additional rooms along with the existing ones.
 - A lift has been provided in the building to reach the fifth floor.
 - The college library has been extended and upgraded to cover one entire side of the fifth floor to seat almost 100 students. Broadband Internet facility is available in the library.
 - A central lobby area , used as an open hall for various indoor activities.
 - Accounts complex and printing and duplicating set up area in a separate building close to the college.
 - Compound wall with big gate , and an emergency exit, battery backed – up emergency lights provided on each floor in case of power failure as the college functions at night as well has sufficient number of fire extinguishers.
 - Amount spent during the last 5 years for augmenting the infrastructure and other facilities during the last 5 years is approximately around 7.5

crores. As the college is covered under 2(f), 12(B) an appropriate amount of the central assistance received, has been utilised for infrastructure development besides expenditure on other developmental activities.

- The Management is also planning to construct a separate building approximately one km. away from the college building to accommodate two of the other institutions run by the trust in this building during the day time. Once these two institutions are shifted from this building, the college can use the major part of the building facilities. We have a plan to construct a gymkhana on our sports ground. At the corner of the playground there is a building with a six rooms. At present it is with the Salt Commission. We are likely to get this building for institutional use shortly to start more divisions of existing courses and to introduce new courses also.

4.1.4 Does the institution provide facilities like common room, separate rest rooms for women students and staff?

- There is one separate common room / rest room for boy students and one separate common room / rest room for girl students. The college also has separate staff rooms for the teachers. There are two staff rooms adjacent to each other on the same floor on the first floor. One staff room is occupied by the Night Degree College staff members and other by the Night Junior College staff members after 4.00 p.m.

4.1.5 How does the institution plan and ensure that the available infrastructure is optimally utilized?

- Being a night college, infrastructure facilities are used by the college from 4.00 p.m. to 9.00 p.m. on all the working days of the college. From 7.00 a.m. -

3.30 p.m. infrastructure is used by other institutions run by MES. This clearly indicates optimum utilization of infrastructure. On Sundays, holidays, and during vacation, extra classes and practice tests are conducted, reading room facility is given and computer courses are conducted in the computer room. Some of the other activities are :

- Railway Examination
- DSC Examination
- Meeting of Soroptomists International (A service club by professional women dedicated to the cause of the girl child and women at large)
- Chembur English Sports Club
- Mahatma Sports Club
- Vidyadhan Educational Development Ltd.
- Erudite Education Mission
- Private family functions
- Organizational programs

4.1.6 How does the institution ensure that the infrastructure facilities meet the requirements of the differently-abled students?

- For differently abled students, the institution has provided :
 - 1) A ramp facility at the entrance
 - 2) A toilet facility on the ground floor
 - 3) An extra room to provide facility to differently abled students to be permitted to write examinations
 - 4) A lift facility up to the fifth floor
 - 5) Drinking water (with cooler) facility on the ground floor.
 - 6) If required by students provision for reader / writer during the examination can be arranged by the college itself.
 - 7) A doctor and first – aid facility on the premises in case of an emergency

4.2 MAINTENANCE OF INFRASTRUCTURE

4.2.1 What is the budget allocation for the maintenance of (last year's data) ?
(2008-09)

■ For the year 2008-09

a. Land	-
b. Building	15,000.00
c. Furniture	12,000.00
d. Equipment	-
e. Computers	-
f. Vehicles	-

4.2.2 How does the institution ensure optimal utilization of budget allocated for various activities?

- Principal fomulates committees for the various activities. Each committee is constituted with a head and two staff members. The committee plans for the budget allocation for the various activities as per the academic calender. The budget is passed in the annual budget meeting. At the end of every activity, statement of expenses incurred is submitted to file claims. The Principal scrutinizes the statement and ensures that optimal utilisation of the budget allocated for the various activities is done. Finally all accounts are audited by the accounts department. In case of extra requirement of funds over and above the budget is required, the management is always ready to assist in genuine cases.

4.2.3 Does the institution appoint staff for maintenance and repair? If not, how are the infrastructure facilities, services and equipment maintained?

- The Trust has in-house experienced people to maintain its infrastructure on a regular basis. These experienced maintenance people are working in different institutions of the trust. Besides this, skilled services people are called from the local area to do the repair of electrical connections, audio-visual equipment etc., on emergency situations. The class IV employees appointed by the trust clean the class rooms, library, staffrooms, toilets etc., everyday. They clean the toilets everyday with water, phenol and other cleaning materials. On vacations the entire room, corridors, staircase etc., are washed with water and detergents. Every alternate year, the building is white washed and painted and also pest control is undertaken periodically. The following maintenance activities are undertaken on a continuous basis.

- Plumbing electrical fittings, electrical repairs and replacement.
- Repair of furniture & fittings
- Cleaning water tank.
- Washing the class rooms, corridors, staircases, toilets, drainage etc.
- Repainting blackboards.

Maintenance of lift and airconditioners.

Awareness is created among the students also on how to use the infrastructure carefully and preserve them from misuse and damage. The members of the students' council, NSS volunteers and NCC cadets are given special responsibility of paying attention at cleanliness in the college and identity maintenance as well as replacement requirements. Every day, peons and watchmen check all class rooms, staff rooms, secretary blocks etc. after the classes are over and report infrastructural problems to the Principal. Principal and Vice - Principal also take rounds to the college premises to identify infrastructural maintenance needs minor repairs. Maintenance work requisition is then forwarded by the Principal to the college superintendent for immediate action. In the case of major purchases and requirements a requisition is

submitted to the management board by the respective department heads, routed through the Principal.

4.3 LIBRARY AS A LEARNING RESOURCE

4.3.1 Does the library have a Library Advisory Committee? What are its major responsibilities?

■ **Yes** - The library has a Library Advisory Committee constituted for every academic year. The constitution of the committee is as follows :

- Chairperson : The Principal of the college is the head of the committee.
- Member Secretary : The librarian of the college .
- Members : Two senior teachers
- Additional Members : 2 students with a view to get student's feedback

The committee is formed at the beginning of the academic year. The committee meets at the beginning of each term and at the beginning of the year. Input of the subject teachers as well as the feed back from 2 students about the accessibility & availability of the books in the library is sought for. It is the responsibility of the committee to organize meetings with pre- announced agenda.

To list a few here :

1. Maintenance of the library
2. To purchase new books when the number of books become insufficient.
3. To take a decision on whether books which are out of syllabus are to be discarded or not
4. To review and finalize transaction timings of library
5. To purchase additional shelves
6. Budgeting and executing painting and polishing of library furniture
7. To check whether whatever books which are purchased / hired are they

relevant or not, and whether they are the latest publications and as per the revised syllabus.

8. Scrutinizing recommendations from subject teachers on the titles to be purchased and the total number of copies to be purchased.
9. Purchase of reference books
10. To discuss the requirements of text books and reference books
11. To discuss the budgetary requirement for the year

Library fees – Rs. 200/-

Library fees * no of students = total amount allocated to the library. 50% of the above collection is utilised for purchasing new text books, reference books, periodicals, library software and journals / e-journals.. The balance 50% is allocated for maintenance and purchase of equipment, shelves and other related material for the library.

4.3.2 How does the library ensure access, use and security of materials?

- The library ensures access and use of its materials by offering its facilities to the students and staff members of the institution extensively.

- **Access to the library :**

The working days of library: On all working days, the working hrs. of the library are from 8.30 a.m. to 7.00 p.m. Special arrangement is made to keep the library open on holidays and also during examination period for extra hours.

The total number of books in the library as on date:

Total no. of books	-	5511
Total no. of text books	-	4404
Total no. of reference book	-	1107
Total no. of journals	-	30
Total no. of encyclopedia	-	42

Library works on all instructional and non-instructional days of the college. It also works on Sundays and holidays . During Diwali and Christmas vacations also the library provides all its regular services to the teachers and students on a staggered basis. Some of our students prepare for entrance examinations of various courses, bank recruitment tests etc. For the benefit of such students the library provides reading & learning facility in the summer vacation also. The regular working hrs of the library for the Night Degree College is from 3:30 p.m to 7:30 p.m. However, before 3:30 pm, also the library is open as the library facility is shared by other institutions conducted in the college premises. Because of this arrangement the students of our college get the library facility practically from 8.00 a.m. to 7:30 p.m. During and before the examinations, on demand from students , the college library provides reading room facility till late night. Some of our students work in night shifts. They take leave before and during the examination. They have the practice of studying during the night. So for the benefit of such students the college provides reading room facility in the class rooms for the whole night also. Most of our students are slum dwellers. They cannot get study room facility at home or near their residence. The night college therefore provides reading room facility even in the open hall on the ground floor. The library adopts an open access system, and hence lots of visibility is evident and access is encouraged among the students and staff members.

● **Security of materials :**

The following systems are in place

- a) System of library cards
- b) Accession card
- c) Keeping book maintenance
- d) Follow up with reminders
- e) Pigeon hole cabinets are provided for students belongings as bags are not permitted inside the library

f) All books being carried out of the library are verified to have been issued.

4.3.3 What are the various support facilities available in the library? (computers, internet, band width, reprographic facilities etc.)

■ **The library has the following facilities :**

- a) Reprography
- b) Computers for OPAC (Online Product Access Catalogue) and internet browsing
- c) Audio & Video facilities
- d) Internet

As a policy, the academic facilities available in the college are used by other institutions run by Mahatma Education Society on a regular basis. Students of the institutions conducted by M.E.S at New Panvel stay at Chembur and its vicinity. They are given academic facilities such as books, reading room etc.

4.3.4 How does the library ensure purchase and use of current titles, important journals and other reading materials? Specify the amount spent on new books and journals during the last five years.

- The college library has a library committee which is represented by students and staff members. At the beginning of the academic year the committee meets and discusses with all the subject teachers regarding new syllabus revision, new reference materials as per the changes in the university syllabus taking into due consideration new authors and the related publishers. Besides academic requests, the librarian also invites sample books for approval from the latest publications . These books are circulated to all the HOD's and their approval is sought before placing the final order for the number of book copies required.

- The amount spent on new books during the last five years -
Rs. 5,59,691.5/-
- Amount spend on journals during the last five years -
Rs. 19,497.00/-

4.3.5 Give details on the access of the on-line and Internet services in the library to the students and faculty? (Hours, frequency of use , subscriptions, licensed software etc.,)

Students	Faculty	Facility
● 8 in the library with internet facility	8 in the library with internet facility	No. of Computers
● Upto 30 mins. usage time	Upto 1 hr. usage time	No. of hrs available
● Once per day (Rs.20/- per extra session)	Twice a day depending on availability	Frequency of use
● Only use open source at present	Only use open source at present	Subscriptions Licensed / open source software

4.3.6 Are the library services computerized? If yes, to what extent?

- The following library services are computerized. They are
 1. Lending of books (under process)
 2. Purchase of books (use of spreadsheets, e-mail etc.)
 3. Lending of audio – visual material (treated as books)
 4. Book Bank
 5. Stock Verification

Various services offered by the library which were manually managed are being computerized gradually . Barcoding of all the books has been completed and the software has been under testing for the past two months.

4.3.7 Does the institution make use of INFLIBNET / DELNET/IUC facilities? If yes, give details.

- Inflibnet has an online OPAC (Online Product Access Catalogue) which is being utilized for bibliographic services.

We do not use DELnet – Delivery Information Network directly, however, we use their services through our membership with TISS , which is a satellite library of INFLIBNET .Inflibnet has been subscribed in the name of Mahatma Education Society , but the same facility can be made available for the college as and when necessary.

4.3.8 What initiatives are taken by the library staff to enrich the faculty and students with its latest acquisitions?

- New titles are displayed in the ‘new arrivals ‘ cabinet in the library for a week before being permitted for issue. In addition to the library website displays the new arrivals link very distinctively . In addition latest book jacket covers are displayed on departmental notice boards.

4.3.9 Does the library have interlibrary borrowing facility? If yes, give details of the facility.

- **Yes** - the college library is inter connected with other libraries for inter – library borrowing. The trust is running Pillai’s College of Arts, Science & Commerce , (PCASC), affiliated to Mumbai University at Dr K.M. Vasudevan Pillai’s campus at New Panvel. This is a composite campus having four professional colleges in the same premises. The campus is made at par with international standards. The college library of this campus is well equipped and our college has the

privilege of borrowing books from the libraries of Pillai's College of Information Technology (PIIT), Pillai's Institute of Management Studies & Research (PIMSR), Pillai's Institute of Architecture (PICA), and Pillai's Polytechnic College (PP) at any time. MES is also the member of TISS, Deonar, Chembur (Tata Institute of Social Sciences) satellite library and our college has access to this facility. MES also has an access to the library facility of IIPS, Deonar, Chembur (International Institute of Population Studies).

4.3.10 What are the special facilities offered by the library to the visually- and physically-challenged persons?

- The college provides the facility of a lift for the physically challenged students to reach the library on the fifth floor.
- Further in terms of lending / borrowing of books the time period for returning the books is extended with considerable flexibility. Over and above charges levied for the SMAF scheme are reduced and waived in certain cases as per the discretion of the Library Advisory Committee.

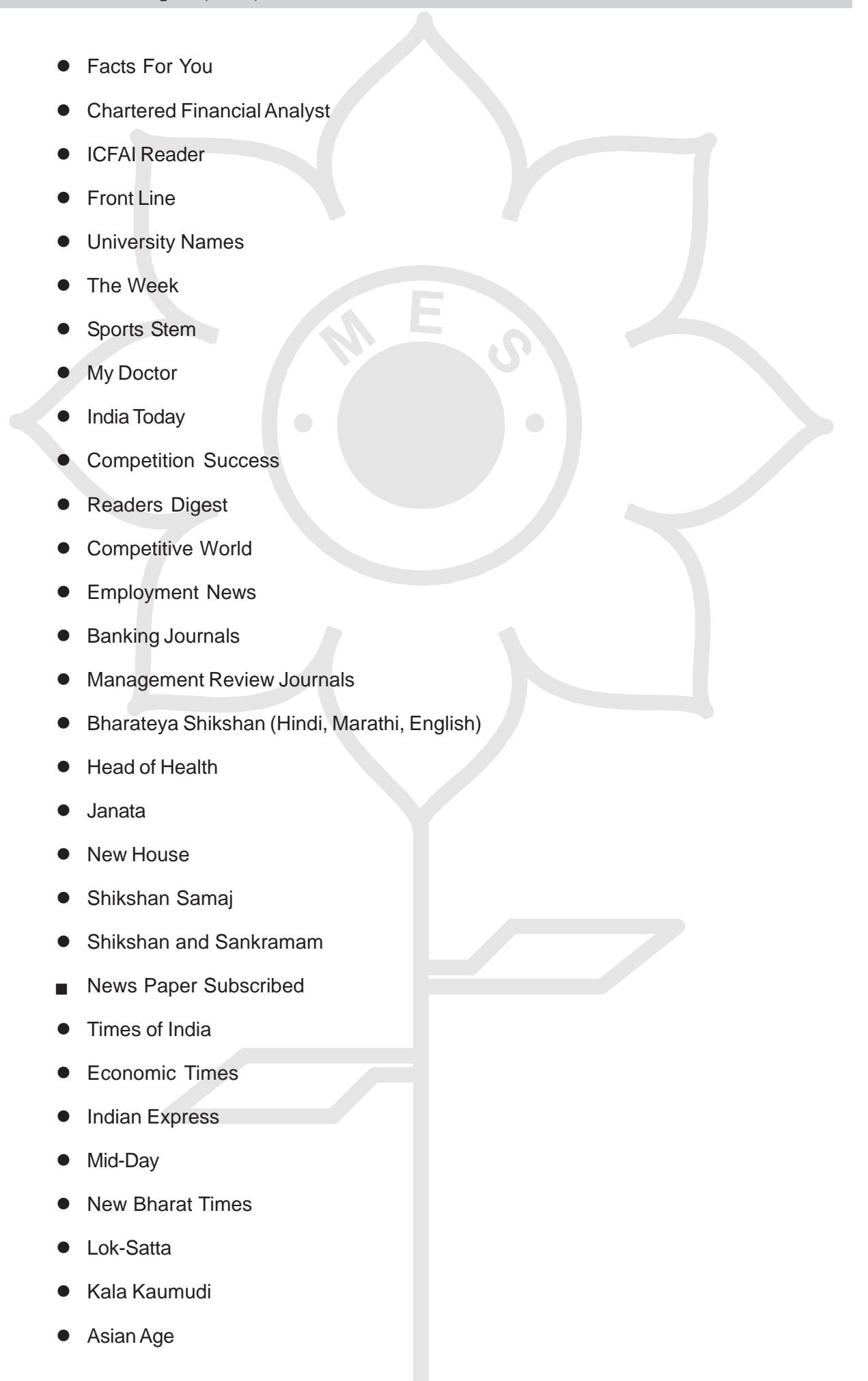
4.3.11 List the infrastructural development of the library over the last two years?

- The following is the list of infrastructural development of the library over the last two years.
 1. During the last two years the college has been successful in completely renovating the existing library to almost double the size.
 2. The present library is spread across the entire wing of the fifth floor of the college building.

3. A lift has been provided to make the library easily accessible to all staff members and physically disabled students.
4. The seating capacity is over 100 students at present
5. The library is well ventilated and has sufficient number of ceiling fans for proper air circulation.
6. The shelving mechanism has also been modernized with spacious shelves along with comfortable seating arrangement.
7. The library follows an open access system with browsable shelves
8. Internet connection with broadband facility is available in the library for faculty members, staff and students.

4.3.12 What other information services are provided by the library to its users?

- Besides giving access to inhouse books , we are collating interactive online guides to subject specific requirement with the aim of providing a bird's eye view of the resources available.
- There is a book bank facility in the central library . As the college doesn't have separate department-wise library, the college library itself is a central library. The college has introduced two book banks schemes for the students. These are the SMAF (Student's mutual aid fund) book bank and a special book bank scheme for schedule caste students. The book bank provides set of standards text books of all / some subjects to the needy and deserving students for the entire academic year. They have to return the books after the annual examination. Nominal amount of the refundable deposit and maintenance charges are taken from the student.
- **Journals and periodicals subscribed**
 - Economic and Political Weekly

- 
- Facts For You
 - Chartered Financial Analyst
 - ICFAI Reader
 - Front Line
 - University Names
 - The Week
 - Sports Stem
 - My Doctor
 - India Today
 - Competition Success
 - Readers Digest
 - Competitive World
 - Employment News
 - Banking Journals
 - Management Review Journals
 - Bharateya Shikshan (Hindi, Marathi, English)
 - Head of Health
 - Janata
 - New House
 - Shikshan Samaj
 - Shikshan and Sankramam
 - News Paper Subscribed
 - Times of India
 - Economic Times
 - Indian Express
 - Mid-Day
 - New Bharat Times
 - Lok-Satta
 - Kala Kaumudi
 - Asian Age

4.4 ICT AS A LEARNING RESOURCE

4.4.1 Does the Institution have up-to-date computer facility? If yes, give details on the available hardware and software (Number of computers, computer-students ratio, stand alone facility, LAN facility, configuration, licenced software etc.)

- Hard ware Details
- Printers
- Software Details

- **Yes** - the Institution has an up-to-date computer facility. The society runs a computer institute within the college premises on the first floor. The institute allows the college and our students to use the facility at the user's convenient timings. Flexibility is maintained in terms of time and cost. The following is the configuration of other hardware and software details

A. COMPUTER HARDWARE DETAILS :

Description	Quantity
● Computer Configuration Intel PIV, 1 GB RAM, 160 GB Hard disk, Intel Motherboard, keyboard, mouse	4
● Computer Configuration Intel PIV, 512 PAM Memory, 80 GB Hard dosk, Intel Motherboard, Keyboard, Mouse	8
● DVD Writer	2
● CD Writer	2
● Printer HP DeskJet 3940 – Color / Black	1
● 1 Server + 11 Clients = Machines	-

B. COMPUTER SOFTWARE DETAILS :

1. APPLICATIONS :

- MS OFFICE
- MS WORD 2007
- MS EXCEL 2007
- MS POWERPOINT 2007
- MS ACCESS 2007

2. OPERATING SYSTEMS :

- WINDOWS XP
- WINDOWS VISTA
- LINUX
- WINDOWS 2003

3. PROGRAMMING :

- TUBRO C ++
- FOXPRO

4. QUERY LANGUAGE :

- MySQL

5. IMAGE EDITORS :

- PHOTOSHOP

6. ANIMATION SOFTWARE :

- FLASH
- 3D MAX

7. **FINANCIAL ACCOUNTING SOFTWARE :**

- TALLY 9.0

C. **INTERNET FACILITY :**

- Cable Net – 24 hours Online (Speed : 64Mbps)

Students are provided internet facility in free-of-cost for their projects, to create their email accounts, surfing educational topics etc.

D. **NUMBER OF COMPUTERS :**

- 1 Server
- 11 Clients

E. **COMPUTER-STUDENTS' RATIO :**

- One-to-two Ratio Computer Practical's 6@24(6Practical batch of 24 Students each)
- 6@23 (4 Practical batch of 23 Students each & 2 Practical batch of 22 Students)

F. **LAN FACILITY :**

- 1 Server – 11 Clients
Server Configuration
- Intel PIV, 1 GB RAM, 160 GB Hard disk, Intel motherboard, keyboard, mouse Clients Configuration
- 8 Clients – Intel PIV, 512 RAM Memory, 80 GB Hard disk, Intel motherboard, keyboard, mouse
- 3 Clients – Intel PIV, 1GB RAM , 160 GB Hard disk, Intel motherboard, keyboard, mouse.

G. LICENSED SOFTWARE:

A. Anti-Virus Software

Kaspersky Internet Security 7.0 for 12 machines.

4.4.2 Is there a central computing facility? If yes, how is it utilized for staff to students?

■ Computer facility is made available to the students and staff in 2 Institutions :-

- 1) Institution of Computers & Electronics.
- 2) Institute of Advanced Computer Science & Management.

Both these institutions are run by our management in the first floor of the college building. The college is now offering Computer Systems as an elective subject in T.Y.B.Com. along with Direct and Indirect taxes. The computer facility for the students is extensive.

Teachers who have registered their names for Ph.D degrees use the computer facility for research whenever required. The college has introduced computer systems as an applied component subject from 2003-04. The Introduction of this subject has increased the use of computer facility substantially. Some students use the computer facility to do various computer courses such as MS-CIT, Maharashtra State Vocational Board computer courses and the Maharashtra State Board of Technical Education's Advanced Diploma in Computer Software Systems Analysis and Design.

The working hours of the computer centre are 15 Hrs daily. Monday to Saturday -7:00 a.m. – 10:00 p.m.; Sunday – 9:00 a.m. to 5:00 p.m.

All the departments of the college have computers exclusively for their use. All the teaching members of the staff are provided with laptops and

internet facility. All the departments of the college can use the computer facility at any time from the central computer institute. In addition separate computers are provided for examinations, results processing, library and a section of the administrative wing where confidentially is to be maintained.

There is an exclusive computer set up provided for collaborating with the Mumbai University through its online portal for uploading student database forms and examination related information.

4.4.3 How are the faculty facilitated to prepare computer-aided teaching / learning materials? What are the facilities available in the college for such efforts?
(Laptop, Internet connect, CD's, LCD support, downloading information. From the internet)

■ The following packages are available to the students in the computer centre.

1. Tally
2. SPSS (Program dedicated for statistics)

● **Computer Aided teaching / learning material :**

Faculty members are assisted by the staff of the computer department to make teaching-learning materials such as power point presentations, data for project work, surfing the internet for latest information (upgrading their knowledge) Print outs of important material, research work, calculation analysis of data and making spread sheets, LCD support and also hardware related problems.

T.Y.B. Com. Computer theory on-line lectures are conducted for the subject – Computer Systems & Applications.

Workshops and seminars are conducted for Computer- Aided Teaching / Learning Methods.

4.4.4 Does the Institution have a website? How frequently is it updated? Give details.

■ **Yes** - the Institution has a website www.mahatmandc.ac.in

Domain name	Size	Load Time	Average Speed Per KB
www.mahatmandc.ac.in	24.79 KB	1.95 seconds	0.08 seconds

- It is updated weekly by adding the News / Events / Programmes / Workshops / Seminars / Circulars / Time Table / Results / NSS / NCC / Students Council Website / Date Center / Server details :

- Master Website : www.mes.ac.in
- Institution Website : www.mahatmandc.ac.in
- Institution Website Size : 15 MB
- Website Date Center : Primenet Global Limited,
46, Mittal Towers, B-Wing, 4th Floor
409, Nairman Point, Mumbai – 400 021
- Virtual Dedicated Server : Powered by:
Interpole Technologies Pvt.Ltd.
Level 2A, Sadguru Darshan,
New Prabhadevi Road,
Prabhadevi, Mumbai 400 025.
- Virtual Dedicated Server Details
- Virtual Dedicated Server for Website comprising
- Intel Xeon Single Core 2.5 GHz Processor
- 1 GB RAM, 40 GB Usable SAN Storage
- 1 IP Address : 203.115.112. 105
- 25 GB Monthly Traffic

- Customer licensed Windows 2003 Server Operating System
- Customer licensed MS SQL 2005 Database
- Virtual Server Label : Mes – Win2k3
- Virtual Dedicated Server for Mails comprising
- Intel Xeon Single Core 2.5 GHz Processor
- 512 MB RAM, 20 GB Usable SAN Storage
- 1 IP Address: 203.115.112.104
- 10 GB Monthly Traffic
- Centos Linux 5.2 32-bit Operating System
- Virtual Server Label : MES-Mailserver
- Shared Firewall
- IP Mail Software for 1 Domain, 10000 Users, Advanced Spam / Virus Filtering
- Rack Number: 4A
- Website Updating & Maintenance : In-House Maintenance and Updating
- Institution Website Sitemap : www.mahatmandc.ac.in

Details available on the internet are :-

About the Institution

- Admission Procedure
- Eligibility for Admission
- Admission Rules
- Composition of Students Population
- Extra Curricular and Co-Curricular Activities
- Scholarship of Central and State Government
- Identity Card
- Railway / S. T. Concessions
- Curriculum F.Y.B.Com. / S.Y.B.Com. / T.Y.B.Com.
- Examination Scheme for T.Y.B.Com.
- Faculty
- Latest News

- Achievements
- Students' Council
- NSS
- NCC
- Integrated Education Programme

4.4.5 How often does the institution plan and upgrade its computer systems? What is the provision made in the annual budget for update, deployment and maintenance of the computers in the institution?

- Our Institution up grades its computer system regularly in line with the provision made in the annual budget for update. The college has included Computer Systems & Applications as an applied component subject since the year 2004-05. As per the requirement of the university, conduct of the subject, the required software and hardware is upgraded suitably . Care is taken to provide anti-virus software and other firewalls also. Hence computers are upgraded as and when required. Computer maintenance is done on a daily basis as we have an in-house hardware department .

4.4.6 How are the computers and their accessories maintained? (AMC etc.)

- Computers and their accessories are maintained by the in-house hardware engineers of the computer department.. Weekly hardware maintenance include the following :-
 - Cleaning the disk – including bad sector virus cluster , etc.
 - If any software is corrupted then it is reinstalled (Microsoft Office and other related software). Only licensed software are used .
 - New software loaded as per request
 - Printer servicing – to change the ribbon, cartridge, dust cleaning

- Solving networking problem
- Solving internet related problems (modem, interconnect, netconnect, burning of CDs).
- Project servicing.
- Speakers servicing etc.

4.5 **OTHER FACILITIES**

4.5.1 Give details of the following facilities:

- a) Capacity of the hostels (to be given separately for boys and girls) - NA
- b) Occupancy - NA
- c) Rooms in the hostel (to be given separately for boys and girls) - NA
- d) Recreational facilities- Applicable
- e) Sports and Games (Indoor and Outdoor) facilities - Applicable
- f) Health and Hygiene (Health Care centre, Ambulance, Nurse, Qualified Doctor) (full time/ part time etc.)

- Almost all the students of our college are local residents staying with parents and other relatives and none of them require hostel accommodation. However, if any student wants hostel accommodation the college is in a position to provide it with the help of the management. The management provides hostel accommodation to the students of professional institutions run by the trust by purchasing / hiring buildings and flats premises near the college campus.

- **Recreational facilities** :- _Applicable

At present the college does not have an auditorium for conducting recreational / cultural programme on a very large scale. The college hires the Chembur Fine Arts Society's Hall. There is a provision to provide for a gymkhana and an auditorium on the 7th floor as per the extension plan for infrastructural

development to keep pace with the institutional growth. There is a music room with musical instruments which are utilised for cultural activities and other programmes. Our college has a professional dancer (Mr. Sachin) who is the official choreographer for all cultural programmes. Hence the faculty is totally involved and given a lot of flexibility to organise the programme with high quality. We also have the privilege for having one faculty member (Prof. Chandramohan Varma) with 'A' Grade awarded by All India Radio. His guidance is also available. The college has a good collection of DVD's , CD's, speakers, microphones and all related equipment for sound systems. Last but not the least the college has a professional in-house photographer (Mr. Rammohan K.) who is appointed for capturing all programmes and keep records of the same digitally. We have digital archives of the last 20 years of college functions and events.

- **Sports and Games (Indoor and Outdoor) facilities :-** Physical infrastructure facilities from sports to physical education centre. The college provides facilities for the following events of sports activities.
 - Handball,
 - Volleyball,
 - Football,
 - Kabaddi,
 - Shuttle badminton,
 - Athletics,
 - Chess,
 - Carrom,
 - Kho-kho etc.

The college has appointed trained coaches on part-time basis from one side to give coaching to our student who show interest in any event.

The college pays these coaches as per the requisition of these coaches. The college provides necessary sports material and equipment. The institution has a sports policy in place. There is a staff incharge of the sports activities of all the institutions of the trust called the Sports Director. Students get access to table tennis and badminton coaches at Dr. K.M.Vasudevan Pillai's campus, Gymkhana, New panvel. The night college doesn't have a separate physical education centre but at New Panvel MES conducts physical education camps, yoga, P.T. sessions, etc. in the vacation and our students can join these camps.

Our Mahatma Education Society runs a B.P.Ed. college which assists in training our students for various events. A detailed list of gymkhana stock as on 31 /3/2009 is attached (Annexure X).

The institution awards 10 grace marks also to outstanding sports students of the college as per the Mumbai University rules of gracing.

- **Health and Hygiene :-** The various health services available to the students and members of the teaching and non-teaching staff of the college are as follows:
- We have cold filtered drinking water facility for the students at the ground floor, third, four and fifth floor of the building and in the staff room at the second floor. We have first aid facilities in the main office of the college. The college has a prior health care arrangement with many nearby general and specialized practicing doctors for consultation and personal visits in case of emergency and hospitalization. They are available in the campus with in 10 minutes on request. Therefore in case of casualties, all the required facilities right from first aid to hospitalization are made available with out loss of time.

- **Name of the doctors :**

1. Dr. Harry Mascernus
2. Dr. Shetty , Dr. Shashikant Karnik visit our college on special request.
Other medical facilities available to our students.

- **Group Insurance :-** As per the Mumbai University rules, the management of the college gives financial assistance to students in the case of accidents , hospitalization and expensive treatment. To cite a case - total expenditure has been made by the management to help Mr. Mutthukrishnan Nadar (Junior Clerk) to undergo open heart surgery before his retirement. This is a best practice of the institution. Infact the management gives financial assistance for medical and hospitalisation incase of emergency, voluntarily to senior members of the teaching and non-teaching staff frequently.

4.5.2 How does the institution ensure participation of women in intra-and inter-institutional sports competitions and cultural activities?

- The students' council members motivate and ensure participation of women in the sports competitions at intra and inter institutional levels. Infact, in the athletics events the number of women participants is more than the number of men participants. In the same way the number of girls' performances in the cultural activities especially in group items is higher than that of the boy students. The number of girls who joined the NCC and NSS units also is satisfactory in proportion.

4.5.3 Give details of the common facilities available with the Institution (staff room, day care centre, common room for students, rest rooms, health centre, vehicle

parking, guest house, canteen, telephone, internet cafe, transport, drinking water etc.)

- Staff room,
- Day care room,
- Common room for girl and boy students,
- Rest room,
- Health centre,
- Vehicle parking
- Guest houses,
- Canteen,
- Telephone,
- Transport,
- Drinking water,
- Internet Cafe.

- **Staff room** : There are two staff rooms on the second floor with sufficient number of cupboards, shelves, tables and chairs, proper lighting and fans, water cooler and computers and printers.
- **Day care room** : This is functioning under the control of K.G. Management in the ground floor. The room is furnished with little furniture, water bottle, rack etc. There are two servants to assist the matron and teachers.
- **Common room and Rest room for girl and boy students** : These rooms are shared by various institutions functioning in the campus. There are cupboards and shelves, a mirror and wash basins.

- **Health centre** : Health Centre is under the control of the student counsellor. First aid facility, counselling, services are available here. The doctors examine the student patients in this room.
- **Vehicle parking** : At present, as the renovation work is in progress only two-wheelers are allowed to park for the time being. However, after the completion of the work parking provision will be made for , about 25 cars and sufficient number of two-wheelers can be parked.
- **Guest houses** : The Management has guest houses in Goa, New Panvel, Tara village, Nerul and Chembur where special guest, invitees and delegates can be accommodated. These are being used for accomodated at the time of picnics and for various camps.

The NSS unit of our college has adopted the village Coral Vadi near the Tara Village. In this academic year the volunteers stayed in the farm house - Franav Farms owned by the Management of MES, and conducted the camp activities in the Coral Vadi. The Management plans to construct a few more class-rooms attached to the single class-room of the adivasi school in the adopted area. An ITI centre is being constructed in the farm house premises aiming to train the poor unemployed youth in Tara Village. Courses in computers, plumbing, electrical etc. and other skills will be offered in this centre to create employability.

- **Canteen** :The canteen functioning in the college premises offers tea, coffee, cold drinks and light snacks.
- **Telephone** :The total administrative, academic library, computer centre, staff rooms, DTP and printing centres and the accounts section are have

telephone connections with extension facilities connected by an intercom. facility.

- **Transport** : The Management has a good number of vehicle fleet of big and mini buses, multi utility vehicles and cars. Transport facilities are provided for picnics, camps, at the time of emergencies and free transportation for the children of the staff members studying in our institutions.
- **Drinking water** : Water coolers with sterilising mechanism are fitted in the staff room, on the corridors on the ground floor, third, fourth, fifth floor and in the canteen.
- **Internet Cafe** : Internet facilities are available in all the administrative departments, library, computer centre, staff room and account section. Students and staff members can access this facility for their reference and project works.

4.6 **BEST PRACTICES IN INFRASTRUCTURE AND LEARNING RESOURCES**

4.6.1 What innovations/best practices in 'Infrastructure and Learning Resources' are in vogue or adopted/adapted by the institution?

- State of the art and technologically enabled knowledge centre in the fifth floor - the college library. The reading room of the library is available for night college students till late at night during examination time. Further many of the night college students do not have a congenial environment at home to study. The college provides reading room facility in the ground floor open hall for college

students throughout the night during examination period. Girl students however are permitted to remain in the premises upto 10.00 p.m. only during this period.

- The computer laboratory is kept open on all Sundays and holidays further on all working days it is open from 8.00 a.m. to 11.00 p.m. Hence the night college students who are working can pick-up a convenient slot for their computer practicals during the week days / holidays. In addition, for the students of the night college who have enrolled in our private computer courses, care is taken to allot the computer facility for practicals between 3.00 p.m. to 4.00 p.m. / 9.00 p.m. to 11.00 p.m. so that it is clubbed with their college timings. The night college students enjoy a subsidy of 10% - 20% in the fees of our in-house computer courses.
- The college building has two flights of staircases . At the end of the college a special bell is rung 5 minutes prior to the closing time to cater to the girls students. Girl students have to leave the college building before the boy students by a separate flight of stairs. This is to avoid crowding and other disciplinary issues at the end of the college hours.

CRITERION V

STUDENT SUPPORT AND PROGRESSION



CRITERION V :
STUDENT SUPPORT AND PROGRESSION

5.1 STUDENT PROGRESSION

5.1.1 Give the socio-economic profile (General, SC/ST, OBC etc.,) of the students of the last two batches.

- Socio-economic profile of the students (General, SC/ST, OBC etc.,) of the last two batches.

● **General Profile of the Students :**

Batch	Total No. of students	General Category	SC /ST Category	OBC Category	NT Category
Academic year 2007 -08	516	275	136	89	16
Academic year 2008 -09	532	298	122	95	17

● **Economic Profile of the Students :**

Batch	Total No. of students	Annual Income of Family			
		below Rs 50,000/-	Rs 50,000/- to 1,00,000/-	Rs. 1,00,000/- to 1,50,000/-	above 1,50,000/-
Academic year 2007 -08	516	155	226	98	22
Academic year 2008 -09	532	120	273	109	31

5.1.2 What are the efforts made by the Institution to minimize the dropout rate and facilitate the students to complete the course?

- Efforts made by the Institution to minimize the dropout rate and facilitate the students to complete the course.

- The dropout rate of our institution is in the range of 10% to 15% students.

The reasons for the dropout rate being little high are :

- Financial problems of the parents,
- In ability to cope-up with the course,
- Overlapping of college and job timings and
- Marriage in the case of female students.
- Call centres and BPO's mushrooming in the local area leading to students getting totally diverted from academics. Further change in the shift timings of the call centres disturbs their regularity leading to dropouts.

- Institution tries to minimise the dropout rate and facilitates the students to complete the course by taking following steps:

- Counselling the students,
- Counselling the parents and spouse,
- Financial assistance to pay fees,
- Special coaching for academically weak students,
- Guidance to persue the course by joining Distance Education or open University mode of learning,
- Persuing employers to adjust job timings and give study leave to the student employees.

The dropout rate is in the range of 10% to 15% because of positive impact of these steps taken by the college, otherwise it would have been much higher than what it is at present.

5.1.3 On an average, what percentage of the students progress to further studies and for employment? Give details for the last two years. (UG to PG to Ph.D and /or to employment)

- Percentage of the students progressed to further studies and for employment in the last two years.

Academic year	No. of students for full time	Students going studies for employment	Students going further education by joning part-time courses	Students going for distance education
2007-08	516	232	25	41
2008-09	532	240	27	42
			Approx. 5%	Approx. 8%

Normally our students who go for PG courses prefer to join M.Com., PGDBM, MBA, MCA courses. Few students join B.Ed. course also.

5.1.4 How does the institution facilitate the placement of its outgoing students? What proportion of the graduating students have been employed? (average of last five years)

- Efforts by the institution to faciliate placement of the outgoing students.
 - Institute facilitates the outgoing students to get placement by taking the following steps.
 - Guiding the students to prepare Bio-data,
 - Conducting guidance sessions to prepare the job seekers for various recruitment tests.
 - Providing interview and group discussion training,
 - Displaying advertisement of vacancies on the notice board of the institute,

- Placing students in various institutions / sections managed by Mahatma Education Society,
- Organising campus placement,
- Providing guidance to go for self-employment,

Proportion of the graduating students who have been employed.

Academic year	No. of out going students	No. of pass outs	Percentage of students already employed	Percentage of students placed by the college	Percentage of going for self employment
2007-08	98	67	50%	15%	25%
2008-09	82	43	50%	12%	23%

5.1.5 How does the institution facilitate and support students for appearing and qualifying in various competitive examinations? Give details on the number of students coached, appeared and qualified in various competitive examinations (Average of last five years) (UGC-CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT, Civil Services- IAS,IPS,IFS, Central/State services etc.)

- Support given to the students by college to appear for various competitive examinations.

Our students don't appear to the UGC-CSIR-NET, SLET, GATE, CAT, GRE, TOFEL, GMAT,Civil Services-IAS,IPS,IFS, Central/State services etc. inspite of counselling by the college. They normally appear for the competitive examinations conducted for recruitment of clerks, assistants , police counstables, police sub-inspectors, NDA, Navy entrance examinations conducted by the Maharashtra State Service Commission, Railway Recruitment Board, Banks and Insurance companies. We provide support to the students appearing for the recruitment tests by taking following efforts.

1. Making available books and magazines in the institutions library,
2. Conducting preparatory guidance sessions ,
3. Making available library and classroom facility.

5.1.6 Give a comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the university average.
(Pass percentage, Distinctions, Gold medals and University Ranks, Marks obtained in relation to university average etc.(Last five years' data)

Comparative analysis of the institutional academic performance with reference to other colleges of the affiliating University and the University average.

Academic year	Pass % of the Institution	Pass % of other night colleges	Pass % of the affiliating University
2008-09	52.43	54	58.26
2007-08	68.36	70	59.62
2006-07	66.06	54	55.58
2005-06	45.00	42	57.13
2004-05	37.75	34	56.78

5.2 STUDENT SUPPORT

5.2.1 Does the institution publish its updated prospectus, handbook and other student information material annually? If yes, what is the information disseminated to students through these publications?

- Publication of updated information material by the institute.
- i) Every year updated prospectus is prepared by the institute and every student is given a copy of the prospectus along with admission form.

- ii) Following information is provided and disseminated to the students through the prospectus. Mission, Vision, Affiliation, Accreditation details, UGC recognition and 2(f) and 12(B) Status, highlights of our achievements, course conducted, eligibility criteria for admission, admission rules, admission procedure, list of subjects (core and electives) offered for the three year integrated B.Com. Degree Course, examination scheme for F.Y.B.Com., S.Y.B.Com. and T.Y.B.Com, benefit of 10 grace marks rule under NCC / NSS / Sports, A.T.K.T. rule, practice tests, Identity card, Railway / S.T. concessions facilities offered by the college. Details and scope of extra curricular and co-curricular activities, scholarship of Central and State Government, Student's Council, S.M.A.F. Book Bank Scheme, prizes, arrangement of terms, office timing for students, code of conduct, prevention of ragging. Our prospectus is also available online on the college website for viewing with all the other details of the college.

5.2.2 Does the institution provide financial aid to students? If yes, specify the type and number of scholarships/ freeships given to the students during the last academic year by the institution (other than those provided by the social welfare departments of the State or Central Governments).

- Financial assistance provided by the institute through scholarships and freeships in the academic year 2008-09.

Freeship / scholarship	No. of students	Amount
● Concession in tuition fees	5 in F.Y. B.Com. 5 in S.Y. B.Com. 5 in T.Y. B.Com.	Installment facility provided, as per the discretion of the Principal.
● Reimbursement of examination fees		

Freeship / scholarship	No. of students	Amount
<ul style="list-style-type: none"> Financial assistance to purchase books, study material 	10	Rs. 500/- per student
<ul style="list-style-type: none"> Scholarship for securing first three ranks in the annual examination 	03	T.Y.B.Com students only First Prize Rs. 1000/- Second Prize Rs. 500/- Third Prize Rs. 250/-
<ul style="list-style-type: none"> Sports scholarship for outstanding performance 	02	Rs. 1000/- per student

5.2.3 Give details of schemes for student welfare? (insurance, subsidized canteen facilities, special diets, student counseling support, “earn while you learn” scheme etc.)

■ Details of schemes for student welfare.

- Institution provides special attention for students welfare as majority of the students are from weaker section of the society and slum dwellers.

1. Each and every student is covered by the group insurance scheme against accident as per the rules of the University of Mumbai. They are covered by a group insurance policy of National Insurance Company for the amount of Rs.50,000/- out of the total premium of Rs. 20 per student college utilises Rs 3/- as a part of its student welfare activity and the balance amount of Rs. 17 is remitted by pay order/ draft to the insurance company towards annual premium.

2. Subsidised canteen facility is provided by the college. Institution cafeteria provides snacks and beverages at 5% to 10% subsidised rates to the students. As most of our students come directly from their job to attend regular classes they necessarily take advantage of the subsidised canteen facility almost daily.
 3. Students are provided counselling support by Mrs. Deepti Pillai who is a trained counsellor. The counsellor is provided a cabin in the college where counselling service is offered to the students on every Thursday and Saturday from 5.30 p.m. to 7.30 p.m. The counsellor is more of a psychological counsellor who advises students and appropriately guides them on various personal issues also. In the academic year 2008-09, 52 students (40 - boys, and 12- girls) availed of the counselling facility. Apart from this academic counselling is also provided by all our senior faculty members.
 4. Medical counselling is also provided by highly qualified medical practitioner appointed by the college on honorary basis. As about 65% of our students live in slums, surroundings are extremely un-hygenic. Also they come in contact with the people having bad habits such as smoking, chewing tobacco and consuming liquor and hence obviously they need medical counselling also regularly. Dr. Harry Mascernus who is the honorary medical counsellor of our college is available on every Saturday for check-up of the students and counselling. Some medicines are also made available to the students free of charge with the help of Erudite Education Mission which is an NGO attached to Mahatma Education Society.
- The following table gives details of the medical counselling and facilities provided by the institutes.

Academic year	Total No. of students	No. of students who availed of medical counselling services	No. of students were given medicines free of charges
2008-09	532	250	80
2007-08	516	200	55

5. **Earn while you learn scheme** : A best practice of Mahatma Night Degree College of Arts & Commerce is that it provides part-time job to the students in the other institutions managed by Mahatma Education Society in Mumbai, Navi Mumbai and Panvel. Normally students are provided part-time jobs as accounts assistants, office assistants, library attendants, data entry operators and laboratory attendants. Few students who are good players at games and sports are appointed as part-time coaches in the schools and colleges run by Mahatma Education Society. Several of our students have credentials at state and district levels and they have extended their services to several institutions under Mahatma Education Society.

College, with the help of Erudite Education Mission organises tailoring training classes for female students and makes available sewing machines of the Erudite Education Mission by allotting time slots to stitch garments and earn some income.

5.2.4 What type of support services are available to overseas students?

- Support services available to overseas students. We do not have any overseas students so far.
- Not Applicable

5.2.5 Give details of the placement and counselling services for the students?

■ Details of the placement and counselling services for the students.

1. Placement Services :

Efforts by the institution to facilitates placement of the outgoing students.

- Institute facilitates the outgoing students to get placement by taking the following steps.
- Guiding the students to prepare Bio-data,
- Conducting guidance sessions to prepare the job seekers for various recruitment tests.
- Providing interview and group discussion training,
- Displaying advertisement of vacancies on the notice board of the institute,
- Placing students in various institutions / sections managed by Mahatma Education Society,
- Organising campus placement,
- Providing guidance to go for self-employment,

2. Counselling services :

Students are provided counselling support by Mrs. Deepti Pillai who is a trained counsellor. The counsellor is provided a cabin in the college where counselling service is offered to the students on every Thursday and Saturday from 5.30 p.m. to 7.30 p.m. The counsellor is more of a psychological counsellor who advices students and appropriately guides them on various personal issues also. In the academic year 2008-09, 52 students (40 - boys, and 12- girls) availed of the counselling facility. Apart from this academic counselling is also provided by all our senior faculty members.

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Is provided by highly qualified medical practitioner appointed by the college on honorary basis. As about 65% of our students live in slums, surroundings are extremely un-hygenic. Also they come in contact with the people having bad habits such as smoking, chewing tobacco and consuming liquor and hence obviously they need medical counselling also regularly. Dr. Harry Mascernus who is the honorary medical counsellor of our college is available on every saturday for check-up of the students and counselling. Some medicines are also made available to the students free of charge with the help of Eruidite Education Mission which is an NGO attached to Mahatma Education Society.

5.2.6 How does the institution encourage and develop entrepreneurial skills among the students?

- Efforts to encourage and develop entrepreneurial skills among the students.
- The final year students are given the option of offering Entrepreneurship and Management of Small Scale Industries as the applied component group subject. Students are encouraged to opt for this subject.
- Self-employed alumini are invited to interact with the students, motivate and guide them to go for self-employment.
- Industrial visits of students are organised atleast once in every term to expose them to the world of entrepreneurship.

5.2.7 Does the faculty participate in academic and personal counseling? If yes, give details on services provided during the last academic year?

Faculty members participate in academic and personal counselling.

- Faculty members take interest in providing academic as well as personal counselling to the students. Following services related to academic and personal counselling were provided by the faculty members in the academic year 2008-09.

College has introduced a Group Mentor Scheme. Each teacher is made a mentor of three batches of 20 students each. The mentor teacher provides the following academic and counselling services to students of the groups allotted to them.

- Identifying the students who are weak in various subjects.
- Organising difficulties-solving sessions and providing special coaching by the subject teachers.
- Checking attendance record to identify the irregular students and taking steps to improve their attendance.
- Identifying the students having bad habits such as smoking and counselling them.
- Collecting information regarding behaviour of the students in class-rooms and college premises from teachers and non-teaching staff and taking corrective actions.

- Details of the counselling services provided to the students in the academic year 2008-09.

1. No. of students for academic counselling - 31
2. No. of students for personal counselling - 42
3. Problems addressed through academic counselling - irregularity in attendance
- not doing homework - poor performance in class tests and tutorials.
4. Problems addressed through personal counselling - smoking habit - indiscipline
- arrogant behaviour with parents - friendship with anti-social persons, misbehaviour in the college campus.

5.2.8 Is there a separate guidance and counselling centre for women students? If yes, enumerate the activities of the centre.

- College has a separate guidance and counselling cell for women which is headed by Prof. Dr. Mrs. Lata Krishnan. Two more teachers, Dr. Mrs. Padma Rangan and Prof. Ms. Anaya Kavishwar are its members. Mrs. Deepti Pillai who is our personal counsellor is also member of the Women's Counselling Cell. On an average 4- 5 students are identified from those who approach the counselling cell. The members of the counselling centre provide counselling services.

Generally, our students need guidance / counselling on the following issues.

1. Work place problem,
2. Financial problems,
3. Family problems,
4. Poor attendance,
5. Pressure from parents to discontinue education and get married,
6. Typical health problems of ladies,
7. Surroundings at residence, non-conducive for studies.
8. Pressure from parents to discontinue education and go for additional employment.

The Women Cell is considerably successful in helping the women students to overcome these problems by giving guidance and counselling services.

5.2.9 Is there a Cell /Committee constituted for prevention/ action against sexual harassment of women students? If yes, detail its constitution and enumerate its activities (issues addressed during the last two years).

- **Yes** - Women Cell only works as a cell for prevention/ action against sexual harassment of women students. Activities of this cell relate to the prevention/ action against sexual harassment of women students are as follows:
 - Members of the cell take rounds in the college premises during recess, before and after regular classes to prevent incidents of sexual harassment.
 - If any student is found even passing indecent remarks, very strict disciplinary action is taken by suspending such a student for some period of time. Also the parents of such a student are called personally to inform the matter and take strict action to improve behaviour of their ward.
 - Talks of women social workers, activists and advocates are organised to make the women as well as male students aware of the laws which provide protection and safety measures for prevention of women from being subject to sexual and other types of harassment.
 - Induction programme is organised on the reopening day of the college for freshers and in this programme also awareness is created about evils of sexual harassment.

Issues addressed during the last two academic years 2007-08 and 2008-09.

There was no incident of sexual harassment in the college. However strict action was taken against few students for passing indecent remarks about the female students.

5.2.10 Does the institution have a grievance redressal cell? If yes, what are its functions? Detail the major grievances redressed during the last two years.

- **Yes** - College has a Grievances Redressal Cell consisting of the following members:

- | | | | |
|----|--------------------------|---|--------------|
| 1. | Prof. Chandramohan Varma | - | Co-ordinator |
| 2. | Prof. Mrs. Deshmukh | - | Member |
| 3. | Dr. Mrs. Lata Krishnan | - | Member |

The Grievances Redressal Cell attends to the grievances of students as well as members of teaching and non-teaching staff and brings the facts to the notice of the Principal. Also the Grievances Redressal Cell provides solutions to the grievances in consultation with the Principal.

■ Details of the major grievances redressed by the Grievances Redressal Cell during the last two academic years 2007-08.

- Irregularity of the economics teacher teaching the T.Y.B.Com class - The teacher was counselled by the Principal and warning was given to take strict action against him for irregularity. The teacher accepted his fault and started attending the college regularly.
- Problem of irregular power supply - Management was requested to provide generator and arrangement was made by the management immediately.
- Insulting treatment given by the teacher of E.V.S. to first year students - It was found that the E.V.S teacher was not audible to the students sitting on the last benches. These students therefore used to make a lot of noise which was irritating and that is why the teacher made some insulting remarks about the students making noise. On suggestion by the Grievances Redressal Cell, joint meeting of the concerned teacher and students was taken. The teacher promised to be audible and students also promised to maintain silence in the class.

■ Details of the major grievances redressed by the Grievances Redressal Cell during the last two academic years 2008-09.

- Bad condition of few benches in the class-rooms - Some benches were replaced and a few benches were repaired immediately.
- The tube light behind the black board was not fixed appropriately and the ceiling fans above the platform were very noisy. This was a cause of disturbance to the students.
- Disturbance created by a group of students in F.Y.B.Com 'A' division - The trouble making students were identified and proper counselling was done. Also some students from this group were transferred to 'B' division and care was taken to ensure that they don't sit in the class-room in groups.

5.2.11 Is there a provision for acquiring computer skills / literacy for all students, in the curriculum? If yes, give details on how it is imparted, and level of proficiency.

- **Yes** - The first year B.Com students had a unit in the subject of Mathematics and Statistics on computer fundamentals. They have practicals also on this unit. For the final year students Computer Systems & Applications is an elective option. Practical sessions are conducted at 4.00 p.m. on working days and 10.00 a.m. to 4.00 p.m. on Sundays and other holidays. The computer centre offers IT enabled courses like MS-CIT at a very subsidised fees. The latest version of Tally accounting software is also taught to the F.Y./ S.Y./ T.Y. students.

5.2.12 What value-added courses are introduced by the institution to develop life skills; career training; community orientation; good citizenship and personality development of students?

- Majority of our students are either employed or occupied in some or other activity during the day time. The regular college timings is from 4.00 p.m. to

9.10 p.m. It is therefore not possible to conduct value added courses on working days for our students due to their non-availability.

We therefore organise value added sessions instead of value added courses. Our teachers and professionals from the corporate sector as well as faculty members of our management colleges are invited to conduct such sessions every academic year.

We have conducted following value-added sessions in the academic year 2007-08 and 2008-09.

■ Value -added sessions conducted in the academic year 2007-08.

1. Marketing skills,
2. Advertising - new channels
3. English communication,

■ Value -added sessions conducted in the academic year 2007-08.

4. Enlightened citizenship,
5. Techniques of job seeking,
6. Public speaking,
7. Career planning

5.2.13 How does the institution ensure safety and security of the students, faculty and the institutional assets?

- Awareness about safety and security is created by organising enlightenment sessions by Police officers on all aspects especially against the current social evil of terrorism.

- NSS volunteers, NCC cadets and members of the students council are given the responsibility of remaining alert about safety and security of the students during all institutional events.
- Institutional assets are safeguarded by the security staff. There is day and night security on the college premises.
- College has a Higher Education Civil Defence Unit. The volunteers and officers of this unit also actively participate in creating awareness about safety and security. Also they remain alert to maintain safety and security in the college.
- For any event involving large groups of students i.e. NSS rally, Gauri-Ganpati visarjan duty, street plays in the adopted area etc. police protection is obtained prior to the event by a proper intimation to the police station by the Principal to ensure safety during the events.

5.3 STUDENT ACTIVITIES

5.3.1 Does the institution have an Alumni Association? If yes,

■ **List its current Office bearers :**

1. Mr. Murali Nair - Chairman
2. Mr. Charles Nadar - Secretary
3. Mr. Besil Zarapkar - Treasurer
4. Mr. Dharmendra Sonawane - Member
5. Ms. Niketa Kawale - Member
6. Mrs. Mamta Patil - Member
7. Mr. Ravindran Pillai - Senior Advisor

■ **List its activities during the last two years :**

Activities in the Academic year 2007-08

1. Prize Distribution

2. Participation in NSS Camp
3. Annual get -together
4. Guidance and support on Annual sports day for field events
5. Assistance in placement
6. Career Talk

■ **Activities in the Academic year 2008-09 :**

1. Prize Distribution
2. Cultural programme
3. Distribution of Book Sets
4. English communication skill programme
5. Guidance and support on Annual sports day for field events

■ Give details of the top ten alumni occupying prominent positions.

1. Mr. Murali Nair - Deputy Chief Finance Officer, Growrich Investment Pvt. Ltd.
2. Mrs. Mamata Patil - Lecturer, Pillai's College of Education & Research,
3. Mr. Basil Zarapkar - International Artist,
4. Mr. Vijay Kokane - Chief Security Officer - Inorbit Mall - Vashi,
5. Mr. Vinod Mane - Resource person in ISKON Foundation - Andheri,
6. Mr. Rajesh Shinde - HR Manager - HDFC Insurance,
7. Mr. Amol Hingole - Marketing Manager - ICICI Prudential,
8. Mr. Yogesh More - District Superintendent of Police Cell as Asst. to DYSP,
9. Mr. Khalil - Chief accountant in Mahatma School of Academics & Sports,
10. Mr. Ali Siddhiqui - Director of physical education (MSAS Panvel).

■ Give details of the contribution of alumni to the growth and development of the institution.

- Alumni give donations to the college to purchase Book-Sets to distribute among the needy and deserving students. In the academic year 2008-09, alumnis

donated Rs. 12,500/- through the Alumni Association to purchase books for the T.Y.B.Com students.

- In the academic year 2007-09, Alumnis helped the college to get electrical fittings at concessional rate for renovation of the college building.
- Always encourage NCC Cadates and NSS volunteers by guiding them to complete various projects and appear for the 'B' and 'C' Certificate Examinations.
- Provide financial assistance to few very poor students to pay tuition and examination fees.
- Good students of the alumini are invited to give guidance in study techniques / examination strategy to the T.Y.B.Com students and to share their own experiences with the current students.

5.3.2 How does the institution encourage its students to participate in extra-curricular activities including sports and games? Give details on the achievements of students during the last two years. (Institution level/ inter-collegiate / Inter-University/ Inter-state/ National/ International).

- As about 70% to 80% of our students are either employed or self-employed, they dont get sufficient time to participate in all events of sports and games. Inspite of this fact , the college encourages students to participate in atleast some events by taking the following steps.
 - Students' Council is encouraged to prepare annual schedule of extra curricular activities at the beginning of every academic year. The budget prepared by the students' council is discussed in detail and appropriate amount is sanctioned by the budget committee.
 - Professional coaches are arranged to coach our players in various games such as Foot-Ball and Volley-Ball.

- Arrangement is made to provide professional choreographers to prepare students to participate in inter-collegiate competitions.
- College pays entry-fees and bears the incidental expenses of the students who represent the college in various competitions - intercollegiate, university level - inside Mumbai. For events out side Mumbai and for private tournaments however, budget is sanctioned as per the discretion of the Principal.

Inspite of time constraints and peculiar background, our students rise to the level of getting prizes in the intercollegiate, state and national level events-though on a moderate skill.

5.3.3 How does the institution involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the major publications/ materials brought out by the students during the previous academic session.

- The College has a magazine committee which has a limited budget for publishing the annual magazine apart from other catalogues and handouts for events like NSS week, Aids awareness drive etc.
- College encourages students to contribute literature for the college magazine by providing them necessary guidance and by organising workshops for writing skills.
- Additional funds are donated by the management when required after consultation with the committee members and the Principals.

The college magazine is titled **“ELIXIR”** which covers all the events, competitions and various poems and articles published by the students. Since the majority of the students are from vernacular medium, we also encourage materials in Marathi and Hindi.

5.3.4 Does the institution have a Student Council or any similar body? Give details on its constitution, major activities and funding.

■ **Yes** - Students' Council is constituted every academic year as per the university guide lines and instructions. The details of the students' council committee have to be sent to the university.

● The constitution of the students' council is as follows :

1. Principal : Chairperson
2. Principal's nominee : Senior faculty member
3. NSS officer : One faculty member
4. NCC officer : One faculty member
5. Student members : (Academic Toppers)
 - a. Top most student of HSC class
 - b. Top most student of F.Y.B.Com class
 - c. Top most student of S.Y. B. Com class
6. Two girl students as special nominees of the Principal
One of which has to be from the reserved category.
7. Student members : Co-curricular toppers
 - a. Outstanding student in NSS unit
 - b. Outstanding student in NCC unit
 - c. Outstanding student in Cultural activities

The Management sanctions sufficient fund for conducting various activities like Friendship Day, Traditional Day, Annual Day and Picnic over and above the budget allocated by the institution for this events.

5.3.5 Give details of the various academic and administrative bodies and their activities (academic and administrative), which have student representations on them.

- 1. **Students' Council** : Acts as an intermediary between the staff and students. Grievances and complaints are collected and reported to the Principal to extend co-operation to solve them.

- Takes leadership to conduct various programme like Annual Day, Sports Day, Picnic etc.
- Maintain discipline in the campus.
- Collect feedback from the students on all fronts and report them to the Principal.

- 2. **Library Committee** :

- Two students are nominated to the library committee. They give feedback of student friendly authors of text books and other publications. They help the librarians in issuing and collecting library and reference books. They also help in data entry work and also maintain silence in the library and adjoining reading room.

- 3. NSS / NCC core committees : NSS/ NCC leaders, teacher incharges and key-volunteers both girls and boys.

5.3.6 Does the institution have a mechanism to seek and use data and feedback from its graduates and from employers, to improve the growth and development of the institution?

- **Yes** - some of our alumni are employers also. They provides contractual labours for our students. They often suggest the need of building confidence, developing communication skills and attitude improvement in the students.

5.4 **BEST PRACTICES IN STUDENT SUPPORT AND PROGRESSION**

5.4.1. Give details of institutional best practices towards Student Support and Progression?

- 1. On the important days, our ex-students visit the college and help current students in planning and conducting the programme. For example : Our Ex-NCC leaders who are now in good position visit the college during the previous day of Independence Day, NCC Day and , Republic Day. They help the present students in giving proper guidance for the March past, Rifle-drill, Courtyard making and performing cultural activities.
- The Alumni are always keen in motivating especially the final year students and informing vacancies of jobs in their knowledge. They donate their book sets for needy students when they come to collect their leaving certificate.

Some of the alumni and passed students who are working in the health / medical sector like Appolo Medical Services help in organising medical camps, blood donation camps, blood checking camps etc.

We regularly invite our ex-students who are well placed in the job front to come and address our current students informally to share their experiences, and give a realistic picture of the job market. This helps in our placement as our experience is that students relate to their senior peers more effectively.

CRITERION VI

GOVERNANCE AND LEADERSHIP



CRITERION VI :

GOVERNANCE AND LEADERSHIP

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 State the Vision and Mission statement of the institution and give details on how the institution

- a) ensures that the vision and mission of the institution are in tune with the objectives of the Higher Education policies of the Nation?
- b) translates its vision statement into its activities?

- The Vision of Mahatma Night Degree College is “Education for all and the Mission is “Percolation of education to the economically and academically under privileged and to empower, enlighten and thus equip them to become responsible citizens”. Our institution ensures that we are in tune with the Higher Education Policies of the Nation through.
- Admitting students from economically socially and academically backward classes.
- Providing financial supports like freeships, scholarships, sponsorships from faculty members and social workers and organizations, installments in fee payment, study materials through book bank on payment of a nominal refundable deposit, for the whole academic year.
- Organizing guidance sessions especially for the first generation learners and counseling whenever required. Remedial sessions are also conducted for slow learners and for those who are weak in grasping the lectures.
- Allowing the employed students to attend the lectures late by one period.
- Offering syllabus oriented and employment oriented computer classes at a very subsidized rate.

- Developing leadership and other qualities by enrolling them in NSS/NCC/sports and cultural activities.
- Making attendance compulsory and informing the parents when students do not attend college regularly. This discipline ensures full attendance of lectures and helps in improving the results of students.
- Providing the students with a well equipped library. This enables the students to read books and prepare well for examinations.
- Providing platforms to show their talents by organizing sports day, cultural events and creating a sense of social responsibility during the eight day NSS residential camp in rural area.
- Conducting group discussions, interactive sessions on social issues like problems of the senior citizens, physically and mentally challenged children, HIV/Aids victims, corruption etc.
- Inviting national and multinational corporates to offer placements. (Campus interviews)

6.1.2 Enumerate the Management's commitment, leadership-role and involvement for effective and efficient transaction of the teaching-learning processes.

- Even though the non-salary grant is not released by the Govt. of Maharashtra for the last many years, the management spends big amounts out of its own funds to bring its commitments into reality. For ex.,
 - Management has spent a vast amount since the last academic year to renovate the college premises.
 - Research is encouraged by the management by giving a 'Research Grant' of Rs. 20,000/- to each teacher pursuing research for Ph.D.
 - The Chairman, Secretary and Members of the Management Board visit the college regularly to interact with the teachers, non-teaching staff and

students and try to understand the different steps to be taken on priority basis for betterment of the teaching – learning process.

- Management encourages teachers to go as visiting faculty in other institutions conducted by Mahatma Education Society. Our teachers teach the M.Com, BMS, MMS and PGDM students of the institutions conducted by Mahatma Education Society.
- Orientation sessions for teachers are conducted by the Management atleast two times in every academic year. Orientation is given about the rules and regulations of the University and the State Government, professional behaviour, techniques for better performance etc.
- Management has established an NGO, Erudite Education Mission, which conducts various enlightenment sessions for the students and staff. Also our students and staff are involved in the community development projects of this organization.
- Members of the Management Board always extend valuable guidance and provide financial as well as physical resources to enable the college to prepare for accreditation and re-accreditation.
- Immediately after two senior teachers left the college to become Principals in other colleges, ad-hoc appointments were made by the management to fill these vacancies and regular appointments were made very shortly so that the teaching and other activities of the college did not get disturbed at all.
- Some of our students were seriously affected by the floods of July, 2006. Management provided financial support to enable the college to help the affected students. Amount of Rs. 2,50,000/- was sanctioned by the Management and college helped 132 flood affected students out of the funds provided by the Management.
- During the swine-flu problem, Management provided 1000/- masks to the students and also organized awareness sessions for the students

and for the residents of Chembur area.

- The management takes a keen interest in the teaching learning process. All the faculty appointed are fully qualified and eligible for the post of lecturer. We have 9 full time faculty and 2 part-time faculty. The management ensures that the faculty attend the orientation and refresher courses organized by the University Grant Commission for faculty upgradation.

The management also encourages the lecturers to participate in seminars, conferences and workshops at local, state and international levels. Lecturers are encouraged to write research papers and read them in such conferences. The library of the college is a power-house of books enabling the growth of both students and teachers alike. The library is rich with text books and reference books and literature for general reading. The management ensures that the library is updated on a regular basis.

The infrastructure and audio-visual aids provided by the management allow for effective teaching learning process. The class rooms are spacious, well lit and ventilated and have comfortable seating arrangement. The students are comfortable and can concentrate in their studies.

The management offers cash prizes to toppers of the college at the T.Y.B.Com. Examination. These cash prizes motivate the students to prepare well and score high marks in the examinations.

Intensive coaching for bright students, remedial classes for slow learners, examination orientation and career counseling sessions is provided for final year students.

- Management is very much committed for the total improvement, improvisation and development in the teaching learning process. The facilities like :
 - Free ship
 - Scholarship
 - Audio-Visual Aides
 - Computer courses at concessional rates
 - Book-bank for the relevant syllabus
 - Research forum
 - Financial support for co-curricular and extracurricular activities.
 - Conveyance arrangement for various types of educational trips, camps and related field visits.
 - Free internet facility for faculty members and students.
 - All types of support to keep up a healthy relation with the adopted area of the NSS visit to ensure the sustainable result of the activities and the camp held there.
 - Arrangement of various seminars, workshops at national and international level and provide opportunities for our teaching faculty also to shoulder as well as to participate in those events.

6.1.3 How does the management and the Head of the institution ensure that responsibilities are defined and communicated to the staff of the institution?

- The time-table committee distributes teaching work load among the teachers as per the instructions and guidance given by the Principal.
- At the beginning of every academic year various committees of teachers and non-teaching staff are formed and responsibilities are clearly communicated to

the committee members by the Principal by addressing them and issuing circulars / notices.

- Participation of teachers in the administrative work such as admissions, enrollment and filling examination forms of the University is ensured by the Principal. View of the working of various committees is taken by the Management Board at the end of each term and appropriate suggestions are made for further improvements in the working of these committees.
- On the eve of the very first day of each academic year, a meeting is held wherein The Principal, Management representatives, all the teaching and non-teaching members are present. The main agenda of this meeting shall be
 - To form various committees and assign the Heads.
 - To discuss any improvisation made in the curricular and co-curricular activities by the university.
 - To finalize the academic calendar
 - To plan the period of first term end examination, provisionally.
 - To ensure the submission of teaching plan to the Department Heads concerned.
 - To purchase books for the library in case of syllabus change.
 - To announce the dates of the next meeting.
- In the subsequent meetings, teachers are assigned to form or convene/ delegate
 - Students' council
 - Class teachers and teachers for remedial sessions
 - Additional programme officer for the NSS unit
 - Discipline – in – charge
 - Senior supervisor for examination

- Sports – in – charge
- Cultural activities in charge
- Management representatives collect the details of any further requisitions to be provided and if they are genuine, the requests are approved in principle, then and there.

6.1.4 How does the Management/Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the management, to review the activities of the institution?

- The College submits term-end report to the Management Board. This report is reviewed by the 'Academic Development Committee' which consists of retired heads of institutions. The committee further submits its report to the management.
- Report on the feedback given by the students by filling the feedback forms is submitted by the Principal to the Management Board. The members of Management Board review this report and further course of action is decided for necessary improvement.
- The Local Management Committee of the college also provides adequate information regarding working of the college to the Management Board directly.
- The administrative system of the institution re-designs feedback forms every academic year making necessary modifications for a reliable data collection for optimum enrichment of the curricular, co-curricular and extra-curricular activities. The proforma of feedback forms is set mainly to collect data from
 - Faculty members to analyze the need of any further healthy involvement from the management side.
 - The Students' Council to access, analyze and rectify, if any, complaints, grievances and problems underlined.

- The students to identify any problems in teaching methodology or quality. The feedback forms to be distributed before the final examinations.
- Whenever the parents or guardians are called to intimate their wards decline in performance or discipline, specially designed feedback forms are distributed. This helps the grievance cell to analyze the character of the student at home, parental care, environment in the home, their creative hobbies, status in the society and to what extent they are involved in social activities.
- The NGO's guide and lead our students in social welfare activities like tree plantation, surveys and various awareness programmes.

■ **Findings**

After the analysis from the various feedback forms collected the following inconveniences from the student's side are identified

- As most of our students are staying in slum areas, where population is thick and not so civilized, the students are unable to keep continuity in their studies.
- Employment hinders the preparation at the time of the examination, participating in the extra-curricular activities and NSS/NCC camps affects regularity in attendance.
- During preparatory holidays the management provides properly lighted class rooms till 12 'o clock in the night for examination preparation.
- The academic committee unofficially requests the employers to relieve the students from their official responsibilities at the time of NSS/NCC camps, sports days, cultural evenings and examination times. The committee schedules examination days with intervals so that they can prepare for the examination without any stress and strain. The employed students are allowed to report for their regular lectures late by one period.

Library hours are also extended and issue of the text and reference books is also extended at the time of examination.

6.1.5 How does the management encourage and support involvement of the staff for improvement of the effectiveness and efficiency of the institutional processes?

- Members of the Management Board convene meetings of the teaching and non teaching staff once in each term to have direct interaction with them.
- 'Best Teacher' Award is given by the Management every year to the teacher whose performance is excellent in academics and who contributes to the effectiveness and efficiency of the institution. So far 3 teachers of our college have received this prestigious award,
- The management encourages and supports every opportunity available that will improve the efficiency of the staff members.
 - They allow the teachers to undergo the orientation/refresher courses, seminars workshops on syllabus revision, bearing all the expenses incurred towards registration and conveyance etc.
 - The management motivates the teachers to attend the workshops organized by the research forum and thus encourages and supports to register for doctoral degree and also for the remaining processes.
 - Picnics and sports are organized for only teaching and non teaching staff members.
 - A credit society is functioning in the Registered office and all staff members are registered. Staff members easily avail loans to meet the emergency needs on easy repayment terms.
 - Staff members have access to free internet.

6.1.6 Describe the leadership role of the Head of the institution, in governance and management of the institution.

- Communication with the teaching and non-teaching staff on day to day basis.
- Periodical meetings with teaching and non-teaching staff to review the academic and administrative activities of the college.
- Interaction with students to know their appraisal of the administrative machinery of the college.
- Periodical review of the work of the various committees constituted to take care of different academic and cultural activities.
- Role identification and giving exposure to all types of office work to the non-teaching staff.
- Initiating quality enhancement programmes.
- Preparing administrative and managerial policies.
- The Principal of this institution was one of the youngest Principals when he joined. The staff members feel free to meet him on any occasion. He has been an excellent administrator, teacher and an orator. The relation and support between the Principal and staff is intimate and excellent.

6.2 ORGANIZATIONAL ARRANGEMENTS

6.2.1 Give the organizational structure and details of the academic and administrative bodies of the institution. Give details of the meetings held, and the decisions taken by these bodies, regarding finance, infrastructure, faculty recruitment, performance evaluation of teaching and non-teaching staff, research and extension activities, linkages and examinations held during the last two years.

■ Details of the Academic and Administrative Bodies of the Institution are :

Local Managing Committee constituted as per section 85 (3) of the Maharashtra Universities Act, 2000.

I. Administrative Body :

<u>NAME</u>	<u>Designation</u>
● Shri. P. M. Bhaskaran	: Chairman (Chairman of the society)
● Dr. K.M Vasudaven Pillai	: Secretary (Secretary of the society)
● Dr. (Mrs.) Daphne Pillai	: Member (Representative of the management.)
● Dr. K.K Pandey	: Members (Local
● Mr. K. S. Nair	: representatives)
● Dr. Padma Rangan	: Members
● Dr. Lata Krishnan	: (Representatives of
● Mr. Chandra Mohan Varma	: teaching staff)
● Mr. Ravindran Pillai	: Member (Representatives of non-teaching staff)
● Shri. C.Y.Kulkarni	: Member Secretary (Principal)

The LMC meets twice in an academic year in the month of June and November. The main agenda in the meeting held by this committee is budget allocation, building extension plan and finance generation. In the last two years major infrastructure expansion has taken place in the institution. Further more, nominal budget allocation is approved for linkages and extension work.

II. Academic Body :

<u>Name</u>	<u>Designation</u>
● Shri. C.Y. Kulkarni	: Principal

- Dr. Padma Rangan : Vice-Principal
- Dr. Lata Krishnan : HOD - Commerce Department
- Prof. C. M. Varma : HOD - English Department
- Prof. Anaya Kawishwar : Member
- Prof. Eknath Zarekar : Member
- Ms. Parveen Aarif : Member (Librarian)

The body meets 4 times in a year that is 2 times in every term, to evaluate and plan upon:

1. Performance evaluation of teaching and non-teaching staff
2. Research and Extension activity
3. Examination / Results
4. Printing facilities

Details of the dates of meetings are mentioned in Part I - Institutional Data, Criterion VI - Qes.- 05.

6.2.2 To what extent is the administration decentralized? How does the institution collaborate with different sections/departments and personnel of the institution to improve the quality of its educational provisions?

- Administrative work is clearly distributed among the members of non-teaching staff to ensure clarity in roles and bring appropriate accountability.
- The work of non-teaching staff is observed by the Principal and guidance is provided to improve the quality of their work.
- Meetings of Heads of the Departments are organized every month.

6.2.3 Does the institution have effective internal coordination and monitoring mechanisms? If yes, specify.

- **Yes** - The college has an effective internal co-ordination and monitory machanism.
- Principal and Vice-Principal jointly take care of internal co-ordination and monitoring.
- The administrative office of the college is adjacent to the Principal's cabin, hence regular monitoring by the Principal becomes very easy.
- Principal engages classes on three days every week. He therefore gets an opportunity to interact with the students on the days of his lectures. Also on the days of his lectures he makes himself available in the staff –room to interact with the teachers. This practice has proved to be a highly effective mechanism for internal co-ordination and monitoring.
- Chair-person of every committee prepares activity plan and in consultation with the Principal which is approved by the Principal with necessary modification.

6.2.4 Does the institution have a Grievance Redressal Cell for its employees? If yes, what are its functions? List the number of grievances redressed during the last two years.

- **Yes** - The college has a Grievance Redressal Cell for employees consisting of the following members.

- i. Dr. Mrs. Daphne Pillai, Chairperson
- ii. Prin. C.Y.Kulkarni, Secretary
- iii. Dr. K. K. Pandey, Management Representative.
- iv. Mr. Ashish Rai, Employees' Representative
- v. Prof. Chadramohan Varma, Teachers' Representative.

- **The Grievance Redressal Cell performs the following functions :**

- i. To understand the grievances of the employees,

- ii. To find out one or more effective solutions to the grievance,
- iii. To get final solution approved from the Governing Body of the college and redress the grievances accordingly.
- iv. To continuously observe functioning of the administrative machinery and working conditions to ensure that the situations creating grievances are minimized.
- v. To maintain work place ethics and work culture of the institute.

■ Further , a students' counseling centre along with the grievance redressal cell is functioning in the college. A full time psychologist is appointed by the management to:

- Council the students who have any stress and strain related to academic and/or personal or family matters.
- Arrange guest lectures on social issues, yoga, anti-corruption, consumer rights, right to information (RTI), anti-dowry etc.
- The grievance cell addresses female students' problems if any. For an effective functioning, female teachers and female students in the student council associate with the cell. The NSS programme officer is an ex-officio member. The college NGO Erudite helps in these activities.

6.2.5 How many times does the management meet the staff in an academic year?
What are the major issues discussed during the last meeting?

■ Managements meetings with staff are organized four times in every academic year as per the following schedule.

- | | | |
|------------------|---|------------------------|
| ● First meeting | – | Second week of July |
| ● Second Meeting | – | Second week of October |
| ● Third Meeting | – | Second week of January |
| ● Forth Meeting | – | Last week of April. |

Issues discussed in the last meeting held on 23rd January 2010.

1. Completing the renovation work of the college building at the earliest.
2. Review of preparation work for re-accreditation
3. Implementation of the 6th Pay Commission
4. Special research grants to meet out of pocket expenses of the teachers pursuing Ph.D. degrees.
5. Registering an Employees Co-operative Credit Society

- Five rounds of meetings between the management and staff are scheduled every academic year. In case of emergency, meetings are held accordingly. If the Principal is one of the management representatives, communicating, discussing and solving problems if any with the hierarchy is easier. Scheduled meetings are held on the very first day of each academic year.

These meetings discuss :-

- The changes taking place in the curricular area.
- How to continue the best practices and make them more effective.
- The academic calendar.
- Extracurricular / Co-curricular activities in the first term.
- Special discourses to be organized on current/relevant topics.
- Funds to be budgeted / sanctioned for various activities.
- Dates of first term end examination.

The second meeting scheduled is before the first term end examination and the third meeting is held on the reopening of the college after the Diwali Holidays. The management verifies the examination arrangements and results. If the performance of this duty is not improved than the previous year, remedial measures are suggested and decisions are taken to implement them.

The fourth meeting is held in the month of December to plan Sports Day, Annual Day, picnic and sanctioning funds for the same. Send-off function for T.Y. B.Com. students is also an agenda item. The fifth meeting is held on the last working day of each academic year. There is a total evaluation session on the performance and accountability at all levels, by the Principal and Management.

6.2.6 Is there a Cell to prevent sexual harassment of women staff? How effective is the functioning of the Cell?

- **Yes** - The psychologist who is in charge of the counseling centre as well as grievance cell, herself looks into this issue. However, no case of sexual harassment is reported in the history of this institution.

6.3 **STRATEGY DEVELOPMENT AND DEPLOYMENT**

6.3.1 Describe the procedure of developing the perspective institutional plan. How are the Teachers, Students and Administrators involved in the planning process?

- Perspective institutional plan is prepared by the Board of Management, Principal and Vice-Principal jointly. Suggestions are invited from teachers, staff and students who are office bearers of student's Council, NCC Committee and NSS Unit of the college.
- Teachers and students identify the additional units to be taught besides the regular curriculum.
- Administrative staff make suggestions to improve the administrative system and procedures to serve the student community more effectively.
- Heads of the Departments identify the requirement of teaching faculty and topics to be taught by the teachers. Also they identify the fields in which teachers have to be trained to become competent to teach various subjects/ units included in the perspective plan.

- Additional facilities to be provided to the students and staff are also identified by the teachers and staff.
- Our present perspective institutional plan prepared specially for the NAAC Re-accreditation process has the following important components:
 - i. Increasing the availability of infrastructure by extending the present college building with five floors.
 - ii. Starting B.Sc (IT), B.Sc.(Comp.) and M.Com programme after increasing the availability of infrastructure facilities.

6.3.2 How are the objectives communicated and deployed to all levels, to ensure individual employee's contribution for the institutional development?

- Involvement of employees in preparing institutional perspective plan.
- Involvement of teachers and employees in different phases of implementation of the perspective plan by allotting specific responsibilities.
- Periodical review of the implementation of the perspective plan taking meetings with the teachers and non-teaching staff.
- By developing contribution consciousness among the teachers and staff by appreciating their involvement in institutional development.
- Appreciating the teaching and non-teaching staff for helping to achieve objectives of the institute.

6.3.3 List the different committees constituted for the management of different institutional activities? Give details of the meetings held and the decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages, and examinations held during the last two years.

- The committees constituted for the management of different institutional activities are:

- **Academic Management Committee** : The Principal, Heads of various academic departments and all the teaching faculty of the college constitute the Academic Management Committee. The committee meets once a month to plan, regulate and control the academic activities of the college. There are various sub committees set up for different activities of the college such as: NSS Committee, NCC Committee, Sports Committee, Cultural Committee, Students' Council, Placement Committee, Library Advisory Committee, Grievances Redressal Cell, Discipline Committee, Timetable Committee, Examination Committee, Unfair means Committee.
- **Finance Committee** : The Principal and the finance department of the college along with a management representative constitute the Finance Committee. This committee meets 6 times in a year. Finance is procured for day-to-day activities and events of the college. Budgets are made for purchase and rationalization of infrastructure, equipment and books for the college. These are then forwarded to the Finance committee who works on them and processes them appropriately.
- **Infrastructure Committee** : The Principal, the superintendent of the college along with a management representative constitute the infrastructure committee. This committee meets 3 times in a year. They take regular rounds of the campus and list the infrastructure that require renovation, rationalization or purchase. The faculty too provides this committee with inputs from time-to-time. The finance committee funds the proposals of the infrastructure committee.
- **Faculty Research Committee – Research Forum**: The faculty of the college interested or pursuing research are encouraged to join the Research Forum founded by the management of the college. This forum constitutes the research committee of the college and functions for the entire group of institutions. This

research committee meets 4 times in a year to organize research related programmes. Conferences, seminars and talks are arranged by research scholars to motivate and guide the faculty and students engaged in research activities. The faculty are encouraged to do active research work and write research papers and present them in the events organised by the Research Forum.

- **Extension and Linkages Committee** : The NSS and NCC programmes constitute the extension and linkages activities for the college. The Principal, NSS Programme Officer, NSS Leaders, NCC Incharge, NCC Junior Officer, the Block Development Officer, a representative of the adopted area and a management representative constitute the Extension and Linkages Committee. They meet once a year to design the extension and linkages programmes for the college.
- **Examination Committee**: The Principal, Vice-Principal and all the full time lecturers of the college are members of the examination committee. The Principal is the Chief Controller of Examinations. The head of the examination committee is the Examination Convenor / Vice-Principal - Dr.Padma Rangan. The examinations are conducted by a team consisting of the senior supervisors and junior supervisors and understudy officer. The examination committee coordinates the collection of examination papers from the subject teachers for conducting the examinations. There is a results processing committee which works with the examination committee to process and declare the college results. The examination committee meets 5 times a year for planning, regulating and conducting examinations.
- **International linkages** : It is the policy of the top-management to constantly enrich its faculty, students and all the institutions at large with the vast experience

it has from its innumerable travels overseas. Hence international linkages is a very vital agenda in the functioning of Mahatma Education Society's, Group of Institutions. In this area, Principal C.Y.Kulkarni attended the educational fair at Dubai in January 2010 to show case various courses offered by all the institutions of Mahatma Education Society. Dr. Lata Krishnan represented the National Team of Soroptimist International of India in their convention at Cardiff in November 2009. She is also the National Programme Action Co-ordinator for the service club SIGBI, London. During her visit to London she also extended her visit to USA to present a paper at University of Berkely, at the department of management studies on the topic 'GLOBAL MANAGEMENT STRATEGIES - COUNTRIES IN THE DIGITAL DIVIDE'. Dr. Lata Krishnan also participated in the education fair at Indonesia, Bangkok in December 2009, show casing courses offered for NRI students of Mahatma Education Society's, Group of Institutions. Such assignments undertaken by our senior faculty members who are suitably qualified and competent are encouraged by the institution. These assignments are categorised as management contribution.

6.3.4 Has the institution an MIS in place, to select, collect, align and integrate data and information on the academic and administrative aspects of the institution?

- **Yes** - The college has MIS in place. All the administrative and academic sections are computerised and networked where ever needed by a local area network. Information can be passed across sections electronically. Moreover, the DTP Section provides assistance for printing. Documents and details from accounts, library, examination cell, administrative section etc are available at any time.

6.3.5 Does the institution use the various data and information obtained from the feedback, in decision-making and performance improvement? If yes, give details.

- **Yes** - The feed back collected from ;the students on syllabus and about the teachers are analysed time to time. So far, such analysis led to identifying weak students who are from vernacular medium. We always try to solve this problem by conducting remedial sessions mainly close to the examination days. The analysis on self- appraisal forms submitted by the teachers is discussed in the presence of the Principal and more care is taken to upgrade the teaching methodology. The teachers are requested to share the knowledge updated around the table.

Heads of departments, ensure that while preparing the academic calendar and teaching plan (schedule wise) teachers design a feedback form for evaluating the teaching performance and their level of understanding. The students utilize this system. After analyzing their feedback teachers concerned are intimated for a healthy follow up like special classes, remedial sessions etc.

Teachers are always encouraged to attend any syllabus/research oriented workshops/seminars etc and they are requested to write a report on them specially mentioning how the positive outcome of them will be implemented in the classroom.

Research forum is very active in guiding motivating the researchers till they achieve their goal. There is a cell to help the researchers in typing the data collected and compiled.

- 6.3.6 What are the institution's initiatives for promoting co-operation, sharing of knowledge, innovations and empowerment of the faculty? (Skill sharing across departments, creating/providing conducive environment, etc.)

- Our college has only 7 full time teachers and naturally cooperation is always extended from one members to another. Since, the four departments have only one member each, sharing knowledge about the syllabus is not very difficult. Each of the teachers help others by sharing the knowledge obtained from external channels to empower all for a holistic growth. The experience of the orientation sessions and refresher sessions is exchanged amongst teachers.
- Interdisciplinary areas are identified across the three years of the B.Com course by the subject teacher and discussions take place to address syllabi areas which are common ex., in the FC II subject at the S.Y. Com class section II is predominantly based on legal aspects. Hence with proper, prior sanction the lecturer for Business Law is requested to teach these topics as they require higher legal competency.

6.4 HUMAN RESOURCE MANAGEMENT

6.4.1 What are the mechanisms for performance assessment (teaching, research, service) of faculty and staff? (Self-appraisal method, comprehensive evaluation by students and peers). Does the institution use the evaluations to improve teaching / research of the faculty and service of the faculty by other staff? If yes, how?

- We have various mechanisms for performance assessment of faculty and staff as follows:

1. **Comprehensive evaluation by students and peers :**

Through feed back from the students. We collect students feed back at the end of each term in a prescribed pro-forma. This feedback is analyzed and discussed around the table in the staff room and if any necessary improvement or improvisation in the teaching methodology are found

necessary, teaching plan will be improvised accordingly and implemented at the earliest.

2. **Self-appraisal method :**

The college has a practice of obtaining teachers' self appraisal as a form of getting feedback on faculty satisfaction and performance evaluation. This serves as an objective method for the Principal and Management to assess the morale level and job satisfaction level among the teaching community.

3. **Research Body :**

The Research Forum - guidance and assistance. There is a research forum constituted by the management. This forum identifies the teachers who have not completed their Ph.D. These candidates are enrolled in the research forum and further guidelines like selecting a research guide, research topic, preparing research proposal, registration process, data collection, data analysis, validation, documentation, synopsis preparation and submission of thesis are given to them. The research forum organises orientation sessions, seminars, workshops etc., to equip the researchers. An effort is made to generate a constant environment and atmosphere of research in the campus over and above the routine lecture assignments.

6.4.2 What are the welfare measures for the staff and faculty? (mention only those which affect and improve staff well-being, satisfaction and motivation)

■ The following are the sections for staff welfare:

1. Mahatma Cooperative Credit Society. Each staff member contributes an affordable amount every month to this society. Against this contribution

the members can avail of loan after completing simple formalities. At the time of maturity the amount is repaid with attractive interest.

2. Interim Reliefs : In the year 2008-09 when the cost of living index rose sharply the management extended an non-refundable financial interim relief to fight inflation to all the staff members.
3. Financial Support for research scholars : The management provides assistance to researchers by financing their stationery and printing expenditure. It assists them in purchasing books, magazines and other material. Internet is provided free of cost to the researchers. Cash awards / incentives are given to teachers who complete their Ph.D.
4. The college has a good transport service facilitating the activities and programmes organised by the college like staff picnic, staff family emergency.
5. The management has guest houses and spacious farm houses in central suburbs of Mumbai, Navi Mumbai, New Panvel, Raigad district, Goa, Kerela and California (U.S.A) which is made available for staff members on request for vacations.
6. Fee concession and free transportation to and fro from school for the children of staff members studying in various institutions run by Mahatma Education Society.
7. Medical benefit for emergency and long term treatment for deserving staff members are extended based on the discretion of the management.

6.4.3 What are the strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills?

- The appointments to the teaching and non-teaching sections are being done as per the rules of the government of Maharashtra and UGC because our college

is a permanently affiliated and fully aided college. Our college policy is to appoint only fully qualified and knowledgeable candidates as per the UGC norms. However, as a policy staff members who have desirous qualifications, knowledge and skills are invited to take lectures at the other institutions under the umbrella of Mahatma Education Society, for ex., in the Management College, Engineering College, Arts Science & Commerce College, International Schools, College of Education and Research. These lectures are offered to the faculty of the Night College staff as an enrichment as they benefit from being exposed to a different cross-section of students (regular day college) than those of the night college.

6.4.4 What are the criteria for employing part-time/adhoc faculty? How are the recruitment conditions of part-time/adhoc faculty different from that of the regular faculty? (Eg. salary structure, workload, specialisations).

- As per the current University rules there is no appointment on part-time basis. If any vacancy falls, the college has to obtain an N.O.C. from the Jt. Director's office, Department of Higher Education a faculty member approval for appointment from the University of Mumbai, even for contractual basis appointment (CHB). We recruit only eligible and knowledgeable skilled candidates for such appointments as per the service conditions mandate of the University.

6.4.5 What are the policies, resources and practices of the institution that support and ensure the professional development of the faculty? (Eg. budget allocation for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations).

- The following are the strategies in terms of policies, resources and practices made by the college for professional development of the faculty.

Practices :

- Deputing staff members to attend orientation/refresher courses conducted by academic staff college in the Universities.
- Deputing the teachers to attend various seminars and workshops on curricular and co-curricular themes at state level, national level and international level.

Resources :

- Assistance from the research forum for maintaining a healthy research atmosphere in the college.

Policies:

- Incorporating our teachers in social welfare activities and international educational activities.
- To encourage qualified faculty members of the night college to teach in the other professional colleges of Mahatma Education Society during the day time as a source of enrichment.

6.4.6 How do you assess the needs of the faculty development? Has the institution conducted any staff development programmes for skill up-gradation and training of the staff? If yes, give details.

- The faculty development is assessed from the reflection in the self-appraisal and general feed back from the regular students. As the internet has widened

the area of knowledge the faculty members have to upgrade themselves to satisfy students innumerable queries on contemporary situations.

- The management of the college conducts atleast two staff development programmes for the faculty members to improve their teaching skills and to train them to become global teachers to face the modern challenges of education. Further workshops on developing soft skills and interpersonal skills are conducted for the non-teaching staff also.
- In order to enhance computer literacy in the campus, workshops on developing IT skills for teaching and non-teaching staff are conducted regularly.

6.4.7 What are the facilities provided to faculty? (Well-maintained and functional office, infrastructure and other space to carry out their work effectively etc.,)

- Well maintained and functional office with internet facility, comfortable staff room with work table, drinking water, lockers, private toilets etc. With service of supporting staff members is provided.

6.5 **FINANCIAL MANAGEMENT AND RESOURCE MOBILIZATION**

6.5.1 Does the institution get financial support from the Government? If yes, mention the grants received in the last three years under different heads. If no, give details of the sources of revenue and income generated during the last three years?

- **Yes** - Only salary grant is received from the government. The college has not been receiving any non-salary grant since the last five years. Further the component of fee collection from the students is subtracted from the total

salary grant and the balance is credited to the college account by the department. (Refer Annexure XVII B)

Academic year	Salary Grant received
2006-07	Rs. 46,02,000.00
2007-08	Rs. 41,17,000.00
2008-09	Rs. 51,87,274.00

6.5.2 What is the quantum of resources mobilized through donations? Give information for the last two years.

- Donations to the college come from the management. It has always been the policy of the management to improve the quality and standard of its institutions. During the last five years inspite of no non-salary grant being received by the college from the Dept. of H.E., major renovations and additions have been made to the existing infrastructure incurring an expense of almost 7.5 Crores. These resources have been mobilised by way of donations from Mahatma Education Society only.

6.5.3 Is there adequate budget to cover the day-to-day expenses? If no, how is the deficit met?

- Yes,

If there is any deficit it is made up by the management on the recommendation of the Principal. (Refer Annexure XV).

6.5.4 What are the budgetary resources to fulfill the institution's mission and offer quality programmes? (Budget allocations over the past two years (provide income expenditure statements)

- Provided in Annexures XIV and XV.

The management insists upon annual budget allocation on major expense heads from the Principals at the end of the previous academic year for the next academic year. This is subsequently approved by the management board.

6.5.5 Are the accounts audited regularly? If yes, give the details of internal and external audit procedures and the audit reports for last two years.

- **Yes** - M/S Y. S. Muzumdar & Co. are our external auditors.

Our internal audit department is headed by Ms. Celina Joy (C.A.). Monthly accounts are prepared and verified by the Principal. We have adequate internal control measures in the accounts department. We rotate people in the accounts department on a regular basis to avoid any misusance of funds. Bank accounts are reconciled on a periodical basis fess register and overall account are regularly reconciled. Ms. Y. S. Muzumdar & Co. (Chartered Accountants) are looking after our external audit and taxation work.

6.5.6 Has the institution computerized its finance management systems? If yes, give details.

- **Yes** - The institution has fully computerised its finance management system. The accounts department has a server-client LAN system and we are generating only computerised reports / audit reports.

Following systems are computerised.

- salary statement
- salary slips
- budget statement
- income and expenditure a/c statement

- balance sheet / audit report
- salary bills
- GPF statements
- Form 16

6.6 **BEST PRACTICES IN GOVERNANCE AND LEADERSHIP**

6.6.1 What are the significant best practices in Governance and Leadership carried out by the institution?

- **SUCCESSION PLANNING** : One of the best practices of our institution is that we ensure that there is succession planning. Whenever a Principal retires the post has to be filled up by a new Principal. Many institutions face many difficulties when there is change of leadership. The problems could be many and varied. Our institution has adopted the internal recruitment process where the future Principal is identified well in advance and is slowly and gradually groomed over a period of at least 5 years before he takes on the position. He/She works with the Principal and understands the entire administration activities of the institution. This in-house and on-the-job training ensures that there is not only smooth take over but also a successful one!
- **DECENTRALISATION OF DECISION MAKING**: The institution has a definite structure comprising of the Principal, Heads of departments, senior faculty, junior faculty, CHB faculty, non-teaching staff etc. Every member is assigned definite roles and responsibilities. Different committees are formulated for carrying out different functions. This ensures smooth functioning of the institution. There is role clarity and proper delegation ensuring accountability at all times. Since committees take decisions there is sufficient decentralization in decision making and the faculty are motivated.

■ **OUR VISIONARIES : - Dream of an “EDUNATION”**

Our founder secretary, Dr.K.M.Vasudevan Pillai has written a manifesto for the empowerment of India, entitled “EDUNation” which speaks volumes of our institutional goals. He has recognized the conditions of the urban poor and the rural poor and he has created a convergence of the rural poor and the urban poor in the night college education. The urban poor night college students were taken to the rural poor environment and were made to interact through the NSS Camps. In tune with applying his philosophy into active action and bringing in equality, he has taken students of the night college to villages slums special schools and schools for the underprivileged so that they get exposed to such environments where other children are taught and learn the ways of those who are different from them. “He believes city children should be exposed to the skills and talents of rural children so that they learn not just acceptance but respect. Inclusiveness cannot be adopted overnight. It has to be practiced and encouraged. It has to be promoted under the watchful sensitive eyes of teachers who will be mentors. Children must be made to realize that the upliftment of their less fortunate brothers and sisters is as much their responsibility as that of the government. The real power of education is when you can go beyond yourself.

Recently 'Edunation', the book written by Dr. K. M. Vasudevan Pillai was published by Mahatma Education Society. It has been dedicated to mother India in the form of a pledge or commitment from the author to the nation which has been reflected in all the sixteen chapters. It is a true and a realistic account of the author's social sensitivity and the measures taken by him to solve the problems of the nation using the power of education. The book is highly informative, analytic and judgmental laced with solution based approach. The main theme has been presented in such a way that the readers would definitely be optimistic about the future of India and catch up the patriotic fervor.

CRITERION VII

INNOVATIVE PRACTICES



CRITERION VII :
INNOVATIVE PRACTICES

7:1 INTERNAL QUALITY ASSURANCE SYSTEM

7:1:1 What mechanisms have been developed by the institution for quality assurance within the existing academic and administrative systems?

- Our institution has only a small group of permanent and temporary teachers and so itself they are always in a team. They discuss and implement wherever any improvement in quality is needed. There are incharge teachers for curricular, co-curricular and extra-curricular activities. Teachers have been assigned to guide the students in their project works and to identify the weak students and provide them remedial classes.
- Formation of Internal Quality Assurance Cell (IQAC) : Post NAAC Accreditation in 2004, the college constituted the IQAC as per the required norms. This Cell has been functioning very efficiently with all controls and measures to keep the quality aspect high in the functioning of the college. IQAC reports have been regularly submitted to the NAAC committee by the college for the last five years. Hence this mechanism is vital and has been developed by the institution for quality assurance within the existing academic and administrative systems.
- The total systems in the academic and administrative sections are computerized i.e. admission process, examination, results (Results processing system) and library. Thus, possibilities for errors are less and hence the quality is improved and assured.

- We have also formed a staff study circle and atleast once in a month any one of the staff members presents a paper on the faculty techniques and a discussion on that paper takes place.
- Further, we collect feedback from the students about the quality of teaching at the end of each term. This feedback is analyzed and intimated to all the teachers. The library is being updated time-to-time by purchasing more books on the syllabus and reference and subscribing to several relevant periodicals.
- The Principal allows the teachers to take part in the Orientation/Refresher courses in turn, organized by the UGC Academic Staff College so that conducting lectures will not be disturbed.
- The parents are called to the college whenever the attendance of any student is found unsatisfactory. Necessary actions are taken on such unauthorized absence and the parents agree with the decisions taken by the committee by signing on the prescribed undertaking format.
- For non teaching staff members orientation sessions are organized from time to time in order to create better relations between the teachers and students. Plans and concepts from the management are communicated in such sessions. The students' council members report to the Principal or to the teachers concerned if any of this administrative matter is not settled. All of our non-teaching staff members are computer literate.

7:1:2 What are the functions carried out by the above mechanisms in the quality enhancement of the institution?

- Students feel free to approach the teaching and non teaching staff. Weak students show better results in the next session. Hence teaching learning function is enhanced.
- No delay takes place in issuing documents like No Objection Certificates, Bonafide Certificates etc. A Student Council is formulated that governs students activities and works as a strong link between the students and the administration. Non teaching staff members (office staff) update the system if any change occurs in the administrative matters or University rules or regulations. Hence the quality of the regular functioning of the college is enhanced.

7:1:3 What role is played by the students in assuring quality of education imparted by the institution?

- Students' council members. NSS and NCC leaders sports leader and alumni are different teams who play prominent roles in helping the teachers and the system to ensure that a good quality of education is imparted by the institution. Each of these teams has a leader and they report to the teacher concerned and provide feedback about the Quality Assurance Programme. It is a common practice to invite all previous year's meritorious students, at the final year level, to motivate the current year final year students, before the annual examinations are conducted by the University.

7:1:4 What initiatives have been taken up by the institution to promote best practices in the institution? How does the institution ensure that the Best Practices have been internalized?

- The 'book bank' for the needy students helps them to have sets of the text books for the whole year against a low refundable deposit.

- Scholarships, freeships and installments in fee payment.
- Extra allowance for leading sports students.
- Grievance cell for counseling led by a sociologist appointed by the management,
- Various computer courses at a very subsidized packages,
- Audio-Visual aids in selected classrooms,
- Series of awareness programmes organized on social issues.
- Awards to all the students who obtain 50% and above in all the subjects.
- Separate identity cards for the late coming employed students.
- Guidance sessions by the authors of the text books specially for the final year students.
- Job seeking techniques (mock interviews) are organized by the placement cell.

7.1.5 In which way has the institution added value to the quality enhancement of students?

- There are various value based education programmes such as civil defence, NSS, NCC activities and they get opportunities to equip themselves to encounter any disaster. Disaster management programmes are organised by inviting special teams from the police force, CBI other NGOs etc. for their guidance. The camps organized by the Indian Army, empower the NCC cadets to develop their personality leadership and national integration spirit. The eight day residential camp in rural area show the NSS volunteers a different world of social relationship. The annual sports meet conducted by the management for all the institutions brings out talented sports men. Our college has won the championship many times.
- The involvement of the NGOs like Soroptimist International of Chembur and Erudite Education Mission, in the various social programmes enrich our students in understanding their role for the personal and national development.

These NGOs guide them in creating themes and concepts for the street plays and rallies.

Although our's is a night college, it engages in all the extension activities like NSS, NCC, Cultural Activities and Sports just like in a regular day college.

- **NSS :** We have two NSS units with a total of 150 students enrolled for the NSS. These NSS volunteers participate in college level and University projects scheduled for the NSS units. The institution ensures that all the facilities (manpower, finance and infrastructure) are made available to the NSS unit for facilitating its various activities. The institution provides them all the support to carry out the 8 day residential camp at the special camp site owned by the management at New Panvel. Adivasi village children and schools have been adopted as part of our on going literacy project. Identification of the drawbacks in the Zilla Parishad Schools of Raigad District and working with them to improve these short comings is a collaborative project of the institution. All support and facilities are provided for all of its programmes. The NSS Day is celebrated in a grand spirit by the NSS volunteers with the support of the institution.
- **NCC :** We have an NCC unit where cadets are trained after the college hours. They participate in all the rigorous training programmes organized by their zonal unit at VJTI College, Mumbai. The cadets participate in the college level and University level projects scheduled for the NCC cadets. Our NCC cadets are trained for the selection process for the Republic Day Parade. (special training is provided for talented NCC and NSS volunteers) One of our students has been selected and has participated in the Republic Day Parade in the year 1998. The institution promotes the NCC cadets and encourages their participation in such activities. There is a separate NCC Room with a cupboard for the NCC unit. The institution promotes all NCC activities and supports them

in celebrating the NCC Day in a grand manner. Soroptimist International of Chembur, Mumbai networks with the NSS unit of the college for various projects.

7.2 INCLUSIVE PRACTICES

7.2.1 What practices have been taken up by the institution to provide access to students from the following sections of the society:

- a) Socially-backward
- b) Economically-weaker and
- c) Differently-abled

- a) Most of the students in our college are from socially and economically backward society. Many of them are the first generation learners. A good percentage of the students are the only earning members of their family. We have admitted students from the above mentioned society and we are providing them all the possible facilities to encourage their learning and earning. We offer freeships, scholarships and installments facility for fee payment. We allow the employed students to attend the lecture after the first period also. We identify differently abled students every year and provide them all the possible nursing in the required areas with the help of our sociologist in the grievance redressal cell / counselling cell.

7:2:2. What efforts have been made by the institution to recruit 1) Staff from the disadvantaged communities? Specify?

- a) Teaching
- b) Non-teaching

- Teaching and non teaching staff members have been recruited from socially and economically backward society. Mr. Eknath Zerekar, our full time faculty

appointed recently is from the backward community. Mr.Dharmendra Sonawane our ex-student now working in the accounts department (Head clerk)is also form the backward community.

7:2:3 What special efforts are made to achieve gender balance amongst students and staff?

- Being a night college, naturally the number of female students is less but the ratio of male-female proportion is satisfactory. The male-female ratio in the staff is also satisfactory. Since the male-female ratio amongst students and staff is satisfactory there is no need of any special effort to be taken for achieving gender balance. As a policy we ensure that all working committees maintain the male-female ratio in order to maintain the gender balance.

7:2:4 Has the institution done a gender audit and/or any gender-related sensitizing courses for the staff / students? Give details.

- As mentioned above, since we have a healthy ratio of male female students, teaching and non-teaching staff members we have not organized any gender audit or conducted any gender-related sensitizing courses for the staff and students so far in the history of the college. We are pleased to mention here that the work atmosphere at our college is very congenial with mutual respect amongst all the staff members.

7:2:5 What intervention strategies have been adopted by the institution to promote the overall development of students from rural/ tribal backgrounds?

- Our college is situated in the suburban area called Chembur. The students attending our college are migrants from the rural areas of Maharashtra. Their

objective of migration is only employment and education. Most of the students belong to rural /tribal backgrounds such as Kolis (fisher folk), Chambar (cobblers) Kumbhars (potters), Patils (tax-collectors), Sonars (gold smith), Lohar (black smith). We fulfill the aims of these classes for learning and earning to a great extent.

7:2:6 Does the institution have a mechanism to record the incremental academic growth of the students admitted from the disadvantaged sections?

- Majority of our students are from the disadvantaged sections. They are both economically and academically underprivileged. This being the case, the students enter our night college with a mind frame of writing their exams in compartments taking 4-5 years for obtaining their degrees. In extreme cases we have some students who come back to the college to complete their degree programme even after 10 years. It is our institution's mission to encourage them in all manner. They are earning and learning and do not find the time to study and prepare for examinations. However, our institution adopts a mechanism which ensures that these students are motivated, guided and encouraged by the teachers to complete the degree programme in the scheduled 3 year period. The institution tracks the total number of graduate pass-outs over a period of 5 years and analysis is done over a period of time on how the completion of their graduation has affected / enhanced the employability.

7: 2:7 What initiatives have been taken by the institution to promote social-justice and good citizenship amongst its students and staff? How have such initiatives reached out to the community?

- The college campus is strictly free from smoking, chewing tobacco and other bad habits. We organize a good number of awareness programmes on HIV /

Aids, approach to senior citizens, anti corruption, stress management and anti dowry system with the help of authentic resource persons, old freedom fighters, social activists and departments authorized by the state and the central government. The students are encouraged and motivated by these sessions. They perform street plays and participate in poster making and poster exhibitions. These activities are organized in the NSS rural camp. The villagers respond positively to the messages disseminated through the street plays and exhibitions.

7:3 STAKE HOLDER RELATIONSHIPS

7.3.1 How does the institution involve all its stakeholders in planning, implementation and evaluation of the academic programmes?

- The active stakeholders are the students, parents, teachers, industry, university, government, NGOs, the community, and the society at large. These stakeholders participate effectively through different committees such as, “Parent-Teacher Association”, “Staff committees” like the placement cell, grievance cell, “Alumni Association”, etc. Meetings and workshops organized by the university for different activities like, – syllabus revision, vigilance squad, moderation work etc. Such interaction and involvement of the stakeholders in the planning, implementation and evaluation of the academic programme ensures quality and relevance of the academic programme.

7.3.2 How does the institution develop new programmes to create an overall climate conducive to learning?

- Most of our students are employed. They are constantly seeking to learn programmes that can be directly related/ implemented in their work place. Besides implementing the Book Bank scheme, which allows the students to

collect their entire set of text books from the college against a small refundable deposit, our institutions ensures that new programmes like “English Speaking Classes”, “Tally Financial Accounting”, “Office Automation courses like the MSCIT – Maharashtra State Certificate in Information Technology, remedial teaching programmes, vocational programmes, personality development programmes, stress management programmes, retail management programme, banking and insurance workshops, seminars and lectures are organized on a regular basis with the assistance of stake holders like alumni, industry, parents, government recognized institutions etc. to create an overall climate conducive to learning. The institution develops such new programmes that are relevant to the students and to those that make learning meaningful and useful. When such programmes are offered along with the regular curriculum or entwined with it, it makes for an interesting and conducive climate for learning.

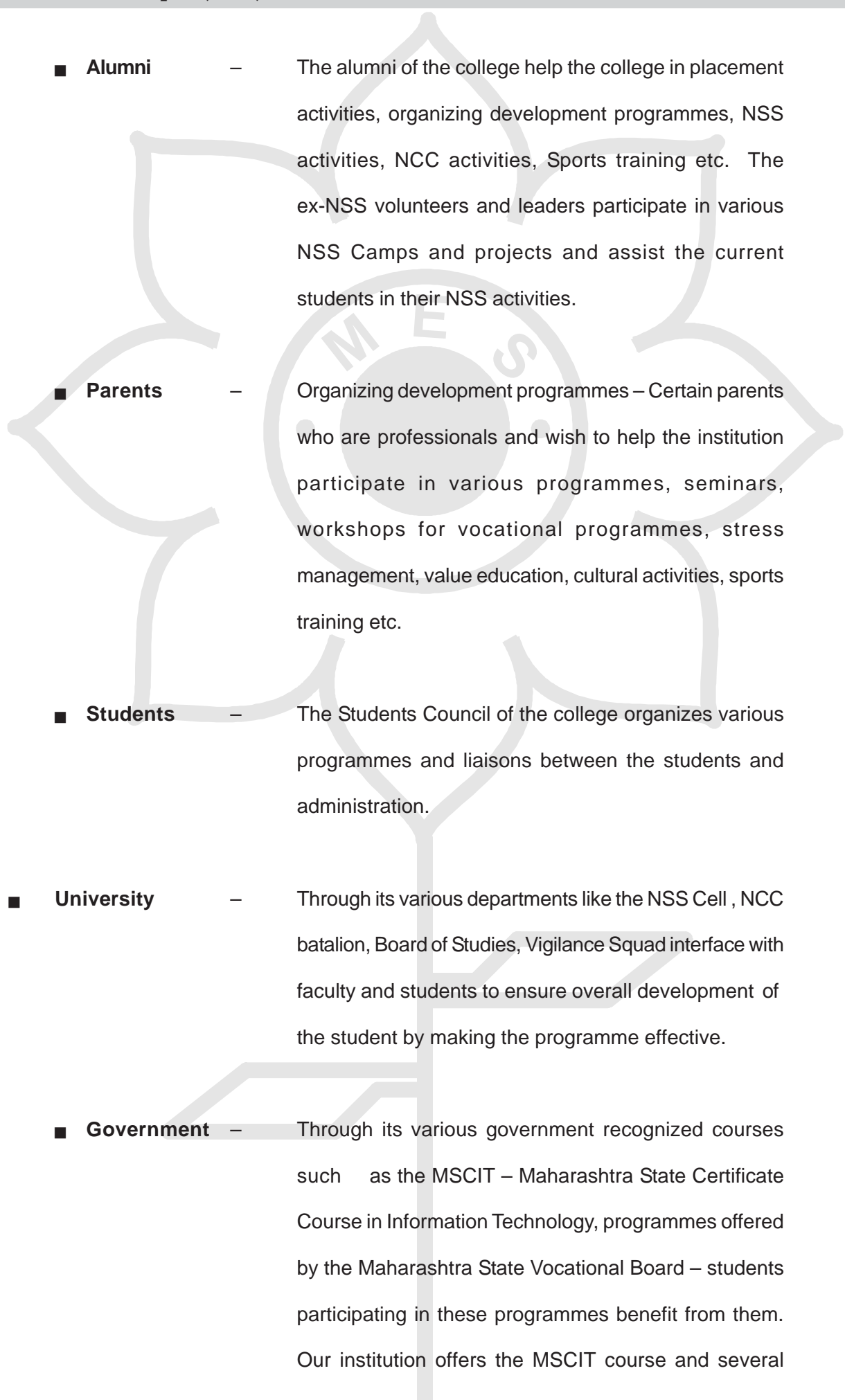
7.3.3 What are the key factors that attract students and stakeholders, to the institution and result in stakeholder satisfaction?

- The key factors that attract students and stakeholders to the institution are :
the fee structure, freeships, scholarships, other financial support through sponsors, book-bank facility, computer education at a subsidized fee, all the possible moral support to the employed students, staff-parent relationship, alumni-current students relationship, stress free academic activity and the in house relations among the teaching and non-teaching, students and management relation. The institution organises new programmes like “English Speaking Classes”, “Tally Financial Accounting”, “office automation courses like the MSCIT – Maharashtra State Certificate in information technology, remedial teaching programmes, vocational programmes, personality development programmes, stress management programmes, retail management

programme, banking and insurance workshops, seminars and lectures are organized on a regular basis with the assistance of stake holders like alumni, industry, parents, government recognized institutions etc. Various extension programmes, NSS, NCC, sports, cultural activities, placement cell, library and other infrastructure etc. All these factors attract students and stakeholders to the institute resulting in stakeholder satisfaction.

7.3.4 How does the institution elicit the cooperation from all stakeholders to ensure overall development of the students, considering the curricular and co-curricular activities, research, community orientation and the personal / spiritual development of the students?

- The active stakeholders are the students, parents, teachers, Industry, University, government, NGOs, the community, and the society at large. These stakeholders participate effectively through different committees such as, “Parent-Teacher Association”, “Staff committees” like the placement cell, grievances redressal cell, etc., “Alumni Association”, University departments, NSS cell, NCC cell, Sports association, Cultural cell etc.
- **Students** – The prime stake holder is the student. Through the Students’ Council and other committees like the NSS Cell, NCC Cell, Cultural department, Sports department and the Placement cell the institutions ensure the overall development of the students.
- **NGOs.** – Various NGOs like the Soroptimist International of Chembur, Mumbai, Erudite Education Mission and the Lions Club of Deonar and Chembur, Tata Institute of Social Sciences (TISS), help the NSS volunteers and network with them for various NSS projects.

- 
- **Alumni** – The alumni of the college help the college in placement activities, organizing development programmes, NSS activities, NCC activities, Sports training etc. The ex-NSS volunteers and leaders participate in various NSS Camps and projects and assist the current students in their NSS activities.
- **Parents** – Organizing development programmes – Certain parents who are professionals and wish to help the institution participate in various programmes, seminars, workshops for vocational programmes, stress management, value education, cultural activities, sports training etc.
- **Students** – The Students Council of the college organizes various programmes and liaisons between the students and administration.
- **University** – Through its various departments like the NSS Cell , NCC batalion, Board of Studies, Vigilance Squad interface with faculty and students to ensure overall development of the student by making the programme effective.
- **Government** – Through its various government recognized courses such as the MSCIT – Maharashtra State Certificate Course in Information Technology, programmes offered by the Maharashtra State Vocational Board – students participating in these programmes benefit from them. Our institution offers the MSCIT course and several

Maharashtra State Vocational Board courses. In addition, the Advanced Diploma course in Computer System Analysis and Software (ADCSSAA) is also offered as a post graduate course in the computer institute. In addition the certificate course in PC maintenance and Networking, Maharashtra State Vocational Board, has been introduced in the last three years. This course is extremely popular among the night college students.

7.3.5 How do you anticipate public concerns in your current and future programme offerings and operations?

- During the meeting of the Parent Teachers' Association the public show their concern about the non-availability of post graduate courses. The parents of the junior college students express their concern about non-availability of more job oriented courses like Bachelor of Management Studies, Bachelor of Media Management / Planning etc : We have promptly informed the problems like space, the nature of such self management courses, their fee structure and impossibility of earning and learning possibilities while doing such courses. However permission for additional construction of classrooms is being expected and the planning for that is in the pipeline. Employed students and their parents are equally concerned about the inability to report for the lectures on time and also project submission procedures. Some times the teachers of the college also interact with and request the employers for granting leave atleast during the examinations season. However, we operate the system to reduce their anxieties as mentioned below.
 - a) Conducting tutorial sessions on Sundays only for the employed students,
 - b) Seeking the assistance of unemployed students in project preparation.

- c) The student counsellor interacts with the employers to grant study leave during the examination time.
- d) Offering admission for students with good academic background in the institutions run by our management in other campuses with fee concession and all other possible facilities.

7.3.6 How does the institution promote social responsibilities and citizenship roles among the students? Does it have any exclusive programme for the same?

- On the very first beginning day of every new academic year, we enlighten the freshers by organizing an induction programme. In these orientation sessions, the trustees, the Principal, faculty members and the college counsellor interact with the students and speak about the need of social workers to improve their social commitment towards the country. In due course, special discourses are arranged inviting eminent personalities to arise the national and social feeling of the our students. The students help the police force by controlling traffic on festival days such as “Ganesh Utsav.” The students regularly visit the adopted area nearby the college and find solution for their problems. Many people in the adopted area were enlisted in the electoral list, with the help of our NSS volunteers we observe that gutka and plastic covers were not in use on the adopted area.

7:3:7 What are the institutional efforts to bring in community-orientation in its activities?

- Social harmony in the adopted area is the best result of our community oriented activities. Our students staying in the adopted area bring plenty of issues to our notice. The NSS unit looks into the matter and solves them with the help of veterans and NGOs if necessary. We continue the relationship with the

community where we organize a 8 day residential NSS camp every year. Teams are formed for this purpose for visits in rotation.

7:3:8 How does your institution actively support and strengthen the neighborhood communities? How do you identify community needs and determine areas of emphasis for organizational involvement and support?

- The management of our college is fully supportive to strengthen the relationship with the neighborhood, community activities. The college organizes medical camps, survey for various development matters etc with the guidance of the management. Regular reports are maintained with the community leaders. Admission for the courses in our college is assured to the eligible candidates from the nearby community.

7.3.9 How do the faculty and students contribute in these activities?

- All the teaching staff members are programme officers of the NSS unit in our college. The counseling department also helps the team for the community oriented activities. All the programme officers have to stay with the NSS volunteers during the 8 day rural residential camp for various rural development programmes like road construction to construct check dams, literacy programme and such. In the follow up visits to the adopted area, in rotation, staff members are accommodated.
- For all types of extension activities like NSS and NCC, atleast one teacher member is associated with the volunteers and cadets. While students contribute their ideas and physical efforts, teachers channelise them for obtaining the best result. Teachers accompany students while performing street plays , skits and etc. towards creating awareness about any social issue in the

eight day NSS roller residential camp. Almost all the teachers stay with the volunteers in shifts and turns. The teacher-student relation broadens and they get closer to one another. After the camp is over, subsequently regular visits are paid to the camp area to ensure sustainable result. These visits are also accompanied by teachers. The teacher and student whose hand writing is fair lead the poster making sessions for exhibitions on important occasions. The presence and service of a female teacher is to ensure whenever and wherever female students are in participation.

7:3:10 Describe how your institution determines student satisfaction, relative to academic benchmarks? Do you update the approach in view of the current and future educational needs and challenges?

- The tutorial sessions and the remedial sessions for weak students, class teacher -student relationship, counselor - student relationship are the various platforms where mentor-student relationships get more close. Open talks are exercised at these times and we are able to read the satisfactory expressions of the students. The Students' Council, NSS, NCC sports leader, and the entire team of the teaching and non-teaching extend competitive support for building up a better academic ambience to meet the current and future educational needs and challenges.

7:3:11 How do you build relationships?

- to attract and retain students
- to enhance students performance and
- to meet their expectations of learning

- A very liberalized approach in the fee payment, providing study material, through book-bank, creating a friendly relationship between students and teachers ,

students and non teaching staff members, student-staff and management. We make a multisided growth possible every year, incentives and other allowances and concession for the performers in sports, have, always brought our college's name ahead.

7.3.12 What is your complaint management process? How do you ensure that these complaints are resolved promptly and effectively? How are complaints aggregated and analyzed for use in the improvement of the organization, and for better stakeholder-relationship and satisfaction?

- The complaint management process is done as follows:
 - Complaints of the ex-students are reported to the Students' Council in the grievance cell, the class teacher etc. As per the nature of the complaints of the NSS volunteers, these complaints are first reported to the senior leaders which will be brought to the notice of the programme officers. In the same way the complaints of the NCC cadets are collected by senior under officers which will be reported to the in-charge -officer , Academic complaints will be reported to the Principal's nominee in the students' council who will bring them to the notice of the teacher concerned. However, all their complaints are settled effectively in unofficial and official meetings. Grievance redressal cell handles the complaints which are more personal. The Principal's valuable time is not diverted as far as possible to settle these complaints to a great extend. In all cases, the Principal and the management are updated regularly, and are very much aware of the complaints reported and the actions taken, and how many of them are settled amicably.



2005-06





2006-07





2007-08





2008-09



C. Profile of the Department

Not Applicable

D. Declaration by the Head of the Institution

I certify that the data included in this Re-Accreditation Report (RAR) are true to the best of my knowledge.

This RAR is prepared by the institution after internal discussions, and no part there of has been outsourced.

I am aware that the Peer team will validate the information provided in this RAR during the peer team visit.

Signature of the Head of the institution
with seal:

Place:

Date:

ANNEXURES



ANNEXURE - I

**MAHATMA EDUCATION SOCIETY'S
MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE**

Chembur Naka, Chembur, Mumbai - 400 071.

ACADEMIC CALENDAR FOR THE YEAR 2007- 2008

Month	WEEK	ACTIVITY
11/06/07	Monday	As planned in the previous staff meeting -college will re-open in the next academic year on the 11/06/07. Staff meeting with the Principal on the same day to plan the first term curricular, co-curricular and extra-curricular activities.(Staff meeting- 4.00pm.) (As per University notification)
June	First week	Planned to organize an orientation session in the last week of June for the F.Y.B.Com students.
July	First Week	Planned to invite resource persons to deliver lectures on social issues and solutions. Invitations to resource persons working in TISS- Tata Institute of Social Sciences, Deonar was planned.

ACADEMIC CALENDAR FOR THE YEAR 2007- 2008

MONTH	WEEK	ACTIVITY
July	Second Week	Motivational sessions for joining NSS and NCC programmes.
July	Last week	Meeting organized for NSS and NCC students for enrolling in the programme.
August	First Week	Planned to celebrate 'Friendship Day' Meeting for forming Students' Council Preparation for Independence Day celebration and 'Raksha Bandhan' celebrations.
August	Second week	Planned to celebrate NSS Day on 24th September. Discussed Ganapati Visarjan duty.
September	First week	Planning first term and annual ATKT Examinations. Declaration of preparatory holidays.
September	Second week	Planning for second staff meeting announcing first end examination time table. Issue of ATKT exam forms and CAP and last date to submit the forms.
October	First week	Planned to form a committee to invite Alumni for a get-together in the month of November.

ACADEMIC CALENDAR FOR THE YEAR 2007- 2008

MONTH	WEEK	ACTIVITY
October	Second and Third	First Term End week Examinations and ATKT Examinations
October	28/10/07	College closes for Diwali vacation-End of First Term.
October	28 Oct to 10 Nov	Centralized Evaluation (CAP) - Centralized Assessment Process and result preparation.
November	19/11/07	College reopens for second term. Staff Meeting to discuss T.Y.B.Com examination form filling, extra lectures for weak students and preparing the preliminary examination time table. Final plan for alumni get-together on Saturday 24/11/07.
November	Third week	Planning for NSS Camp in the scheduled in the month of December. Planning for NCC Day in the first week of December.
November	Fourth week	Announcing result of first term end examinations and ATKT. Planning for Annual Day, Sports Day and Picnic Schedule during the second week of December.
November	Fourth week	Meeting with management for budget allocation for various events scheduled in the month of December.

ACADEMIC CALENDAR FOR THE YEAR 2007- 2008

MONTH	WEEK	ACTIVITY
November	First week	NSS meeting for finalising NSS residential camp venue, dates and registration.
December	24/12/07-03/01/08	Christmas Vacation.
January	03/01/08	College reopens as per University Notification.
January	First week	Announcing T.Y.B.Com Preliminary Examinations time table. A guest lecture by an eminent text-book author on Accounts and Taxation subjects, before the preliminary examination. Students Council Meeting for planning T.Y.B.Com send-off party schedule for February first week.
January	Second week	Meeting with management representatives for fund allocation for T.Y.B.Com students send-off Party and provision for class rooms with proper lighting for T.Y.B.Com students final examination preparation till 12 O' clock mid night.
January	First week	Planning for second term end examinations. Regular, Annual ATKT, First and Second Term Additional Examinations.
January	Second week	Meeting to finalise Examination Procedures.

ACADEMIC CALENDAR FOR THE YEAR 2007- 2008

MONTH	WEEK	ACTIVITY
January	Third week	Planning for Republic Day celebrations.
February	First week	Staff meeting to appoint moderators.
February	Last week to March Second week	Second Term End Examinations. Regular, ATKT and Additional examinations.
March	14th to March 31st	CAP - Centralise Assessment Process and Announcing Results.
March	Last week	Formation of various committees for compiling criterion wise inputs for NAAC re-accreditation in the month of March 2010. T.Y.B.Com lecturers attend CAP in Mumbai University to assess T.Y.B.Com Papers.
April	30/04/08	Staff meeting of IQAC Core team with Principal to compile NAAC related documents and prepare a report to submit in the first term of next academic year. The last working day.

ANNEXURE - II

MAHATMA EDUCATION SOCIETY'S

MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE

Chembur Naka, Chembur, Mumbai - 400 071.

ANNUAL REPORT 2007-2008

The college reopened for the Academic year 2007-08 on June 11, 2007. On the same day, at 4 p.m., a staff meeting was held in the Principal's Cabin to discuss the activities to be held in the first term as per the academic plan.

The Second year and final year lectures commenced from 12th June. Admission procedures for the First year student started on 20th June onwards as per the University guidelines.

The Orientation Programme was held on 2nd July for the first year students, on the third floor in the presence of the Principal, Vice- Principal, full time and part time teachers and the parents. The Principal encouraged the students to continue their employment and he promised all the possible assistance to attend the lectures by allowing to report in the class late by one period. The teaching staff briefly explained the syllabus, tutorials and other co-curricular and extra-curricular activities to be held during the academic year. The teacher and the Management representatives also supported their earning and learning process.

On July 17th, a special lecture on Stress Management was organised for all the students. The resource people were from ISKON foundation, Andheri. It was a very proud moment for our college that one of resource persons was our ex-students.

The Leaders of the NSS unit in the previous year motivated the newly admitted students to join NSS to develop their personality and leadership. On July 24th the NSS cadet displayed posters to motivate the students to be join NCC to adventurous to serve our nation.

On 27th July, The primary plan made to form Students' Council. The Students' Council was formed on second August, Ms Nilambari was elected general secretary of the Students' Council. The

inauguration of the Students' Council was celebrated on 7th August. Friendship day was also organized on the same day.

On August 15th, the NSS and NCC units of our college celebrated the Independence day. After the flag hoisting there were other programmes like NCC marched past, patriotic songs and various other cultural programmes.

On September 5th, the Teachers' Day was celebrated in our Panvel Campus. All the teaching and non-teaching staff members gathered there and performed various cultural programmes. A sumptuous lunch was also served by the management.

On 14th September, the NSS day was celebrated. The volunteers performed NSS songs, skits, on social issues and their solution. They also visited Siddharth Colony for creating an awareness on the hazards by over consuming tobacco and gutka.

The preparatory holidays for the first term and regular and annual ATKT examinations started on 10th, October.

The First term end and Annual ATKT examination started on 12th October and finished on October 27th 2007.

The Centralised Assessment programme and result declaration took place in the vacation.

The college re-opened for the second term on 19th November. A Staff meeting was held in the Principal's room to discuss the various activities during second term, on the same day.

On 24th November the students' council members organised a special discourse on "How not to fail in life". Father Agarwal was the resource person.

Every year the management organises the Sports day for the institutions functioning in Chembur Campus. This year the two day sports fest to place in the R.C.F grounds on December 22nd and

23rd. Our students participated in various events and retained the championship trophy.

The ten day NSS residential camp was held in Maharashtra Nature Park in Sion. That was a memorable period, where the volunteers were brought close to nature.

The college re-opens after X'mas holidays on second January, 2008. In the staff meeting held on the same day, the management representative was also present to finalise the academic year ending activities. The management sanctioned the fund for the send off party for the final year student and for the Annual day celebration.

On January, 9th the students' council members celebrated Traditional Day. They came in their traditional attire and performed the marriage rituals of various states in India.

On February 12th send off party was arranged for the final year students. The Principal and staff members inspired them to perform well in the University examination.

Preparatory holidays for the second term regular, additional and ATKT examinations started on 23rd February to March 18, 2008.

The Central Assessment Programme was over on April 17. The moderation procedures completed by April 20th and the results announced on 23rd April. The college closed on 30th April after the Staff meeti

ANNEXURE - III

**MAHATMA EDUCATION SOCIETY'S
MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE**

Chembur Naka, Chembur, Mumbai - 400 071.

ACADEMIC CALENDAR FOR THE YEAR 2008- 2009

MONTH	WEEK	ACTIVITY
10/06/08	Tuesday	Commencement of new academic year 2008-09. (As planned in the last staff meeting with the Principal. Staff meeting-4.00pm. (As per University notification).
June	First week	Planned to organize some special discourses on stress management. Planned to have one such discourse every month.
July	First week	Planned an Orientation programme for the F.Y.B.COM students.
July	Second week	Motivational sessions for joining NSS and NCC programmes.
July	Last Week	Meeting organized for NSS and NCC students for enrolling in the programme.
August	First week	Meeting for forming Students' Council. Preparation for Independence Day celebrations and 'Raksha Bandhan' celebrations.

ACADEMIC CALENDAR FOR THE YEAR 2008- 2009

MONTH	WEEK	ACTIVITY
August	Second week	Planned to celebrate NSS Day on 24 th September. Discussed Ganapati Visarjan duty.
September	First week	Planning first term and annual ATKT Examinations. Declaration of preparatory holi days.
September	Second week	Planning for second staff meeting announcing first end examination time table. Issue of ATKT exam forms.
October	First week	Second staff meeting (provisionally on the 3 rd of October.)
October	Second and Third week	First Term End Examinations and ATKT Examinations.
October	22/10/08	College closes for Diwali vacation - End of First Term.
October	04 Oct to 10 Nov	Centralized Evaluation (CAP) - Centralized Assessment Process and result preparation.
November	17/11/08	College reopens for second term. Staff Meeting to discuss T.Y.B.Com examination form filling. Extra lectures for weak students and preparing the preliminary examination time table.

ACADEMIC CALENDAR FOR THE YEAR 2008- 2009

MONTH	WEEK	ACTIVITY
November	Second week	Planning for NSS Camp scheduled in the month of December. Planning for NCC Day in the first week of December.
November	Third week	Announcing result of first term end examinations and ATKT. Planning for Annual Day, Sports Day and picnic schedule during the second week of December.
November	Fourth week	Meeting with the management for budget allocation for various events scheduled in the month of December.
December	First week	NSS meeting for finalising NSS residential camp venue, dates and registration.
December	23/12/08 - 03/01/09	Christmas Vacation.
January	03/01/09	College reopens as per University Notification.
January	First week	Announcing T.Y.B.Com Preliminary Examinations Time table. Students Council Meeting for planning T.Y.B.Com. send-off party scheduled for February first week.
January	Second week	Meeting with the management representatives for T.Y.B.Com students send-off party and provision for classrooms with proper lighting for T.Y.B.Com students examination preparation till 12 'O' clock mid night.

ACADEMIC CALENDAR FOR THE YEAR 2008- 2009

MONTH	WEEK	ACTIVITY
January	First week	Planning for second term end examinations. Regular, Annual ATKT, First and Second Term Additional Examinations.
January	Second week	Meeting to finalise Examination procedures.
January	Third week	Planning for Republic Day celebrations.
February	First week	Staff meeting to appoint moderators.
February	Last week to March second week	Second Term End Examination. Regular, ATKT and Additional examinations.
March	15th to March 31st	CAP - Centralised Assessment Process and Announcing Results.
March	Last week	Formation of various committees for compiling criterion wise inputs of NAAC re-accreditation in the month of March and compiling documentation and preparing for peer team visit..
April	30/04/09	Staff meeting with Principal to assess the NAAC re-accreditation work and to plan the next year's academic calendar.

ANNEXURE - IV

MAHATMA EDUCATION SOCIETY'S

MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE

Chembur Naka, Chembur, Mumbai - 400 071.

ANNUAL REPORT 2008-2009

The academic year 2008-2009 was very fruitful in achieving better results in curricular, co-curricular and extra curricular activities in our college.

As per the notification by the university of Mumbai, 6th June 2008 was the commencement date for the new academic year. As decided on the last working day of the previous academic year, the meeting was held and the Principal and all full time faculty members were present. The meeting finalised the procedures of the admission dates as per university guidelines and also decided the date of orientation programme for the first year students.

The lectures for second year and final year courses started on 7th June, 2008 itself as per the time table. Various committees constituted as mentioned below:-

1. Admission : Prin. C.Y. Kulkarni, Dr. Padma Rangan.
2. Time Table : Prof. C. M. Varma, Prof. Eknath zarekar.
3. Discipline : Prof. Anaya, Prof. C. M. Varma
4. Examination : Dr. Padma Rangan, Prof. C.M. Varma, Dr. Lata Krishnan.

On 7th July the Orientation programme for first year students held on the third floor. The Principal, Vice Principal and the class teachers addressed the students. The Principal underlined the point that our night college is functioning like a day college or even in a better way in all aspects. He also informed the various concessions given to the employed students. The teachers talked about the syllabus, project works and tutorials. The students were served snacks and tea. NCC leaders of the previous year

organised a session on 10th July and the NSS leaders of previous year organised a session in each class rooms to motivate the students to the National Service scheme on 11th July. The senior cadets and the NCC - in - Charge teacher organised an interaction session to motivate the students to join National Cadet Corps.

On 6th August the students' council was formed. Mr. Kishor Mane elected General Secretary of the college for the year.

On 8th August the students' council members celebrated friendship day and chocolate day. Various entertainment programmes were performed. Messages for the friends were read and prizes awarded for the best message.

On 9th August a special discursse was organised by the NSS unit on stress Management, by the resource team from Brahmakumari Iswariya Vishwavidyalaya. A career counselling programme was organised for both S.Y.B.Com and T.Y.B.Com students on 19th, 20th respectively by the future group. On 18th August, Prof. Anaya and Prof. Eknath attended a seminar in Somaiyya college on the revised syllabus of the subject Financial accounting in the second year programme.

On August 20th a special speech was organised by Father Agarwal on How Not to Fail in Life.

On September 8th, NSS and NCC teams were on traffic duty with the Basant Park Police station in various sensitive and areas identified for 'Ganapati Visarjan', in connection with Gauri Ganapati Programme.

On 24th September, NSS day was celebrated in the college premises in the real spirit. There were many skits and street plays performed mainly on social issues. The volunteers performed NSS songs, skits on social issues and poster exhibition in the college premises. Cultural activities like group dance, mono - act and mimicry were

also performed.

The NCC Cadets of our college celebrated the NCC day on 23rd November. As usual procedure the day started with flag hoisting by the Officer Commanding of 5 Maharashtra Battalion. The cadets- exercised march past, rifle drill, section attack, mock war and they also performed songs on national integration, cultural programme like classic dance and traditional songs of different states in India.

The preparatory holidays started on 3rd October and the first and second year term end and ATKT exam started on October 17th. The college closed for Diwali vacation on 30th October.

The final year students' computer practicals were conducted in the vacation. Spoken English sessions were conducted for the students from vernacular medium.

The college reopened on 19th November. A staff meeting was held in the Principal's cabin to discuss the activities of the second term like Sports day, NSS camp, picnic, portion completion of final year students, preliminary examination and send off for the final year students.

On 24th and 25th November the T.Y.B.Com. students' university examinations form filling procedure was done. The management organised sports days for all the institutions functioning in the Chembur campus. It is a two day programme arranged in the RCF grounds, in Chembur. The students from our college also participated in various events and we won the Championship trophy for the year in the sports day celebration on 21st and 22nd of December.

The college closed for winter/ X,mas holidays on 24th December 2008.

The college re-opened on January 3rd 2009. NSS volunteers organised their 8 day residential camp in Wakedi near Panvel from 17th January to 24th January 2009. The volunteers levelled the ground of the primary school in Wakedi and painted the school as a part of "Shramdhar". In the evening, they conducted a survey, skits on social issues and literacy guidance for the adivasi folk.

On 27th January, the send off programme for the final year students organised on the third

floor. There were entertainment programmes by the students' council members and final year students. Principal and other staff-members wished them all the best. The management sponsored an excellent dinner at the end.

February 4th onwards, extra lectures were conducted for the weak students. The 11th term end, regular and additional and Annual ATKT's examinations started on 12th March 2009.

Central Assessment Programme of the answer sheets started from 2nd April. The results declared on 16th April. The teachers were engaged in compiling various reports and documents for the NAAC inspection expected in the month of June 2010.

The college closed on 30th April after a meeting held in the Principal's cabin.

ANNEXURE - V

MAHATMA EDUCATION SOCIETY'S

MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE

Chembur Naka, Chembur, Mumbai - 400 071.

STAFF COMMITTEES FOR THE ACADEMIC YEAR 2008-2009

■ **Time Table Committee:**

1. Prof C.M. Varma (Chairman)
2. Prof. (Ms.) Anaya Kavishwar

■ **Discipline Committee:**

1. Prof C.M. Varma (Chairman)
2. Prof. E. Zhrekar

■ **N.S.S./N.C.C. Committee:**

1. Dr.(Mrs.) Lata Krishnan (Chairman)
2. Prof. C.M. Varma
3. Prof. E. Zhrekar
4. Prof. M. Mukhoti

■ **Cultural Activities:**

1. Prof. (Ms.) Anaya Kavishwar (Chairperson)
2. Prof. E. Zhrekar
3. Dr.(Mrs.) Lata Krishnan
4. Prof. Deshmukh

■ **Library committee:**

1. Dr. (Mrs.) Lata Krishnan (Chairperson)
2. Prof. C.M. Varma

3. Prof. E. Zhrekar
4. Prof. M. Mukhoti

■ **Student's Council:**

1. Prin. C.Y. Kulkarni (Chairperson)
2. Dr. (Mrs.) Padma Rangan
3. Prof. C.M. Varma
4. Dr. (Mrs.) Lata Krishnan

■ **Sports Committee:**

1. Dr. (Mrs.) Padma Rangan (Chairperson)
2. Prof. C.M. Varma
3. Prof. E. Zhrekar
4. Prof. M. Mukhoti

■ **Magazine Committee:**

1. Dr. (Mrs.) Lata Krishnan (Chairperson)
2. Dr. (Mrs.) Padma Rangan
3. Prof. C.M. Varma
4. Prof. (Ms.) Anaya Kavishwar
5. Prof. E. Zhrekar
6. Prof. Deshmukh
7. Prof. R. Laxmi

■ **Commerce Association:**

1. Dr. (Mrs.) Lata Krishnan
2. Prof. (Ms.) Anaya Kavishwar
3. Prof. E. Zhrekar

■ **Examination Committee:- Conducting Examinations:**

1. Dr. (Mrs.) Lata Krishnan (Chairperson)
2. Prof. C.M.Varma
3. Prof. M. Mukhoti

■ **Examination Committee:- Results:**

1. Dr. (Mrs.) Padma Rangan
2. Dr. (Mrs.) Lata Krishnan
3. Prof. (Ms.) Anaya Kavishwar

■ **'NAAC' COMMITTEE:**

1. Dr. (Mrs.) Padma Rangan (Chairperson)
2. Dr. (Mrs.) Lata Krishnan
3. Prof. C.M.Varma
4. Prof. (Ms.) Anaya Kavishwar
5. Prof. E. Zhrekar
6. Mr. Sunil Karunakaran
7. Prof. M. Mukhoti
8. Prof. Deshmukh
9. Prof. R. Laxmi

ANNEXURE - VI
UNIVERSITY OF MUMBAI

Name of the College : **Mahatma Night Degree College of Arts & Commerce ,Chembur Naka, Mumbai - 400071**

First Half

RESULT STATEMENT (LAST 5 YEARS DATA)

Sr. No.	Name of the Final Examination	Students Registered	Students Absent	Students Appeared	First Class	Second Class	Pass Class	Total	Percentage
1.	F.Y.B.Com. - March 2005	106	8	195	2	27	31	60	30.77
	S.Y.B.Com. - March 2005			169	2	43	25	70	41.42
	T.Y.B.Com. - March 2005			98	2	22	13	37	37.75
2.	F.Y.B.Com. - March 2006	108	8	206	-	30	56	86	41.75
	S.Y.B.Com. - March 2006			156	5	43	25	73	46.79
	T.Y.B.Com. - March 2006			100	8	25	12	45	45.00
3.	F.Y.B.Com. - March 2007	113	2	216	-	10	29	39	18.05
	S.Y.B.Com. - March 2007			149	3	47	12	62	41.61
	T.Y.B.Com. - March 2007			111	7	39	28	74	66.60
4.	F.Y.B.Com. - March 2008	103	5	264	1	76	44	121	45.83
	S.Y.B.Com. - March 2008			161	2	47	21	70	43.48
	T.Y.B.Com. - March 2008			98	9	30	28	67	68.36
5.	F.Y.B.Com. - March 2009	84	2	251	6	81	78	165	65.74
	S.Y.B.Com. - March 2009			190	10	63	8	81	42.63
	T.Y.B.Com. - March 2009			82	2	21	20	43	52.43

ANNEXURE - VII

MAHATMA EDUCATION SOCIETY'S
MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE

Chembur Naka, Chembur, Mumbai - 400 071.

CLASS: _____

STUDENT'S FEED - BACK ON THE B.Com. COURSE

DATE: _____

Instructions:

1. Students need not reveal their identity ie. Name, roll number and signature.
2. Feed-back should be given without any fear, favour and prejudice.
3. Evaluation on each criterion should be given using the terms **very Good, Good, Satisfactory, Unsatisfactory. (VG, G, S, U).**

PARAMETER	A VERY GOOD	B GOOD	C SATISFACTORY	D UNSATISFACTORY
1. Depth of the course content including project work.				
2. Extent of coverage of course				
3. Applicability/relevance to real life situations.				
4. Learning value (in terms of knowledge, concepts, manual skill, analytical abilities and broadening perspectives)				
5. Clarity and relevance of textual reading material				
6. Relevance of additional source material (Library)				
7. Extent of effort required by students				
8. Overall rating				

ANNEXURE - VIII

**MAHATMA EDUCATION SOCIETY'S
MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE**

Chembur Naka, Chembur, Mumbai - 400 071.

CLASS: _____

STUDENT'S FEED - BACK ON TEACHERS

DATE: _____

Instructions:

1. Students need not reveal their identity ie. Name, roll number and signature.
2. Feed-back should be given without any fear, favour and prejudice.
3. Feed-back must be given only about those teachers who are teaching you.
4. Evaluation on each criteria should be given using the terms **very Good, Good, Satisfactory, Unsatisfactory. (VG, G, S, U)**
5. Columns 1 through 6 stand for the following:

- **Column 1** - Presentation Skills, Communication skills, sincerity and commitment of the teacher, interest generated by the teacher.
- **Column 2** - Class control, knowledge base of the teacher (as perceived by the student), ability to integrate course material with the environment/other issues, to provide a broader perspective. Ability to integrate the content with other courses.
- **Column 3** - Time utilization, Ability to design quizzes/tests/assignments/examinations and projects to evaluation students understanding of the course, provision of sufficient time for feedback.
- **Column 4** -Using audio-visual aids such as the LCD projector and computer for Power Point slides, movies, internet etc.
- **Column5** - Availability for interaction, accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class.)
- **Column6** - Examination Orientation, solving previous years question papers, revision before semester examinations and exam related counselling.

Teacher	Subject	1 Presentation skills	2 Class Control	3 Time Utilization	4 Using audio- visual aid	5 Availability for interaction	6 Examination Orientation

ANNEXURE - IX**MAHATMA EDUCATION SOCIETY'S
MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE**

Chembur Naka, Chembur, Mumbai - 400 071.

PERFORMANCE APPRAISAL REPORT FOR TEACHERS**a. General Information**

1. Name : _____
2. Address (Residential) : _____

3. Phone : _____
4. Designation : _____
5. Department : _____
6. Date of Birth : _____
7. Areas of Specialization : _____

A.ACADEMIC QUALIFICATIONS

Exam passed	Board/University	Subjects	Year	Divsion/Merit
1. S.S.C				
2. H.S.C				
3. Bachelor's Degree (s)				
4. Master's Degree (s)				
5. Research Degree (s)				
6. Other Diploma/Certificates etc.				

B. RESEARCH EXPERIENCE & TRAINING

Research Stage	Title of Work / Thesis	University where the work was carried out
1. M. Phil.		
2. Ph.D.		
3. Publications (give a list separately)		
4. Research Guidance(give names of students guided successfully)		
5. Training (please specify)		

C. RESEARCH PROJECTS CARRIED OUT

Title of the Project	Name of the funding Agency	Duration	Remarks

D. SEMINARS, CONFERENCES, SYMPOSIA WORKSHOPS ETC. ATTENDED

Name of the Seminars / Conferences / Symposia, Workshops, etc.	Name of the sponsoring Agency	Place and Date	Paper presented

E. TEACHING EXPERIENCE

Course Taught	Name of the University College/ Institution	Duration
1. Under Graduate Programmes		
2. Post Graduate Programmes		
3. M.Phil		
4. Any Other		

Total Teaching Experience :

Innovations/Contributions in Teaching:

- Design of Curriculum :
- Teaching methods :
- Laboratory Experiments :
- Evaluation Methods :
- Preparation of Resource material
Including books, reading material,
Laboratory manuals etc. :
- Remedial Teaching :
- Any Other :

F. EXTENSION WORK/COMMUNITY SERVICE

- Please give a short account of your contributions:
 1. Community work such as National Integration, secularism, democracy, socialism, humanism, peace, scientific temper, flood or drought relief, small family norms etc.
- National Literacy Mission
 2. Positions held/Leadership role played in organizations linked with Extension Work and National Service Scheme (NSS) or (NCC) or any other similar activity.

Participation in Corporate Life:

Please give a short account of your contributions to:

- I. College/University Institutions
- II. Co-curricular activities
- III. Enrichment of Campus Life (Hostels, sports, games, culture activities)
- IV. Students Welfare and Discipline
- V. Membership/Participation in Bodies/ Committees on Education and National Development
- VI. Professional Organizations of Teachers.

Membership of professional Bodies, Societies etc.:

Editorship of Journals:

Any Other:

ANNEXURE - X

**MAHATMA EDUCATION SOCIETY'S
MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE**

Chembur Naka, Chembur, Mumbai - 400 071.

GYMKHANA STOCK DETAILS FOR THE YEAR 2008 - 2009

Sr. No.	Item Name	Stock As on 01/04/2008	Purchased during the year	Scrapped during the year	Stock As on 31/03/2009	Remark
1.	Atheletic					
	Javelin	04	00	01	03	
	Shortput	06	00	00	06	
	Measurement Tape	03	01	01	03	
	Discus	04	02	02	04	
	Relay Batton	12	02	00	14	
	Hammer	04	00	00	04	
	Score Board	02	00	00	02	
	Bar Stand	04	01	01	04	
	Parrellel Bar	07	00	00	07	
	Marking Powder	25Kg	25Kg	20Kg used	30Kg	

GYMKHANA STOCK DETAILS FOR THE YEAR 2008 - 2009

Sr. No.	Item Name	Stock As on 01/04/2008	Purchased during the year	Scrapped during the year	Stock As on 31/03/2009	Remark
	Clapper	05	00	00	05	
	Whistle	10	02	02	10	
2.	Badminton					
	Rackets	06	06	02	10	
	Racket Cover	06	04	02	10	
	Balls	12	06	02	16	
	Feather shuttle Cock	12	12	06	18	
	Nets	02	00	00	02	
	Polls	02	00	00	02	
3.	Carrom					
	Boards	04	00	00	04	
	Coin sets	04	00	00	04	
	Striker	06	03	02	07	
	Tables with lights	04	00	00	04	
	Boric Powder	03pkts	02	02	03pkts	
4.	Chess					
	Board	04	00	00	04	
	Chess men	04	00	00	04	
	Chess Clock	02	00	00	02	

GYMKHANA STOCK DETAILS FOR THE YEAR 2008 - 2009

Sr. No.	Item Name	Stock As on 01/04/2008	Purchased during the year	Scrapped during the year	Stock As on 31/03/2009	Remark
5.	Hand Ball					
	Balls	10	02	02	10	
	Goal Post	02	00	00	02	
	Nets	02	00	00	02	
	Stop Watch	02	00	00	02	
6.	Foot Ball					
	Balls	10	00	00	10	
	Air Pump	02	02	01	03	
7.	Volley Ball					
	Balls	10	00	00	10	
	Nets	03	01	01	03	
	Polls	02	00	00	02	
8.	Throw Ball					
	Ball	03	00	00	03	
9.	Kabaddi					
	Knee Caps	06	06	00	12	
	Anklets	12	06	02	16	

GYMKHANA STOCK DETAILS FOR THE YEAR 2008 - 2009

Sr. No.	Item Name	Stock As on 01/04/2008	Purchased during the year	Scrapped during the year	Stock As on 31/03/2009	Remark
10.	Furniture,					
	Fittings					
	Chairs	12	00	00	12	
	Tables	10	00	00	06	
	Trunk	06	00	00	06	
	Notice Board	02	00	00	02	
	Jersey T-Shirts	24	12	06	30	
	Chest number	200	00	00	200	
	Ceiling fans	02	00	00	02	
	Tube lights	06	00	00	06	
	Wall Clock	01	00	00	01	
	Cupboards	04	00	00	04	
	Banners	02	00	00	02	
	Caps	70	00	10	60	
	Plastic Buckets(big)	05	03	01	07	
	Plastic Buckets(small)	12	02	02	12	
	First aid box kits	03	01	01	03	

Note :

1. The college has a joint venture in gymnasium and kabbadi events with Chembur Krida Kendra, near Fine Arts Society, Chembur to facilitate coaching, supplying equipment for gymnasium to our interested students.
2. Mr. Suhas Kadam and Ms. Devyani Patil are the coaches assigned to train our students. The college management gives a handsome amount towards donation to the Chembur Krida Kendra every year.

ANNEXURE - XI**M.E.S's MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE**

Chembur Naka, Chembur, Mumbai - 400 071.

STATEMENT SHOWING FEES FOR THE YEAR 2008-2009

AS PER THE UNIVERSITY CIRCULAR NO. CONCOL / FEE / 292 OF 2008 DATED 07-07-2008

Sr. No.		CLASS					
		F.Y. Bcom	S.Y.Bcom	T.Y.Bcom (SK+SSI)	T.Y.Bcom (Tax+Sk or SSI)	T.Y.Bcom (Com+SK or SSI)	T.Y.Bcom (Com + Tax)
1.	Tuition Fees (Aided)	800	800	800	800	800	800
2.	Tuition Fees (Un-Aided subject)	-	-	-	300	300	600
3.	Library Fee	200	200	200	200	200	200
4.	Gymkhana Fee	200	200	200	200	200	200
5.	Other Fee / Extra Curr. Act. Fee	250	250	250	250	250	250
6.	University Examination Fee	600	600	-	-	-	-
7.	Enrolment Fee	220	-	-	-	-	-
8.	Disaster Relief Fund	10	10	10	10	10	10
9.	Admission Processing Fee (F.Y for all students & S.Y / T.Y only new students)	200	-	-	-	-	-
10.	Utility Fee	250	250	250	250	250	250
11.	Magazine Fee	100	100	100	100	100	100

STATEMENT SHOWING FEES FOR THE YEAR 2008-2009

Sr. No.		CLASS					
		F.Y. Bcom	S.Y.Bcom	T.Y.Bcom (SK+SSI)	T.Y.Bcom (Tax+Sk or SSI)	T.Y.Bcom (Com+SK or SSI)	T.Y.Bcom (Com + Tax)
12.	I. d Card & Lib. Card Fee	50	50	50	50	50	50
13.	Group Insurance Fees	20	20	20	20	20	20
14.	Students Welfare Fund	50	50	50	50	50	50
15.	Development Fund	500	500	500	500	500	500
16.	Vice-Chancellors Fund	30	30	30	30	30	30
17.	Univ. Sports & Cult. Act. Fee	30	30	30	30	30	30
18.	E- Suvidha	50	50	-	-	-	-
19.	E-charge	20	20	20	20	20	20
20.	Computer Lab. Fee	-	-	-	-	800	800
21.	Computer Practical Fee	-	-	-	-	600	600
22.	Alumni Association Fees (F.Y for all students & S.Y / T.Y only new students)	25	25	25	25	25	25
23.	Project Fee	-	100	200	200	200	200
	TOTAL "A"	3,605	3,285	2,735	3,035	4,435	4,735

STATEMENT SHOWING FEES FOR THE YEAR 2008-2009

Sr. No.		CLASS					
		F.Y. Bcom	S.Y.Bcom	T.Y.Bcom (SK+SSI)	T.Y.Bcom (Tax+Sk or SSI)	T.Y.Bcom (Com+SK or SSI)	T.Y.Bcom (Com + Tax)
B.	<u>Refundable Deposits</u>						
24.	Caution Money Deposit	150	-	-	-	-	-
25.	Library Deposit	250	-	-	-	-	-
26.	Computer Laboratory Deposit	-	-	-	-	400	400
	TOTAL "B"	400	-	-	-	400	400
	TOTAL "A" + TOTAL "B"	4,005	3,285	2,735	3,035	4,835	5,135

ANNEXURE - XII**M.E.S's MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE**

Chembur Naka, Chembur, Mumbai - 400 071.

STATEMENT SHOWING FEES FOR THE YEAR 2007-2008

Sr. No.		CLASS					
		F.Y. Bcom	S.Y.Bcom	T.Y.Bcom (P+S)	T.Y.Bcom (C+T)	T.Y.Bcom (C+P or S)	T.Y.Bcom (T+P or S)
1	Tuition Fees	400	400	400	400	400	400
2	Library Fee	175	175	175	175	175	175
3	Gymkhana Fee	175	175	175	175	175	175
4	Other Fee	125	125	125	125	125	125
5	Enrolment Fee	220	0	0	0	0	0
6	I. d Card & Lib. Card Fee	25	25	25	25	25	25
7	College Magazine Fee	50	50	50	50	50	50
8	Inter Univ. Sports & Cult. Act. Fee	10	10	10	10	10	10
9	E-charge	20	20	20	20	20	20
10	Disaster Relief Fund	10	10	10	10	10	10
11	University Examination Fee	560	560	560	560	560	560
12	Group Insurance	20	20	20	20	20	20
13	Students Welfare Fund	25	25	25	25	25	25

STATEMENT SHOWING FEES FOR THE YEAR 2007-2008

Sr. No.		CLASS					
		F.Y. Bcom	S.Y.Bcom	T.Y.Bcom (P+S)	T.Y.Bcom (C+T)	T.Y.Bcom (C+P or S)	T.Y.Bcom (T+P or S)
14	Utility Fee	100	100	100	100	100	100
15	Extra Curr. Act. Fee	25	25	25	25	25	25
16	Development Fund	300	300	300	300	300	300
17	Caution Money Deposit	250	0	0	0	0	0
18	Library Deposit	300	300	300	300	300	300
19	Computer Lab. Fee	0	0	0	400	400	0
20	Computer Practical Fee	0	0	0	875	875	0
21	Computer Lab. Deposit	0	0	0	300	300	0
22	Computer Tuition Fee	0	0	0	400	200	200
	TOTAL	2790	2320	2320	4295	4095	2520

ANNEXURE - XIII**M.E.S's MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE**

Chembur Naka, Chembur, Mumbai - 400 071.

STATEMENT SHOWING FEES FOR THE YEAR 2006-2007

Sr. No.		Class		
		F. Y. Bcom	S.Y. Bcom	T. Y. Bcom
1	Tuition Fees	400	400	400
2	Library Fee	175	175	175
3	Gymkhana Fee	175	175	175
4	Other Fee	125	125	125
5	Enrolment Fee	220	0	0
6	I. d Card & Lib. Card Fee	25	25	25
7	College Magazine Fee	50	50	50
8	Inter Univ. Sports & Cult. Act. Fee	10	10	10
9	E-charge	20	20	20
10	Disaster Relief Fund	10	10	10
11	University Examination Fee	585	585	585
12	Group Insurance	20	20	20
13	Students Welfare Fund	25	25	25

STATEMENT SHOWING FEES FOR THE YEAR 2006-2007

Sr. No.		Class		
		F. Y. Bcom	S.Y. Bcom	T. Y. Bcom
14	Utility Fee	100	100	100
15	Extra Curr. Act. Fee	25	25	25
16	Development Fund	300	300	300
17	Caution Money Deposit	250	250	250
18	Library Deposit	300	300	300
19	Computer Practical Fee	0	0	875
20	Taxation Fee	0	0	200
21	Computer Tuition Fee	0	0	200
	TOTAL	2815	2595	3870

ANNEXURE - XIV

**MAHATMA EDUCATION SOCIETY'S
MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE**

Chembur Naka, Chembur, Mumbai - 400 071.

I N C O M E

Re-accreditation Report (RAR) - 2009

Sr.No	PARTICULARS	BUDGET FOR 2006-2007	ACTUAL FOR 2006-2007	BUDGET FOR 2007-2008	ACTUAL FOR 2007-2008	BUDGET FOR 2008-2009	ACTUAL FOR 2008-2009
1.	Tuition Fees	4,40,000.00	4,29,600.00	4,32,000.00	4,12,800.00	4,36,000.00	4,25,600.00
2.	Library Fees	96,250.00	93,975.00	94,500.00	90,300.00	95,375.00	1,06,400.00
3.	Gymkhana Fees	96,250.00	93,975.00	94,500.00	90,300.00	95,375.00	1,06,400.00
4.	Other Fees	68,750.00	67,125.00	67,500.00	64,500.00	1,36,250.00	1,33,000.00
5.	Other Miscellaneous Fee	19,250.00	18,795.00	18,900.00	18,060.00	2,64,500.00	1,21,575.00
6..	Non-Salary Grants Received	-	-	-	-	-	-
7.	Bank Interest	7,500.00	7,706.00	8,000.00	8,498.00	10,500.00	13,502.00
8.	Salary Grants Received	47,00,000.00	46,02,000.00	45,00,000.00	41,17,000.00	53,75,000.00	51,87,274.00
9.	Sale of Scrap	2,000.00	-	-	-	-	-
10.	Development Fund	1,65,000.00	1,61,100.00	1,62,000.00	1,54,800.00	2,72,500.00	2,66,000.00
11.	Utility Fee	55,000.00	53,700.00	54,000.00	51,600.00	1,36,250.00	1,33,000.00

Sr.No	PARTICULARS	BUDGET FOR 2006-2007	ACTUAL FOR 2006-2007	BUDGET FOR 2007-2008	ACTUAL FOR 2007-2008	BUDGET FOR 2008-2009	ACTUAL FOR 2008-2009
12.	Adv. due to VI th pay Comm. Arrs (1st Installment)	-	-	-	-	-	3,54,552.00
13.	Taxation Fee	-	-	17,375.00	16,600.00	-	-
14.	Computer Tuition Fee	-	-	17,375.00	16,200.00	-	-
15.	Computer Practical Fee	-	-	72,000.00	70,875.00	50,000.00	45,600.00
16.	Computer Lab Fee	-	-	35,000.00	32,400.00	65,000.00	60,800.00
17.	Book Bank Forms	-	-	-	540.00	700.00	650.00
18.	Excess of expenditure over Income	4,61,661.00	3,59,667.71	13,18,431.00	15,83,253.15	11,85,711.00	9,43,074.34
	TOTAL	61,11,661.00	58,87,643.71	68,91,581.00	67,27,726.15	81,23,161.00	78,97,427.34

DOCUMENTS



ANNEXURE - XV

**MAHATMA EDUCATION SOCIETY'S
MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE**

Chembur Naka, Chembur, Mumbai - 400 071.

EXPENDITURE

Re-accreditation Report (RAR) - 2009

Sr.No	PARTICULARS	BUDGET FOR 2006-2007	ACTUAL FOR 2006-2007	BUDGET FOR 2007-2008	ACTUAL FOR 2007-2008	BUDGET FOR 2008-2009	ACTUAL FOR 2008-2009
1.	Salary & Allowances	48,00,000.00	47,25,583.00	52,00,000.00	51,38,210.00	62,00,000.00	61,63,763.00
3.	Subscriptions to Journals	6,500.00	6,465.00	2,000.00	1,450.00	1,500.00	1,260.00
4.	Cultural Activities	40,000.00	36,827.00	30,000.00	28,827.00	50,000.00	48,172.00
5.	Printing & Stationery	150,000.00	1,56,225.00	2,00,000.00	1,94,846.00	2,50,000.00	2,26,115.50
6..	Postage & Telegram	4,000.00	3,645.00	4,000.00	3,585.00	4,000.00	2,811.00
7.	Telephone Charges	15,000.00	14,897.00	20,000.00	17,578.00	20,000.00	16,216.00
8.	T.A. D.A. & Conveyance	25,000.00	22,268.00	30,000.00	26,351.00	30,000.00	24,556.00
9.	Electricity Charges	125,000.00	90,230.00	1,25,000.00	1,06,472.00	1,25,000.00	1,00,688.00
10.	Miscellaneous & Other Exp.	7,500.00	4,538.00	7,500.00	6,448.00	7,500.00	6,057.50
11.	Bank Charges	1,000.00	298.00	1,000.00	645.00	1,000.00	75.00
12.	University affiliation Fee (Yearly)	7,000.00	7,000.00	2,000.00	2,000.00	14,000.00	14,000.00

Sr.No	PARTICULARS	BUDGET FOR 2006-2007	ACTUAL FOR 2006-2007	BUDGET FOR 2007-2008	ACTUAL FOR 2007-2008	BUDGET FOR 2008-2009	ACTUAL FOR 2008-2009
13.	Repairs & Maintenance	2,500.00	2,348.00	3,000.00	2,825.00	15000	11,259.00
15.	Uniforms to peons & washing allow.	8,960.00	8,960.00	2,880.00	2,880.00	8,960.00	8,960.00
16.	Audit fee	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
19.	Binding Charges	3,500.00	3,265.00	2,000.00	1,975.00	3,000.00	2,370.00
20.	Reading room Expenses	9,000.00	7,800.00	10,000.00	9,000.00	12,000.00	12,000.00
21.	Seminars & Conferences	4,500.00	4,213.00	5,000.00	4,970.00	2,500.00	2,450.00
22.	Water Charges	25,000.00	22,550.00	30,000.00	25,875.00	15,000.00	10,443.00
23.	Exam Expenses	25,000.00	15,030.00	75,000.00	62,057.00	1,50,000.00	1,49,728.00
24.	Educational Excursions	30,000.00	29,582.00	15,000.00	10,450.00	10,000.00	8,264.00
25.	Staff Welfare & Refreshments Exp.	20,000.00	19,732.00	25,000.00	20,708.50	25,000.00	22,320.00
26.	Guest Lecture Remuneration	7,500.00	6,650.00	5,000.00	3,750.00	5,000.00	4,020.00
27.	Development Fund Expense	1,30,000.00	1,08,565.00	1,75,000.00	1,59,390.00	2,00,000.00	1,87,825.00
28.	Utility Fee Expenses	35,000.00	25,973.00	35,000.00	53,785.00	1,25,000.00	1,11,475.00
29.	Industrial Visit Expense	-	-	30,000.00	28,000.00	10,000.00	7,885.00
30.	News & Periodicals Exp.	20,000.00	15,085.00	20,000.00	17,348.00	20,000.00	18,035.00
31.	Sports Exp.	1,00,000.00	80,769.00	75,000.00	65,574.00	50,000.00	39,426.00

Sr.No	PARTICULARS	BUDGET FOR 2006-2007	ACTUAL FOR 2006-2007	BUDGET FOR 2007-2008	ACTUAL FOR 2007-2008	BUDGET FOR 2008-2009	ACTUAL FOR 2008-2009
32.	Annual contribution for college bldg.	89,701.00	89,701.00	89,701.00	89,701.00	89,701.00	89,701.00
33.	Chalks & dusters	35,000.00	34,422.00	40,000.00	40,620.00	45,000.00	46,715.00
34.	Sanitary Exp.	35,000.00	28,725.00	40,000.00	34,895.00	45,000.00	40,132.00
35.	T.A & D.A. to sports coaches	75,000.00	72,000.00	1,00,000.00	96,000.00	1,20,000.00	10,8000.00
36.	Repairs to Equipments	7,000.00	5,832.00	7,000.00	6,965.00	-	-
37.	N.S.S Exp.	35,000.00	34,835.00	35,000.00	59,346.00	20,000.00	19,521.00
38.	Repairs to Furniture	15,000.00	12,436.00	15,000.00	14,300.00	10,000.00	10,225.00
39.	College Magazine Exp.	5,000.00	3,600.00	5,000.00	2,250.00	5,000.00	4,250.00
40.	Picnic Exp.	-	-	25,000.00	22,500.00	10,000.00	10,320.00
41.	Depreciation	2,00,000.00	1,75,994.71	2,50,000.00	2,26,414.65	3,00,000.00	2,58,431.34
42.	N.C.C programe exp.	10,000.00	8,600.00	2,000.00	160.00	-	-
43.	Refresher Course Adm. Fee	-	-	500.00	500.00	500.00	500.00
44.	Taxation Fee Expenses	-	-	20,000.00	16,600.00	-	-
45.	Computer Tuition Fee Expenses	-	-	20,000.00	16,200.00	-	-
46.	Computer Practical Fee Expenses	-	-	75,000.00	70,875.00	45,000.00	45,600.00
47.	T.C Charges	-	-	-	-	500.00	58.00

Sr.No	PARTICULARS	BUDGET FOR 2006-2007	ACTUAL FOR 2006-2007	BUDGET FOR 2007-2008	ACTUAL FOR 2007-2008	BUDGET FOR 2008-2009	ACTUAL FOR 2008-2009
48.	Computer Lab Fee Exp.	-	-	35,000.00	32,400.00	75,000.00	60,800.00
49.	Excess of income over exp.						
	TOTAL	61,11,661.00	58,87,643.71	68,91,581.00	67,27,726.15	81,23,161	78,97,427.34
	<u>Non-recurring exp.</u>						
	Library Books	1,20,000.00	1,19,373.50	1,50,000.00	143,774.00	17,50,000.00	1,72,109.00
	Furniture	30,000.00	26,430.00	50,000.00	36,520.00	50,000.00	32,850.00
	Audio-Visual Equip.	-	-	5,000.00	4,700.00	-	-
	Office Equipment	30,000.00	28,325.00	-	-	25,000.00	18,750.00
	Computer	-	-	35,000.00	35,250.00	-	-
	Sports Equipment	50,000.00	35,150.00	40,000.00	39,180.00	50,000.00	46,075.00
	TOTAL	2,30,000.00	2,09,278.50	2,80,000.00	2,59,424.00	3,00,000.00	2,69,784.00

ANNEXURE - XVI

**MAHATMA EDUCATION SOCIETY'S
MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE**

Chembur Naka, Chembur, Mumbai - 400 071.

AMOUNT SPENT UNDER VARIOUS HEADS:

PARTICULARS	BUDGET FOR 2006-2007	ACTUAL FOR 2006-2007	BUDGET FOR 2007-2008	ACTUAL FOR 2007-2008	BUDGET FOR 2008-2009	ACTUAL FOR 2008-2009
On Academic Service	29,78,000.00	29,16,484.50	31,96,000.00	31,49,485.00	37,08,000.00	36,83,767.00
On Administration and Other Common Services	24,51,960.00	23,84,691.00	26,91,380.00	26,19,100.50	32,99,460.00	31,97,623.00
On Student Welfare Services	2,70,000.00	2,21,383.00	3,20,000.00	2,76,901.00	3,65,000.00	3,33,378.00
Total Expenditure	56,99,960.00	55,22,558.50	62,07,380.00	60,45,486.50	73,72,460.00	72,14,768.00

PARTICULARS	BUDGET FOR 2006-2007	ACTUAL FOR 2006-2007	BUDGET FOR 2007-2008	ACTUAL FOR 2007-2008	BUDGET FOR 2008-2009	ACTUAL FOR 2008-2009
On Academic Service						
Salary to Teaching Staff	28,00,000.00	27,46,633.00	30,00,000.00	29,65,218.00	34,75,000.00	34,57,523.00
Library Books	1,20,000.00	1,19,373.50	1,50,000.00	1,43,774.00	1,75,000.00	1,72,109.00
Library Subscriptions	6,500.00	6,465.00	2,000.00	1,450.00	1,500.00	1,260.00
Seminar & Conference	4,500.00	4,213.00	5,000.00	4,970.00	2,500.00	2,450.00
Binding Charges	3,500.00	3,265.00	2,000.00	1,975.00	3,000.00	2,370.00
Affiliation Fees	7,000.00	7,000.00	2,000.00	2,000.00	14,000.00	14,000.00
Reading Room Expenses	9,000.00	7,800.00	10,000.00	9,000.00	12,000.00	12,000.00
Guest Lecture Remuneration	7,500.00	6,650.00	5,000.00	3,750.00	5,000.00	4,020.00
News Papers, Books, Periodicals, magazines	20,000.00	15,085.00	20,000.00	17,348.00	20,000.00	18,035.00
TOTAL	29,78,000.00	29,16,484.50	31,96,000.00	31,49,485.00	37,08,000.00	36,83,767.00

PARTICULARS	BUDGET FOR 2006-2007	ACTUAL FOR 2006-2007	BUDGET FOR 2007-2008	ACTUAL FOR 2007-2008	BUDGET FOR 2008-2009	ACTUAL FOR 2008-2009
On Administration & other common services						
Salary to Non-Teaching Staff	2000,000.00	19,78,950.00	22,00,000.00	21,72,992.00	27,25,000.00	27,06,240.00
Staff Welfare & Refreshment	20,000.00	19,732.00	25,000.00	20,708.50	25,000.00	22,320.00
Water Charges	25,000.00	22,550.00	30,000.00	25,875.00	15,000.00	10,443.00
Printing & Stationery	150,000.00	1,56,225.00	2,00,000.00	1,94,846.00	2,50,000.00	2,26,115.50
Postage & Revenue Stamp	4,000.00	3,645.00	4,000.00	3,585.00	4,000.00	2,811.00
Telephone Charges	15,000.00	14,897.00	20,000.00	17,578.00	20,000.00	16,216.00
Conveyance Expenses	25,000.00	22,268.00	30,000.00	26,351.00	30,000.00	24,556.00
Electricity Charges	125,000.00	90,230.00	1,25,000.00	1,06,472.00	1,25,000.00	1,00,688.00
Repair & Maintenance	2,500.00	2,348.00	3,000.00	2,825.00	15,000.00	11,259.00
Miscellaneous Expenses	7,500.00	4,538.00	7,500.00	6,448.00	7,500.00	6,057.50
Audit Fees	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Uniform to Peon	6,080.00	6,080.00	-	-	6,080	6,080
Laundry exp.	2,880.00	2,880.00	2,880.00	2,880.00	2,880.00	2,880.00

PARTICULARS	BUDGET FOR 2006-2007	ACTUAL FOR 2006-2007	BUDGET FOR 2007-2008	ACTUAL FOR 2007-2008	BUDGET FOR 2008-2009	ACTUAL FOR 2008-2009
Sanitary Expenses	35,000.00	28,725.00	40,000.00	34,895.00	45,000.00	40,132.00
Bank Charges	1,000.00	298.00	1,000.00	645.00	1,000.00	75.00
Office Equipment	30,000.00	28,325.00	-	-	25,000.00	18,750.00
TOTAL	24,51,960.00	23,84,691.00	26,91,380.00	26,19,100.50	32,99,460.00	31,97,623.00
On Student Welfare Services						
Gymkhana Expenses	1,00,000.00	80,769.00	75,000.00	65,574.00	50,000.00	39,426.00
Extra Curricular Activities (Picnic Exp.)	-	-	25,000.00	22,500.00	10,000.00	10,320.00
Exam Expenses	25,000.00	15,030.00	75,000.00	62,057.00	1,50,000.00	1,49,728.00
Students Excursion Expenses	30,000.00	29,582.00	15,000.00	10,450.00	10,000.00	8,264.00
Furniture & Fixtures	30,000.00	26,430.00	50,000.00	36,520.00	50,000.00	32,850.00
Sports equipment	50,000.00	35,150.00	40,000.00	39,180.00	50,000.00	46,075.00
Contingency exp. (Chalks & Dusters)	35,000.00	34,422.00	40,000.00	40,620.00	45,000.00	46,715.00
TOTAL	2,70,000.00	2,21,383.00	3,20,000.00	2,76,901.00	3,65,000.00	3,33,378.00

ANNEXURE - XVII A

M.E.S's MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE

Chembur Naka, Chembur, Mumbai - 400 071.

AUDITOR'S REPORT FOR THE YEAR 2007-2008



Y. S. MUZUMDAR & CO.
CHARTERED ACCOUNTANTS

49,1565, TAGORE NAGAR, VIKHROLI (EAST), BOMBAY - 400 083.

Tel. : (O) : 2574 3620
2574 0282
Mobile : 9820129438
Email : ysmcoca@rediffmail.com

Ref. No. M/ _____

Date : _____

AUDITOR'S REPORT

I have audited the attached Receipts & Payments of MAHATAMA EDUCATION SOCIETY'S MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE, CHEMBUR, MUMBAI- 400 071 as at 31st March, 2008 and we report as under :

- 17) In my opinion proper books and accounts as required by the Bombay Public Trust Act, 1950 and the rules there under.
- 18) In my opinion the fees receipts and Grant-in-Aid and disbursements are properly and correctly shown in accounts.
- 19) The cash balance and the vouchers in the custody of the Headmistress on the Day of audit were in agreement with the accounts.
- 20) All books, deeds, accounts, vouchers or other documents or records required by me for the purpose of my audit were produced before us.
- 21) All the information and explanations required by us has been furnished to us by the Headmistress/Hon. Treasurer & Hon. Secretary personally whenever called upon.
- 22) No property or funds of the Institution were applied for any object or purpose other than for the object or purpose of the Institution.
- 23) All the expenditure incurred on behalf of the Institution has been duly sanctioned from time to time by persons authorized to do so under the constitution of the Institution.
- 24) I further report that:
 - a) I have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of our audit.
 - b) The receipts and payments of accounts dealt by this report are in agreement with the books of accounts.

Subject to above in our opinion and to the best of information and according the explanations given to us the said receipts and payments accounts and subject to exhibit true state of affairs of the Institution as at 31st March, 2008.

PLACE: MUMBAI.
DATE : 23/06/2008

FOR Y.S. MUZUMDAR & CO.
CHARTERED ACCOUNTANTS



Y-S-M
PROPRIETOR
MEMBERSHIP NO. 33704

ANNEXURE - XVII B

RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2008.

RECEIPTS		PAYMENTS	
01 - 04 - 2007	AMOUNT Rs.	01 - 04 - 2007	AMOUNT Rs.
TO BALANCE C/F	1,257.01	BY SALARY & ALLOWANCES	2,967,218.00
CASH	134,631.48	TEACHING STAFF ALLOWANCE	2,108,974.00
B.C.B.LTD S.B.A.C. 2837	3,275.55	NON-TEACHING STAFF	4,078.00
B.C.B.LTD S.B.A.C. 2838		LEAVE TRAVEL ALLOWANCE	
TO SALARY GRANT	4,117,000.00	BY GUEST LECTURE REMUNERATION	3,790.00
TO SCHOLARSHIP RECEIVED	3,475.00	BY TEACHING STAFF CONTRIB. TO OFF.	115,780.00
TO N.S.B. CAMP GRANT RECEIVED	9,000.00	BY NON-TEACHING STAFF CONTRIB. TO GPF	136,323.00
TO BOOK BANK BOOK DEPOSIT	15,400.00	BY TEACHING STAFF CONTRIB. TO MPF	54,070.00
TO BOOK BANK FORMS	540.00	BY REDUCTIONS	622,280.00
TO INTEREST RECEIVED	8,498.00	PROFESSIONAL TAX	40,125.00
TO TUITION FEE	416,300.00	CREDIT SOCIETY	382,728.00
TO LIBRARY FEE	86,500.00	TAX DEDUCTED AT SOURCE	154,387.00
TO GYMNASIA FEE	26,590.00	LOANS & ADVANCES	25,000.00
TO OTHER FEE	58,290.00	BY TUITION FEE REFUND	5,500.00
TO ENROLLMENT FEE	58,400.00	BY LIBRARY FEE REFUND	6,250.00
TO LD CARD & LD CARD FEE	13,890.00	BY GYMNASIA FEE REFUND	6,280.00
TO COLLEGE MAGAZINE FEE	27,370.00	BY OTHER FEE REFUND	3,750.00
TO INTER UNIV. SPORTS & CULT. ACT. FEE	5,495.00	BY ENROLLMENT FEE REFUND	5,080.00
TO E-CHARGE	10,200.00	BY LD & LIBRARY CARD FEE REFUND	750.00
TO DISASTER RELIEF FUND	5,495.00	BY COLLEGE MAGAZINE FEE REFUND	1,500.00
TO EXAMINATION FEE	228,345.00	BY INTER UNIV. SPORTS & CULT. ACT. FEE REF.	390.00
TO GROUP INSURANCE	10,320.00	BY E-CHARGE FEE REFUND	600.00
TO STUDENTS WELFARE FUND	13,050.00	BY DISASTER RELIEF FUND REFUND	350.00
TO UTILITY FEE	34,400.00	BY EXAMINATION FEE REFUND	30,305.00
TO EXTRA CURRICULAR ACTIVITY FEE	13,850.00	BY GROUP INSURANCE REFUND	600.00
TO CONVOCAATION FEE	68,750.00	BY STUDENTS WELFARE FUND REFUND	750.00
TO DEVELOPMENT FUND	163,800.00	BY UTILITY FEE REFUND	2,900.00
TO CAUTION MONEY DEPOSIT	87,500.00	BY EXTRA CURRICULAR ACTIVITY FEE REFUND	750.00
TO LIBRARY DEPOSIT	143,800.00	BY DEVELOPMENT FEE REFUND	3,000.00
TO BALANCE C/F	5,582,892.13	BY CAUTION MONEY DEPOSIT FEE REFUND	5,700.00
		BY BALANCE C/F	8,169,016.00

RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2008.

- 2 -
REPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2008

RECEIPTS	AMOUNT Rs.	AMOUNT Rs.	PAYMENTS	AMOUNT Rs.	AMOUNT Rs.
TO BALANCE B/F		5,982,692.13	BY BALANCE B/F		8,158,816.00
TO COMPUTER LAB FEE		34,000.00	BY LIBRARY DEPOSIT FEE REFUND		8,000.00
TO COMPUTER PRACTICAL FEE		74,425.00	BY TAXATION FEE REFUND		400.00
TO COMPUTER LAB DEPOSIT		25,500.00	BY COMPUTER PRACTICAL FEE REFUND		3,550.00
TO COMPUTER TUTORIAL FEE		17,000.00	BY COMPUTER LAB DEPOSIT REFUND		1,200.00
TO TAXATION FEE		17,000.00	BY COMPUTER TUTORIAL FEE REFUND		800.00
TO TEACHING STAFF CONTR. TO GPF		115,780.00	BY COMPUTER LAB FEE REFUND		1,600.00
TO NON-TEACHING STAFF CONTR. TO GPF		158,823.00	BY CAUTION MONEY DEPOSIT (REFUND)		125,105.00
TO TEACHING STAFF CONTR. TO M.F.		14,078.00	BY LIBRARY DEPOSIT (REFUND)		108,000.00
TO DEDUCTIONS:-		622,280.00	BY F.Y.B.COM UNIV. ENROLLMENT FEE		53,680.00
TO PROFESSIONAL TAX DEDUCTION	62,125.00		BY F.Y.B.COM UNIV. ENROLLMENT LATE FEE		1,050.00
TO CREDIT SOCIETY DEDUCTION	382,738.00		BY F.Y.B.COM UNIV. ELIGIBILITY FEE		690.00
TO LOANS & ADVANCES	23,000.00		BY EXAMINATION FEE (UNIVERSITY SHARE)		44,870.00
TO TAX DEDUCTED AT SOURCE	154,267.00		BY T.Y. REGULAR APRIL/08 EXAM FEE PAID		58,650.00
TO ENROLLMENT LATE FEE RECEIVED		1,050.00	BY T.Y. REPEATER APRIL/08 EXAM FEE PAID		21,250.00
TO T.Y. OCTOBER/07 EXAM FEE RECD.		59,700.00	BY T.Y. OCTOBER/08 EXAM FEE PAID		69,700.00
TO T.Y. APRIL/08 REPEATER EXAM FEE RECD.		21,250.00	BY EXAMINATION SUP. & ASS. EXPENSES		55,447.00
TO S.M.A.F. FUND		317,505.00	BY CONVOCATION FEE PAID		69,750.00
TO BANK OF MAH. C/A NO.11489		1,160,625.00	BY SCHOLARSHIP FEE REFUND		3,075.00
TO B.C.B. LTD. S.B.A.C. NO.2839		45,000.00	BY SUBSCRIPTION TO EDU. JOURNALS EXPENSES		1,450.00
TO B.C.B. LTD. S.B.A.C. NO.2840		642,342.00	BY SPORTS EXPENSES		44,800.00
TO B.C.B. LTD. S.B.A.C. NO.7081		254,103.00	BY GYMKHANA FEE PAID EXPENSES		13,542.00
TO B.C.B. LTD. S.B.A.C. NO.1822		64,000.00	BY T.A.D.A. ALLOW. TO SPORTS COACHES		96,000.00
TO B.C.B. LTD. S.B.A.C. NO.1832		105,000.00	BY SPORTS & CULTURAL ACT FEE PAID		7,224.00
TO B.C.B. LTD. S.B.A.C. NO.20388		26,250.00	BY COLLEGE MAGAZINE PRINTING EXPENSES		28,000.00
TO MAHATMA EDUCATION SOCIETY		8,074,648.00	BY PROGRAM & CELEBRATION EXPENSES		38,631.00
			BY CULTURAL ACTIVITY FEE PAID		3,090.00
			BY T.A.D.A. ALLOW. TO TEACHING STAFF		7,500.00
			BY T.A.D.A. ALLOW. TO NON-TEACHING STAFF		19,283.00
TO BALANCE C/F		15,912,779.13	BY BALANCE C/F		7,048,258.00

RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2008.

RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2008				PAYMENTS		AMOUNT	
RECEIPTS		AMOUNT	Rs.	AMOUNT		Rs.	AMOUNT
TO BALANCE B/FD				BY BALANCE B/FD			7,048,255.00
				BY TELEPHONE CHARGES			17,570.00
				BY ELECTRICITY CHARGES			106,472.00
				BY POSTAGE & TELEGRAM EXPENSES			3,595.00
				BY READING ROOM EXPENSES			8,000.00
				BY NEWSPAPER & PERIODICALS EXPENSES			17,348.00
				BY BOOK BINDING CHARGES			1,875.00
				BY PRINTING & STAT FOR OFFICE USE EXPENSES			194,348.00
				BY PRINTING & STAT FOR COLLEGE EXAM EXPENSES			102,250.00
				BY UNIFORM WASHING ALLOWANCE EXPENSES			2,885.00
				BY AUDIT FEE			3,000.00
				BY WATER CHARGES			25,875.00
				BY YEARLY AFFILIATION FEE			2,000.00
				BY GROUP INSURANCE FEE PAID			9,288.00
				BY CHALKS & DUSTER EXPENSES			40,620.00
				BY SANITARY EXPENSES			34,825.00
				BY P.O.N.C EXPENSES			22,500.00
				BY EDUCATIONAL EXCURSION			10,460.00
				BY INDUSTRIAL VISIT EXPENSES			28,000.00
				BY REPAIRS & MAINTENANCE EXPENSES			2,820.00
				BY REPAIRS & MAINT. TO EQUIP. EXPENSES			6,985.00
				BY REPAIRS & MAINT. TO FURNITURE EXPENSES			14,300.00
				BY STAFF GUEST WELFARE & REF. EXPENSES			20,700.50
				BY BANK CHARGES			645.00
				BY REFRESHER COURSE ADM. FEE			500.00
				BY N.S.S. EXPENSES			19,275.00
				BY N.S.S. CAMP EXPENSES			40,087.00
				BY N.C.C. EXPENSES			160.00
				BY D.R.F. FEE PAID			5,100.00
TOTAL		15,612,779.13		TOTAL			7,800,426.50



RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2008.

RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2008				AMOUNT	
RECEIPTS	AMOUNT Rs.	PAYMENTS	AMOUNT Rs.	AMOUNT Rs.	
BY BALANCE B/Fd.		BY BALANCE B/Fd.		7,990,428.50	
		BY CHANGE FEE PAID		5,100.00	
		BY LIBRARY DEPOSIT (PURCHASED)		106,550.00	
		BY CAUTION MONEY DEPOSIT		94,050.00	
		BY BOOK BANK PRINTING & STAT. EXPENSES		5,855.00	
		BY BOOK BANK BOOK PURCHASED		30,850.00	
		BY WORKSHOP & SEMINAR EXPENSES		4,970.00	
		BY UTILITY FEE EXPENSES		53,785.00	
		BY DEVELOPMENT FUND EXPENSES		159,370.00	
		BY COMPUTER TUITION FEE EXPENSES		16,200.00	
		BY COMPUTER PRACTICAL FEE EXPENSES		70,875.00	
		BY COMPUTER LAB FEE EXPENSES		32,400.00	
		BY TAXATION FEE EXPENSES		16,000.00	
		BY ID & UNICARD EXPENSES		13,540.00	
		BY E-CHANGE EXPENSES		12,000.00	
		BY ANNUAL CONTR. TO BLDG. MAINT. EXPENSES		88,701.00	
		BY LIBRARY BOOKS		143,774.00	
		BY AUDIO VISUAL EQUIPMENTS		4,700.00	
		BY SPORTS GOODS		38,100.00	
		BY COMPUTER & PERIPHERALS		35,250.00	
		BY FURNITURE & FIXTURES		36,550.00	
		BY S.O.M. C/A NO. 11423		1,179,900.00	
		BY B.C.B. LTD. S.B. AC NO. 2639		60,776.00	
		BY S.C.B. LTD. S.B. AC NO. 2640		625,454.00	
		BY S.C.B. LTD. S.B. AC NO. 1981		287,905.00	
		BY B.C.B. LTD. S.B. AC NO. 45327		65,388.00	
		BY S.C.B. LTD. S.B. AC NO. 15323		157,425.00	
TOTAL	15,912,779.13			11,317,722.50	



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INCOME & EXPENDITURE FOR THE YEAR ENDED 31ST MARCH, 2008.

MAHATMA EDUCATION SOCIETY
MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE
CHEMBUR NAKALIMUNSI - 71.

INCOME & EXPENDITURE FOR THE YEAR ENDED 31ST MARCH 2008

EXPENDITURE	AMOUNT Rs.	AMOUNT Rs.	INCOME	AMOUNT Rs.	AMOUNT Rs.
TO SALARY & ALLOWANCES					
TEACHING STAFF & LIBRARIAN	2,965,218.00	5,138,210.00	BY FEES COLLECTIONS		675,000.00
NON-TEACHING STAFF	2,168,974.00		TUITION FEE	412,800.00	
LEAVE TRAVEL ALLOWANCE	4,018.00		LIBRARY FEE	90,300.00	
			GYMNASIUM FEE	90,300.00	
TO GUEST LECTURE REMUNERATION		3,750.00	OTHER FEE	84,500.00	
TO ANNUAL CONTR. FOR COLLEGE BUILDING		89,701.00	OTHER MISC. FEE	10,000.00	
TO SUBSCRIPTION TO EDN JOURNALS		1,450.00	BY UTILITY FEE		51,800.00
TO SPORTS & GAMES EXPENSES		181,574.00	BY DEVELOPMENT FUND		104,800.00
SPORTS EXPENSES	44,805.00		BY SALARY GRANT RECEIVED		4,117,000.00
GYMNASIUM FEE PAID EXPENSES	13,545.00		BY INTEREST RECEIVED		8,498.00
T.A.D.A. & ALLOW. TO SPORTS COACHES	96,000.00		BY BOOK BANK FORMS		540.00
SPORTS & CULT. ACT. FEE PAID EXPENSES	7,234.00		BY TAXATION FEE		18,600.00
TO EXTRA CURR. ACT. FEE - MAGAZINE EXP.		2,550.00	BY COMPUTER TUITION FEE		16,200.00
COLLEGE MAGAZINE PRINTING EXPENSES	28,050.00		BY COMPUTER PRACTICAL FEE		70,875.00
LESS : MAGAZINE FEE COLLECTION	25,000.00		BY COMPUTER LAB FEE		32,400.00
TO CULTURAL ACTIVITIES EXPENSES		28,827.00	BY EXCESS OF EXPENDITURE OVER INCOME		1,583,253.15
CULTURAL ACTIVITY FEE PAID	3,095.00				
PROGRAM & CELEBRATION EXPENSES	38,831.00				
LESS : CULTURAL ACT. FEE COLLECTION	41,777.00				
TO T.A.D.A. & ALLOWANCE TO STAFF		1,26,261.00			
TEACHING STAFF	7,008.00				
NON-TEACHING STAFF	19,253.00				
TO WORKSHOP & SEMINAR EXPENSES		4,570.00			
TO TELEPHONE CHARGES		17,575.00			
TO ELECTRICITY CHARGES		106,472.00			
TO WATER CHARGES		25,875.00			
TO POSTAGE & TELEGRAM EXPENSES		3,585.00			
TO NEWS & PERIODICALS EXPENSES		17,348.00			
TO BOOK BINDING CHARGES		1,875.00			
TO PRINTING & STAT. FOR OFFICE USE EXPENSES		194,846.00			
TO UNIFORM WASHING ALLOWANCE		2,880.00			
TO BALANCE C/F		5,827,642.00	BY BALANCE C/F		8,727,736.15

INCOME & EXPENDITURE FOR THE YEAR ENDED 31ST MARCH, 2008.

INCOME & EXPENDITURE FOR THE YEAR ENDED 31ST MARCH, 2008

INCOME & EXPENDITURE FOR THE YEAR ENDED 31ST MARCH, 2008

EXPENDITURE	AMOUNT RS.	AMOUNT RS.	INCOME	AMOUNT RS.	AMOUNT RS.
TO BALANCE B/F			BY BALANCE B/F		6,727,728.15
TO YEARLY AFFILIATION FEE		5,827,842.00			
TO EXAMINATION EXPENSES:-		2,000.00			
PRINTING & STATIONARY EXPENSES	192,250.00				
UNIVERSITY EXAMINATION SHARE	44,670.00				
T.Y Exam EXAMINATION FEE PAID	50,850.00				
REMUNERATION & OTHER EXPENSES	55,447.50				
LESS : EXAM FEE COLLECTION	351,217.50				
	288,960.00				
TO OTHER PETTY CONTINGENCIES :-		75,515.00			
CHALKS & DUSTER EXPENSES	40,020.00				
SANITARY EXPENSES	34,295.00				
TO OTHER FEE EXPENSES :-		8,448.00			
I.D & LIBRARY CARD EXPENSES	13,240.00				
E-CHARGE FEE PAID	5,190.00				
E-CHARGE EXPENSES	12,000.00				
GROUP INSURANCE FEE PAID	9,288.00				
DISASTER RELIEF FUND FEE PAID	5,160.00				
LESS : I.D & LIBRARY CARD FEE COLLECTION	45,140.00				
E-CHARGE FEE COLLECTION	12,000.00				
GROUP INSURANCE FEE COLLECTION	10,350.00				
DISASTER RELIEF FUND FEE COLLECTION	10,320.00				
	5,160.00				
TO EDUCATIONAL EXPENSES:-		60,960.00			
PICNIC EXPENSES	22,500.00				
EDUCATIONAL TOURS & EXCURSION EXPENSES	10,260.00				
INDUSTRIAL VISIT EXPENSES	28,000.00				
TO REPAIRS & MAINTENANCE EXPENSES:-		24,090.00			
COLLEGE EQUIPMENTS	2,825.00				
FURNITURE	6,965.00				
	14,300.00				
TO N.S.S. EXPENSES:-		69,346.00			
N.S.S. EXPENSES	13,279.00				
N.S.S. CAMP & PROGRAM EXPENSES	40,067.00				
LESS : N.S.S. CAMP & PROGRAM GRANT RECD.	68,346.00				
	9,000.00				
TO MISC. EXPENSES:-		31,015.50			
READING ROOM EXPENSES	9,000.00				
STAFF GUEST WELFARE & REF. EXPENSES	20,706.50				
BANK CHARGES	645.00				
REFRESHER COURSE ADM FEE PAID	500.00				
N.C.C. EXPENSES	160.00				
TO BALANCE C/F		6,149,051.50	BY BALANCE C/F		6,727,728.15

INCOME & EXPENDITURE FOR THE YEAR ENDED 31ST MARCH, 2008.

INCOME & EXPENDITURE FOR THE YEAR ENDED 31ST MARCH					
EXPENDITURE	AMOUNT		INCOME	AMOUNT	
	Rs.	Pg.		Rs.	Pg.
TO BALANCE B/F	6,149,081.50		BY BALANCE B/F	6,727,726.15	
TO AUDIT FEE	3,000.00				
TO UTILITY EXPENSES	53,785.00				
TO DEVELOPMENT FUND EXPENSES	159,390.00				
TO TAXATION FEE EXPENSES	16,900.00				
TO COMPUTER TUITION FEE EXPENSES	16,220.00				
TO COMPUTER PRACTICAL FEE EXPENSES	70,875.00				
TO COMPUTER LAB FEE EXPENSES	32,400.00				
TO DEPRECIATION:	226,414.65				
LIBRARY BOOKS	143,197.70				
TYPEWRITER	1,857.00				
OFFICE EQUIPMENTS	5,684.80				
FURNITURE & FIXTURES	52,960.50				
SPORTS GOODS	9,390.80				
COMPUTER & PERIPHERALS	13,597.80				
AUDIO-VISUAL EQUIPMENTS	220.55				
TOTAL	6,727,726.15				
					6,727,726.15

EXAMINED & FOUND CORRECT
 For Y.S. MUZUMDAR & CO.
 Chartered Accountants
 Y.S. MUZUMDAR & CO. PROPRIETOR
 (Y.S. MUZUMDAR M.Com., J.C.A., M.N. 633704)

PRINCIPAL

TREASURER

J. SECRETARY

SECRETARY

CHAIRMAN

PLACE : CHENNAI, MUMBAI

DATED : 23RD JUNE, 2008

BALANCE SHEET AS ON 31ST MARCH, 2008.

MAHATMA EDUCATION SOCIETY
MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE
CHENBUR NAKA, MUMBAI - 40

BALANCE SHEET AS ON 31ST MARCH, 2008

LIABILITIES	AMOUNT Rs.	AMOUNT Rs.	ASSETS	AMOUNT Rs.	AMOUNT Rs.
MAHATMA EDUCATION SOCIETY			CASH IN HAND		4,514.52
BALANCE AS PER LAST B / S	3,120,764.00	4,042,682.06	BALANCE WITH BANK IN S.B. A/Cs		265,164.53
ADD : RECD DURING THE YEAR	1,521,898.00		CURRENT AC BANK OF MAHARASHTRA		18,375.00
			FIXED DEPOSITS WITH BCB LTD.		117,000.00
RESERVE FUND		127,792.95	FOR CAUTION MONEY & LIBRARY DEPOSIT		
LIBRARY DEPOSIT FROM STUDENTS		953,650.00	RESERVE FUND P.D. WITH BCB LTD.		127,792.95
BALANCE AS PER LAST B / S	493,400.00		LIBRARY BOOKS:		4,142.11
ADD : RECD DURING THE YEAR	154,800.00		BALANCE AS PER LAST B / S	810,877.37	
LESS : PAID DURING THE YEAR	848,200.00		ADD : RECD DURING THE YEAR	143,774.00	
LESS : TRFD TO S.M.A.F. FUND	109,000.00		LESS : DEPRECIATION RESERVE	104,681.37	
	189,550.00			950,509.25	
CAUTION MONEY DEPOSIT FROM STUDENTS		221,880.00	TYPEWRITERS:		15,289.49
BALANCE AS PER LAST B / S	417,000.00		BALANCE AS PER LAST B / S	35,100.40	
ADD : RECD DURING THE YEAR	61,700.00		ADD : RECD DURING THE YEAR	0.00	
LESS : PAID DURING THE YEAR	478,700.00		LESS : DEPRECIATION RESERVE	34,100.40	
LESS : TRFD TO S.M.A.F. FUND	128,100.00			+ 20,810.94	
LESS : TRFD TO S.M.A.F. (BOOK BANK P & S)	94,000.00		OFFICE EQUIPMENTS:		90,365.04
LESS : TRFD TO S.M.A.F. (BOOK BANK BOOK PUR)	5,855.00		BALANCE AS PER LAST B / S	119,680.00	
	30,950.00		ADD : RECD DURING THE YEAR	0.00	
BOOK BANK BOOKS DEPOSIT FROM STUDENTS		12,400.00	LESS : DEPRECIATION RESERVE	119,680.00	
COMPUTER LAB DEPOSIT FROM STUDENTS		24,000.00		25,314.96	
S.M.A.F.		317,205.00	FURNITURE & FIXTURES:		154,078.59
			BALANCE AS PER LAST B / S	520,959.10	
			ADD : RECD DURING THE YEAR	36,020.00	
			LESS : DEPRECIATION RESERVE	257,478.10	
				403,402.51	
			SPORTS GOODS:		184,170.25
			BALANCE AS PER LAST B / S	125,505.00	
			ADD : RECD DURING THE YEAR	30,100.00	
			LESS : DEPRECIATION RESERVE	107,785.00	
				30,594.75	
BALANCE C/F		5,730,000.00	BALANCE C/F		5,730,000.00



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BALANCE SHEET AS ON 31ST MARCH 2008

[illegible]

ANNEXURE - XVIII A

M.E.S's MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE

Chembur Naka, Chembur, Mumbai - 400 071.

AUDITOR'S REPORT FOR THE YEAR 2008-2009



Y. S. MUZUMDAR & CO.
CHARTERED ACCOUNTANTS

SHOP NO. 9, SAI SUMAN, STATION ROAD, BEHIND BUS DEPOT, VIKHROLI (E), MUMBAI - 400 083.

Phone : (O) 2574 3620
2574 0282
Fax : 2574 2878
Mobile : 9820129436
Email : ysmcoca@rediffmail.com

Ref. No. M/- _____

Date : _____

AUDITOR'S REPORT

I have audited the attached Receipts & Payments of MAHATAMA EDUCATION SOCIETY'S MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE, CHEMBUR, MUMBAI- 400 071 as at 31st March, 2009 and we report as under :

- 1) In my opinion proper books and accounts as required by the Bombay Public Trust Act, 1950 and the rules there under.
- 2) In my opinion the fees receipts and Grant-in-Aid and disbursements are properly and correctly shown in accounts.
- 3) The cash balance and the vouchers in the custody of the Headmistress on the Day of audit were in agreement with the accounts.
- 4) All books, deeds, accounts, vouchers or other documents or records required by me for the purpose of my audit were produced before us.
- 5) All the information and explanations required by us has been furnished to us by the Headmistress/Hon. Treasurer & Hon. Secretary personally whenever called upon.
- 6) No property or funds of the Institution were applied for any object or purpose other than for the object or purpose of the Institution.
- 7) All the expenditure incurred on behalf of the Institution has been duly sanctioned from time to time by persons authorized to do so under the constitution of the Institution.
- 8) I further report that :
 - a) I have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of our audit.
 - b) The receipts and payments of accounts dealt by this report are in agreement with the books of accounts.

Subject to above in our opinion and to the best of information and according the explanations given to us the said receipts and payments accounts and subject to exhibit true state of affairs of the Institution as at 31st March, 2009

PLACE: MUMBAI.
DATE :29/06/2009

FOR Y.S. MUZUMDAR & CO
CHARTERED ACCOUNTANTS



7.5.13
PROPRIETOR
MEMBERSHIP NO. 33704

ANNEXURE - XVIII B

RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2009.

MAHATMA EDUCATION SOCIETY MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE CHEMUR NAFIA MUMBAI - 71.				RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2009			
Sl. No.	RECEIPTS	AMOUNT RS.	AMOUNT RS.	MONTH	PAYMENTS	AMOUNT RS.	AMOUNT RS.
1	TO BALANCE C/F		28,144.00		RE SALARY & ALLOWANCES		1,00,211.00
2	CASH				TEACHING STAFF & LIBRARIAN	3,275.77	
3	S.C.B. LTD. 8 MAR. 2007	4,514.52			NON-TEACHING STAFF	2,506.42	
4	S.C.B. LTD. 8 MAR. 2008	4,815.47			LEAVE TRAVEL ALLOWANCE	3,516.00	
5	S.C.B. LTD. 8 MAR. 2008	15,414.05					
6	TO SALARY GRANT				RE ALLOWANCE DUE TO NON-PAY COMMISSION AGRS. (IN INSTALLMENT)		354,052.00
7	TO ADVANCE DUE TO NON-PAY COMMISSION AGRS. (IN INSTALLMENT)				TEACHING STAFF & LIBRARIAN	1,91,732.00	
8	TO U.G.C. GRANT RESERVE				NON-TEACHING STAFF	172,800.00	
9	TO N.E.S. REGULAR GRANT				BY GUEST LECTURE NOMINATION		4,028.00
10	TO N.E.S. CAMP GRANT				BY TEACHING STAFF CONTR. TO GPH		124,028.00
11	TO BOOK BANK FORM COLLECTION				BY NON-TEACHING STAFF CONTR. TO OFF		141,000.00
12	TO BOOK BANK DEPOSIT				BY TEACHING STAFF CONTR. TO MPT		46,058.00
13	TO INTEREST RECEIVED						
14	TO TUITION FEE				BY TEACHING STAFF CONTR. TO MPT		576,418.00
15	TO LIBRARY FEE				BY TEACHING STAFF CONTR. TO MPT		
16	TO GYMNASIA FEE				BY TEACHING STAFF CONTR. TO MPT		
17	TO OTHERS FEE / EXTRA CURRICULAR ACTIVITY FEE				BY TEACHING STAFF CONTR. TO MPT		
18	TO EXAMINATION FEE				BY TEACHING STAFF CONTR. TO MPT		
19	TO ENROLLMENT FEE				BY TEACHING STAFF CONTR. TO MPT		
20	TO DISASTER RELIEF FUND				BY TEACHING STAFF CONTR. TO MPT		
21	TO ADMISSION PROCESSING FEE				BY TEACHING STAFF CONTR. TO MPT		
22	TO UTILITY FEE				BY TEACHING STAFF CONTR. TO MPT		
23	TO COLLEGE MAGAZINE FEE				BY TEACHING STAFF CONTR. TO MPT		
24	TO LIB CARD & LIB CARD FEE				BY TEACHING STAFF CONTR. TO MPT		
25	TO GROUP INSURANCE FEE				BY TEACHING STAFF CONTR. TO MPT		
26	TO STUDENTS WELFARE FUND FEE				BY TEACHING STAFF CONTR. TO MPT		
27	TO DEVELOPMENT FUND FEE				BY TEACHING STAFF CONTR. TO MPT		
28	TO NICE-CHANCELOR FUND FEE				BY TEACHING STAFF CONTR. TO MPT		
29	TO UNIVERSITY SPORTS & CULTURAL ACTIVITY FEE				BY TEACHING STAFF CONTR. TO MPT		
30	TO C-61/POCHA FEE				BY TEACHING STAFF CONTR. TO MPT		
31	BALANCE C/F		8,050,501.40		BY BALANCE C/F		7,613,405.50



RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2009.

RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2009					
RECEIPTS	AMOUNT RS.	MONTH	PAYMENTS	AMOUNT RS.	AMOUNT RS.
TO BALANCE B/F	8,059,903.04		BY BALANCE B/F		7,013,481.50
TO C. CHANGE	13,840.00		BY F.Y. ROOM ENTHUSEMENT FEE PAID TO UNIVERSITY		55,880.00
TO ALUMNA ASSOCIATION FEE	6,475.00		BY VICE CHANCELLOR FUND FEE PAID TO UNIVERSITY		13,880.00
TO CAUTION MONEY DEPOSIT FEE	38,150.00		BY SPORTS & CULTURAL ACTIVITY FEE PAID TO UNIVERSITY		7,440.00
TO LIBRARY DEPOSIT FEE	40,250.00		BY SPORTS EXPENSES		40,890.00
TO COMPUTER LABORATORY FEE	60,800.00		BY T.A.D.A. ALLOWANCE TO SPORTS COACHES		108,000.00
TO COMPUTER PRACTICAL FEE	45,000.00		BY N.S.S. EXPENSES		18,513.50
TO COMPUTER LABORATORY DEPOSIT FEE	20,400.00		BY N.S.S. CAMP EXPENSES		20,578.50
TO PROJECT FEE	30,700.00		BY WORKSHOP & SEMINAR EXPENSES		2,450.00
TO TEACHING STAFF CONTRIBUTION TO G.P.F.	124,575.00		BY BANK CHARGES		71.97
TO NON-TEACHING STAFF CONTRIBUTION TO G.P.F.	141,295.00		BY CHAQUE & FLATTER EXPENSES		46,771.90
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	48,560.00		BY SANITARY EXPENSES		40,150.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY BOOK BONDING CHARGES		2,371.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY CONTRIBUTION OF AFFILIATION FEE (UN-AIDED SUBJECT)		10,000.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY YEARLY AFFILIATION FEE		4,900.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY REFRESHER COURSE FEE (C.VANMA)		800.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY UNIFORM TO PEON EXPENSES		6,080.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY UNIFORM WASHING ALLOWANCE EXPENSES		2,880.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY MORTAR & MAINTENANCE EXPENSES		11,290.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY REPAIR & MAINTENANCE TO FURNITURE EXPENSES		10,225.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY MISC. EXPENSES		1,054.50
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY T.C. CHANGE EXPENSES		58.91
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY ID CARD & LIBRARY CARD EXPENSE		20,775.80
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY EXCHANGE EXPENSES		8,198.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY COLLAGE MAGAZINE EXPENSES		57,450.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY DEVELOPMENT FUND EXPENSES		107,825.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY UTILITY FEE EXPENSES		111,475.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY CAUTION MONEY DEPOSIT REFUNDED		48,790.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY LIBRARY DEPOSIT REFUNDED		196,808.00
TO TEACHING STAFF CONTRIBUTION TO M.P.F.	916,418.00		BY COMPUTER LABORATORY FEE EXPENSES		80,808.00
TO BALANCE C/P	10,307,100.04		BY BALANCE C/P		8,644,507.08



RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2009.

RECEIPT & PAYMENT ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2009					
RECEIPTS	AMOUNT RS.	AMOUNT RS.	PAYMENTS	AMOUNT RS.	AMOUNT RS.
TO BALANCE B/FD.			BY BALANCE B/FD.		8,644,561.80
			BY COMPUTER PRACTICAL FEE EXPENSES		42,600.00
			BY EXAMINATION EXPENSES		410,038.00
			EXAMINATION SUPERVISION CHARGES	34,228.00	
			EXAMINATION MODERATION CHARGES	6,000.00	
			EXAMINATION PAPER ASSESSMENT CHARGES	44,334.00	
			T.Y.B.COM EXAM FORM CHARGES	1,500.00	
			T.Y.B.COM EXAM FEE PAID TO UNIVERSITY	31,300.00	
			UNIVERSITY EXAMINATION SHARE	96,400.00	
			PRINTING & STATIONERY FOR COLLEGE EXAM EXPENSES	221,115.00	
			BY READING ROOM EXPENSES		10,000.00
			BY PICNIC EXPENSES		10,320.00
			BY EDUCATIONAL TOUR EXPENSES		8,294.00
			BY INDUSTRIAL VISIT EXPENSES		7,885.00
			BY BOOK BANK LIBRARY BOOKS		34,962.00
			BY LIBRARY BOOKS		136,117.00
			BY OFFICE EQUIPMENT		14,760.00
			BY FURNITURE & FIXTURES		30,840.00
			BY SPORTS GOODS		48,079.00
			BY ANNUAL CONTRIBUTION FOR BUILDING MAINTENANCE		88,371.00
			BY AUDIT FEE		4,000.00
			BY R.O. W.C. NO. 11423		150,121.00
			BY B.C.B.L.T.D.S.B.A.C. NO. 289H		672,864.00
			BY B.C.B.L.T.D.S.B.A.C. NO. 1981		30,371.00
			BY B.C.B.L.T.D.S.B.A.C. NO. 2086		10,748.00
			BY BALANCE C/F		10,860,750.00
			CASH	10,321.30	
			B.C.B.L.T.D.S.B.A.C. 2007	4,171.41	
			B.C.B.L.T.D.S.B.A.C. 2008	31,980.68	
			TOTAL	10,307,126.84	
			TOTAL		10,307,126.84


 For Y.S. NIDHAN & CO.
 Chartered Accountants
 4-5-1
 PROPRIETOR
 Y.S. NIDHAN & CO. (Pvt.) Ltd.
 17, S. NIDHAN & CO. (Pvt.) Ltd.

SECRETARY
 J. SECRETARY
 TREASURER
 PRINCIPAL

DATE: 2009
 2009

EXPENDITURES		AMOUNT RS.	AMOUNT RS.	INCOME	AMOUNT RS.	AMOUNT RS.
SALARY & ALLOWANCES						
TEACHING STAFF & LIBRARIAN		3,275,771.00				
NON-TEACHING STAFF		2,085,424.00				
TRAVEL TRAVEL ALLOWANCE		3,276.00				
BY ADVANCE DUE TO PAY COMMISSION ARREARS (1st INSTALLMENT)			8,803,211.00	BY FEES COLLECTIONS		883,076.00
TEACHING STAFF & LIBRARIAN		161,352.00				
NON-TEACHING STAFF		172,800.00				
TO GUEST LECTURE REMUNERATION			394,942.00	BY UTILITY FEE		13,000.00
TO ANNUAL CONFERENCE FOR COLLEGE BUILDING				BY DEVELOPMENT FUND		246,000.00
TO SUBSCRIPTION TO EDU JOURNALS			4,550.00	BY SALARY GRANT RECEIVED		5,187,274.00
TO SPORTS & GAMES EXPENSES			88,201.00	BY ADVANCE DUE TO PAY COMMISSION ARREARS (1st INSTALLMENT)		254,952.00
SPORTS EXPENSES		47,068.00		BY INTEREST RECEIVED		15,900.00
T.A.D.A & ALLOW TO SPORTS COACHES		158,000.00		BY BOOK BANK FORMS		652.00
SPORTS & CULT ACT ACT FEE EXPENSES		7,448.00		BY COMPUTER FUNCTIONAL FEE		45,000.00
LESS: UNIVERSITY SPORTS & CULT ACT FEE		183,288.00		BY COMPUTER LAB FEE		80,000.00
TO EXTRA CURRICULAR ACTIVITIES EXPENSES		15,985.00		BY EXCESS OF EXPENDITURE OVER INCOME		84,874.34
COLLEGE MAGAZINE PRINTING EXPENSES		57,452.00				
LESS: MAGAZINE DISC COLLECTION		53,200.00				
TO CUL TURAL ACTIVITIES EXPENSES			44,172.00			
CULTURAL ACTIVITY FEE PAID		3,192.00				
PROGRAM & CELEBRATION EXPENSES		44,980.00				
TO T.A.D.A & ALLOWANCE TO STAFF			26,860.00			
TEACHING STAFF		8,024.00				
NON-TEACHING STAFF		18,836.00				
TO WORKSHOP & SEMINAR EXPENSES			2,455.00			
TO TELEPHONE CHARGES			16,218.00			
TO ELECTRICITY CHARGES			100,908.00			
TO WATER CHARGES			18,443.00			
TO POSTAGE & TELEGRAM EXPENSES			3,811.00			
TO NEWS & PERIODICALS EXPENSES			18,009.00			
TO BOOK BINDING CHARGES			2,253.00			
TO BALANCE CP			6,633,161.00	BY BALANCE CP		1,067,427.34

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR 31ST MARCH, 2009.

EXPENDITURE		AMOUNT RS.	AMOUNT RS.	INCOME	AMOUNT RS.	AMOUNT RS.
TO BALANCE B/F				BY BALANCE B/F		7,897,457.34
TO PRINTING & STATIONERY EXPENSES		5,630.70				
TO UNIFORM WASHING ALLOWANCE		258.15				
TO TEACHER AFFILIATION FEE		3,880.00				
TO EXAMINATION EXPENSES:		14,000.00				
PRINTING & STATIONERY EXPENSES		221.15				
UNIVERSITY EXAMINATION SHARE		66,400.00				
T.V Room EXAMINATION FEE PAID		52,800.00				
NOMINATION & OTHER EXPENSES		75,153.30				
LESS: EXAM FEE COLLECTION		415,528.30				
TO OTHER INSTITUTIONS:		252,893.30				
CHARGES & DUTY EXPENSES		96,715.00				
SAFETY EXPENSES		43,132.00				
TO OTHER FEE EXPENSES:		4,363.07				
LIBRARY CARD EXPENSES		28,770.00				
E-CHARGE FEE PAID		5,330.00				
GROUP INSURANCE FEE PAID		5,160.00				
E-SUPPLY EXPENSES		24,130.00				
DISASTER RELIEF FUND FEE PAID		5,330.00				
LESS: LIBRARY CARD FEE COLLECTION		80,378.87				
E-CHARGE FEE COLLECTION		28,000.00				
GROUP INSURANCE FEE COLLECTION		10,948.00				
E-SUPPLY FEE COLLECTION		22,556.00				
DISASTER RELIEF FUND FEE COLLECTION		5,330.00				
TO EDUCATIONAL EXPENSES:		26,499.00				
PRINCIPAL EXPENSES		18,320.00				
EDUCATIONAL TRAVEL EXPENSES		8,284.00				
INDUSTRIAL VISIT EXPENSES		7,888.00				
TO REPAIRS & MAINTENANCE EXPENSES:		21,404.00				
COLLEGE FURNITURE		11,296.00				
TO N.S.S. EXPENSES:		19,258.00				
N.S.S. EXPENSES		19,258.00				
N.S.S. CAMP & PROGRAM EXPENSES		26,528.50				
LESS: N.S.S. CAMP & PROGRAM GRANT REC'D		40,082.00				
TO BALANCE C/F		7,198,183.01		BY BALANCE C/F		7,897,457.34

TO: JOURNAL EDITOR	TO: ADVERTISING
TO: MANUSCRIPTS	TO: PRODUCTION
TO: EDITORIAL BOARD	TO: RESEARCH
TO: REVIEWERS	TO: DISTRIBUTION
TO: CIRCULATION	TO: MARKETING
TO: FINANCE	TO: LEGAL
TO: HUMAN RESOURCES	TO: INFORMATION
TO: OPERATIONS	TO: QUALITY CONTROL
TO: SALES	TO: TRAINING
TO: TECHNOLOGY	TO: WELFARE

BALANCE SHEET AS ON 31ST MARCH, 2009.

MAHATMA EDUCATION SOCIETY
MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE
CHENNAI - 600 081

BALANCE SHEET AS ON 31ST MARCH 2009

LIABILITIES	AMOUNT RS.	AMOUNT RS.	ASSETS	AMOUNT RS.	AMOUNT RS.
MAHATMA EDUCATION SOCIETY			CASH IN HAND		10,331.52
BALANCE AS PER LAST B.Y.	4,842,062.02	5,137,602.06	BALANCE WITH BANK IN S.B. A/Cs		990,800.53
ADD: RECD DURING THE YEAR	1,296,055.02		CURRENT A/C BANK OF MAHARASHTRA		131,496.08
			FOOD DEPOSITS WITH SBI LTD.		112,900.00
RESERVE FUND		137,702.25	FOR CAUTION MONEY & LIBRARY DEPOSIT		
UNIVERSITY GRANT RESERVE		770,300.00	RESERVE FUND P.D. WITH SBI LTD.		127,702.25
LIBRARY DEPOSIT FROM STUDENTS		384,700.00	LIBRARY RESERVE		1,237.26
BALANCE AS PER LAST B.Y.	303,800.00		BALANCE AS PER LAST B.Y.	564,664.37	
ADD: RECD DURING THE YEAR	47,200.00		ADD: RECD DURING THE YEAR	172,108.00	
LESS: PAID DURING THE YEAR	202,200.00		LESS: DEPRECIATION RESERVE	1,120,703.37	
	108,800.00			1,170,623.32	
CAUTION MONEY DEPOSIT FROM STUDENTS		211,241.00	TYPEWRIE		18,402.18
BALANCE AS PER LAST B.Y.	221,800.00		BALANCE AS PER LAST B.Y.	38,100.40	
ADD: RECD DURING THE YEAR	38,100.00		ADD: RECD DURING THE YEAR	0.00	
LESS: PAID DURING THE YEAR	208,600.00		LESS: DEPRECIATION RESERVE	38,100.40	
	48,300.00			32,998.21	
STOCK BANK RESERVE DEPOSIT FROM STUDENTS		37,200.00	OFFICE EQUIPMENTS		700,533.67
BALANCE AS PER LAST B.Y.	12,400.00		BALANCE AS PER LAST B.Y.	110,686.00	
ADD: RECD DURING THE YEAR	24,800.00		ADD: RECD DURING THE YEAR	78,752.00	
	37,200.00		LESS: DEPRECIATION RESERVE	18,232.00	
COMPUTER LAB DEPOSIT FROM STUDENTS		52,710.00		32,890.39	
BALANCE AS PER LAST B.Y.	24,300.00		FURNITURE & FITTINGS		135,846.35
ADD: RECD DURING THE YEAR	28,400.00		BALANCE AS PER LAST B.Y.	807,478.10	
	52,710.00		ADD: RECD DURING THE YEAR	32,890.00	
S.M.A.P.		317,254.00	LESS: DEPRECIATION RESERVE	800,338.70	
				418,443.77	
			SPORTS GOODS		188,052.81
			BALANCE AS PER LAST B.Y.	152,706.00	
			ADD: RECD DURING THE YEAR	48,826.00	
			LESS: DEPRECIATION RESERVE	331,800.00	
				48,171.11	
BALANCE OF		7,478,100.00	BALANCE OF		1,805,257.34



BALANCE SHEET AS ON 31ST MARCH, 2009.

BALANCE SHEET AS ON 31ST MARCH, 2009			
LIABILITIES	AMOUNT RS.	ASSETS	AMOUNT RS.
BALANCE B/F		BALANCE B/F	1,806,227.04
		COMPUTER & PERIPHERALS:	47,772.22
		BALANCE AS PER LAST B/F	80,800.00
		ADD: RECD DURING THE YEAR	0.00
		LESS: DEPRECIATION RESERVE	32,827.78
		AUDIO VISUAL EQUIPMENTS:	4,204.80
		BALANCE AS PER LAST B/F	4,700.00
		ADD: RECD DURING THE YEAR	0.00
		LESS: DEPRECIATION RESERVE	495.20
		INCOME & GOODWILL ACCOUNT:	5,020,647.24
		BALANCE AS PER LAST B/F	4,677,772.00
		ADD: DEPOSIT DURING THE YEAR	342,875.24
		TOTAL	7,478,108.80
		TOTAL	7,478,108.80

PLACE: CHIMBUR, MUMBAI
 DATED: 26TH JUNE, 2009
 CHAIRMAN
 SECRETARY
 TREASURER
 PRINCIPAL

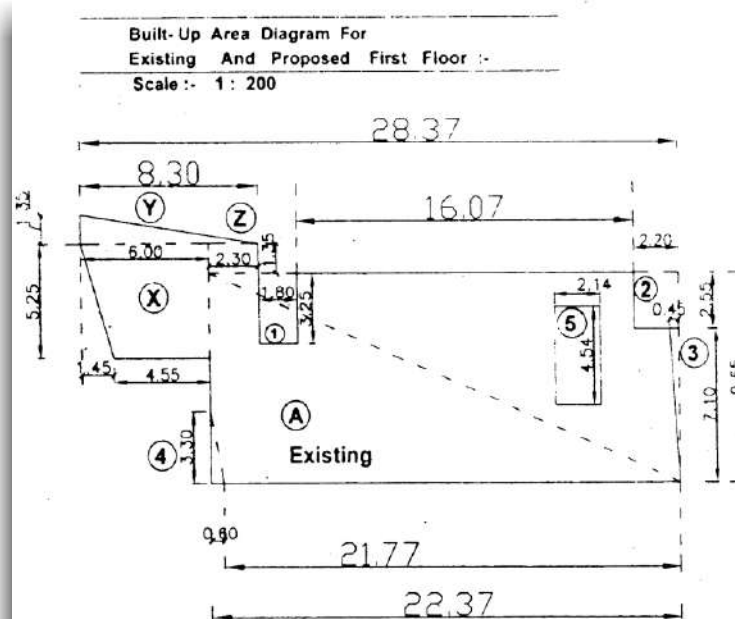
EXAMINED & FOUND CORRECT
 For: Y.S. MUDGUM & Co.,
 Chartered Accountants
 Y.S. MUDGUM & Co.
 PROPRIETOR
 Y.S. MUDGUM & Co., P. C. A. No. 33704

AFFILIATIONS





Building Map



Built-Up Area Calculations For Existing First Floor :-

$$A = 22.37 \times 9.65 = 215.871 \text{ Sq.Mts.}$$

Deductions :-

1 =	1.8	X	3.25	=	5.850	Sq.Mts.
2 =	2.2	X	2.55	=	5.610	Sq.Mts.
3 =	0.6	X	0.45	X	7.10	= 1.598 Sq.Mts.
4 =	0.5	X	0.60	X	3.30	= 0.990 Sq.Mts.
5 =	2.14	X	4.54	=	9.716	Sq.Mts.

$$\text{Total Deductions} = 23.764 \text{ Sq.Mts.}$$

$$\text{Net Built-Up Area Of Existing First Floor :-} = 192.107 \text{ Sq.Mts.}$$

Built-Up Area Calculations For Proposed First Floor :-

X =	0.5	X	(4.55 + 6.0)	X	5.25	= 27.694	Sq.Mts.
Y =	0.5	X	8.3	X	1.35	= 5.603	Sq.Mts.
Z =			2.3	X	1.35	= 3.105	Sq.Mts.
4 =	0.5	X	0.60	X	3.30	= 0.990	Sq.Mts.

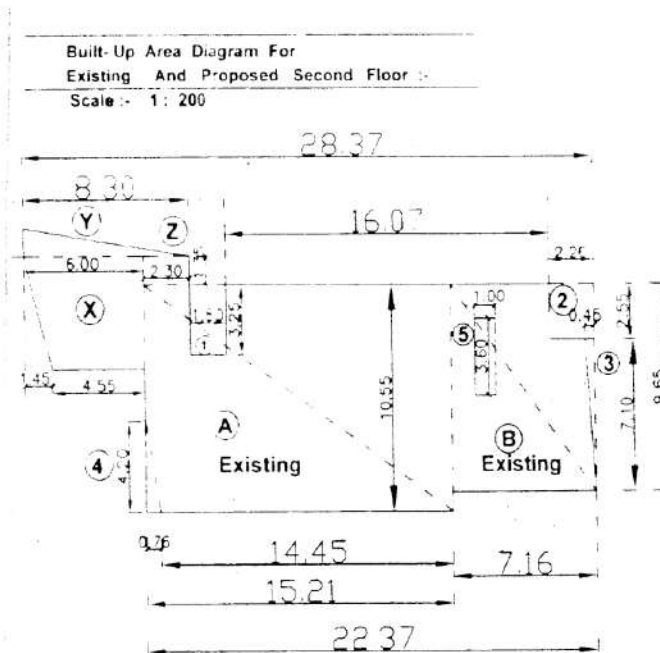
$$\text{Total Proposed Area} = 37.392 \text{ Sq.Mts.}$$

Total Built-Up Area Calculations For Existing And Proposed First Floor :-

$$192.107 + 37.392 = 229.499 \text{ Sq.Mts.}$$



Building Map



Built-Up Area Calculations For Existing Second Floor :-

A	=	15.21 X 10.55	=	160.466	Sq.Mts.
B	=	7.16 X 9.65	=	69.094	Sq.Mts.
				229.560	Sq.Mts.

Deductions :-

1	=	1.8 X 3.25	=	5.850	Sq.Mts.
2	=	2.2 X 2.55	=	5.610	Sq.Mts.
3	=	0.5 X 0.45 X 7.10	=	1.598	Sq.Mts.
4	=	0.5 X 0.76 X 4.20	=	1.596	Sq.Mts.
5	=	1.0 X 3.60	=	3.600	Sq.Mts.

Total Deductions = 18.254 Sq.Mts.

Net Built-Up Area Of
Existing Second Floor :- = 211.306 Sq.Mts.

Built-Up Area Calculations For Proposed Second Floor :-

X	=	0.5 X (4.55 + 6.0) X 5.25	=	27.694	Sq.Mts.
Y	=	0.5 X 8.3 X 1.35	=	5.603	Sq.Mts.
Z	=	2.3 X 1.35	=	3.105	Sq.Mts.
4	=	0.5 X 0.76 X 4.20	=	1.596	Sq.Mts.

Total Proposed Area = 37.998 Sq.Mts.

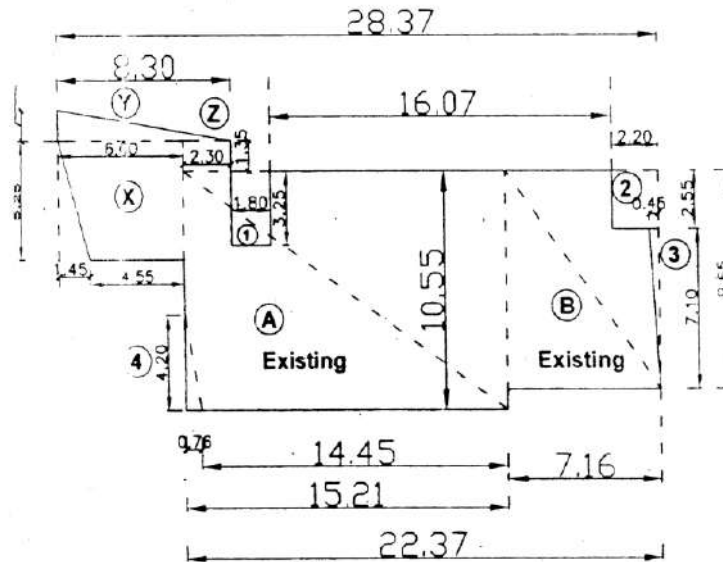
Total Built-Up Area Calculations For Existing And Proposed Second Floor :-

211.556 + 37.998 = 249.304 Sq.Mts.



Building Map

Built-Up Area Diagram For
Existing And Proposed Third Floor :-
Scale :- 1: 200



Built-Up Area Calculations For
Existing Third Floor :-

A	=	15.21 X 10.55	=	160.468	Sq.Mts.
B	=	7.16 X 9.65	=	69.094	Sq.Mts.
					229.560

Deductions :-

1	=	1.8 X 3.25	=	5.850	Sq.Mts.
2	=	2.2 X 2.55	=	5.610	Sq.Mts.
3	=	0.5 X 0.45 X 7.10	=	1.598	Sq.Mts.
4	=	0.5 X 0.76 X 4.20	=	1.596	Sq.Mts.

Total Deductions = 14.654 Sq.Mts.

Net Built-Up Area Of
Existing Third Floor :- = 214.906 Sq.Mts.

Built-Up Area Calculations For
Proposed Third Floor :-

X	=	0.5 X (4.55 + 6.0) X 5.25	=	27.694	Sq.Mts.
Y	=	0.5 X 8.3 X 1.35	=	5.603	Sq.Mts.
Z	=	2.3 X 1.35	=	3.105	Sq.Mts.
4	=	0.5 X 0.76 X 4.20	=	1.596	Sq.Mts.

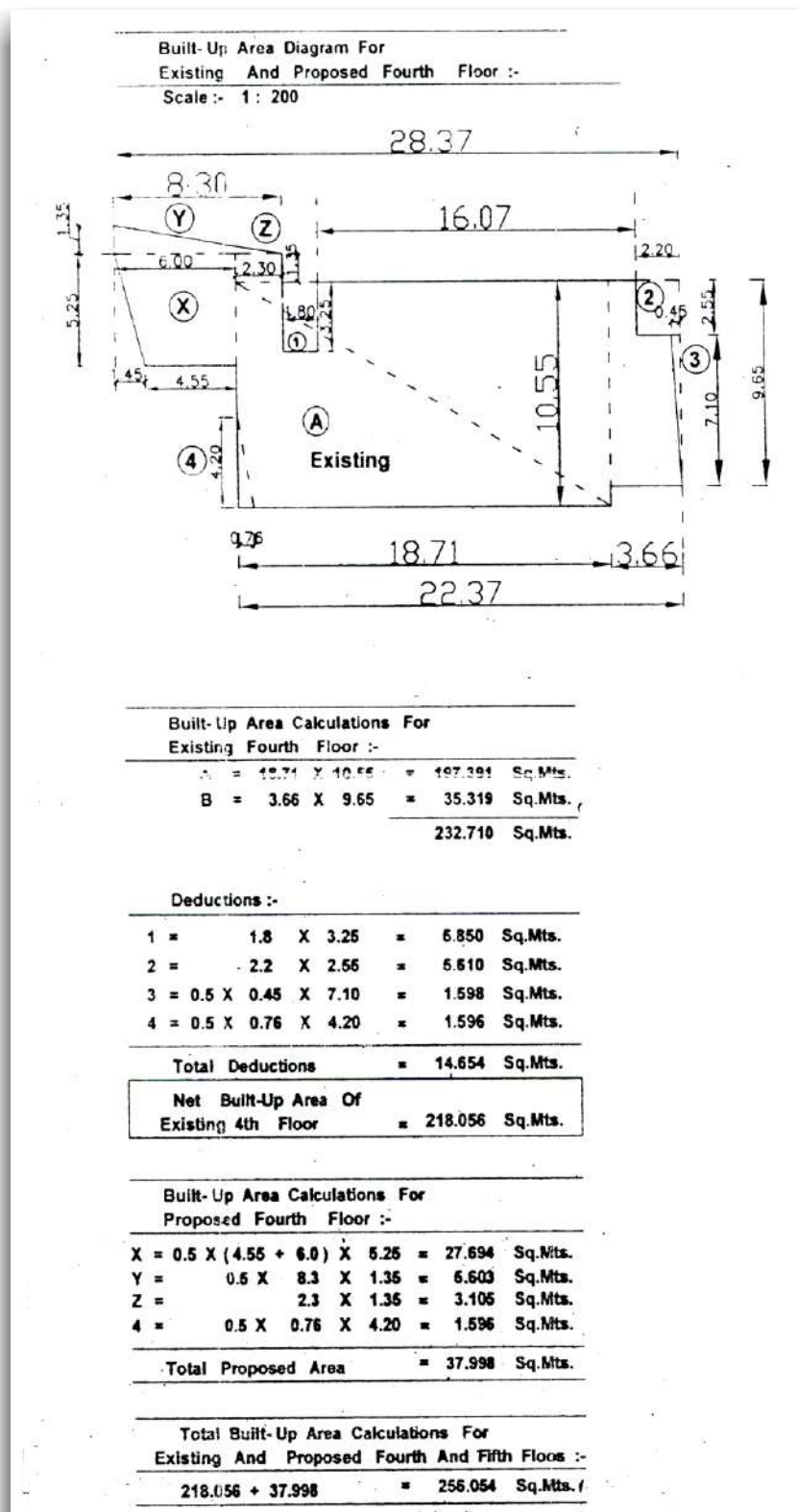
Total Proposed Area = 37.998 Sq.Mts.

Total Built-Up Area Calculations For
Existing And Proposed Third Floor :-

214.906 + 37.998 = 252.904 Sq.Mts.

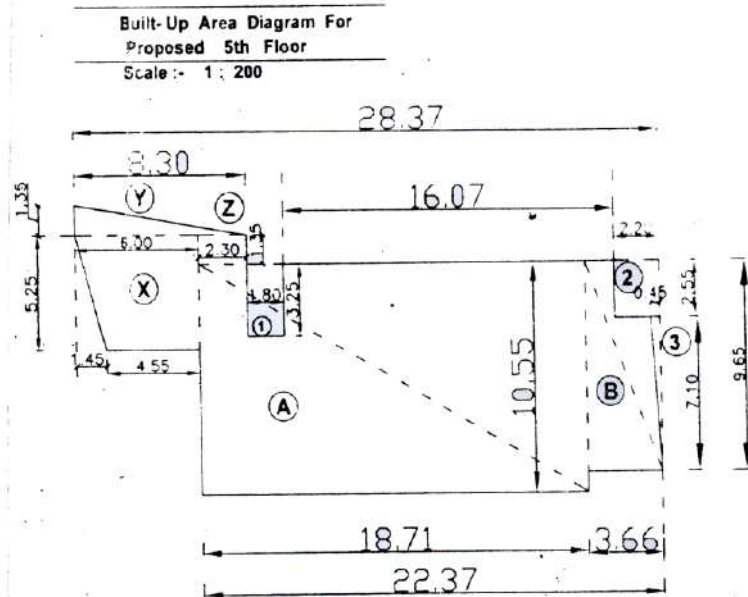


Building Map





Building Map



Built-Up Area Calculations For Proposed 5th Floor

A	=	18.71 X 10.55	=	197.391	Sq.Mts.
B	=	3.66 X 9.65	=	35.319	Sq.Mts.
X	=	0.5 X (4.55 + 6.0) X 5.25	=	27.694	Sq.Mts.
Y	=	0.5 X 8.3 X 1.35	=	5.603	Sq.Mts.
Z	=	2.3 X 1.35	=	3.105	Sq.Mts.

Total Proposed Area = 269.112 Sq.Mts.

Deductions :-

1	=	1.8 X 3.25	=	5.850	Sq.Mts.
2	=	2.2 X 2.55	=	5.610	Sq.Mts.
3	=	0.5 X 0.45 X 7.10	=	1.598	Sq.Mts.

Total Deductions = 13.058 Sq.Mts.

Net Built-Up Area Of
Proposed 5th Floor = 256.054 Sq.Mts.

Balcony Area Statement (1st To 5th)

B1	=	0.5 X (0.78 + 2.13) X 8.30	=	12.077	Sq.Mts.
B2	=	0.50 X 1.45 X 5.25	=	3.807	Sq.Mts.
				15.884	Sq.Mts.

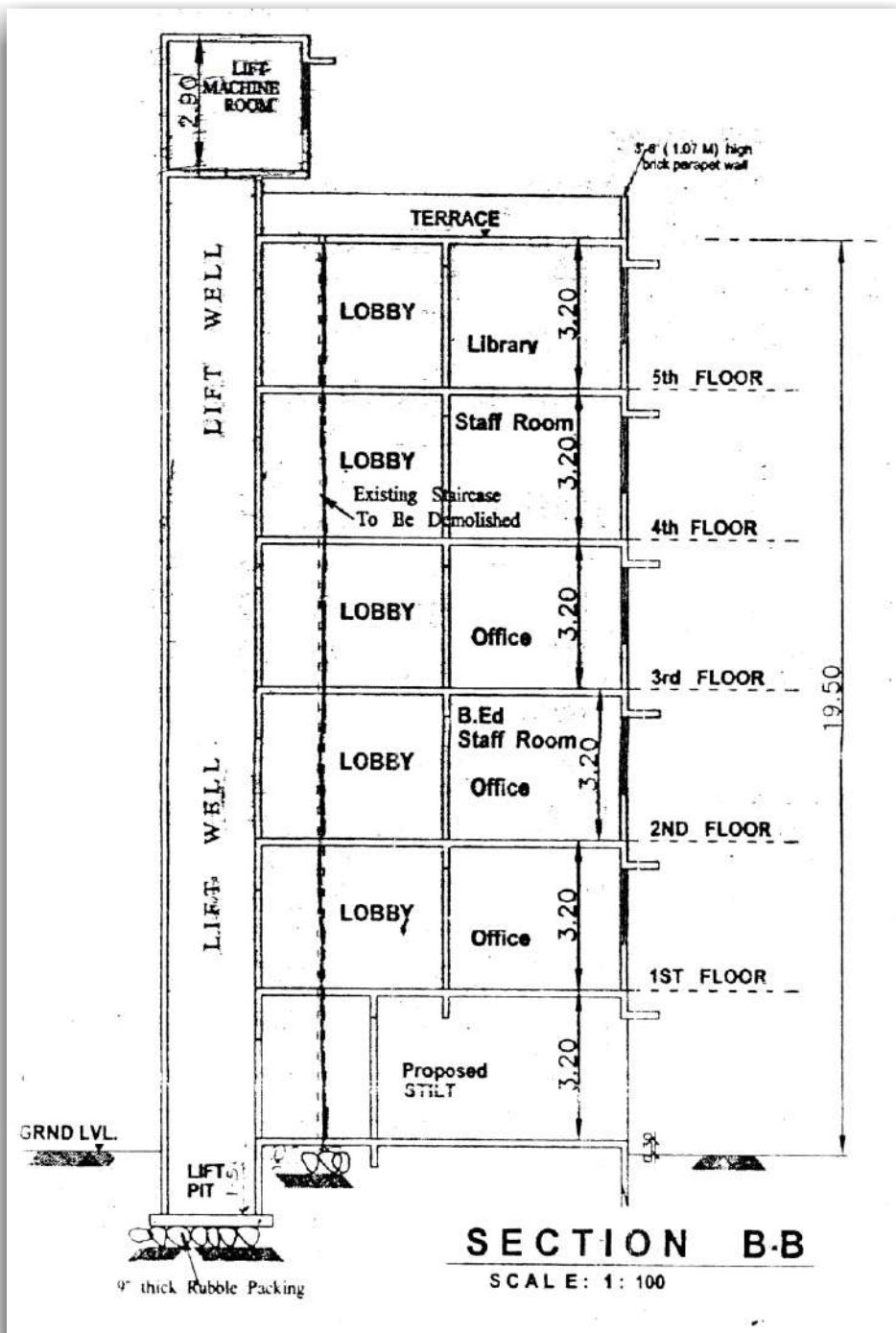


Building Map

PROFORMA 'A'		PROFORMA 'B'	
A	AREA STATEMENTS	Sq.Mts	STAMP & DATE OF RECEIPT OF PLANS
1.	Net Total Area of Plot 422-A/1 & A/2 (Comprising of 422 (pg, 422/8 to 11))	1614.30	27 OCT 2008 Approved subject to the conditions mentioned in this office No./CE/ 5818 BPESA/m
2.	Net Area reserved for Secondary School 442-A/1	668.90	Executive Engineer Bldg. Prop. (E/S.)
3.	Balance Area 422-A/2	945.40	S.E.B.P.M. 27/10/08
4.	Deductions for		STAMP & DATE OF APPROVAL OF PLANS
a)	Set-Back Area	NIL	
b)	Proposed Roads	NIL	
c)	Any Reservations	NIL	
	TOTAL (a + b + c)	NIL	
5.	Net Area for Secondary School (C.T.S. NO 422-A/1)	668.90	
6.	Deductions for		
a)	Recreation Ground	NIL	
b)	Internal Roads	NIL	
	TOTAL (a + b)	NIL	
7.	Net Area for Secondary School (C.T.S. NO 422-A/1)	668.90	
8.	Normal Permissible F.S.I. for School	1.0	
9.	Additional F.S.I. for school approved By U.D. Department Government Of Maharashtra Under No FSI/1183/1384/CR Dated 2/2/1984	1.0	
10.	Total Permissible F.S.I. for School	2.0	
11.	Permissible Built-Up Area For Secondary School	1337.80	
12.	Existing Area Of Secondary School To Be Retained	850.769	
13.	Proposed Area For Secondary School	407.44	
14.	Excess Balcony Area Counted In FSI	79.42	
15.	Total Built-Up Area (12 + 13 + 14)	1337.63	
16.	F.S.I. Consumed (14/7)	1.99	
B	BALCONY AREA STATEMENT		
1.	PERMISSIBLE BAL AREA 10% ON PER FLR	AS Per	
2.	PROPOSED BALCONIES AREA	Balcony Area	
3.	EXCESS BALCONY AREA PER FLOOR	STATEMENT	
4.	TOTAL BALCONY AREA FOR ALL FLOORS		
C.	TENEMENT STATEMENT		
1.	Permissible Tenements @ 450/ Acre	14	
2.	EXISTING TENEMENTS	NIL	
3.	PROPOSED TENEMENTS	14	
D.	PARKING AREA STATEMENT		
1.	PARKING SPACE Required	385 NOS.	
2.	PARKING SPACE PROPOSED	10 NOS.	
E.	NOTES:		
1.	BOUNDARIES OF THE PLOT — BLACK COLOUR		
2.	PROPOSED WORK — PINK COLOUR		
3.	EXISTING WORK (DOTTED) TO BE DEMOLISHED — YELLOW		
4.	DRAINAGE WORK (DOTTED) TO BE DEMOLISHED — RED		
5.	WATER SUPPLY WORK — BLUE DOTTED		
6.	ROAD & SET BACKS — BURNT SIENNA		
7.	WATER SUPPLY WORK — GREEN		
Note:- There is no change for residential Building with shops.			
		Description of PROPOSAL & PROPERTY:	
		Proposed Additions, Alterations And Extensions To Secondary School Reservation Area At Plot C.T.S. No: 422-A/1 Of Village-Chembur Known as Mahatma Education Society's High School, Deewan Niketan Co-Operative Housing Society Ltd., V.N. Purav Marg, Chembur.	
		Name of Owner	
		Deewan Niketan Co-Operative Housing Society	
		Mahatma Education Society	
		CERTIFICATE for AREA	
		CERTIFIED THAT THE PLOT UNDER REFERENCE WAS SURVEYED BY ME ON _____ THE DIMENSIONS OF PLOT STATED ARE AS PER MEASUREMENTS ON SITE & AREA SO WORKED OUT TALLIES OUT WITH THE AREA STATED DOCUMENTS OF OWNERSHIPS.	
		B.H.WADHWA	
		Name, Address & Signature of ARCHITECT:	
		M/S. B.H.WADHWA & CO.	
		ARCHITECTS & ENGINEERS	
		A-1 SHUBHASHA BUNGALOW	
		C.T.S. NO. 1210 OFF 10th ROAD	
		BEHIND JAIN TEMPLE	
		CHEMBUR, MUMBAI - 71.	
		B.H.WADHWA	



Building Map





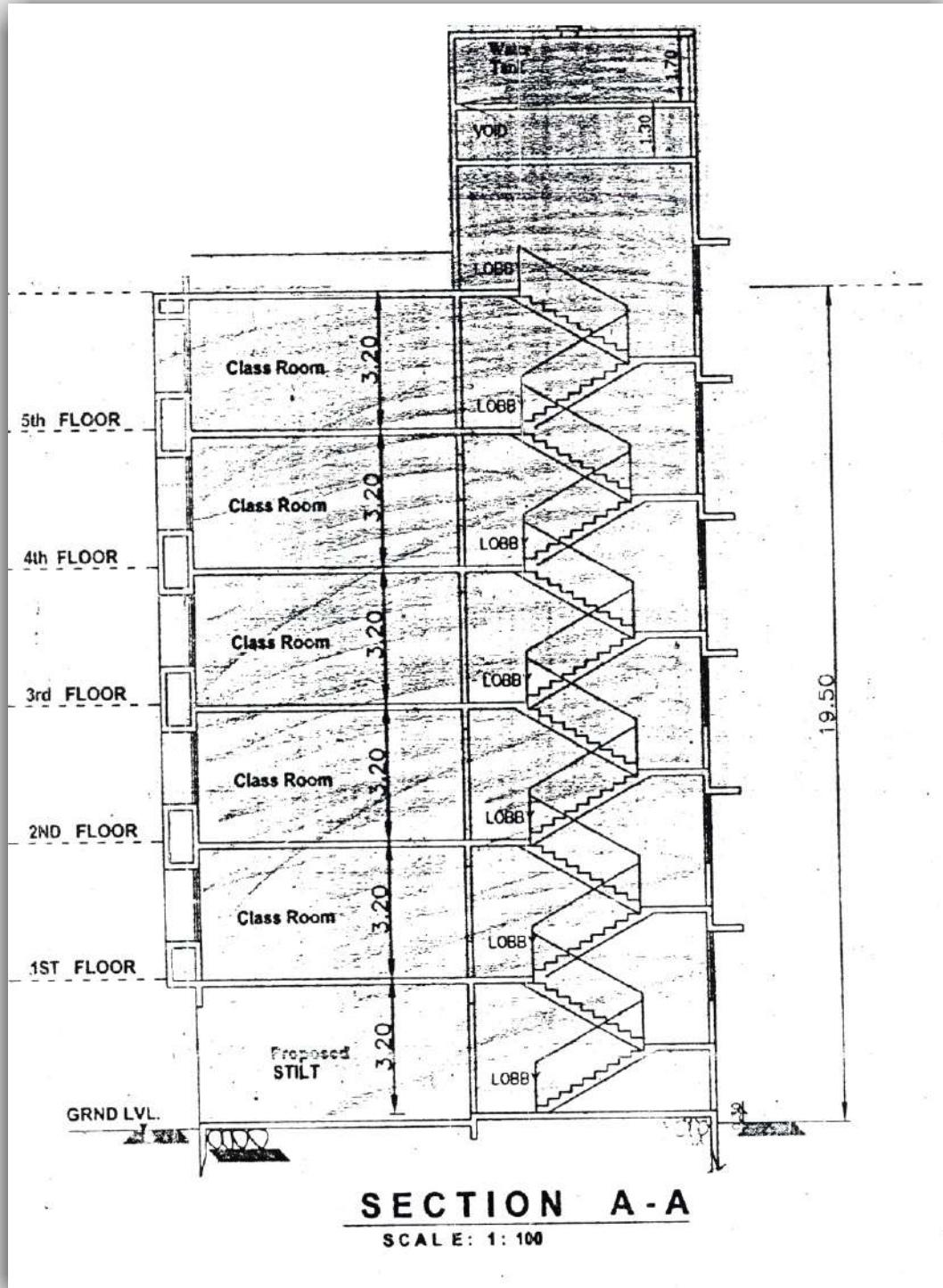
Building Map

AREA STATEMENT							
FLOOR	Existing BuiltUp Area (Sq.Mts.)	Proposed BuiltUp Area (Sq.Mts.)	Total Existing and Proposed (a) (Sq.Mts.)	Balcony Area Statement		TOTAL BuiltUp Area (a) + (b) (Sq.Mts.)	Staircase Lift Lobby Area Claimed On Payment Of Premium (Sq.Mts.)
				Permissible Balcony Area (Sq.Mts.)	Proposed Balcony Area (Counted In FSI) (Sq.Mts.)		
Ground	14.394	NIL	14.394	NIL	NIL	14.394	26.91
First	192.107	37.392	229.499	23.089	15.884	245.383	26.91
Second	211.306	37.998	249.304	24.958	15.884	265.188	26.91
Third	214.906	37.998	252.904	25.318	15.884	268.788	26.91
Fourth	218.056	37.998	256.054	25.605	15.884	271.938	26.91
Fifth	NIL	256.054	256.054	25.605	15.884	271.938	26.91
TOTAL AREA	850.769	407.44	1258.21		79.420	1337.63	171.17

DR. K. M. VASUDEVAN PILLAI
Secretary and C.E.O.
Mahatma Education Society
MAHATMA NIGHT DEGREE COLLEGE OF ARTS & COMMERCE



Building Map



TERRACE FLOOR PLAN Scale :- 1 : 100



Building Map

Deevan Niketan Co-Operative Housing Society Ltd.

Plot C.T.S. nO:- 422/ 8, 422/9 , 422/10 & 422/11.

Area of Plot :- 422(Pt) 1183.70

422/8 295.0

422/9 103.70

422/10 8.70

422/11 23.20

1614.30

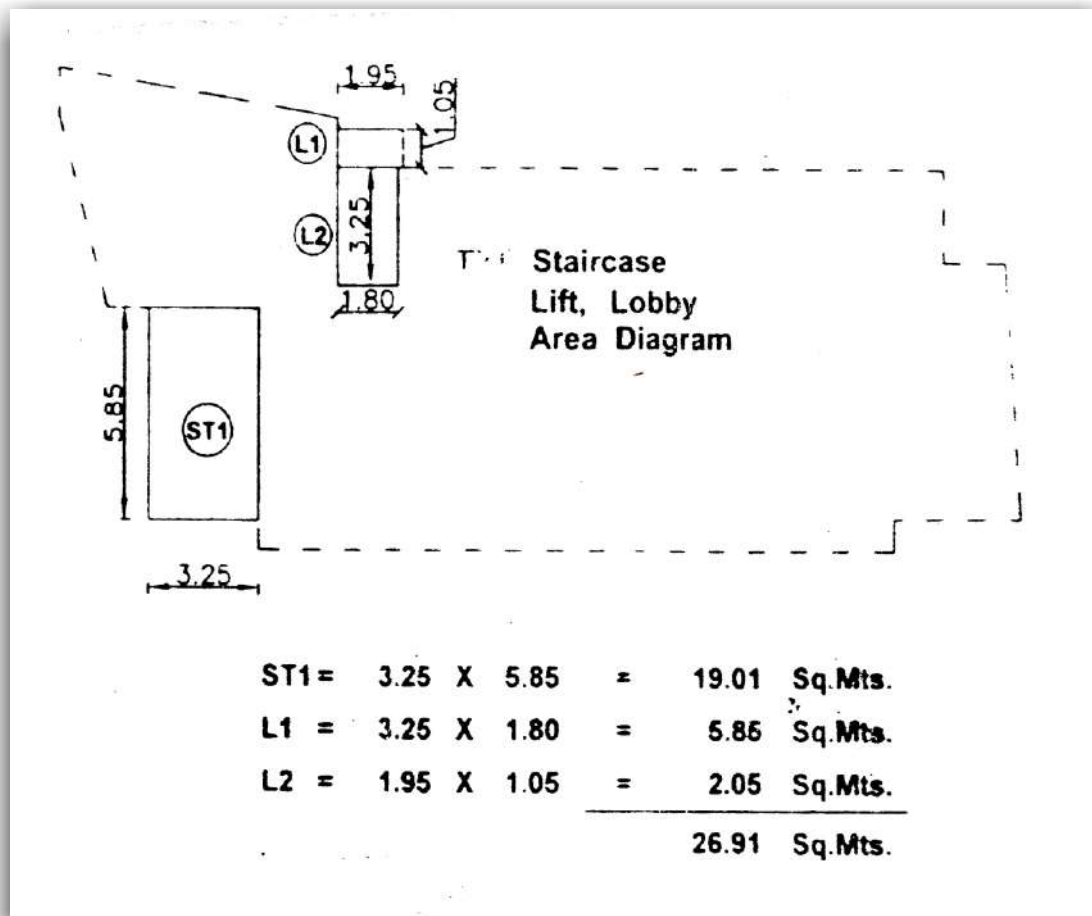
Comprising School Reservation Area = 668.90 Sq.Mts.

Remaining Area = 945.40 Sq.Mts.

1614.30 Sq.Mts.



Building Map





Certificate

महाराष्ट्र शासन

क्रमांक: अशैस-२००८/प्र.क्र.१६४/०८/का.१
अल्पसंख्याक विकास विभाग,
मंत्रालय, मुंबई - ४०० ०३२.
दिनांक :- २५.०७.२००८.

प्रति,
अध्यक्ष / सचिव,
महात्मा एज्युकेशन सोसायटी,
चेंबूर नाका, मुंबई

विषय :- शैक्षणिक संस्थेस भाषिक अल्पसंख्याक दर्जा मिळणेबाबत.

महोदय,

अल्पसंख्याक विकास विभाग, शासन निर्णय, क्रमांक:अशैस-२००८/प्र.क्र.१३३/२००८/का.१,
दिनांक ४ जुलै, २००८ अन्वये आपण शैक्षणिक संस्थेस भाषिक अल्पसंख्याक दर्जाच्या मान्यते
प्रमाणपत्र मिळण्याकरिता सादर केलेल्या अर्जास अनुसरून आपल्या संस्थेचे भाषिक अल्पसंख्याक दर्जा
मान्यतेचे प्रमाणपत्र सोबत पाठविण्यात येत आहे.



आपला,

Secretary
Mahatma Education Society
Chembur Naka, Mumbai - 400 071.

(तु. पि. पवार)

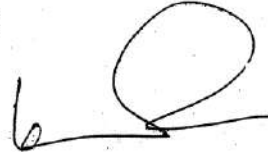
कक्ष अधिकारी, महाराष्ट्र शासन.

सोबत : वरीलप्रमाणे.

CERTIFIED
TRUE - COPY

Min. Initiative Letter-208

Certified True-Copy



Secretary
Mahatma Education Society
Chembur Naka, Mumbai - 400 071.



Certificate

महाराष्ट्र शासन
उच्च शिक्षा विभाग तथा प्रमुख सचिव
अल्पसंख्याक विकास विभाग,
मंत्रालय, मुंबई - ४०० ०३२

क्रमांक: अशौस-२००८/२५०/प्र.क्र.१६/२००८/३५/का.१,

दिनांक :- ७ जुलै, २००८.

अल्पसंख्याक दर्जाच्या मान्यतेचे प्रमाणपत्र

महामा एज्युकेशन सोसायटी, चेंबूर नाका, मुंबई या शैक्षणिक संस्थेने त्यांच्या संस्थेस भाषिक अल्पसंख्याक शैक्षणिक संस्था म्हणून दर्जाच्या मान्यतेचे प्रमाणपत्र मिळवण्यासाठी दि.१४.०९.२००७ रोजी अर्ज सादर केला होता. दि.३१.०१.२००८ रोजी माध्यम समक्ष संबंधित संस्थेसोबत झालेल्या सुनावणी दरम्यान संस्थेच्या पदाधिकार्यांनी केलेल्या सादरीकरणाच्या आधारे सदर संस्था ही अल्पसंख्याक विकास विभाग, शासन निर्णय, क्र.अशौस-२००८/प्र.क्र.१३३/२००८/का.१, दि.४ जुलै, २००८ अन्वये विहित करण्यात आलेल्या निकषांतर्गत राज्य शासनाने घोषित केलेल्या भाषिक (मल्याळम) अल्पसंख्याकामधील व्यक्तीकडून अथवा व्यक्तीच्या समुदायाकडून स्थापित व संचालित करण्यात येत असल्याबाबत माझे समाधान झाले आहे. परिणामतः सदर संस्था ही भाषिक (मल्याळम) अल्पसंख्याक शैक्षणिक संस्था असल्याचे याद्वारे घोषित करण्यात येत आहे.

हे प्रमाणपत्र केवळ महाराष्ट्र राज्यापुरते लागू असेल. सदर संस्थेस प्रदान करण्यात आलेला भाषिक अल्पसंख्याक दर्जा हा संस्था संचालित करत असलेल्या सर्व शैक्षणिक शाखांना लागू राहील.

उपरोल्लेखित शैक्षणिक संस्थेस याद्वारे प्रदान करण्यात आलेला भाषिक अल्पसंख्याक दर्जा हा शैक्षणिक वर्ष २००८-०९ पासून विद्यार्थ्यांना असेल संबंधित संस्थेने अल्पसंख्याक विकास विभाग, शासन निर्णय, क्र.अशौस-२००८/प्र.क्र.१३३/२००८/का.१, दि.४ जुलै, २००८ अन्वये विहित करण्यात आलेल्या निकष व अटीची सातत्याने व विनिर्देशपूर्वक पतता करणे बंधनकारक राहील.



सी. एम. धेंकेकरा
Secretary (टी. एम. धेंकेकरा)
Mahatma Education Society,
Chembur Naka, Mumbai - 400 071.
अल्पसंख्याक विकास विभाग, महाराष्ट्र शासन
मंत्रालय, मुंबई - ४०० ०३२.

Certified True Copy

Secretary,
Mahatma Education Society/
Chembur Naka, Mumbai - 400 071.



Certificate

क्र.अ-१३/उमावि/ १८३८४
शिक्षण उपसंचालक, बृहन्मुंबई यांचे
कार्यालय, वरगेट, मुंबई ४०० ०२०.
दिनांक:-

प्रति,

27 JUN 1996

प्राचार्य,
महात्मा रज्युकेशन सोसायटीचे रात्र कनिष्ठ
महात्मा ज्युनिअर कॉलेज,
चेंबूर नाका, चेंबूर, मुंबई ४०० ०७८.

विषय:- ऑनलेशनची मागणी बाबत.

संदर्भ:- आपले पत्र क्रमांक एमईएस/एनएनजेसी/ऑनल/ऑर्डर/९६
दिनांक १७.४.१९९६

वरील विषयाबाबतचे उपरोक्त संदर्भित पत्र कृपया अवलोकन करावे.
महात्मा रज्युकेशन सोसायटीचे रात्र कनिष्ठ महाविद्यालयाचे वर्ग वरिष्ठ
महाविद्यालयाला जोडलेले आहेत.

वरिष्ठ महाविद्यालय सन १९९२-९३ पासून १०० टक्के अनुदान तत्वावर
आहे. त्याला जोडलेले रात्र कनिष्ठ महाविद्यालयाचे वर्ग शासन निर्णय क्रमांक
एचएससी-१२८९/[४०५०/८९ उमाशि-१ दिनांक १० ऑगस्ट १९९२ अन्वये
सन १९९५-९६ पासून १०० टक्के अनुदानावर आलेले आहेत.

शिक्षण उपसंचालक,
बृहन्मुंबई करिता

मुंज/२६-६



Certificate

23236351, 23232701, 23237721, 23234116
23235733, 23232317, 23236735, 23239437

www.ugc.ac.in

F 8-29/2004 (CPI-I)



ज्ञान-विज्ञान विभूतये

विश्वविद्यालय अनुदान आयोग

बहादुरशाह जफर मार्ग

नई दिल्ली 110 002

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

January, 2007

- 8 JAN 2007

The Registrar,
University of Mumbai,
Mumbai-400 032 (M.S).

Sub:- List of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956-
Inclusion of New Colleges.

Sir,

I am directed to refer to the letter dated 01-11-2006 received from the College on the subject cited above and to say that the name of the following College has been included in the list of Colleges prepared under Section 2 (f) & 12 (B) of the UGC Act, 1956 under the head 'Non-Government Colleges teaching upto Bachelor's Degree:-

Name of the College	Year of Establishment	Remarks
Mahatma Education Society's Mahatma Night Degree College of Arts and Commerce, Chembur Naka, Mumbai-400 071 (M.S).	1986	The College is eligible to receive Central assistance in terms of the Rules framed under Section 12 (B) of the UGC Act, 1956.
(On permanent affiliation)		

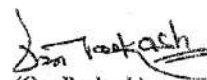
The Indemnity Bond and other documents in respect of the above College have been accepted by the Commission.

Yours faithfully,

(Mrs. Urmil Gulati)
Under Secretary

Copy forwarded to:-

1. The Principal, Mahatma Education Society's Mahatma Night Degree College of Arts and Commerce, Chembur Naka, Mumbai-400 071 (M.S).
2. The Secretary, Government of India, Ministry of Human Resource Development, Department of Secondary Education & Higher Education, Shastri Bhavan, New Delhi-110 001.
3. The Secretary, Government of Maharashtra, Higher Education Department, Mumbai (M.S).
4. The Joint Secretary, UGC, Western Regional Office, Ganeshkhind, Poona University Campus, Pune (M.S)-411 007.
5. Publication Officer, UGC-Website, New Delhi.
6. Section Officer (F.D.-III Section) U.G.C., New Delhi.
7. All Sections, U.G.C., New Delhi.
8. Guard file.


(Om Prakash)
Section Officer



Certificate

My docu:Vish/Lett.

University of Mumbai



URGENT/ BY HAND

No. Aff./Recog./ 5282 of 2004

Mumbai - 400 032

21st September, 2004

The Secretary & CEO,
Mahatma Education Society,
Chembur Naka,
Mumbai : 400 071.

Sir,

Please refer to your letter dated 2nd June, 2004, requesting to change the name of the college from "Mahatma Education Society's Night Degree College of Commerce" to "Mahatma Night Degree College of Arts and Commerce", with effect from 10th May, 2004.

In this connection, I am to inform you that your above referred letter was placed before the Management Council at its meeting held on 31st July, 2004, (vide item No.35) when the Council resolved as under:-

".....that the change in the name of the college from "Mahatma Education Society's Night Degree College of Commerce" to "Mahatma Night Degree College of Arts and Commerce", be approved with effect from 10th May, 2004 and communicated, among others, (i) the Secretary to the Government of Maharashtra in the Higher & Technical Education Department, Mumbai, (ii) the Director of Higher Education, Maharashtra State, Pune, (iii) the Joint Director of Higher Education, Mumbai Division, Mumbai and (iv) the Secretary, University Grants Commission, New Delhi."

In accordance with the resolution of the Management Council, I am to inform you that your request for change in the name of the college from "Mahatma Education Society's Night Degree College of Commerce" to "Mahatma Night Degree College of Arts and Commerce", has been granted with effect from 10th May, 2004.

Yours faithfully,

for I/c REGISTRAR

PRINCIPAL



Certificate

c:\scmpur\letter-1

University of Mumbai



URGENT/BY HAND

Aff./Recog./1995 of 2002.

Mumbai-400 032.

4th April 2002.

The Principal,
Mahatma Education Society's
Night Degree College of Commerce,
Chembur Naka,
Mumbai-400 071.

Sub:- Permanent affiliation of the college
under Section 88 of the Maharashtra
Universities Act, 1994 for teaching
of the courses of study leading to
the B.Com. degree course.

In pursuance of the recommendations made by the Board of College and University Development at its meeting held on 27th June, 2001 vide item No.5, I am to inform you that the report of the local inquiry committee which was accepted by the Board of College and University Development, was placed before the Academic Council at its meeting held on 10th December, 2001 vide item No.3.1 when the council resolved as under:-

"...that the recommendations made by the Board of College and University Development at its meeting held on 27th June, 2001, vide Item No.5 be accepted and that, in accordance therewith, the permanent affiliation be granted to the Mahatma Education Society's Night Degree College of Commerce, Mumbai, for teaching of the course of studies leading to the B.Com. degree examination with retrospective effect from the academic year 1997-98 in the following subjects:-

F.Y.B.Com. Examination

Foundation Course Paper I
Environmental Studies
Commerce Paper I
Business Communication
Business Economics Paper I
Mathematical & Statistical Techniques
Accounting & Financial Management Paper I

S.Y.B.Com. Examination

Foundation Course Paper II
Business Law
Commerce Paper II
Business Economics Paper II
Accounting & Financial Management Paper II
Applied Components Group Subject-Advertising.



Certificate

University of Mumbai



c:\sompur\letter-1

-: 2 :-

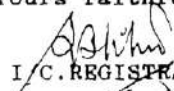
T.Y.B.Com. Examination

Commerce Paper III
Business Economics Paper III
Financial Accounting & Auditing Paper I, II
Related Applied Component Group-Introduction
to Management Accounting
Applied Component Paper II-Management of
Small Scale Industries
Applied Component Paper III - Purchasing &
Storekeeping

And that college be granted two divisions of the F.Y.B.Com., two divisions of S.Y.B.Com. and one division of T.Y.B.Com. classes on permanent basis. Any additional divisions be opened only with the prior permission of the University.

In pursuance of the above resolution of the Academic Council, I am to inform you that the Mahatma Education Society's Night Degree College of Commerce, Mumbai, has been granted permanent affiliation for teaching of the courses of studies as incorporated in the text of resolution of the Council, and further that the College has been granted two divisions of F.Y.B.Com., two divisions of S.Y.B.Com. & one division of T.Y.B.Com. classes on permanent basis.

Yours faithfully,


I/C REGISTRAR



Certificate

ATR AC 13.6.08-36

University of Mumbai



URGENT/BY HAND/SPEED POST

No.Aff./Recog.III/ 13726 of 2008

Mumbai: 400 032

23rd July, 2008

✓ The Principal,
Mahatma Education Society's,
Mahatma Night Degree College of
Arts and Commerce,
Chembur Naka,
Mumbai- 400 071.

Subject:- Application for continuation affiliation for B.Com.(Applied Component) Direct and Indirect Taxation and Computer System and Application subject for the academic year 2007-2008.

Sir,

With reference to your application Ref. No. NDC/MS/2006-07, dated 26th August, 2006 for granting continuation and affiliation for B.Com. (Applied Component) Direct and Indirect Taxation and Computer System and Application subject for the academic year 2007-08. I am to inform you that the Academic Council at its meeting held on 13th June, 2008, vide item No.3.26 considered the report of the Local Inquiry Committee and resolved as under:-

"It was resolved that the report of the Local Inquiry Committee be accepted and that, in accordance therewith, the Mahatma Education Society's Mahatma Night Degree College of Arts and Commerce, Chembur Naka, Mumbai, be granted continuation of affiliation for the teaching of the course of study leading to the B.Com. degree examination for the subject of Direct and Indirect Taxation and Computer System and Application for the academic year 2007-2008.

Subject to the condition that the college authorities gives an undertaking in writing that they will fulfill the conditions mentioned in the report to the satisfaction of the Academic Council and that the concerned college participated in the examination related work and the teachers involved in the Central Assessment Scheme of the University in both Halves of the examinations."

In pursuance of the above resolution of the Academic Council, I am to inform you that the college has been granted continuation and of affiliation for teaching of course of study leading to the B.Com. (Applied Component) Direct and Indirect Taxation and Computer System and Application subject degree examination for the academic year 2007-08.

Yours faithfully,

(R.D. RELE)

ASSISTANT REGISTRAR



Certificate

Quality Profile

Name of the Institution : Mahatma Education Society's

Night Degree College of Commerce

Place : Chembur Naka, Mumbai, Maharashtra

Criterion	Criterion Score (C _i)	Weightage (W _i)	Criterion X Weightage (C _i x W _i)
I. Curricular Aspects	65	10	650
II. Teaching-learning and Evaluation	75	40	3000
III. Research, Consultancy and Extension	60	05	300
IV. Infrastructure and Learning Resources	65	15	975
V. Student Support and Progression	75	10	750
VI. Organisation and Management	75	10	750
VII. Healthy Practices	70	10	700
		100	$\Sigma C_i W_i = 7125$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{7125}{100} = 71.25$$

XEROX COPY

M. N. D. C.
Director

EC/32/197



Certificate


राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission



Certificate of Accreditation


*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the*

*Mahatma Education Society's
Night Degree College of Commerce
Chembur Naka, Mumbai, affiliated to University of Mumbai, Maharashtra as*

Accredited
at the B level.

XEROX COPY

Date : May 03, 2004




Director

• This certification is valid for a period of Five years with effect from May 03, 2004
• An institutional score (%) in the range of 55-60 denotes C grade, 60-65 - C+ grade, 65-70 - C++ grade,
70-75 - B grade, 75-80 - B+ grade, 80-85 - B++ grade, 85-90 - A grade, 90-95 - A+ grade, 95-100 - A++ grade
(upper limits exclusive).