



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		Mahatma Night Degree College of Arts and Commerce
• Name of the Head of the institution		Dr. Eknath Kundlik Zhrekar
• Designation		I/c Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		02225228414
• Mobile No:		9224151450
• Registered e-mail		principalmahatmandc@mes.ac.in
• Alternate e-mail		eknathzhrekar@mes.ac.in
• Address		Sion Trombay Road, Opposite Fire Brigade, Chembur Naka
• City/Town		Mumbai
• State/UT		Maharashtra
• Pin Code		400071
<b>2.Institutional status</b>		
• Type of Institution		Co-education
• Location		Urban
• Financial Status		Grants-in aid

• Name of the Affiliating University		University Of Mumbai			
• Name of the IQAC Coordinator		Dr. Anaya Aditya Markandeya			
• Phone No.		02225224856			
• Alternate phone No.		8850278288			
• Mobile		9619311228			
• IQAC e-mail address		mndciqac@mes.ac.in			
• Alternate e-mail address		anayam@mes.ac.in			
3.Website address (Web link of the AQAR (Previous Academic Year)		<a href="https://mahatmandc.ac.in/wp-content/uploads/2021/02/AQAR-2019-20.pdf">https://mahatmandc.ac.in/wp-content/uploads/2021/02/AQAR-2019-20.pdf</a>			
4.Whether Academic Calendar prepared during the year?		Yes			
• if yes, whether it is uploaded in the Institutional website Web link:		<a href="https://mahatmandc.ac.in/wp-content/uploads/2021/02/Academic-Calendar-20-21.pdf">https://mahatmandc.ac.in/wp-content/uploads/2021/02/Academic-Calendar-20-21.pdf</a>			
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	NA	2004-05	03/05/2004	02/05/2009
Cycle 2	B	2.82	2010-11	27/03/2011	26/03/2016
Cycle 3	B++	2.89	2017-18	30/10/2017	29/10/2022
6.Date of Establishment of IQAC			09/12/2005		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
--	--	--	--	--	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			<a href="#">View File</a>		

IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>04</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Applied for PG course (M.Com. in the subject of Accountancy) to the University of Mumbai		
Regularized the annual CAS file submission and application		
Introduction of online admission process		
Organized a training programme for teachers to conduct online lectures		
Purchase of proctored software for online examinations		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
<b>Nil</b>	<b>Nil</b>	
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>		

Name	Date of meeting(s)
College Development Committee	04/12/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-21	15/12/2021

**Extended Profile****1. Programme**

1.1	01
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2. Student**

2.1	438
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	102
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	82
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>3.Academic</b>	
3.1	07
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	10
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	08
Total number of Classrooms and Seminar halls	
4.2	6.48
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	28
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The college is affiliated to the University of Mumbai. The syllabus framed by the University of Mumbai for the B.Com. course is followed by the college. The faculty members participate in meetings held by the University for syllabus framing, syllabus revision etc. The 'College Academic Calendar' is prepared as per University guidelines. All curricular and co-curricular activities are planned in the academic calendar. The subject workload allocation, committees for various curricular and co-curricular activities are formed at the beginning of the academic year. Accordingly, teachers</p>	

submit the teaching plan for all subjects for all classes. Periodical review is taken to monitor all the activities, syllabus completion as per teaching plan in particular. Further, the feedback of students on syllabus completion is taken at least one month before the examination. Extra lectures are allotted to teachers as per requirements of students and teachers. Revision lectures are conducted if demanded and required by students. The Intensive Supervised Study Camp (ISSC) for T.Y.B.Com. students are conducted before Preliminary Examinations. In ISSC the entire syllabus is revised. Teachers try to solve all doubts of students. Personal attention is given to each student in ISSC. After ISSC, the Preliminary Examination is conducted so that students get familiar with the University paper pattern. It also helps students for self-assessment.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://mahatmandc.ac.in/wp-content/uploads/2021/02/Academic-Calendar-20-21.pdf">https://mahatmandc.ac.in/wp-content/uploads/2021/02/Academic-Calendar-20-21.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At the beginning of the academic year all departments and committees are required to submit the activities plans to the IQAC. The department, committee meetings are conducted to frame the plans. As per University guidelines and plans of departments and committees, the Academic Calendar is prepared by the IQAC. The respective committee or department undertakes the proposed activities. At the end of month, the informal meetings are conducted to review the plans with the actual implementation. In case of any deviation, the reasons for the same are discussed. The pending activities are conducted in the next month after considering the respective months' plans.

All teachers are required to submit their subject teaching plans at the beginning of each semester to the IQAC. As per the college practice, the syllabus completion report is collected from teachers and students one month before the examination. Further, the flexible time table is prepared in case of need of extra lectures or revision lectures.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://mahatmandc.ac.in/wp-content/uploads/2021/02/Academic-Calender-20-21.pdf">https://mahatmandc.ac.in/wp-content/uploads/2021/02/Academic-Calender-20-21.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**01**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

03

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

71

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

71

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Mahatma Night Degree College of Arts and Commerce is permanently affiliated to the University of Mumbai. The college adheres to subjects, syllabus and paper pattern prescribed by the University. The subject of Environmental Studies at F.Y.B.Com. level includes the various concepts and issues related to Environment and Sustainability. The subject of Foundation Course at F.Y.B.Com. and S.Y.B.Com. level make students aware about gender sensitization, human values which help the students to become sensitive and responsible citizens. The Commerce subjects i.e Advertising , Management : Functions & Challenges (Commerce IV) guide students about managerial and professional principles and ethics to become a good entrepreneur, manager or employee of the organisation. The



subject Auditing at S.Y.B.Com. level talks about the professional ethics and principles in the field of Auditing.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

04

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

313

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://mahatmandc.ac.in/igac/feedback/sss-students-satisfaction-survey">https://mahatmandc.ac.in/igac/feedback/sss-students-satisfaction-survey</a> <a href="https://mahatmandc.ac.in/igac/feedback/alumni">https://mahatmandc.ac.in/igac/feedback/alumni</a>

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**600**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

## 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

107

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Mahatma Night Degree College of Arts and Commerce is not admitting only commerce background students. Our college gives opportunities to students from science streams and MCVV background. Such students may not have knowledge about Commerce and Accountancy. The respective subject teachers take extra lectures before the regular lecture timings for such non-commerce students.

The college believes in 'the power of second chance.' The students are given admissions irrespective of the percentages; on the basis of 'first come first serve'. Thus, the college has working students and students with a low percentage .

The college organizes special remedial classes for the students both for advanced learner & slow learners. Special soft skill sessions are organized for slow learners to make them industry ready. The students interact with alumni/ alumnae for getting information about industry and their backgrounds. College provides internet surfing facility to complete their project works and assignments.

File Description	Documents
Link for additional Information	<a href="https://mahatmandc.ac.in/e-resources/online-sessions-of-tiss-nussd-for-mndc-students/">https://mahatmandc.ac.in/e-resources/online-sessions-of-tiss-nussd-for-mndc-students/ https://mahatmandc.ac.in/alumni/alumni-reports/</a>
Upload any additional information	<a href="#">View File</a>

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

Number of Students	Number of Teachers
438	06

File Description	Documents
Any additional information	<a href="#">View File</a>

**2.3 - Teaching- Learning Process**

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

Being a night college most of our students are working. On requisition, genuine students allow to attend college from 2nd lecture. Many students belong to vernacular medium schools. Thus, teachers also use Hindi and local language Marathi for explanation of concepts or theories. Teachers take care that the lectures would be more interactive than just a delivery of topic. Teachers spare 5 to 10 mins. at the end of lecture to solve students' doubts and problems. The students who hesitate to ask questions in the class are asked to come to staff room during 4.00 p.m. to 6.00 p.m. i.e. before regular lecture timing to meet the teachers.

Group discussions, debates etc. are organised during regular lectures by the teachers to make students more of active and participative students than just a passive listener.

In the subjects like Mathematics, Accountancy and Taxation various types of practical questions are solved by teachers in the lecture and practice questions are given to them for self-study.

At T.Y.B.Com. level questions from University examinations are solved during the lecture. Students are asked to bring a University Question Paper set where similar types of questions can be solved for practice purposes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in

maximum of 200 words

During the Academic Year 2020-21 due to pandemic the lectures were conducted through online mode only. For the effective conduct of curricular and co-curricular activities, the training sessions were organised on the Use of Google Applications to teachers and students. The regular lectures for FYBCom, SYBCom and TYBCom were conducted on Google Meet. The assignments, study material, practice questions were posted on Google Classroom.

The curricular and co-curricular activities were conducted through Zoom application too. Some of the activities were;

1. Orientation programme for online examinations
2. Career Guidance session
3. NSS activities
4. Cultural programmes
5. Placement activities
6. Workshops

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://mahatmandc.ac.in/igac/igac-meeting/">https://mahatmandc.ac.in/igac/igac-meeting/</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

06

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

06

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

04

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

115

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Being permanently affiliated to the University of Mumbai, the examinations and evaluation process have to be conducted as per the University of Mumbai norms. There are two subjects namely Foundation Course and Computer Systems and Applications in which there is internal assessment. Foundation Course subject is there in F.Y.B.Com and S.Y.B.Com while Computer Systems and Applications is there in T.Y.B.Com. Subject teachers announce the projects well in advance during the lectures. A specific date is given to submit the project and signature of the student is taken after project submission. The Computer practicals are scheduled on specific dates which are communicated through a proper time table to the students. Standard internal assessment process as per University guidelines is followed by the subject teachers.

In the academic year 2020-21 due to COVID-19, students were asked to submit the project in the google classroom. Thus evaluation and assessment of the project is done in a digital mode for both the subjects.

If any student fails to submit the project on time, the subject teacher gives him/her a second chance to submit the project. The Viva Voce is also taken to examine the students' topic related knowledge.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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



Mahatma Night Degree College of Arts and Commerce follows the norms prescribed by the University of Mumbai for internal assessment related grievances. Teachers are keeping the record of all internal assessment and after viva allot marks to the students. If students have any issue with respect to internal examination or marks allotted to them, he/she can apply as per procedure. Examination In charge concern check the complaint and communicate to the subject teacher. The subject teacher cross-checks the data of the students related to his submission and marks assigned to the student. If there is any deviation, the subject teacher informs it to the examination In Charge. Thus, the Examination Committee makes every possible effort to address the grievance of the student. An attempt is made to provide speedy grievance redressal to internal examination issues as it affects the result of the students. Thus, we have a transparent, procedure base, time bound and efficient mechanism to address internal examination grievances.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The teachers and students make aware of the programme and course outcome of the programmes offered by the college through prospectus and college website. Teachers also discuss the course in general and subject in particular objectives and outcomes during their lectures also.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://mahatmandc.ac.in/course/program-outcome-program-specific-outcome-and-course-outcome/">https://mahatmandc.ac.in/course/program-outcome-program-specific-outcome-and-course-outcome/</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.



The college is affiliated to the University of Mumbai. Therefore, the college evaluates the programme outcomes and course outcomes according to the University of Mumbai guidelines.

During the regular lectures respective subject teachers follow the methodology considering the prescribed programme objectives to attain the expected programme and course outcomes. The methodology includes, traditional lecture method, group discussions, tutorials, industrial visits etc.

The semester pattern is followed for B.Com. programme as per the directives of the University of Mumbai. For the subject Foundation Course at Semester I, II, III and IV, the evaluation system is divided under internal (25 marks) and external (75 marks) examinations. The students are required to submit the projects on various topics for internal assessment. The viva voce is conducted by the subject teacher to examine the students' knowledge on the topic. For the subject Computer Systems & Applications (an elective subject at TYBCom level) Semester V & VI, practical exams with viva voce are conducted for the internal assessment carrying 25 marks.

Other subjects at FYBCom, SYBCom and TYBCom level are evaluated for 100marks in semester examinations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://mahatmandc.ac.in/course/program-outcome-program-specific-outcome-and-course-outcome/">https://mahatmandc.ac.in/course/program-outcome-program-specific-outcome-and-course-outcome/</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

82

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://mahatmandc.ac.in/students/examination/results/">https://mahatmandc.ac.in/students/examination/results/</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://mahatmandc.ac.in/igac/feedback/ssc-students-satisfaction-survey/>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**NIL**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
e-copies of the grant award letters for sponsored research projects /endowments	<b>No File Uploaded</b>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

00

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

18

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

07

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The NSS National Service Scheme projects for 2020-21 helped in sensitizing students to social issues and bringing about holistic development. The Covid-19 pandemic in March 2020 and the series of lockdowns announced by the Government did not deter the NSS volunteers from taking up Covid-19 projects. To mention a few the Distribution of Food packets, Mask Distribution project, Feeding stray dogs, Distribution of water bottles and biscuit packets to migrant labour were projects taken up by the volunteers.

The Blood Donation Camp, Organ Donation webinar, Disaster Management webinar, Road Safety webinar, E-Waste Management Project, Distribution of blankets projects are a few important projects taken up by the NSS unit of the college.

While the pandemic did hinder the process of moving out into the community, technology and social media came handy to interact with society and the immediate community. The NSS motto of "NOT ME BUT YOU" was kept in mind and projects were taken up from home, namely video making, webinars, group discussions, games, quiz etc. The video on Stay Home and Stay Safe explaining the importance of washing hands, using sanitizers was a project that had a good impact.

The Blood Donation Camp conducted on 6th November, 2020 using a mobile van organized by J.J. Mahanagar Blood Bank, Byculla, Mumbai, was a brave initiative in the pandemic period. The NSS volunteers rose up to the occasion and ensured they contributed their bit to society. Tree plantation was taken up by students around their residence. They were asked to plant potted plants and trees around their houses.

File Description	Documents
Paste link for additional information	<a href="https://mahatmandc.ac.in/activities/nss-activities/nss-activities-2020-21/">https://mahatmandc.ac.in/activities/nss-activities/nss-activities-2020-21/</a>
Upload any additional information	No File Uploaded

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

13

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

438

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

04

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has nine classrooms with a well equipped LCD projector and Audio visual facility. All the classrooms are spacious and well ventilated. The classrooms are connected with a CAS Central Address System to enable common announcements. Proper lightning with fluorescent tube lights, ceiling fans and good teak wood desk and benches make a comfortable seating and good teaching learning environment in the class. The audio visual classrooms allow for making powerpoint presentations, showing videos, documentaries and films to enhance the learning experience of the students. The college has an adequate number of well-maintained computers, servers, routers, switches, etc., with all necessary System and Application software for the requirements of various sections connected on LAN. Facilities like printers are also available in sufficient numbers for the use of students, teachers and staff. In order to develop excellence in academics a well maintained and regularly updated library is essential. The college has an aesthetically pleasing and resource rich library. Our library is automated by ILMS Oxygen software. We have well trained library staff to handle all library operations. We have encyclopedias, reference books, autobiographies, dictionaries, newspapers in different languages, journals etc for students to enhance their knowledge. Our library has Inflibnet N-List Subscription for E-Books and E-Journals. We also provide a Book bank system for poor and needy students. To enhance the skills of students we conduct add-on courses like "Tally ERP 9", "Advanced Excel" & "Certified Tax Expert". There is a separate room for teachers with computer and internet facility to perform academic related activity. Charging facilities for laptops and mobile phones are there in the staff room. The staff room is fully air conditioned. The staff room has a wash area and drinking water facility.



**with purifier and cooler**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

Sports play an integral role in students life. So the college conducts annual sports meet in RCF ground on rental basis. The rent is paid by Management. The college conducts indoor games in the Multipurpose hall of 1548 sq ft area completed in 2011 The college has a multipurpose open auditorium with phone and acoustics on the ground floor . Various games like chess, caroms, etc are played to refresh students' minds. Cultural activities are essential for the overall development of students. The college conducts an annual gathering in the Fine Arts hall where students showcase their talents in front of a huge audience. Various competitions like dance, singing, elocution are conducted in the multipurpose hall to boost students' confidence level. The college believes Yoga plays a key role in maintaining peace and balance in students' lives. The college has provided a sufficient number of yoga mats to encourage and motivate the participants. So we make students do meditation in the classroom after lectures so that they can relax their mind and be mentally relaxed for next lectures

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

00

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

09



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="http://mahatmandc.ac.in/about-us/infrastructure/">http://mahatmandc.ac.in/about-us/infrastructure/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.56

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

- Name of ILMS software - Library oxygen
- Nature of automation (fully or partially) - Partially
- Version - 2010
- Year of Automation - 2010

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.54

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has an adequate number of well-maintained computers, servers, routers, switches, etc., with all necessary System and Application software for the requirements of various sections connected on LAN. Computer Laboratory Proper schedule is prepared and displayed in the computer lab. Batch wise students are using the computer lab facility. Night college has an IT Coordinator for software support and Hardware support. Computer labs have separate teachers and students corner Printer and internet facility are provided in the lab

Various computer courses are offered to the students with their convenient timings. The computer lab has Confidential arrangements for downloading the question papers of the university examinations sent online and later take the required number of copies computer lab located in the First floor

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

28

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

**Multipurpose Hall** The multipurpose hall is a centrally available facility, is to be used by all the institutions. **Library** is a centrally available facility for all the institutions. Library is fully automated using ILMS-Library Oxyzen. Library staff are fully trained for using all library related transactions. Book bank facility is available for needy students. **Computer Laboratory** Computer lab is available to night college students after 6.00 p.m. and all Sundays. Computer lab is also available to staff if required at any time, specially for On Screen Marking of University Assessment. **Classroom** The classrooms are available after 5.00 p.m., 4 classrooms are having Audio Video facility. Maintenance of all IT enabled rooms is done by inhouse hardware IT support. **Lift** Lift facility is available to all the staff members and divyang students. **Other services and Utilities** The other facilities like electricity, water and telephone are utilised on mutually agreed need based. **Administrative and other support facilities** like reprographic and

printing The college is having separate administrative and accounts office. The support from other department, like DTP and Reprographic are available for staff members and administrative department. Sports We conduct outdoor sports and annual sports meet. Library In case of software support, the software vendor arranges professional help for maintenance and payment is made on call basis. Book bank facility can be avail by students by Proper application along with income certificate.

Computer Laboratory Proper schedule is prepared and display in computer lab. Batch wise students are using the computer lab facility. Night college is having an IT Coordinator for software support and Hardware support. Classrooms Maintenance are done by the management, annual painting is undertaken by the management. All the repairs and maintenance of furniture and fixtures are done by the management on regular basis. Lift Maintenance of the lift is given on AMC shared by the college and management. Other Services and Utilities The other facilities like electricity, Water, Telephone etc. are shared by the college and management. Administrative and other support facilities like reprographic and printing Support for reprographic and printing is available to college by way of inhouse facility. Regular maintenance is done on need basis. Sports To conduct outdoor sports and annual sports meet, we hired R.C.F. sports ground on rental basis. The rent is borne by the management.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://mahatmandc.ac.in/about-us/procedures-and-policies-for-facilities/">https://mahatmandc.ac.in/about-us/procedures-and-policies-for-facilities/</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

00

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to institutional website	<a href="https://mahatmandc.ac.in/activities/nss-activities/nss-activities-2020-21/">https://mahatmandc.ac.in/activities/nss-activities/nss-activities-2020-21/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

243

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

243

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**



00

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

14

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

00

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**



00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Due to the Covid-19 pandemic, students participated in administrative, co-curricular and extracurricular activities in online format only. The institution facilitates students' representation and engagement in various administrative, co-curricular and extra-curricular activities.

The NSS Cell of the college has two units with 2 NSS leaders male and female who lead all NSS projects and activities. The senior leader of NSS 2019-20 Laxman Suwasia and Pooja Bora continued to lead the NSS unit for NSS activities of 2020-21. Most of the activities were online except the Blood Donation Camp and National Youth Day event. The NCC cadets too continued under the old leadership of 2019-20. Since no student council elections took place the college continued with the old student council members present for leading students in webinars and activities conducted from home.

The college conducted webinars for students organized by various committees of the college, namely, NSS, NCC, Cultural - online cultural programmes, Placement Cell- webinars, Department of Commerce, Economics, Foundation Course, Environment Studies- webinars and Women Development Cell- webinars. The student leaders facilitated the smooth moving of all the events on the college calendar on to the online mode. Networking with NGOs, and organisations like United for Roadways, SIBC Soroptimist International of Bombay Chembur, Kaivalyadham, Mumbai, Mumbai University's Garware Institute of Career Education and Development, inviting resource persons from other colleges and the industry and ensuring maximum participation in all webinars and other online

events happened successfully and with full enthusiasm.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

01

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

(MOSA) Mahatma Old Students Association is a registered alumni association of Mahatma

Night Degree College of Arts and Commerce, Chembur, Mumbai 71. Some alumni students contribute (donate) funds for programmes and activities of the Alumni Association. Besides the financial support the alumni actively participate in guiding and training the students for co-curricular and extracurricular activities. The NCC cadets are trained by alumni NCC cadets of the college. NSS volunteers of the college learn leadership and administrative skills from alumni NSS leaders of the college.

Alumni students help in placement activities. Vacancies in business

organizations are shared by the alumni and students of the college are called for interviews. The Placement Cell of the college continues to assist the alumni of the college with placement facilities.

An alumni student also an NSS volunteer of the college, Mr. Anwar Shaikh was invited to deliver a talk on a NSS event, Poshan Pakhwada 2021. A 2 Days NSS National Level Webinar on "Prioritizing Nutrition among City Students; Khane ko Pehechano!" 30, 31 March 2021  
Time:4.00pm - 5.30pm.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Mahatma Night Degree College of Arts & Commerce has the vision - "Education for all". The mission of our college is "percolation of education to the economically and academically underprivileged and to empower, enlighten and thus equip them to become responsible citizens." Mahatma Night Degree College provides higher education to the students who are unable to attend full time classes being either employed or coming from financially weaker sections of the society. Further, the institution believes in the Power of Second Chance. Thus, the college allows admission to the students with one, two or three years of gap in education. As per University guidelines the colleges are required to put up the merit lists for the admission. But considering the vision and mission of the institution, the college admits the students on First Come First Basis irrespective of the percentage earned by the students.

Mahatma Night Degree College of Arts and Commerce has constituted a College Development Committee as per University of Mumbai guidelines. The Committee comprises representatives from the management, teaching staff, supporting staff, administrative staff, Heads of the Departments, Industry Representatives and IQAC Coordinator. They all provide their valuable suggestions and accordingly a decision is taken for academic and infrastructure matters. During COVID-19, All stakeholders of the committee understood the financial issues of the students and put forward various efforts to ensure that there should not be any drop-out case because of financial matters.

File Description	Documents
Paste link for additional information	<a href="https://mahatmandc.ac.in/about-us/the-institute/">https://mahatmandc.ac.in/about-us/the-institute/</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Management of the college follows the participative approach in day to day functioning of various institutions working under the aegis of Mahatma Education Society.

The Management of Mahatma Education Society organized a special zoom meeting to address the implication of COVID-19 pandemic in the academic world and role of teachers during this period. In the admission process, a convenient instalment facility to pay fees has been given to the students. Dr. K.M. Vasudevan Pillai sir envisaged hardship of the working students during the lockdown period and it was his decision that no student should leave education due to financial reasons.

Further, the Management and Principal of Mahatma Night Degree College ensured that teachers should be well trained to imbibe the online teaching techniques to impart online education during lock down period. Therefore, teachers have been encouraged to take part in various online teaching pedagogy courses. Further, a special training program in google classrooms has been taken for Mahatma Night Degree College teaching staff. Likewise, a special orientation program was organized for students for online learning. They were informed about various applications for online learning. Similarly, a special mock test was assigned to the students for online

examination to address the issues faced by the students during online examination. Students were allowed to use library resources in an offline mode by adhering to COVID-19 rules.

File Description	Documents
Paste link for additional information	<a href="https://mahatmandc.ac.in/about-us/leadership/">https://mahatmandc.ac.in/about-us/leadership/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Mahatma Night Degree College of Arts and Commerce refers to the Academic Calendar to conduct various activities in the college annually as a strategic plan. IQAC ensured that due to COVID-19 we should not miss any academic or extracurricular activities. Mahatma Night Degree College of Arts and Commerce decided to conduct curricular and extracurricular activities in an online mode. The management of the college provided financial assistance to the needy students to reduce the dropout rate. Further, teachers also provided financial support to the students at the personal level. Efforts have been made to bring back students who were leaving education due to financial reasons. Moreover, extra-curricular activities were conducted online by various committees. The NSS unit of Mahatma Night Degree College spread awareness about Covid-19 pandemic virtually. Cultural committee conducted a virtual inter-collegiate event. Alumni committee invited alumni for special talks to college students. Likewise the placement cell tried to place students who lost their jobs during the pandemic.. Various webinars covering various issues were organized by the college in this academic year. Thus, IQAC ensured that we adhere to our academic calendar to organise various activities for the students in the academic year 2020-21.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://mahatmandc.ac.in/course/academic-calendar/">https://mahatmandc.ac.in/course/academic-calendar/</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Mahatma Night Degree College is permanently affiliated to University of Mumbai and Grant in Aid from the Government of Maharashtra. The Director of Higher Education provides guidelines to the Joint Director University of Mumbai for the functioning of aided colleges which are followed by the college with regards to appointment and service conditions of the employees. The recruitments and appointments are done as per the procedures laid down by the UGC and the State Government of Maharashtra.

The college has a College Development Committee (CDC) which has representatives from the management, teaching staff, supporting staff, administrative staff, Heads of the Departments, Industry Representatives and IQAC Coordinator. Feedback and suggestion from all stakeholders is taken for all academic and non-academic decisions. Thus the decision making body of the college follows hierarchical and participative structure.

College follows the leave rules of the University of Mumbai. In addition to this, the college encourages timely promotion of the faculty through CAS channel which is taken care of by the IQAC of the college. Service book of the teaching and non-teaching staff is regularly updated and checked by the Principal. Mahatma Night Degree College follows a prescribed code of conduct for the smooth functioning of the college.



File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://mahatmandc.ac.in/about-us/organizational-chart/">https://mahatmandc.ac.in/about-us/organizational-chart/</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

Mahatma Education Society has a Credit Co-operative Society facility for its teaching and non-teaching staff. Teaching and non-teaching staff of Mahatma Night Degree College can make regular monthly contributions in the credit society. Credit-society provides interest to the depositors. Likewise they can avail credit facility as when required by them from the credit society. Teaching and non-teaching staff can submit their medical bills to the Joint Director through office administration. Moreover, they have medical coverage in the government hospitals. Teaching staff are given travel assistance for attending outstation conferences and workshops. For the non-teaching staff, Mahatma Education Society has a one child fee waiver policy. Thus, non-teaching staff can enroll their first child in any of the sister institutes of Mahatma Education Society free of cost. This unloads a major financial burden for non-teaching staff and enables their child to have a quality higher education.

Similarly, teaching staff also get preference in the admission process of their child in the sister institutes of Mahatma Education Society. Mahatma Education Society organized a special vaccination drive for its teaching and non-teaching staff at free of cost.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

03

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

03



File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

#### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

##### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

04

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Mahatma Night Degree College follows the Career Advancement Rules laid down by UGC and Government of Maharashtra. IQAC updates the teaching faculty with changing CAS norms. All teachers are required to submit their CAS file every year to the IQAC. The IQAC Coordinator verifies all the documents and CAS points for the teaching faculty. Once the IQAC coordinator is satisfied with the

document and CAS points of the faculty then only staff is allowed to apply for the Career Advancement Scheme in an online mode to University of Mumbai. Thereafter, the IQAC coordinator arranges the CAS interview of the teacher. IQAC streamlined the CAS procedure and it helps the faculty in all possible manner to get promoted. IQAC conducts Career Advancement Workshops and asks participants to join various Career Advancement Workshops organized by other colleges for understanding the changing CAS requirement. College also conducts a program for non-teaching staff for upgradation. Non-teaching staff get time bound promotion every 12 years. Thus, Mahatma Night Degree College ensures timely appraisal of its teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	<a href="https://mahatmandc.ac.in/iqac/iqac-meeting/">https://mahatmandc.ac.in/iqac/iqac-meeting/</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Mahatma Night Degree College of Arts and Commerce Conducts regular internal and external financial audits. The objective of the financial audit is to streamline the books of accounts of the college as it is an aided institute. Chartered Accountant S.B.Bhave conducts regular internal audits for the college including NSS annual audit and Alumni annual audit. In addition to this, colleges also go through the regular Joint Director's financial audit and Senior Auditors audit process to comply with the rules and regulations of the government. This ensures a proper financial account of the college as per the accounting norms and guidelines.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

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File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

**Salary Component - Mahatma Night Degree College receives Grant in Aid from Government of Maharashtra for the salary of the teaching and non-teaching staff.**

• **Non-Salary Grant - College receives non- salary grant for infrastructure development and other expenses from the Management of the college. Infrastructure related discussion and decisions are done in the College Development Committee.**

• **Infrastructure - College shares its premises with other sister institutes of Mahatma Education Society. The building is used by the school section in the morning and used by the college in the evening. We have a multipurpose hall for various college events. Likewise, the computer lab is used by the Degree section in the evening. Infrastructure is shared and maintained by all sections. Thus we ensure optimal utilization of available infrastructure.**

• **Library - Allocation of the budget for the library is sanctioned by the College Development Committee. Teachers provide requisition for text books and reference books. Students can use the library facility from the morning hours.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

1. Annual Meetings and Academic Calendar - IQAC of Mahatma Night Degree College conducts annual meetings to prepare the academic calendar. IQAC coordinators and other staff members plan various activities that need to be conducted in the college. Committee chairperson is given freedom to organize the event and collect the required feedback. Further IQAC cells evaluate the committee performance and based on the feedback report provides its valuable suggestion for further improvement. IQAC cell tries to adapt its program as per new NAAC guidelines and inform the committee to adhere to the same guidelines. In addition to this, IQAC Cell promotes various collaborations with other institutes.

2. Annual Submission of CAS Files - IQAC Cell reviews the Career Advancement Stage of its staff members and urges them to join various faculty development programs, orientation program, refresher course, attend workshops and conferences. At the end of the year, IQAC Cell asks the staff to submit the CAS file for the year and submit all the relevant documents. Likewise IQAC cell conducts programs for Non-Teaching staff to improve their quality and performance in the administrative work. Thus IQAC works towards professional development of teaching and non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Academic Calendar - IQAC conducts meetings to prepare academic calendars. In that meeting, the IQAC coordinator, principal and other staff members discuss the teaching plan, examination calendar and number of activities to be conducted in the year. Likewise at the end of semester IQAC ensures that they collect syllabus completion reports from the teachers and students. IQAC of the college is committed towards quality improvement and therefore takes periodical review of the syllabus completion and feedback from the students.

2. **Adaptiveness** - Mahatma Night Degree College of Arts and Commerce is in the fourth NAAC accreditation cycle. College has improved its teaching learning experience for the stakeholders and implemented various quality improvement suggestions from time to time. In the pre-covid19 period college was conducting intensive supervised study camps to help the T.Y.B.Com Students and special classes for slow learners. In the covid-19 period, google classroom was created to help the students. In the google classroom, study materials and quizzes were posted from time to time.

3. **Emphasis on Skill Based Programs** - College understands the changing job market scenario for the students and therefore special emphasis is given for extra-curricular activities and courses. Mahatma Night Degree College introduced Tally ERP 9/Advance Excel course, TISS NUSSD Skill Development Program, Soft skill program and many other programs in the college. The objective of the program was to make our students competitive as per changing job requirements in the industry.

File Description	Documents
Paste link for additional information	<a href="https://mahatmandc.ac.in/igac/igac-meeting/">https://mahatmandc.ac.in/igac/igac-meeting/</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://mahatmandc.ac.in/academics/nirf/">https://mahatmandc.ac.in/academics/nirf/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Mahatma Night Degree College of Arts and Commerce, Chembur believes in promoting student diversity in Degree programmes. The admission policy clearly states that equal opportunity will be given to all candidates as per the guidelines of University of Mumbai and Government of Maharashtra. Our college promotes gender diversity in the admission policy, and we pay special attention in admitting female candidates to help them to pursue higher education. As per the curriculum of Foundation Course we teach gender equality topics in the class and sensitize students by conducting various seminars and workshops on gender equality. Academic and co-curricular committees are formulated as per the norms stated by the University of Mumbai where reservation for female candidates is given as per the quota prescribed by the Government of Maharashtra and University of Mumbai.

Special WDC is formulated to resolve the problems faced by the female staff and students. In order to maintain gender diversity in the women development cell we induct male representatives to ensure gender parity.

Our college is also collaborating with Soroptimist International of Bombay Chembur in order to participate in projects that help less privileged women and girl children in the community.



File Description	Documents
Annual gender sensitization action plan	<a href="https://mahatmandc.ac.in/activities/counseling-guidance-cell/">https://mahatmandc.ac.in/activities/counseling-guidance-cell/</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/1YKAD5l0Vy1Cta4YGqbTfat0wmOpw7uL2/view?usp=sharing">https://drive.google.com/file/d/1YKAD5l0Vy1Cta4YGqbTfat0wmOpw7uL2/view?usp=sharing</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

The Department of Environmental Studies and NSS have started collection of dry and wet garbage in different dustbins. We also have a compost pit in the college campus. Biodegradable waste will be collected and deposited in the compost pit and it will be processed for composting as per the procedure. The compost which is generated by the composting method will be used for the plants in the campus. Non-degradable waste will be given to the municipal corporation for further process. Other stationary waste of the college will be sent for recycling.

E-waste collection drives will be conducted in the college campus to collect E-waste generated at the students and teacher's house.

- Solid waste management
- E-waste management



File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://drive.google.com/file/d/1wKTUoHarj5p7mOqecD2wc62JE2R4bMpm/view?usp=sharing">https://drive.google.com/file/d/1wKTUoHarj5p7mOqecD2wc62JE2R4bMpm/view?usp=sharing</a>
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles**
- 2.Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the**

**B. Any 3 of the above**

following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).**

- Mahatma Night Degree College of Arts and Commerce is maintaining an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities.
- Teachers while taking classes ensure that classroom discussions are to the expected level of respectability to all and encourage all the students to participate. Most of the students are coming from slum areas of Chembur and the vicinity with different caste, creed and social identities. The induction programme for the new students will be conducted to make them understand the culture of the college and practice full participation of all students without the dominance of any particular group of the society.
- Our teachers consider that classroom homogeneity and participation of all students are extremely useful for effective learning of management lessons. Every teacher talked about the values of an inclusive environment, and the role of cross-cultural communication during their class. None of our teachers talk about any religion, region or language in their classes. We maintain integrity in our college with respect to caste, region, religion and languages which help us to maintain harmony and peace in the college.
- Recruitment of all the faculty members and non-teaching represents a good mix of varied communities thereby representing diversity with harmony. We have a national integration mind set thereby respecting and accepting all sections of the society. We promoted activity initiated by central government through NSS i.e. Ek Bharat Shreshth Bharat as a part of National Integration Programme. College teaching and non-teaching staff donated blankets to the flood affected people in Maharashtra.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Mahatma Night Degree College regularly conducts activities to generate awareness drives for employees and students to inculcate values for being responsible citizens. Some of the regularly conducted activities are Formation of Internal Complaints Committee for POSH Act, Anti Ragging Committee, PM Relief Fund/CM Relief Fund, contribution of 1 day salary to dependents of deceased people of the society affected by natural calamities and pandemic, Swachh Bharat Abhiyan, Yoga and games, compulsory exposure for students to work with various empaneled NGOs through NSS, tree plantation, blood donations drive. Also, as mandated by various statutes and laws, there are various other committees like Library Committee, Placement Committee, Discrimination against SC/ST Committee (Special Cell), Grievance Redressal Committee etc. for looking into the issues of students and employees promptly. The supporting emails, office orders and photos are placed. Further, being an academic institute our main focus is on sensitizing our students to become mature and responsible citizens of India. We also conduct some courses with TISS NUSSD Programmes, seminars and workshops like CMCA and Bombay Stock Exchange Programme which are aware about Corporate Governance & Social Ethics and we make them participate in various social awareness programmes organized by various agencies and NGO's.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

#### 7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

- Our college regularly celebrates national and international commemorative days, events, festivals like Republic Day, Independence Day, NSS foundation day, NCC Day, International Yoga Day, Swachh Bharat Abhiyan Day, International Literacy Day, Women's Day.
- In addition, various other activities like blood donation camps and thalassemia check up camps are conducted for the welfare of students, faculties and employees. A formal publicity and announcement are made before conducting these events for mass awareness. In a few cases, small committees are formed in collaboration with faculties, employees and students who can form a team and manage the activities in a smooth way. The respective budget is appropriated for each activity and the bills/vouchers are accounted and audited properly. Students take an active part in organising the Independence Day and Republic Day celebrations. On both these days, our national flag is hoisted with full honour and the national anthem is sung by all the attendees. In addition, students celebrate Farewell parties under the guidance and supervision of faculty and staff. Due to the covid pandemic, the institute is closed for students. However, still, efforts have been made to conduct various important events either through skeletal staff or on virtual mode. Mahatma Night Degree College of Arts and Commerce takes pride in organizing all the important national events irrespective of any bias towards caste, creed or religion.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Best Practices** Best Practice No.1: Intensive Supervised Study Camp

1. Objectives and Goals of Intensive Supervised Study Camp (ISSC) • To make them understand the question answers of all the unit thoroughly • To make write answers as per university expectation or university requirement • To get them minimum passing marks in the university exam

2. About Activity: - In the ISSC the students READ, WRITE and REVISE important units of the syllabus. The ISSC is organized for all the subjects offered by the students for the T.Y.B.Com course. Participation is compulsory for all. The camp is planned well in advance by organizing meetings of all the subject teachers to chalk out a POA and timetable. The units of the syllabus are divided into SMALL BITS (important questions) and the teacher sets SMALL TARGETS for the students to achieve. Viz. The teacher asks a question and gives the students 20 minutes to read the answer to that question. She then asks them to close the textbook and write down the answer in the next 15 minutes. One student is made to write the answer on the board for the benefit of all the students. These SMALL TARGETS as explained are EASILY ACHIEVABLE and REALISTIC. The above method is followed for theory subjects namely Business Economic, Marketing and Human Resource Management, and electives. For the subjects Financial Accounting, Costing and Auditing and Management Accounts the methodology for revision is different. The students are asked to read a problem and the solution i.e. posting and adjustments are discussed orally. The subject teachers write and explain on the board typical important examples and tricky questions and adjustments that are most likely to be asked in the examination. Common errors committed by students are discussed and the importance of presentation is clearly explained. Every student in the class is given a turn to answer to ensure that there is complete participation. On the same day, a preliminary exam was conducted in order to give practice to the final year students on how to write answers in the university examination and also give a picture about



how questions will be asked in the University exam.

**Best Practice No.2: Community Service Day 1. Objectives and Goals of CSD** • To create awareness of social responsibility among the students  
**2. About Activity:** One of the key goals of Mahatma Education Society has been to expand community service activities on a massive scale to help reach out to many underprivileged people in the society and also inculcate a sense of pride among the students and faculty members in serving the less fortunate in society. The management encourages the faculty and students to go and teach in the nearby villages, plant trees and clean the environment. They initiated a pilot community service program in February 2011 at Dr. K. M. Vasudevan Pillai Campus in Panvel where residents from orphanages, old age homes, tribal children etc. were brought to the Campus and they participated in learning programs and were entertained by the students. In this academic year the Community Service Day was celebrated with about 1000 residents of more than twenty NGO's who were invited to the Panvel Campus. It was a truly fulfilling experience for the faculty and students and an enriching experience for the participants.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

- Mahatma Night Degree College of Arts Commerce is permanently affiliated to the University of Mumbai. The college was established in 1986 with the primary objective of providing facilities for higher education for less privileged youth who cannot become full time students at day colleges. The college is located at Chembur, a central suburb of Mumbai. With a very modest beginning of merely 60 students, today the college has a large student fraternity exceeding 1400 ambitious learners and a galaxy of committed and dedicated teachers of high caliber. The college runs the three-year integrated B.Com. (Regular) Degree Course of the University of Mumbai. Catering to the need of the economically underprivileged 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 completed 33 glorious years of service to the society. The night college gives an opportunity for students to complete their graduation without disturbing their earnings. Further, we also give admission to students particularly dropouts or students with gaps in their education who after completing their education are placed in mainstream jobs contributing to the growth of society. Needless to say, but for this opportunity these students would be social misfits and perhaps some even anti-social elements.

**VISION** "Education for all" **MISSION** "Percolation of education to the economically and academically underprivileged and to empower, enlighten and equip them to become responsible citizens."

**OBJECTIVES**

1. Offering applied component group subjects relevant for immediate employment
2. Organising placement guidance and assistance for better performance in the job interview programme
3. In addition to all round personality development, to develop a sense of social commitment for students by conducting ongoing community development camps in rural areas
4. To impart quality education
5. To involve youth in community service in order to sensitize them towards the underprivileged and towards senior citizens
6. To create respect for the environment and practice the 3R's concept (Reduce, Recycle and Reuse)
7. To impart an education that makes youth productive and responsible citizens of the country
8. Separate Grievance Redressal Cell i.e. A Special Cell was formed to address the problems of Backward class students.
9. Implemented Mentor mentees system to resolve the academic as well as personal problems of students.
10. Separate sexual harassment committee is formed to address issues related to it and special attention is given to not have such offence of sexual harassment in the college campus with the female staff and students.
11. Separate official email ids are provided by the college to the students to attend online class and to avoid nuisance during the lecture.
12. Class wise google class are formed to give lecture presentations and notes to conduct online tests, to give assignments and projects and also students can submit their project work there.
13. Class wise WhatsApp groups are formed to provide college related circulars, lecture details, time tables, admission related notices and exam related notices.
14. Conducting online meetings with students and parents to resolve their issues related to class, online lectures and exam related issues.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3.2 - Plan of action for the next academic year

- The college would like to reapply for the PG Course (M.Com. in Accountancy) to the University of Mumbai.
- Three teaching staff members are eligible for the CAS promotion Stage 2 to Stage 3. The committee for the same will be called and the required documents of the teachers will be forwarded to the University for further processing.
- The IQAC intends to organise a 'National Level Multidisciplinary Conference' in the academic year 2021-22.
- The IQAC of the college is planning to organise a 'Faculty Development Programme' in the subject of Research Methodology in Social Sciences.
- The college would like to collaborate with other colleges for Faculty and Student Exchange Programme.
- The college is planning to conduct a training programme for non teaching staff members.
- The IQAC is planning to introduce three Add on/ Bridge Course in the academic year 2021-22