

The Internal Quality Assurance Cell of Mahatma Night Degree College of Arts & Commerce met on Monday 23 April, 2012 to submit the report on the quality improvement achieved during the academic year 2011-12.

The following are the members of the IQAC of Mahatma Night Degree College of Arts & Commerce:

1. Mr. Chandramohan Varma – (Vice-Principal)
2. Dr. Lata Krishnan – (Co-ordinator)
3. Ms. Anaya Markandeya – (Co-Coordinator)
4. Mr. Eknath Zharekar
5. Mr. Tushar Pawar

The above committee functions under the guidance of the Quality Advisory Committee shown below:

1. Chairman Prin. Dr. Padma Rangan
2. Administrative Officers Mr. Ravi Pillai
Mr. Dharmendra Sonawane
3. Teachers Asst. Prof. Chandramohan Varma
Asst. Prof. Anaya Markandeya
Asst. Prof. Eknath Zharekar
Asst. Prof. Tushar Pawar
4. Management Representatives Mr. G.T. Ochhani

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| 5. | Local Society Nominee | Mr. Sunil Karunakaran |
| 6. | Member Co-ordinator | Dr. Lata Krishnan |

INTERNAL QUALITY ASSURANCE REPORT 2011-12

Mahatma Night Degree College of Arts and Commerce, Chembur Naka, Chembur Mumbai 400 071 has been re-accredited with a B grade by NAAC with CGPA (2.82), in Jan. 2011.

We missed our A grade by a thin margin and are aware of our shortcomings which we are working at systematically inching towards the much deserved A grade.

The academic year 2011-12 saw qualitative and quantitative steps towards improvement of the T.Y.B.Com results. Several long term and short term measures were adopted for improving the study habits and therefore the results of the final year students. Study camps, workshops, lecture series, study circle camps with free lunch provided by the Management to enhance the study environment were a few strategies adopted during this year to improve the academic performance of our students.

With an aim to improve the quality of faculty, the Principal ensured the participation of all faculties in several conferences and workshops organized by the University of Mumbai, and by other Commerce Colleges in Mumbai and Maharashtra and also in in-house International Network Building and Intellectual Capacity Building Workshops organized by Mahatma Education Society. Research papers written by the faculty have been published in magazines with ISSN number and ISBN numbers.

Workshops Attended

Sr. No.	Name of Faculty	Name of the Workshop	Subject	Venue
1.	Dr. Padma Rangan	Workshop for Principals	College Administration	University of Mumbai, Kalina Campus
2.	Prof. C.M. Varma	Credit based Grading System	Business Communication	N.S.S. College, Tardeo, Somaiya College, Vidyavihar
3.	Dr. Lata Krishnan	MHRM Exam	MHRM	University of Mumbai, Kalina Campus
4.	Prof. Anaya Markandeya	Credit based Grading System	Commerce	Pragati College Dombivali, Somaiya College, Vidyavihar
5.	Prof. Eknath Zhrekar	Credit based Grading System	Commerce	Somaiya College, Vidyavihar
6.	Prof. Tushar Pawar	Credit based Grading System	Commerce, Environmental Studies	Pragati College Dombivali, Somaiya College, Vidyavihar, Sathey College, Vileparle
		Revised Syllabus of EVS	Environmental Studies	Mithibai College, Vileparle

The academic year 2011-12 saw reforms in examination process as the new online exam system has been adopted by the University of Mumbai. In conjunction with the MKCL the University of Mumbai has implemented the new online exam system.

The 'e-vetan' is another reform made by the Jt. Director Higher Education, Mumbai where salaries will now be dispersed electronically linked with the bio-metric attendance system.

As a part of linkages and networking with the University of Mumbai Prof. Chandramohan Varma (Vice-Principal) offered his services as member of the 'Vigilance Squad' for the University of Mumbai Examinations in March and April 2012.

Dr. Lata Krishnan conducted recourse lectures for faculty preparing for the PET – Ph.D entrance Test of the University of Mumbai. She took lectures on 'Research Methodology'

The college has worked consistently towards placement activities and invited several corporate houses and banks for campus interviews. Our students have been absorbed in the banking and insurance sectors and many students have been given an opportunity in private organizations. namely ICICI, HDFC, Air-Fin Corp Pvt. Ltd. are a few who visited the college.

Dr. Lata Krishnan was also invited to interview students for Ph.D programme in the University of Mumbai, Kalina Campus.

MISSION

“Education for All”

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

To succeed in achieving our goals & in keeping with our mission and vision the following methods of propaganda are adopted to communicate and endorse the same to the students, teaching and non-teaching staff-members and other stake holders.

- Media publicity – house organ – the bulletin “The Mahatmite”
- In the meetings of the teaching and non-teaching staff members.
- Induction programme of the F.Y.BCom students.

- College website carries the Mission and Vision statement
- Through the prospectus issued at the time of admission.

IQAC REPORT

PART A

Mahatma Night Degree College of Arts and Commerce, Chembur Naka, Chembur Mumbai 400 071 has been re-accredited with a B grade by NAAC grade CGPA (2.82). We missed our A grade by a thin margin and are aware of our shortcomings which we are working at systematically inching towards the much deserved A grade.

Improving the results of our college has been the main focus of our Principal and faculty. Various strategies have been thought of and plans and projects implemented towards helping our students and guiding them to improve their performance in the T.Y.B.Com. The study circle and intensive coaching and workshop series has become very popular among the final year students. We are sure all these efforts will pay off and our results will surely improve this academic year 2011-12.

With an objective to improve the results of the T.Y.B.Com an intensive study camp was organized on all four Sundays in the month of February 2012. All the T.Y.B.Com students were required to attend college at 9.45am sharp on Sundays where subject teachers conducted marathon study camps till lunch time. A sumptuous lunch was provided by the management to all these students and teachers. Post lunch, the marathon study camp continued till 5.00pm.

All the teachers both those teaching the T.Y.B.Com and those not engaging the T.Y.B.Com, all worked towards coaching students in the intensive study camp. The attendance was 100% (162 students) percent as the students were very happy to study in a group and get all their difficulties solved. The free lunch was welcomed by all and eating together too helped in binding

the group together. This cohesive bond worked well and the marathon study sessions were well received. We are sure that this hard work and sincerity shown by all, students teachers and management, aimed at improving results, will surely bear fruit with the blessings of God.

Fully qualified and experienced faculties of the college are working towards improving the results of the students.

Workshops attended by Principal:

Objective of networking and sharing best Practices by Principals of different colleges.

Research Papers:

Though our faculties do participate in conferences and do write research papers, we were suggested to write papers that would be refereed and obtain an ISSN / ISBN number. Three of our faculties have participated in conferences where they have read papers that have been published in journals with ISSN and ISBN numbers. Ms. Anaya Markandeya published her research paper titled “Limitations of Venture Capital and Entrepreneurial Approach.” In the journal, International Research and Review with ISSN NO. 2250-2556. Mr. Eknath Zharekar published his research paper titled “Strategies and Significance of Non-interest income in Banking sector in India” in the journal International Research and Review with ISSN. NO. 2250-2556 Dr. Lata Krishanan’s Research paper titled “Global recession and financial management – Challenges and Opportunities” is published in the research volume Global Recession, published in 2012 by Common Wealth Publications Pvt. Ltd. Dr. Lata Krishanan has also got published her Research paper titled “ Management of Talent Strategy for success” in the Research Volume

Talent Management for International Competitiveness edited by Prof. Vivek Deolankar Head of the Department of Commerce, University of Mumbai, published in 2012 Common Wealth Publishers Pvt. Ltd. ISBN Numbers 978-81-311-0398-2, 978-81-311-0399-9 respectively.

Technology Enhancement

With the renovation of the college building we have all our classrooms are technology enabled. All our classrooms and audio-visual rooms are used by faculties to make Power Point presentations to students for several topics taught in the syllabus. The new conference room added to the existing facilities prior to the NAAC team visit is now equipped with video conferencing facilities. Our College building is WIFI enabled.

Value Added Courses for the academic year 2011-12

As planned by the IQAC Ms. Chettair Rajeshwari Shekar, a professional psychological and career counselor was appointed for organizing VALUE ADDED COURSES for the development of the students of the college. She has completed her B.A. Psychology and M.A. Counseling Psychology.

The following workshops

Workshop Title	Number of Students attending the workshop	Date
1. Study Skills	35	15th January, 2012
2. Exam Anxiety	21	29th January, 2012
3. Time Management	15	12th February, 2012
4. Identify the building blocks of your personality	10	3, 4 & 5th May 2012

Besides these workshops the students were encouraged to meet the professional psychological and career counselor for individual counselling. Seven Students contacted Ms. Chettiar Rajeshwari Shekar for individual counseling.

The students benefited tremendously from these VALUE ADDED COURSES. The impact was directly seen in the T.Y.B.Com results where for the first time MNDC secured 70% results at the March 2012 B.Com Examination. Ten students secured distinction marks and 107 students secured first class.

We can confidently say that along with all the other strategies designed by the Principal Dr. Padma Rangan for improving the performance of the T.Y.B.Com students at the University Examination, these Value Added courses contributed substantially to make the difference.

We congratulate the students and Ms. Rajeshwari Shekar for their excellent efforts!

It is proposed to continue the VALUE ADDED COURSES on a continuous basis in order to provide NEED BASED programmes to the students for their development and progress in the long run.

PLAN OF ACTION CHALKED OUT BY OUR INTERNAL QUALITY ASSURANCE

CELL 2011-12

- Comprehensive and systematic adoption of the new 'Credit Base System' adopted by the Mumbai University. This system allows for concurrent assessment along with summative assessment.
- Improve the efficiency of the teaching-learning system. The additional examinations conducted immediately after the semester examinations, allows for students to work hard and clear their papers without losing time.

- Explain the advantages of the new “Credit Based System” to student’s teachers and other stake holders. The new “Credit Base System” is student centric and works very well for our night college students.
- To align curriculum to real life and current business environment thereby making students aware of current affairs and emerging issues. The Project work and class tests prescribed as internal assessment by the Mumbai University ensures that the students engage with the subject on a regular basis. The project work encourages research work. Current topics and emerging issues are dealt with by students in their project work.
- Plan to improve and ensure the participation of parents and guardians in the process of education. Parents and guardians of students were invited for the induction programme of the F.Y.B.Com students. This is done to ensure a three way approach – student, teacher and parent participation is maintained in the teaching-learning process. Continuous feedback is provided to parents of the performance of the students especially of those students who are weak and have an attendance problem. This is done by inviting parents for a meeting and writing to the parents about their ward.
- Plan to improve the results of the T.Y.B.Com students. Improvement of T.Y.B.Com results being our main focus, several short term and long term projects have been adopted by the college.
- Make attendance compulsory for students. Attendance has been made very strict and compulsory for all subjects.
- Plan to implement monthly test for final year students. Class tests after completion of a topic has been taken to enable the students to study small portions thoroughly.

- Plan to improve the Book Bank Scheme. Students took advantage of the Book Bank Scheme offered by the college. They had the latest text books made available to them for study.
- To improve the quality of education – Conduct lectures and workshops by eminent scholars and authors of books.
- Value added courses to be introduced. The Principal took keen interest in this project of value added courses and initiated a full time counsellor and professional who engage in value added courses for students at FY, SY and T. Y. B.Com. Personality Development, Building Blocks workshop, Stress management, Time management and grooming classes were conducted.
- Plans were made to improve the performance of various committees like the library committee, co-curricular activities committee, placement committee, Commerce association, English association, Economics association, sports committee, NSS committee, NCC committee and magazine committee.
- Guest lectures by resource persons. It was planned to invite guest lectures by resource persons for specific topics in the T. Y. B.Com. course.
- Additional Orientation – it was planned to give an additional orientation to students explaining the tutorial system and internal assessment system adopted by the college.
- Discipline Committee re-constituted. Mr. Chandramohan Varma (Vice-Principal) planned to conduct a session explaining the code of conduct for students in the college. A similar session was planned for the staff separately.

- Budget allocation. Meetings were conducted and a rough budget allocation was made for various activities, programmes, functions and celebrations of the colleges (rough estimates were made)
- Infrastructure planning. As all our classes have audio-visual facilities, teachers are encouraged to make power point presentations for teaching. Videos from You Tube too are being shown to students on curriculum based topics.
- Alumni association activities were planned. It was decided to invite the alumni to help in conducting several programmes for the students of the college. Workshops and seminars were organised with the help of the alumni for the T. Y. B.Com. students.
- It was planned to organize more alumni meetings to strengthen the bond between the alumni and the college.
- Placement activities were planned. Campus interviews were organised for the T. Y. B.Com. students.
- Faculty development programmes. It was planned to send the teachers to several conferences organised by the University of Mumbai and other colleges. In-house faculty development programmes were also offered to the faculty of the college. Teachers were encouraged to write and present research papers.
- Research papers in ISSN and ISBN journals were highlighted and faculty encouraged to publish papers in journals carrying ISSN and ISBN numbers.
- Major and minor research projects. Plans were made to take up a minor research project by the faculty and students of the college.
- Plans were made to conduct field trip for the F.Y.B.Com and S.Y.B.Com students to environmentally sound places to understand nature closely.
- It was planned to encourage participation of students in various inter-collegiate competitions and events cultural and sports.

PART – B

1. Activities to fulfill the goal and objectives of the institution:

- Conduct activities and meeting of Alumni
- Conduct internal class tests for F. Y. B.Com. and T. Y. B.Com. students.
- Allocate the project topics for F. Y. B.Com., S. Y. B.Com. and T. Y. B.Com. students for their project work.
- Display monthly attendance status of the students on the website of the college.
- Conduct excursion, field trips and industrial visit for F. Y. B.Com., S. Y. B.Com. and T. Y. B.Com. students.

Activities by various Associations

a. Commerce Association

The department of Commerce organized (Add – Mad Campaign) poster making competition for S. Y. B.Com. students and the best poster were selected and scrutinized, the selected winners were given cash prizes and certificates. This activity was conducted twice in a year.

The department also conducted paper presentation on the topic of Human Resource Management, Accounting Standard, International Trade & Marketing for the T. Y. B.Com. students.

b. Economics Association

The department of economics organized a paper presentation on the following topics Global Economy, Agricultural Trends, Public Revenue and International Trade & Finance for the F. Y. B.Com., S. Y. B.Com. and T. Y. B.Com. students.

c. Literary Association

Under the address of Literary Association, Department of English organized a value added course on English language usage and grammar.

d. Nature Club EVS Department

Department of Environmental Studies and members of nature club organized a one day field trip to Sanjay Gandhi National Park, Borivali, to study floral community during the monsoon season. The main objective of this nature trip was to inculcate the importance of National Parks and its conservation which helps to maintain the balance in the environment.

2. New Academic programmes initiated (UG and PG)

✚ The college has implemented the revised academic programme by the University of Mumbai from this academic year i.e. 2011 – 12 (Credit Based Grading System) at F. Y. B.Com. level.

✚ Also at T. Y. B.Com. level the University has introduced 60 – 40 pattern of annual examination i.e. 60 marks of written university examination and 40 marks for internal assessment at college level.

✚ The above Credit Based Grading System will be continued for three years integrated B.Com. programme.

3. Innovations in curricular design and transactions

✚ Special study camp on Sunday's for T. Y. B.Com. students, under the supervision and guidance of respective subject teachers.

✚ Lectures were conducted by the senior and experienced professors from other colleges for T. Y. B.Com.

- ✚ As internal assessment in all subjects of Semester – I & II (F. Y. B.Com.) has separate passing in internals and externals exams were conducted on regular basis as per the schedules decided by the examination committee.
- ✚ Internet facility and uniform type of project books have been arranged by the college for the project work.
- ✚ After the regular exams, additional exams were conducted for the failed and absent students.
- ✚ Mr. Michael Vaz popular author of Mumbai University for Commerce Text Books and senior professor was invited for a work shop with T. Y. B.Com. students. He trained the T. Y. B.Com. students with skills required to prepare for the University Exam and gave them interesting and useful study tips and strategies.

4. Inter – disciplinary programme started

- ✚ We have not started any such programme because; our syllabus is designed by the University of Mumbai. However there are two inter – disciplinary subjects of Foundation Course and Environmental Studies. As per the guidelines of Board of Studies members of subject Foundation Course, University of Mumbai has introduced the topics of ecology and human resource to educate the students in the area of environment and importance of social rights at Semester – I & II level.

5. Examination reforms implementation

We conduct the examinations as per the guidelines of University of Mumbai. The new Credit Based System requires us to conduct semester end examinations with the view to improve the performance and results, the system requires us to conduct the additional

examination after the semester examination for all those students who have failed and or were absent for the semester exam.

This reform is a constructive step in the examination system directed towards student centric education and evaluation. With same philosophy continuous assessment in the form of internal examination, test, project works has been introduced, this help students to engaged with the subject on a regular basis and the project work encourages research and practical thinking. The students who failed in maximum four subjects i.e. two subjects in Semester I and two subjects in Semester II are promoted on ATKKT (allowed to keep terms) basis and allowed to take admission for Semester III.

6. Candidates qualified: NET/ SET/ GATE etc

All of our permanent teachers are fully qualified as per the UGC norms.

7. Total number of seminars/ workshops conducted

We organized workshop for T. Y. B.Com. students by an eminent author of Commerce and Economics Text Books & Senior Professor of University of Mumbai, Prof. Michael Vaz in the connection of preparation for the University examination, strategic planning for the study.

8. Research Projects

NIL

9. Patents generated if any

NIL

10. New collaborative research programmes

NIL

11. Research grants received

NIL

12. Details of research scholars

Prof. Eknath K. Zhrekar, Prof. Anaya Markandeya and Prof. Tushar Pawar are appearing for the Ph.D. interview.

13. Citation index of faculty members and impact factors

NIL

14. Honours/ Awards to the faculty

Dr. Lata Krishnan of our college was awarded the best paper presentation award in the International Commerce and Management Conference organized by Department of Commerce, University of Mumbai along with Mahatma Education Society on February 27, 2012. The topic of the research paper was "Financial Inclusion".

Dr. Lata Krishnan participated in a refresher course organised by UGC in Podar College of Commerce, Matunga in Feb 2012. She was awarded an 'A' grade for this refresher course.

15. Internal resource generated

The new colour printer was installed in the Computer Department to get coloured photographs printed on the mark sheet as per the University Guidelines.

Class room in the fourth floor of our building has been fully air conditioned for the purpose of conducting presentation and other academic activities.

LCD projector has been installed in all the class room, to enhance the power point presentation and to screen documentary films.

The open area in the ground floor is utilized for cultural and extra – curricular activities.

16. Details of department getting SAP, COSIST/ DST/ FIST etc assistance/ recognition

Not applicable

17. Community Services

NSS Activities:

The NSS unit of our college has conducted various activities as community services:

Activities	No. of volunteers participated
a. Book Distribution Project	Male: 49 Female: 22 Total: 061
b. Youth for elderly two days workshop	Male: 02 Female: 00 Total: 02
c. Peace Rally	Male: 80 Female: 20 Total: 100
d. Pulse Polio Drive	Male: 11 Female: 00 Total: 11
e. Ganpati Immersion Traffic Ctrl. Duty	Male: 80 Female: 30 Total: 110
f. Basic Information on HIV/AIDS	Male: 95 Female: 35 Total: 130
g. Rally on Vyasana Mukti	Male: 13 Female: 07 Total: 20
h. Kanya Bachao Abhyan	Male: 01 Female: 01 Total: 02
i. Rally on HIV/AIDS awareness	Male: 45 Female: 25 Total: 70
j. Street play on HIV/AIDS awareness	Male: 11 Female: 08 Total: 19
k. Energy Conservation Project	Male: 46 Female: 17 Total: 63
l. Malaria Awareness Rally	Male: 66 Female: 19 Total: 87

NSS Day - 24th September was celebrated with commendable and memorable events. The programme started at 06:30 p.m. with lighting the lamps by the Chief Guest, the Senior Police Officer from Chembur Police Station Mr. B. Rathod and the Honorable Secretary & CEO of Mahatma Education Society Dr. K.M. Vasudevan Pillai and our Principal Dr. Padma Rangan. The Senior NSS Programme Officer, Assistant Professor Mr. Eknath Zhrekar formally started the function inviting the Principal to do the further proceedings.

The Principal introduced the Chief Guest and his enviable achievements as the Police Officer. She recollected the joint venture between the MES and the Police Department of Chembur. She concluded her brief speech inviting the Chief Guest to share his experience.

The Chief Guest was very interactive with the audience volunteers. He detailed the procedures to get recruited to the Police at various levels. He suggested to students effective methods to discourage alcoholism in their parents and relatives. He also warned the volunteers to be alert of the surroundings and observe and report if any suspicious activities. He also respectfully remembered his close association as a person and as an officer with MES. He had to leave the dias because of emergency but he found some time to watch and enjoy a street play energetically organized and performed by the NSS volunteers.

The colour of the remaining programme was brighter and had a high resolution the clips performed on 'Mumbai Alter, Alcoholism among the youths' were really convincing and commendable. It was noticed that year after year the quality of performance is increasing. The dances staged by the volunteers were eye catching. It will be injustice if college choreographer Mr. Sachin Sarvagod name is ignored. The programme ended at 09:00 p.m. snacks were served to the NSS Volunteers by the NSS Volunteers for NSS Day.

The college has also conducted routine calendar of activities in the adopted area such as Siddharth Colony every year and they are: -

- ✚ Cleaning the total colony with the help of local youth mandals functioning there.
- ✚ Awareness programme on tobacco abuse & mosquito elimination methods
- ✚ Assisting residents to enroll their names on the electoral roll.

The students of our college participated in the inter – institution cultural festival “UBER RANG” organized in our Panvel Campus.

Funds raised for this events from students and teachers were used for various social service projects. Contributions were also made to NGO’s working for AIDS awareness, Old – age homes, Orphanages and leprosy homes. A blood donation camp was conducted during this event and stalls were put up for social service advocacy.

Our Principal Dr. Padma Rangan and HOD of Commerce Dr. Lata Krishan are the members of Soroptimist International of Chembur, Mumbai. This is an international women’s social organization, working for the upliftment of women and the girl child. The Soroptimist International of Chembur, Mumbai, collaborated with the students and teachers of our college to organize a food mela on Saturday, 14th January, 2012 for fund raising for their ongoing projects

18. Teaching and officers newly recruited

No new fresh appointment took place in this academic year

19. Teaching – Non Teaching staff ratio

9:15

20. Improvements in the library services

Bar coding system has been introduced in the library for issuing and returning the books.

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

- Chairperson : The Principal of the college is the head of the committee - Dr. Padma Rangan
- Member Secretary : The librarian of the college - Ms. Parveen Arif
- Additional Members : Two students with a view to get student's feedback
Sanjay Patil, Sushma Sathe

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

To list a few here:

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

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

21. New books/ journal subscribed & the value

In this academic year 406 books were purchased at a cost of Rs. 1,12,284/- which includes 138 reference books and 268 text books. We also have 30 periodical in the library.

22. Course in which students assess teaching is introduced and the action taken on students feedback - Faculty Performance Evaluation.

The college staff designed formats for feedback in three tire stages: -

✚ **Students feedback** is taken through a ten scale performance evaluation on teachers.

This feedback is analyzed and reviewed by a committee and the report is submitted to the principal. The principal intimates the teaching staff members confidentially if any improvement is sought.

✚ **Teacher to teacher** feedback forms are distributed among all teaching staff members.

They evaluate the performance in various aspects like academic, in terms as colleague etc. areas and submit the final result of each teaching staff member. If any improvement found necessary in any staff member, the principal discuss the same with the member concerned.

- ✚ The third tire of feedback collection is **from the teachers on the principal**. As our college has a small teaching fraternity transparency is more than confidentiality.

23. Unit cost of education

16106

24. Computerization of administration and the process of admission and examination results, issue of certificates

The following areas are fully computerized:-

✚ **Admission: -**

- Merit list for admission
- Final list
- Roll numbers

✚ **Fees receipts**

- Total collection
- Issuance of identity cards

✚ **Library**

- Library register
- Accession register
- Issuance of books
- SMAF books issue
- Library Identity cards

✚ **Formats**

- Daily attendance

- Monthly attendance
- Feedback forms
- Leave application forms
- Requisition forms



Enrollments

- First year student's enrollment
- Final year student's examination forms
- Enrollment of NSS
- Certified list of NSS for 10 grace marks
- Attendance defaulters list



Examinations

- Seat Numbers
- Attendance
- Hall tickets
- ATKT & Additional Examination forms
- Results
- Marksheets
- Junior & Senior Supervisor's report
- T. Y. B.Com. uploading of internal assessment marks.
- Online hall tickets facility for T. Y. B.Com. from the University website.

25. Increase in the infrastructure facilities

• **(a) Academic Activities:**

Management has arranged a new and better CAP room with necessary facilities also in the library the new reading rooms with internet facility made available for the teaching faculties.

• **Classrooms:**

All the class rooms are installed with LCD projector and wi – fi facility to give live examples to students during the lectures. The class rooms are good ventilated with open arena of space, so as to enhance comfort and free movement of students.

• **Common Room for Girl/ Boy Students**

The common room for the students has been painted and additional facilities like seating arrangements, tables and mirrors have been installed.

• **Conference Room:**

The conference room of our college has been technologically upgraded with video conferencing facility. The hardware and software required for video conferencing have been provided in the conference room.

• **Library:**

Though our college library is already fully equipped with necessary books and well furnished, the management has provided us with a special reading room for the teaching faculty and extra computers are installed, to assist research work.

• **Computer facility:**

The college has an up-to-date computer centre on the first floor of the college building. This year the management has provided extra computers with advance software installed,

so as to conduct smooth lecture for the subject of Computer Systems & Application for final year students.

- **Audio – visual facility:**

There is a provision for audio – visual aids in selected classrooms in the college building. This facility is shared by all the intuitions in the day and by the Night Degree College after 4 p.m. All the teaching staff members are provided with lap tops to prepare their lectures and presentations. There is a facility of an LCD projector in the classrooms on the fourth floor for showing power point presentations, both for the teachers and the students for their project presentations.

- **DTP Centre:**

The management has purchased a new colour Xerox machine so as to print essential documents.

- **(b) Extra Curricular activities and sports**

- **Cultural Committee activity:**

Inter-collegiate competition: The students of our college had participated in IIPM (Indian Institute of Planning and Management), Khar on September 21 & 22, 2011. They participated in the competitions such as Antakshari, Cartooning, Personality contest etc. The winners were Mr. Krishna Jadhav from T. Y. B.Com. who reached upto the semi – final round in singing competition. Ms. Aarti Nikam of S. Y. B.Com. and Mr. Krishna Jadhav of T. Y. B.Com. reached upto the second round of the corporate quiz. Mr. Krishna Jadhav reached upto the semi – final round in the Antakshari competition. Mr. Sagar Waghmare of F. Y. B.Com. reached upto the quarter final round in carom. The participants were issued certificates for their participation in dance competition.

UberRang : In order to raise funds for our Community service day held on 1st February 2012, a fund raiser was organized by Mahatma Education Society called Uber Rang. This was a talent show. Our students participated in this program. We were also able to collect a sum of Rs. 12500 which was donated towards the Community Service Day.

Annual day celebration: The annual day of our college for the academic year 2011 – 12 was celebrated on the 4th February, 2012 in the open auditorium on the ground floor of the college from 05:00 p.m. to 08:00 p.m. The events registered for performance were:

- Ganesh vandana (Group dance)
- A silent act
- Maharashtra folk dances
- A skit
- Group dance

The organizing committee had requested various institutions functioning in Chembur Campus to visualize some cultural aspects of at least one state of India. Our college was to visualize something about Maharashtra cultural. The above shown performances reflected on these cultural areas of Maharashtra.

All the teaching, non – teaching staff members, principals of various institutions were present to grace the occasion. The principal addressed the audience highlighted some achievements of our college specially underlining this academic year denotes the silver jubilee year.

The programme started with the formal Ganesh & Saraswathi vandana in the form of prayer chanting and simple dance form.

This was followed by myme – a silent comic act conceived by Ms. Priyanka of S. Y. B.Com. Class.

The next attractions were some Maharashtra origin folk forms through dances. There were two cinematic solo singing performed by Zuber from F. Y. B.Com. his song caught the attention of the entire audience. The main highlight was an enact conceived, edited and acted by the students themselves on the theme “Talent Hunt”.

The other eye catching performance was a dramatic dance on the subject “Farmers suicide” in Maharashtra. This was also enjoyed by the audience and well applauded.

The organizers took the opportunity to extend their whole hearted gratitude to our staff choreographer Mr. Sachin Sarvagod who guided and groomed the performers to exhibit such a wonderful cultural evening.

The programme concluded at 08:00 p.m.

T.Y.B.Com Send-off Party: the cultural committee and the management of our college jointly organized a send-off party for the T.Y.B.Com. students. The evening was full of fun and laughter.

The programme started with the speech from our Principal followed by our teachers. The students then shared their experiences and feelings related to the college. The evening ended with the lavish dinner and a dance party for the teachers and students. We cut a huge cake that said “ All the Best!” to the T.Y. Students.

◦ **NSS activity:**

BOOKS DISTRIBUTION PROJECT

The NSS Units of our college, as the part of regular activities in the adopted area organized NOTE BOOK Distribution Programme for the needy students in the adopted area of Siddharth Colony.

Our NSS Volunteers made bound note books from unused pages collected through students and created 47 note books of 200 pages each.

On July 11, 2011 Monday 28 selected volunteers visited the adopted area and distributed these note books to the pre identified very needy school students.

We are happy to acknowledge that we have satisfactorily completed this programme and convey our obligation to Dr. Rajan Welukar Hon'ble Vice –Chancellor, University of Mumbai who recommended this project last year.

TWO DAY WORKSHOP ON “YOUTH FOR ELDERLY”

Life Long Learning Department of TISS organized a two day workshop on “Youth for Elderly” to solve the problems of the elderly.

The Department invited one NSS Programme Officer and two NSS Volunteers from each college in M – Ward. The representatives from our college attended were:

1. Prof. Tushar Pawar
2. Santosh Shinde
3. Manish Mhatre

The schedule of the workshop was as follows:

19th July, 2011

1. Welcome address by Dr. Nasreen Rustom
2. Ice breaking session - Ms. Saigita
3. Ageing – Myths and Realities – Ms. Pallavi Kumari
4. Issues of the elderly – Ms. Soman Afroz

20th July, 2011

1. Warm up exercise guided by Ms. Afroz and Ms. Saigita
2. A talk on – Working with elderly by Ms. Neha Dalal, Dignity Foundation, Mumbai
3. Rights and entitlement of the elderly by Dr. Kinjawdekar, AISCCON, Mumbai

After concluding the above mentioned sessions the resource person from TISS suggested an action plan for all the colleges present in the workshop to minimize the issues of the elderly.

The following are the action plans: -

1. Meeting the elderly people in the old age homes
2. Organizing street plays
3. Conducting medical camps
4. Organizing poster competitions etc.

HIV – AIDS AWARENESS PROGRAMME PEER EDUCATOR TRAINING

In order to spread awareness to the students about HIV – AIDS, members of MDACS conducted a two day peer educator training programme on HIV – AIDS awareness on July 22 & 23, 2011 in their office.

Six NSS Volunteers from our college participated in the above programme. Following Guest delivered lectures on their respective areas and others talk about their own life. The following lectures were conducted during the second day programme:

1. Mr. Digambar Sathey

He highlighted the points about

- i. Importance of Sex Education
- ii. Protection from HIV AIDS
- iii. Types of Sexually Transmitted Diseases (STD)

2. Ms. Kavita Nair

Spoke about gays

- i. Their life style
- ii. They can use some platform like normal people to enjoy their life

iii. Homosexuality

3. Ms. Maya Singh

She delivered lecture on – Situation in India about HIV – AIDS

4. Ms. Semen Tiwari

She told us about her own life, and how she was infected by HIV – AIDS and how she spends her life as an HIV + person. She also gave examples of her own life regarding HIV – AIDS

The last session was handled by Mr. Satyam, he discuss about lectures of resource person and further what we can do to minimize the number of HIV infected people.

PEACE RALLY

100 NSS volunteers representing our college, as they participated in the “Hiroshima Peace Rally” on August 06, 2011, organized by Mumbai Sarvodaya Mandal at Azad Maiden.

All the volunteers assembled at the college and marked their attendance. Many of the volunteers had made posters on peace rally. The students moved to the Chembur Railway Station and reached Azad Maiden by train.

We registered our college’s name in the Mumbai Sarvodaya Mandal’s Office. A team of local TV Channel talked to the NSS leaders about the objectives of the Peace Rally.

The leaders had distributed posters and banners to the volunteers before the rally began. The route of the rally was from Azad Maiden to Hutatma Chowk vai Kala Garden. The objective of this rally was to give awareness about how to cheek violence and how to bring in a peaceful life and atmosphere. The NSS volunteers from most of the sub-urban colleges were present in the rally with various messages on banners and posters.

After the conclusion of the rally refreshment were served to all the volunteers. All the participants reached the college at 06:00 p.m. After marking attendance the group disbursed.

RALLY SUPPORTING ANNA HAZARE “FIGHT AND FAST AGAINST CORRUPTION”

The NSS volunteers of our college organized a rally on August 23, 2011 to acknowledge the full support of all the students to Anna Hazare’s venture against corruption in India. The main objective of the rally was to motivate, impress and inspire all Indian citizens who are not fully drawn to this noble cost. The rally head to Chembur Railway Station premises to propagate Anna Hazare’s struggle of freedom from corruption. There were general slogans against Government negligence in drafting a proper Lokpal Bill which can ensure India’s independence from corruption. The feedback evaluates that the rally was successful in transporting and passing the expected message. The students reported back to the college at 08:30 p.m the same day.

PULSE POLIO DRIVE

Eight NSS volunteers from the NSS unit of our college attended the ongoing pulse polio project, on August 23, 2011. The camp of the project was at ‘Podar Kids play house’ at Maitri Park. The volunteers divided themselves into four groups and one group was delegated AFEC School and second group was posted at General Education School. Both groups reached at the respective centre at 10:00 a.m. The third and fourth groups were additionally sent to AFAC School and General Education School at 11:30 a.m.

The target group of pulse polio drop receiver were the Junior and Senior K.G. Students in the AFAC School, General Education School and DBC School. This project ended at 03:00 p.m. and volunteers reported back at 03:30 p.m.

GANPATI IMERSION TRAFFIC CONTROLL DUTY

As usual this year also the NSS Volunteers from our College had on important role in shouldering the Traffic Control Project during the three auspicious days of Ganpati Ideals Immersion that is on 5th, 6th & 11th September, 2011.

The volunteers were given proper orientation by the Sr. Police Officials Mr. More & Mr. Rathod on how to deal with the people and crises situation if any arises. On each of the three days 110 NSS volunteers were deployed in the significant and sensitive areas. They were given refreshment sponsored by the Police Department and NSS Unit of our College. The girl volunteers were relieved from their duties at 09:00 p.m. (04:00 p.m. – 09:00 p.m.) while the boy volunteers continued till 10:00 p.m. (04:00 p.m. – 10:00 p.m.). After the duty, the boy volunteers were relieved and they were dropped home by the Police Officials. The NSS Volunteers covered the area for traffic control from Basant Park till Umarshi Bappa Chowk i.e. near to Petrol Pump.

The Senior Police Officials appreciated our enterprising volunteers for their sincere and whole-hearted contribution during the inaugural ceremony of the NSS day celebration where he was the Chief Guest.

N.S.S. DAY CELEBRATION

September 24 the day for NSS this year NSS unit of our College was organizes with commendable and memorable events. The programme started at 06:30 p.m. with lighting the lamps by the Chief Guest, the Senior Police Officer from Chembur Police Station Mr. B. Rathod and the honorable Secretary & CEO of Mahatma Education Society and the Principal Dr. Padma Rangan.

The Senior NSS Programme Officer, Assistant Professor Mr. Eknath Zhrekar formally started the function inviting the Principal to do the further proceedings.

The Principal introduce the Chief Guest and his envious achievements as the Police Officer. She recollected the joint venture between the MES and the Police Department of Chembur. She concluded her brief speech inviting the Chief Guest to share his experience.

The Chief Guest was very interactive with the audience volunteers. He detailed the procedures to get recruited to the Police at various levels. He suggested to students effective methods to discourage the alcoholism in their parents and relatives. He also warns the volunteers to be alert on the surrounding and observe and report if any unsown and notice. He also respectfully remembered his close association as a person and as a officer with MES. He had to leave the dias because of emergency but he found some time to watch and enjoy a street play energetically organized and perform by the NSS volunteers.

The colour of the remaining programme was brighter and had a high resolution the clips performed on Mumbai Alter, Alcoholism among the youths and were really convincing and communicating. It was noticed that year after year the quality of performance is increasing. The dances staged by the volunteers were eye catching and mind blowing. It will be injustice if college chorographer Mr. Sachin Sarvagod name is ignored. The programme ended at 09:00 p.m. snacks were served to the NSS Volunteers by the NSS Volunteers for NSS Day.

BASIC INFORMATION AND AWARENESS OF HIV/AIDS

On September 12, 2011 a truly different session with an objective of imparting Basic Information and Awareness on HIV/ AIDS was organized jointly by the MDACS and NSS unit of our College.

The session was headed by Mr. Satish Balmiki. The power point presentation helped the students to understand and digest the objectives of the session. All the points were effectively communicated and so the feedback was excellent. There was a question hour session for boys and girls separately.

The feedback reveals that the students deeply grasped the highlight, displayed by the resource person. The NSS Volunteers always make it a habit to share their experiences to the other group, studying in various institutions functioning in the Chembur Campus during day time.

About 130 volunteers had the benefit of this session.

REPORT ON DENTAL, THALESEMIA DETECTION AND ROUTINE BLOOD CHECK UP CAMP

A Joint Venture dental, thalesimia detection and routine blood check up camp was organized by the Rotary Club of Deonar and the NSS Unit of Mahatma Night Degree College on August 26, 2011 at 03:00 p.m. in the College Campus at Chembur.

For the dental check up about 255 children between the age group of six to nine were registered and got examine and also advise for the proper treatment. For all the possible cause medicines were also dispensed. Anti – biotic and analysis were also distributed at free of cost. The organizers are very grateful for the clinical services and dedication of the dental surgeons:

- Dr. Kamlesh Grotta
- Dr. Rutuja Onkar
- Dr. Jyoti Magoo
- Dr. Aakash Sahu
- Dr. Mayuri Jobanputra

- Dr. Priyanka Kachare
- Dr. Reshma Chawla

The check – up for thalesiemia minor detection was the second phase of the medical camp organized on the same day in the same venue. The targeted group was above 18 years. About 210 students teaching and non – teaching staff utilize the benefit of this camp. Along with the Rotary Club of Deonar and NSS Unit of Mahatma Night Degree College, one more association had joint venture this programme i.e. – THINK Foundation. The thalesemia minor detection was followed by routine blood check – up for the same group of 210 students. At this juncture we extend our whole hearted thanks for the personal presence of Mr. Vinay Shetty, the Vice – President of THINK Foundation. We are also thankful to Dr. Simita Borale, laboratories for the technical support extended by the technical staff members.

The role of NSS volunteers and their contributions were very significant. They divided themselves to officiate various functional areas of this camp, like registration, trafficking and to see each of the beneficiaries is properly attended, advice and complete all the checking up formalities.

Both of these camps were successfully completed with the delay of three hours as per the schedule. Let me take this opportunity to acknowledge our thanks to the following rotaries that were present throughout the camp:

- Mr. P.P Ramesh
- R/N Sunita Mehta
- IPP Rajendra Datye
- Rtn. Vishnu Kamath
- Rtn. Satish Lamba

- Rtn. Puja Puri
- Rtn. Bhoomika Shetty
- Rtn. Hema Subramanian
- Rtn. Dr. Dilkush Kishanchandani
- Rtn. Surendranath

The Principal of the Primary School were also present during this occasion. We conclude this report saying thanks to the Principal and Management and other teaching and non – teaching staff members with whose co – operation this programme could be a great success.

SEMINAR ON PEACE

In connection with Gandhi Jayanti Day celebration, the NSS cell of Mumbai University organized a seminar on Peace on October 2, 2011 at 09:00 am in VV Bhavan. From our college five volunteers participated in it.

After the formal attendance taking, the seminar started with a bhajan sung by the Utkarsh Group. All the participants accompanied the bhajan singing. Another girl volunteer performed a “Pasayadaan”.

Various Programme Officers spoke about Gandhiji’s life especially focusing at the freedom struggle he lead and at last how India won independence. The seminar concluded at 03:00 p.m. with the National Anthem. The volunteers participated reported back in the college at 05:00 p.m.

RALLY ON VYASAN MUKTI

The rally on ‘Vyasan Mukti’ was on NSS Units based programme conducted at Azad Maiden, CST. 20 volunteers from our NSS unit reported in the college at 02:00 p.m. and after completing the attendance formalities, they all moved to Kurla Station and to CST via rickshaw and train

respectively. The rally started at 03:00 p.m. and reached at Gateway of India at 05:00 p.m.

There were posters, banners etc. focusing on 'Vyasan Mukti' (de-addiction) slogans.

There was a special programme at a finishing point organized by 'Vyasan Mukti Kendra' (de-addiction Centre). The speakers from that centre emphasized the statement say 'no to liquor and tobacco'. A group of small kids sang an awareness song on this occasion.

A speech delivered by the popular Marathi actor Mr. Siddharth Jadhav was made available to hear through recording in a mobile. The speech was properly audible by the help of announcing system. Another famous Marathi actor Mr. Bharat Jadhav's recorded speech was also made available to hear to all the participants. A message sent by another Marathi actor Mr. Makrand Anaspure was also read by a representative of Vyasan Mukti Kendra.

This was a different session in all aspects. Before concluding the programme all the participants took an oath that they will keep away from liquor and tobacco that causes cancer and cancer.

SENIOR CITIZENS AND THE YOUTH

Tata Institute of Social Science organized an awakening and eye opening programme for the youth on the problems of the senior citizens and the role of the youth to solve them.

This programme was organized on September 23 and 24, 2011 in the institute at Deonar from 09:00 am onwards. There were making shift stalls for volunteers to observe the senior citizens present there. The volunteers were instructed to help the elderly citizens to move around. There were dance and singing performances both by the volunteers and the senior citizens. An old man danced holding a lighted candle. There were mono acts by the senior citizens to spread the message – how to protect and respect the senior citizens.

The programme was concluded in a very cheerful manner.

'KANYABACHAO ABHAYAN'

The non – government organization ‘Shahir Amar Shaikh Sabhagruha’ survival at Churchgate organized a programme on the theme – Existence of Women – it is a right, on August 19, 2011 at 10:30 a.m.

The programme started with enlightening speeches by Mrs. Varsha Gaikwad from Women and Child Protection Group. She presented a report with pictures about the illegal sonography to reveal the sex of the to be born child. This illegal activity ends in hundreds of feticide. There were children invitees also. The other guests were Ms. Rah, Ms. Bhide, Ms. Jyoti Mhapsekar, Advt. Vidya Balujekar and all of them delivered a few words on women’s right. Female child protection was also discussed and many suggestions emerged to stop the illegal sonography and feticide.

The programme ended at 02:30 p.m.

Time	Particulars/ Programmes
10:30 a.m.	Reporting, attendance, providing necessary instructions.
12:00 n.n.	Cleaning the camp premises settlement areas, washrooms and toilets
01:30 p.m.	Lunch (carried by the volunteers from their houses)
02:30 p.m.	Creating various teams for the day one and two activities and assignments.
04:30 p.m.	Tea – break
05:00 p.m. to 07:00 p.m.	Field visit in the adopted area and communicating with the sarpanch, about the activities proposed in the coming six days.
07:30 p.m.	Reporting back to the camp site.

MEETING WITH MDACS

On December 1, 2011, there was a special NSS activity in the Government Dental College at CST on “Activities of MDACS” at 11:00 a.m. Four Volunteers from our college were assigned to attend this programme. The programme was started welcoming the Chief Guest and followed by lighting the lamp to indicate the programme was officially inaugurated. The award distribution programme was the next session. The Chief Guest delivered a brief speech about his experience with MDACS. A women representative also shared her experience with MDACS. She brief how the MDACS were founded and its areas of functioning. She also detailed its branches functioning all over Maharashtra. As a mark to the conclusion of the programme the NSS clap was performed. The programme ended at 03:00 p.m.

RALLY ON HIV/AIDS AWARENESS

As a part of AIDS week programme observed all over India. Our college also organized a Rally with an objective of awareness on HIV/AIDS. A team of 70 NSS volunteers gathered in the college campus at 08:00 a.m. The rally moved towards NG Acharya College and proceeds to Ambedkar College. Street plays were preformed in Acharya and Ambedkar Colleges and also wherever the public in large number was available. There were group songs also with a theme of awareness of AIDS. There were 7 plots for street play performances and 8 plots for group songs. After finishing of the rally the students were served snacks and they all reached back in the college at 03:00 p.m.

NSS SPECIAL 7 DAYS RESIDENTIAL CAMP

The residential NSS camp for the academic year 2011 – 12 was held from 17/12/2011 to 23/12/2011 in the adopted area at Tara village, 18 Kms. from Panvel. The number of total participants was 104 volunteers including four non – NSS volunteers. Two male and two female

assistant professors along with the programme officers Mr. Eknath Zhrekar and Ms. Anaya Markandeya were on duty on the very first day of the camp. The duty chart of the teachers on shift was prepared and communicated with the teachers concerned and had received their acknowledgements.

The campers started from the college at 08:00 a.m. on the day i.e. 17/12/2012 and reached in the camp site at 10:30 a.m. The attendance of the volunteers was taken and reconciled. The programme officers and leaders gave necessary instructions to the volunteers to make the seven day camp successful in principle and activities.

Activities Day – 1

Meanwhile, the kitchen committee had prepared dinner for the night and served to others. A post dinner session was held to plan next day's activities.

The programme officers and other teachers motivated the students to present skits; street plays etc. with high communication skills for best of the awareness to the target audience.

Activities Day – 2

The second day started with a Yoga session at 06:00 a.m. followed by national song and NSS song.

At 07:30 a.m. the students were allowed to do morning exercises, their bathing and washing clothes. The volunteers reported back at 09:00 a.m. except the kitchen committee all others got involved in the works assigned to them.

The first activity of the camp was coloring the Zilla Parishad Primary School, situated at Barapada in Tara Village. The management of our college had procured all the materials for painting the walls, black boards, doors and gates.

There were 31 volunteers involved in this project in rotation for cleaning the areas to be painted and mixing paint and brushing. The teachers and other staff members of school were very co-operative. The total cleaning was completed on that day.

Another team consisting of 40 volunteers proceeded to other part of Barapada village in order to start a road construction having about 600 mtrs. After the morning session works the volunteers and teachers reported back to camp site for lunch at 02:00 p.m.

In the afternoon session the volunteer were divided into groups and started preparatory and practice session for performing street plays skits and songs. After the tea break at 05:00 p.m. the volunteers were allowed to play various outdoor games.

In the late evening 07:00 p.m. to 09:00 p.m. the preparation continued and at 09:00 p.m. the dinner was served. The post – dinner session was organized to chalk out the plan for next day activities.

Activities Day – 3

The early morning session were as usual with yoga, national song, NSS song and national anthem followed by regular morning exercises. At 09:00 a.m. the action teams reported. After having breakfast they proceed to their respective activities i.e. painting the school and construction of road.

First round coating of wall painting was completed. After replacing the furniture in their place the team returns to the camp site at 02:00 p.m.

The road construction team completed the pot – holes filling and leveling of the road that day.

They also reported at camp site at 02:15 p.m. The lunch session was over by 03:00 p.m. then the students got involved in their practice and preparation session for the public performing session in the coming day.

After tea break and outdoor sports session they got from themselves and reported for the next two days team building session and activity planning. The dinner was served at 09:00 p.m.

Activities Day – 4

Yoga, patriotic sessions, NSS songs and regular morning exercises were the pre – breakfast sessions. Teachers from junior college report on duty and some teachers from degree college were relieved.

After the breakfast the action team proceeded to their two respective work sites. The painting works in the school was completed by 2:00 p.m. on the third day. However, the teachers and some respectable villagers appreciated the students' skills and spirit. On the other site the road construction work was successfully finished as per the expectation of the villagers. As an expression of gratitude the villagers promised to serve snacks on sixth day morning. The venue was an open space in the village all the volunteers were reported back at 03:00 p.m. on the camp site. After having lunch they did the final rehearsal for the next day public performance.

Activities Day – 6

The second last day of the camp was planned for three different activities with different objectives. The first and foremost was a survey based on the available drinking water quality and purity. A feasible question was supplied by NSS cell of Mumbai University. The sufficient number of Xerox copies was arranged by the college and the survey was conducted very meticulously. The collected data was sent back to National College, Bandra for further proceedings. The second activity of the day was performing street plays to create awareness on child marriage, girl child education, HIV/ AIDS and abuse of alcoholism. The village audience took these activities as an eye opener and the participants were applauded by village heads and others.

The third activity was conducted for cleaning some sensitive areas of villages with the support of the villager the cleaning activity was carried out and that was a sustainable result.

The benchmarking programme of the camp was donation of cupboard to Zilla Parishad Primary School, headmistress by the principal of our college on behalf of the management of our college in the presence of senior citizen and other respectable member from the villagers.

The students were also made happy by handing over various utensils like plates, cups, study materials like instrument boxes and sports item like skipping ropes etc. We ensure that each student get all these items. The village heads express their gratitude for the generosity extended by our management and guidance by the principal and activities done by the volunteers. The refreshment was promised by the village representatives to all gathered there for the seventh day.

Activities Day – 7

After completing the pre – breakfast patriotic session and exercises the camp was declared concluded officially by the senior programme officer.

After the breakfast there was a session of re – collecting the highlights of the camp. NSS leader and few of volunteers shared their experiences that they had in the camp. After the lunch the students were assigned to clean the total camp area and to observe everything is in their position intact. Then the students were let free to pack their belongings and directed to report at 04:00 p.m. to depart back to the college.

RRC ACTIVITY 2011 – 12 MEMBERSHIP DRIVE

The first activity of this club was membership drive. The senior NSS volunteers who had attended the training programme provided by MDACS, initiated this activity. According to this plan towards membership drive they would go to each classes in the degree college and 12th

Standard classes, in the junior college. This was a two day activity held on 28th and 29th July, 2011 at 07:30 p.m. onwards.

The volunteers headed the programmes were,

- Kushal Bensal
- Arman Shaikh
- Neelam Bhosale
- Ashwini Kamble

They visited five divisions in the degree college and three divisions in the junior college. They started from T. Y. B.Com. class and conducted with the F. Y. B.Com. class on the first day.

The second day was fully spared for the 12th standard divisions.

The trained volunteers gave a total awareness on HIV/ AIDS especially how should be the approached towards the HIV victims. They underlined the causes, for HIV and the possible preventative measures. The trained volunteers were also good in communication skills and it helped to achieve the targeted result. The feedback proves that all the sessions were very result oriented as more than 500 students got registered their names to RRC as a promise of representing such sessions when their turn comes.

FRIENDSHIP DAY CELEBRATION

As per the instructions from MDACS the NSS Unit of our college celebrated friendship day with a different outlook. The peer team member of our NSS Unit in association with RRC distributed Red bonds supplied by the MDACS. The volunteers and non – volunteers tied the bonds around their wrist as a mark of awareness to themselves and others.

STREET PLAY ON HIV/AIDS AWARENESS

As per the guidelines and direction from MDACS, the volunteers, of NSS prepared a street play with an effective methodology and communication. The street plays were performed on August 12, 2011, Friday in the sensitive crowded area of Chembur railway station. The body language and dialogues of the participants attracted the crowd till the end. Some of commuters appreciated the volunteers having taken up such a subject on social issue for a wide awareness on a suitable plot.

SEMINAR ON STIGMA AND DISCRIMINATION

A special discourse was organized jointly by MDACS and NSS unit of our college on January 21, 2012, Saturday the programme was not only to create awareness about HIV/AIDS but to open the eyes of the participants towards how to behave and what should be the approach to the AIDS victims in the society at large.

The discourse was given by Mr. Satish Balmiki, who himself is an HIV victim and naturally he could arrest the minds of the participants. His words emotionally in a charged mood. The lecture was very effective and provided the positive feedback and so we can say the objective was achieved.

- **NCC activity:** in the college campus ground and at the sports ground at Chembur Naka
- **Nitin**
- **Annual sports day march past , piloting cg**
- **Independence republic day**
- **Girl cadets for ltp camps**
- **Sports:** our students participated various inter collegiate University Sports Events like, Kabbadi, Kho-Kho and Volley Ball tournaments. Management also organized a Sport

Day for the students of Mahatma Education Society's in order to inculcate sport spirit among all the Mahatmites.

- **Indoor:** the college has a spacious open hall on the ground floor which has a provision for audio & video facility. Sufficient lighting is provided here. This area houses the facility for indoor sports like carom, chess and table tennis.
- **Outdoor:** there is a sports ground measuring 230 sq. yards close to the college building at Chembur Naka. The ground is mostly used for most of the outdoor sports activities i.e. hand ball, foot ball, NCC Rally practices on a daily basis. On certain occasions like NCC Day celebrations etc., are also conducted on these grounds which has a stage and a green room facility behind the ground. This ground also has a toilet block attached to it.

Excursion/ Field Trip (EVS Department)

As the part of EVS curriculum up gradation the EVS Department of our college organized a field visit to Bombay Natural History Society Centre for Environment Conservation (BNHS CEC), Goregaon with the theme of "know the nature closer" (Walk in woods). The professor in charge of EVS had made all arrangement to proper channel in order to visit awareness oriented for students in the F. Y. B.Com. class.

The department registered 100 students name along with Rs. 100/- from each as entry fees payable to the BNHS CEC, Goregaon. The date fixed for the filed visit was 31/01/2012. The principal assigned Prof. C. M. Varma also to accompany Mr. Tushar Pawar, Professor In – charge (EVS).

The students registered for the field visit were present in the campus at 09:30 a.m. after taking the attendance; all proceed to the special buses arranged for the visit. The team departed at

10:00 a. m. to the destination. Breakfast was served in packets to all the students in the bus as part of time management.

The team reached CEC Goregaon at 12:00 noon, and they were all received by the authorities at the entry point.

The first programme in the field was a brief talk about the bio diversity and various birds, insects, plants and animals, living in the park. The session was through audio visual media. The resource person was Mr. Shardul. After the brief speech the whole team was divided into four groups. Each group was guided by four different field volunteers connected with the BNHS CEC. Each group travel through four different routes to avoid big crowded session in each spot. But all the team experienced all the important spots but at different timings. The knowing nature programme took about 2 hours. The volunteers explained the highlights in simple language. One team could observe spotted deer, barking deer etc. Huge teak wood, herbal plants, rare flowers, various species of butterflies, singing birds were available to see.

The physical contribution of people from different countries like construction of check dams was also experienced. Following species of birds, plants and animals were observed during the trail.

List of Plants:

- Wild Turmeric
- Yellow Ground Star
- Water Port
- Orthosiphon
- Karvi

- Wild Banana
- Screw Plant
- Dinda
- Ghost Tree
- Kadab
- Sawar
- Teak Plant
- Gloriosa Superba
- Elephant food
- Morinda pubscens

List of birds

- Black drango
- Kingfisher
- Bramhini kite
- Woodpecker
- Blackheaded Orione
- Blue rock pigeon
- Common myna
- Grey heron
- Indian robin
- Spotted dove
- Little egret

List of butterflies

- Black raja
- Common castor
- Blue mormone
- Zebra blue
- Glassy tiger
- Blue tiger

Animal species

- Barking deer
- Spotted deer
- Langoor
- Hanuman langoor

The trail ended at 05:30 p.m. it was a remarkable experience such a big forest is situated amidst the Mumbai city. It will remain as a colorful and memorable picture in the minds of each participant for long time. The team reported back in the college at 07:30 p.m.

In an informal meeting in the college the field visit in charge and few students representative extended their gratitude for the moral and financial support from the management.

26. Technology up gradation

- ✚ The college campus has wi – fi internet facility for students as well as teachers.
- ✚ The management has provided the lap tops to all teaching staff.
- ✚ The library system is fully computerized.
- ✚ New computers were installed with internet facility to enable the students to do their project works.

- ✚ The college has all fire protection mechanism as fire extinguishing units are installed.

27. Computer and internet access and training to teachers and students

The teaching staff utilizes the internet facility for their research work like research papers, publications, presentations etc. The students use the provision for their project works.

28. Financial aid to students

- ✚ The management provides financial assistance to needy students and free book sets

- ✚ Fee sponsorship by staff members and social workers – the NGO's like Euridite Education Mission, provide financial and materials support for the eligible students.

- ✚ Propagate various scholarship schemes offered by Central Government, State Government and other various bodies.

- ✚ The NGO Euridite Mission offers the financial support in this regard every year.

Some staff members also provide financial support.

29. Activities and support from the Alumni Association and members.

Most of our students are employed and many of them are single earners in their house. They are their own guardians and their parents are socially and economically

backward, they are present in the Parents Teachers Associations meeting physically.

Activities conducted by Alumni Association

- ✓ Guidance session in how to prepare and present the final examination
- ✓ Donation of text books to the book bank
- ✓ Presence in the planning session of the colleges silver jubilee celebration in academic year 2011 – 12

Under the address of Alumni Association, our Alumni Mr. Sachin Naykode arranged a programme for our T. Y. B.Com. Students to remove examination stress and upgrade their subject knowledge, an eminent author of Commerce and Economics Text Book and Senior Professor of University of Mumbai, Prof. Michael Vaz was invited as resource person for the workshop. He trained the T. Y. B.Com. students with skills required to prepare for the University Exam and gave them interesting and useful study tips and strategies.

30. Activities and support from the PTA

In fact most of our students are employed and many of them are single earners in their house. They are their own guardians and their parents are socially and economically backward and so of course illiterate. This results in not a health parent teacher association present in our college. Still due to any type of default occurrence, from the student side we call their parents and intimate the fact. But we have observed that the parents do not have any upper hand in opinion. The parents of the girls visit our college to clear their anxieties about sending their wards for residential NSS and NCC Camps.

31. Health services

We have two visiting doctors available on any emergencies. Dr. Harry Masceranus who is honorary medical counselor of our college is available on every Saturday, for medical check – up of the students and counseling. Some medicines are also made available to the students free of charge with the help of Erudite Education Mission, which is an NGO attached to the Mahatma Education Society. We also have Dr. Shetty staying next to the college. When there is an emergency we call Dr. Shetty for his service.

We have first aid kit. The drinking water is purified with modern water purifying technology

32. Performance in the Sports activity

Our college organized Sport Day during the Inter Institutional Sport Meet organized by our management- Mahatma Education Society's. It was thrilling competitive and exciting event where our student not only competed but won the Championship trophy.

Our T.Y.B.Com students Mr. Ritesh Chilukapalli , Ms. Sunita Parmar and Ms. Pooja Khandagale from S. Y. B.Com, Ms. Megha Mhatre from the F. Y. BCom won the Championship trophy.

Following students won prizes in the sports event

Name of Students	Events	Position
Ms. Megha Mhatre	400 mtrs. Race	1 st
	Long Jump	3 rd
	Short Put	1 st
Ms. Pooja Khandagale	400 mtr. Race	1 st
	Long Jump	3 rd
	100 mtrs. race	2 nd
Ms. Sunita Parmar	Long Jump	3 rd
	Discuss Throw	1 st
	Shot put	1 st
Mr. Ritesh Chilukapalli	400 mtrs. Race	1 st
	Long jump	2 nd
	100 mtrs. race	1 st

Our students participated in the University Level Competition such as: -

-  Kabaddi Tournament
-  Athletic meet
-  Kho – kho
-  Volley ball tournament

Sports kit and coaching were provided to the students.

Details of existing infrastructure available at our college

i. The sports infrastructure facilities available at the college are as follows: -

- a. Volley ball court – outdoor 05

- | | | |
|-----|--|----|
| b. | Badminton court – outdoor | 05 |
| c. | Basket ball court – outdoor | 04 |
| d. | Adventure park | |
| ii. | In addition to these outdoor facilities, we also have the following indoor facilities: - | |
| a. | Table tennis (full set) | 05 |
| b. | Carom | 09 |
| c. | Chess board with coin | 14 |

List of physical education/ sports teachers working with the college

- | | | | |
|----|-------------------|---|-------------------------------|
| a. | Mr. Santosh Patil | - | Physical Education Instructor |
| b. | Mr. Praveen Patil | - | Volley ball coach |
| c. | Mr. K. M. Thomas | - | Basket ball coach |
| d. | Mr. Padmakshan | - | Basket ball coach |

Details of infrastructure available in the college

There is a sports ground admeasuring 230 Sq. Yards close to the college building at Chembur Naka. This ground is mainly used for most of the outdoor sports activities i.e. hand ball, foot ball, NCC rally practices on a daily basis. On certain occasion like NCC day celebrations etc are also conducted in this ground. There is a stage and a green room facility behind the ground. This ground has a toilet block attached to it.

- | | | | |
|----|-------------------------------|---|-------------------|
| a. | Campus area in acres | - | 0.165 acres |
| b. | Build – up area in Sq. Mtrs. | - | 1337.63 Sq. Mtrs. |
| | (1 Sq. Ft. = 0.093 Sq. Mtrs.) | | |

Since most of our students are employed participation in sports activities is not as competitive as happening in day colleges. The teachers and senior students from the B. P.Ed. College of Mahatma Education Society are made available for coaching.

The management conducts sports day in the RCF Ground. In this two days event all the institutions functioning in the Chembur Campus participate.

The main event for competitions in which our students participate are 100 meters, 400 meters, relay race, short – put, long jump and discus throw. In this sports day programme approximately 80 to 90 students participate every year. It is commendable that most of the employed students take leave from their offices to participate in the sports activities organized by the Management of our Institution.

33. Incentives to outstanding sports person

The college provides sports kits to all leading sports men. On the days of practice, the college provides working food and travelling expenses, when they practise and competition are organized. We invite the help of senior couches from the B.P.Ed. College in Panvel, functioning under Mahatma Education Society. We give admission from sports quota also.

34. Students achievements and awards

One of our NCC Cadet Mr. Nitin Parade participated in the Republic Day Parade at Rajpath (New Delhi). He also felicitated by the Hon'ble Chief Minister of Maharashtra Shri Prithviraj Chavan.

35. Activities of the guidance and counseling unit

In today's society we are constantly pounded by many stressors which could range from being mild problems to gigantic and severe stressors, inducing problems leading to various concerns related to our mental health and equilibrium. No one lives without some degree of stress in their lives.

Today adolescents and young adults are constantly fighting severe stress issues in their life and most often they are ill-equipped to cope with these stressors, leading to various manifestations of that stress both psychological and social in nature in their daily lives.

Understanding the need for constant guidance and support for our students, we have established a Counseling Unit, with a trained counselor providing her services 3 days a week for the students of our college.

The counseling unit is a platform for students to talk about personal issues in a private and relaxed setting with someone who is listening to them and being non-judgmental towards them. It covers areas pertaining to relationship difficulties, anxiety/stress, self-esteem, loss, addiction and decision making. It gives them a safe space to discuss their problems and find solutions to bring about the required changes to reduce their stress and anxiety.

We have two officially appointed counselors for the purpose of counseling, viz.

Ms. Yvette Lee and Ms. Rajeshwari Chettiar.

A total number of 32 students visited Ms. Yvette Lee for counseling during the year 2011-12.

She conducted 48 individual sessions, 16 group sessions and 2 sessions for T.Y. B.Com. classes.

In order to develop the personality of the students our counselor Ms. Rajeshwari Chettiar conducted a 3 days workshop on Personality Development called 'Building Block'.

37. Development for non – teaching staff

Ensure their participation also in the workshop for the administrative reforms and other matters.

- Free ship for the wards of non-teaching staff members studying in our institution.
- Free transportation to the college for the wards of our non teaching staff members.
- Free uniform clothes for the wards of non teaching staff members.
- Financial support through Co-operative Credit Society.
- Ex-gracia allowance from the management at the time of Financial recess.
- Workshop on behavioural manners and Basic English Speaking Course

During the academic year 2011 – 12 the following development programmes were conducted for the non – teaching staff members:

- Training in soft skill

An extensive training was given in soft skill to empower our administrative and other ministerial staff members in how precisely the work can be done and how to behave with the others at house members as well as students, their parents and others.

- Utilizing the English lab facilities the sub staff members are being given training in basic communication skills using limited English vocabulary
- Our all non – teaching staff members are computer literate. Additional modules are being taught to them time to time as per their growth presentation.

38. Healthy practices of the Institution

- We have included Computer Systems and Applications and Direct and Indirect Taxes as elective subjects at the final year level,
- Selected classrooms are equipped with the audio visual aids,
- Class wise teacher appointed to maintain and ensure regularity in attendance,
- Library has been renovated , extended and computerized,
- Online sessions for computer systems and other related subjects,
- More comfortable class rooms, library and separate reading rooms constructed,
- The number of books sets to be issued through book-bank is increased,
- Guest lecturers organized inviting resources persons on syllabi related topics,
- Class teacher system – mentors for remedial and bridge courses,
- Guidance sessions for preparing for the University examinations by subject experts,
- Providing facility for reading room throughout the night for needy students during examination time,
- Establishing the IQAC, this is in office since the year 2004, actively supervising the functioning of the college.
- Duplicate mark – sheets issued on receiving applications to enable the employed students who have misplaced the same to reappear for subsequent examinations and or seek better job prospects.
- No Objection Certificates, Bonafide certificates are issued for job prospects throughout the year on request through an application by the students endorsed by the Principal / Vice-Principal.

- Bridge courses, remedial courses, question bank, class tests, allowing late students identity cards, public relation with students, employers in connection with their leave sanctioning for examinations, and various camps and other activities and to conduct tutorials regularly.
- Special Intensive Coaching Camp was conducted in the month of February for the T. Y. B.Com. students.
- Guidance sessions especially on Sundays were conducted under the supervision of subject teachers for the final year students.
- Students were provided with lunch during the Study Camp on Sundays.

38. Linkages developed with National, International, Academic/ Research

Bodies

- ✚ Dr. Lata Krishnan has been nominated as Secretary for 2012 – 13 and 2013 – 14 of NASI (National Association of Soroptimist International of India).
- ✚ Dr. Lata Krishnan, Prof. Anaya Markandeya, Prof. Eknath K. Zhrekar and Prof. Tushar Pawar participated and presented research papers on the areas of their interest in one day National Level Seminar organized by Pillai's Research Forum at Pillai's HOCL Educational Campus, Rasayani on 30th March, 2012.
- ✚ Prof. Anaya Markandeya and Prof. Eknath Zhrekar published their research papers in the International Research & Review Journal.

40. Any other relevant information the institution wishes to add

The management is seriously planning to start the M.Com. degree course for coming academic year.

PART – C

Detailed plans of the institution for the next year

1. As per the guidelines of the NAAC the main plan is to popularize the quality culture amongst the institution by organizing more workshops/ seminars at State and National level on themes related to IQAC
2. To implement and document more student support measures by allocating special supervised study circle hours for the students between 4:00 p.m. to 5:30 p.m. on all working days
3. To conduct more value added course for personality development, time management, stress management etc.
4. To ensure more student participation for quality enhancement and other quality related issues in the functioning of the college
5. To undertake UGC & University funded minor or major research project.
6. To enhance the teaching – learning evaluation method and to enforce good result achieving methodology at the third year for the University Examination.
7. To have more activities in the cultural and sports area at the inter – collegiate level and more activities in the area of value based education at the institutional level.
8. To network with corporate and invite them for campus interviews to our college.
9. To establish an UGC sponsored women cell in the college
10. To have a regularly updated functional college website (www.mahatmandc.ac.in)

11. To establish an independent and functional IQAC headed by a Co – ordinator and assisted by a Co – coordinator
12. To place on - time submission of AQAR on top priority
13. To start M.Com. degree course as top priority.
14. To ensure a regular publication of a quarterly news bulletin of the college activities

NAAC Coordinator

Principal