

**ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**FOR THE YEAR 2017-18**

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

1. Name of the Institution: Mahatma Night Degree College of Arts and Commerce

- Name of the Head of the institution : Dr. Padma Rangan
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 022-25228414/25224856
- Mobile no.: 91-9619205888
- Registered e-mail: principalmahatmandc@mes.ac.in
- Alternate e-mail : padmarangan@mes.ac.in
- Address : Sion Trombay Road, Opposite Fire Brigade, Chembur Naka
- City/Town : Mumbai
- State/UT : Maharashtra
- Pin Code : 400 071

2. Institutional status:

- Affiliated / Constituent: Affiliated to University of Mumbai
- Type of Institution: Co-education/~~Men/Women~~
- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing  
(please specify): Grant in aid/ UGC 2F and 12(B)
- Name of the Affiliating University: University of Mumbai

- Name of the IQAC Co-ordinator : Dr. Eknath Kundlik Zhrekar
- Phone no. : NA

Alternate phone no.: NA

- Mobile: 91-9224151450
- IQAC e-mail address: mndciqac@mes.ac.in
- Alternate Email address: zhrekarek@gmail.com

3. Website address: www.mahatmandc.ac.in

Web-link of the AQAR: (Previous Academic Year): <https://mahatmandc.ac.in/wp-content/uploads/2017/08/AQAR-2016-17.pdf>

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

4. Whether Academic Calendar prepared during the year? Yes

if yes, whether it is uploaded in the Institutional website: Yes

Weblink: <https://mahatmandc.ac.in/wp-content/uploads/2017/08/Academic-Calendar-2017-18.pdf>

#### 5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B	NA	2004-05	from:03/05/2004 to: 02/05/2009
2 <sup>nd</sup>	B	2.82	2010-11	from:27/03/2011 to: 26/03/2016
3 <sup>rd</sup>	B++	2.89	2017-18	from:30/10/2017 to: 29/10/2022

6. Date of Establishment of IQAC: DD/MM/YYYY: 09/12/2005

#### 7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular Meeting with members	29 <sup>th</sup> November, 2017	12
New Courses to be introduced every year	29 <sup>th</sup> November, 2017	12
One workshop to be conducted every year	29 <sup>th</sup> November, 2017	12
One seminar to be conducted every year	29 <sup>th</sup> November, 2017	12
Parents teachers meeting to be conducted	3 <sup>rd</sup> March, 2018	10

Regular feedback from students and teachers	3 <sup>rd</sup> March, 2018	10
---	-----------------------------	----

**Note: Some Quality Assurance initiatives of the institution are:**

**(Indicative list)**

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

**8. Provide the list of funds by Central/ State Government-**

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
<b>Institution</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes**

**\*upload latest notification of formation of IQAC :**

<b>Chairperson</b>	<b>Dr. Padma Rangan – Principal</b>
<b>NAAC Co-ordinator</b>	<b>Dr. Eknath Zhrekar</b>
<b>Management Representative</b>	<b>Dr. K.M.Vasudevan Pillai- Chairman: Mahatma Education Society</b>
<b>Teacher Members</b>	<b>Mr. Chandramohan Varma Dr. Lata Krishnan Mrs. Anaya A. Markandeya Mr. Tushar Pawar Mr. Harsh Shukla Mrs. Parveen Arif</b>
<b>Administrative staff representative</b>	<b>Mr. Ashish Rai Mr. Dharmendra Sonawane</b>
<b>Alumni representative</b>	<b>Mrs. Mamta A. Patil</b>
<b>Local society representative</b>	<b>Mr. Sachin Naykodi</b>
<b>Employer representative</b>	<b>Ms. Neelima Thakkar IIFT</b>
<b>Student representative</b>	<b>Ms. Sneha Gaikwad (General Secretary: AY-2017-18)</b>

**10. No. of IQAC meetings held during the year: 02**

(Please upload, minutes of meetings and action taken report)

- If yes, mention the amount: NA Year: NA

- \* Regular updation and uploading of minutes of IQAC on website and other activities of the college

13. 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

Plan of Action	Achievements/Outcomes
New Course to be introduced	New Certificate Courses has been started
Workshops to be conducted	2 Workshops Conducted
Regular IQAC meetings to be held	Meetings are taken regularly
Regular updation of College website	All the activities and reports are uploaded on website on regular basis

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: IQAC Date of meeting(s): 15/12/2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date: NA

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2017-18

Date of Submission: 27<sup>th</sup> February, 2018

17. Does the Institution have Management Information System?

Yes ☒ No:

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

- General details of the office/ Institute
- Details of courses conducted in the institution
- Total approved seats
- Details of approved seats- Designation wise
- Details of approved seats- Subject wise
- Details of students enrolment in different courses
- Details of the Minority students enrolment
- Details of the physically handicapped students enrolment
- Details of hostel facility
- Details of scholarship availing students
- Details of availability of physical education facility
- Details of library
- Details of the physically handicapped students and expenditure incurred thereon
- Details of examination results
- Breakup of fees received
- Expenditure status of plans scheme

## Part-B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words  
Mahatma Education Society's Mahatma Night Degree College of Arts and Commerce is affiliated to the University of Mumbai. Being affiliated to the University we have to adhere to the syllabus offered by the University. All the same, we do participate in all the meetings called by the Board Of Studies during their review and syllabus revision sessions

The Management promotes the following activities for effective delivery of curriculum:

- The Management ensures that all the resources required for an effective delivery of curriculum viz. books, laboratories (IT), funding, and conducts faculty development programmes.
- Encourage to undertake research projects.
- Conduct paper presentation sessions for in house teachers working under the umbrella of Mahatma Education Society.
- Management has established the Research Forum which gives the platform for research work.

#### **1.1.2 Certificate/ Diploma Courses introduced during the Academic year**

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Certificate Course in Certified GST Tally Expert	--	3 ½ Month	Employability Plus Entrepreneurship	Skill related to GST online registration, filing of GST, Accounting in Tally etc.

#### **1.2 Academic Flexibility**

##### **1.2.1 New programmes/courses introduced during the Academic year**

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NA	NA	NA	NA

##### **1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.**

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
NA	NA	NA	NA	NA	NA
Already adopted (mention the year) – Elective Courses Introduced Computer System and Application- 01/09/04 Direct and Indirect Taxes- 01/09/04					

##### **1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year**

	Certificate	Diploma Courses
No of Students	50	NA

#### **1.3 Curriculum Enrichment**

##### **1.3.1 Value-added courses imparting transferable and life skills offered during the year**

Value added courses	Date of introduction	Number of students enrolled
Yoga- Kaivalyadham	1 <sup>st</sup> June,2017	145

College Movement for Civic Awareness (CMCA)		1 <sup>st</sup> July, 2018		145	
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
Introduction to Financial Market			31		
An Excursion to the RBI Monetary Museum			74		
Road Safety			50		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students		2) Teachers		3) Employers	
4) Alumni		5) Parents			
Yes		No		No	
				Yes	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
1. We have a formal mechanism to obtain feedback from students and stakeholders on curriculum by way of pre designed questionnaire. This is analyzed and the feedback is shared by the Principal with the faculty members. However, we also welcome informal feedback from students, parents, alumni and stakeholders through discussion which we take a note of. This is communicated by the teachers when they participate in the Board of Studies and syllabus revision workshop.					
Informal feedback on curriculum from stakeholders during discussions at PTA meetings, alumni meetings, students and teachers interactions, industry feedback etc. are compiled and communicated to officials at University meetings in the right forum.					
2. The college has a mechanism of taking both formal and informal feedback from students and parents. Feedback is taken by the Principal and the IQAC right in the beginning of the semester about quality of teaching. Further, written feedback is also obtained from students in a format recommended by the NAAC committee. This feedback is analysed and communicated to all subject teachers as a follow up and corrective measures are taken.					
Feedback is also taken from the parents and alumni informally during visits/ meetings with the Principal and college faculty members to evaluate the quality of teaching learning process.					
3. Constructive criticism and feedback are given to the teachers to help them to take corrective action and improve in their performance by the Principal on a one-to-one basis. They are given opportunities for training and re-training to conduct programmes in college and by attending similar programmes in other colleges to help them to perform better at the work place.					
CRITERION II -TEACHING-LEARNING AND EVALUATION					
2.1 Student Enrolment and Profile					
2.1. 1 Demand Ratio during the year					
Name of the Programme		Number of seats available		Number of applications received	
Students Enrolled					
B.Com (With Credit)- F.Y.B.Com		264		248	
				248	

B.Com (With Credit)- S.Y.B.Com	240	145	145
B.Com (With Credit)- T.Y.B.Com	170	155	155

## 2.2 Catering to Student Diversity

### 2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	548	NA	8	00	00

## 2.3 Teaching - Learning Process

### 2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
08	08	N-List	00	00	N-List

### 2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has a professional psychological counsellor Ms. Yvette Lee, who is available twice a week for students. She guides and counsels them on problems related to their studies, personal life and social life. Since most of our students are employed, they need to be counselled on 'work-life balance' and time management. Our students are very stressed on account of the peculiar family backgrounds and the many constraints in their life as a result of which their academic performance is affected.

The teaching staff members are also available before the lecture hours to solve students' problems. The teachers make them feel free to consult for any problem and constantly mentor and guide them.

Initially when students enter the F.Y.B.Com. they face difficulty in adjusting to the degree college atmosphere, where they need some mentoring. By the time they reach the second year students may face problems related to peer relationships which need some kind of psycho-social support.

At the T.Y.B.Com. level most of the students need some career guidance or counselling to resolve academic stress. In all these stages as a policy the college provides appropriate support, guidance and mentoring.

College also has a Women Development Cell for girl students to lodge complains, participate in programs on women's issue and address all the problems faced by women and girl students in the campus. Advocate Vijaylaxmi Saini is a senior member on the cell who advices girl students on Human Rights and Women Rights.

Slow learners are encouraged by the teachers to come and meet personally in order to resolve their doubts and difficulties. Aiming at slow learners, difficult topics are revised by the professors in the classrooms.

Thus, revision helps the slow learners as well as other students. Extra lectures have been taken for the slow learners for the difficult topics.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
548	08	68.5:1

## 2.4 Teacher Profile and Quality

### 2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
00	00	00	00	00

### 2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017-18	Dr. Lata Krishnan	Associate Professor	Best Research paper
2017-18	Dr. Eknath Kundlik Zhrekar	Assistant Professor	Saurabh Shiware memorial Young Research Award
2017-18	Dr. Eknath Kundlik Zhrekar	Assistant Professor	Best Research Paper Presenter Award

## 2.5 Evaluation Process and Reforms

### 2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.Com (With Credit)	7525	Semester I	28 <sup>th</sup> November, 2017	12 <sup>th</sup> December, 2017
	7525	Semester II	20 <sup>th</sup> April, 2018	3 <sup>rd</sup> May, 2018
	7525	Semester III	28 <sup>th</sup> November, 2017	12 <sup>th</sup> December, 2017
	7525	Semester IV	3 <sup>rd</sup> May, 2018	15 <sup>th</sup> May, 2018

### 2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Mahatma Night Degree College, affiliated to University of Mumbai and running one single programme (B.Com), therefore college does not have right to hold Internal Exam but for smooth conduct of college and students development, college is taking regular bio matric attendance. The

records of each students id directly message to their parents.  
 For the academic evaluation principal is taking feedback from the students whether lectures are taking properly by the teachers or not, syllabus completion etc.  
 After completion of syllabus college has started practice to take intensive superwise study camp for all the students i.e F.Y.B.Com, S.Y.B.Com, T.Y.B.Com.

### 2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

In the beginning of the academic year an academic calendar is prepared considering the total number of instructional days by the IQAC with tentative dates for various academic, curricular and co-curricular activities and shared with all teachers. The same are uploaded on the college website for benefit of all stakeholders. Due care is taken to allot quality time for the ISSC at the end of the semester. The IQAC and college principal is taking care to adhere with the academic calendar. If there is any deviation in planning and actual implementation of any activity, we take care that other activities and planning should not be disturb.

## 2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://mahatmandc.ac.in/course/bachelor-of-commerce-b-com/>

<https://mahatmandc.ac.in/course/add-on-course/certified-gst-tally-expert-course/>

### 2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
7525	B.Com	152	117	75.48

## 2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NA	NA	NA	NA
Minor Projects	12 Months	University of Mumbai	Rs.25,000	Rs.15,000
Interdisciplinary Projects	NA	NA	NA	NA
Industry sponsored Projects	NA	NA	NA	NA
Projects sponsored by the University/ College	NA	NA	NA	NA
Students Research Projects	NA	NA	NA	NA

(other than compulsory by the College)				
International Projects	NA	NA	NA	NA
Any other(Specify)	NA	NA	NA	NA
Total	01	01	Rs.25,000	Rs.10,000
<b>3.2 Innovation Ecosystem</b>				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
One Day Workshop on Communication Skill	IQAC and Dept. of English		7 <sup>th</sup> March, 2018	
Two day workshop on Pre Marital Counselling	NSS and Women Development Cell		28 <sup>th</sup> and 29 <sup>th</sup> July 2017	
Seminar on The Role of Consumer Guidance Society of India and Need and Importance of Investment	Commerce		21 <sup>st</sup> December. 2017	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NA	NA	NA	NA	NA
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year				
Incubation Centre	Name		Sponsored by	
00	NA		NA	
Name of the Start-up	Nature of Start-up		Date of commencement	
00	NA		NA	
<b>3.3 Research Publications and Awards</b>				
3.3.1 Incentive to the teachers who receive recognition/awards				
State	National		International	
Rs.10,000	NA		NA	
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)				
Name of the Department		No. of Ph. Ds Awarded		
NA		NA		
3.3.3 Research Publications in the Journals notified on UGC website during the year				
	Department	No. of Publication	Average Impact Factor, if any	
National	Commerce	05	NA	
International	Other	03	NA	
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year				
Department		No. of publication		

Commerce				05		
Others				03		
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
NA	NA	NA	NA	NA	NA	NA
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
NA	NA	NA	NA	NA	NA	NA
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty		International level		National level	State level	Local level
Attended Seminars/ Workshops		04		NA	NA	NA
Presented papers		04		NA	NA	NA
Resource Persons		NA		NA	NA	02
3.4 Extension Activities						
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year						
Title of the Activities	Organising unit/ agency/ collaborating agency		Number of teachers co-ordinated such activities		Number of students participated in such activities	
Blood Donation	JJ Mahanagar Boold Bank		02		68	
Road safety	United way NGO		02		40	
Toilet Construction	Z.P School Moolgoan		02		96	
Tree Plantation	NSS		02		15	
Ganpati Visrjan	Chembur Police		02		56	
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year						
Name of the Activity		Award/recognition		Awarding bodies		No. of Students

				benefited	
Pledge Writing on Wall		1 <sup>st</sup> Prize		United way Road safety 02	
Helmet Designing		2 <sup>nd</sup> Prize		United way Road safety 05	
3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year					
Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities	
Swachcha Bharat Abhiyan	NSS	Swachcha Bharat Abhiyan	02	92	
Dengue Malaria Awareness	NSS	Dengue Malaria Awareness	02	125	
Gender Sensitization	NSS	Gender Sensitization	02	148	
3.5 Collaborations					
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year					
Nature of Activity		Participant	Source of financial support		Duration
International Conference		01	Management of the College		02 Days
Bombay Stock Exchange		31	BSE		07 Days
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year					
Natur e of linkag e	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant	
Resea rch Facilit ies	Research Forum of Mahatma Education Society	Mahtama Education Society and Pillai Group of Institutions	2002-03 till Date	08	
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year					
Organisation		Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
Kaivalyadham Yoga Institute, Mumbai		21 <sup>st</sup> June, 2017	1.To established a yoga club in the college and	All the students of Mahatma Night Degree College of Arts and Commerce	

		invite students to practice and experience the yogic practice. 2.To increase the awareness and importance of yogic practice towards holistic growth in personality. 3.Our ultimate goal is to see Yoga as an inherent part of every curriculum all over the world.	
--	--	--	--

#### **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

##### **4.1 Physical Facilities**

##### **4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year**

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
89701	59480

##### **4.1.2 Details of augmentation in infrastructure facilities during the year**

Facilities	Existing	Newly added
Campus area	668.90 sq.mtr	00
Class rooms	07	00
Laboratories	00	00
Seminar Halls	01	00
Classrooms with LCD facilities	05	00
Classrooms with Wi-Fi/ LAN	07	00
Seminar halls with ICT facilities	Yes	Yes
Video Centre	01	00
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	NA	00
Value of the equipment purchased during the year (Rs. in Lakhs)	NA	00
Others	00	00

##### **4.2 Library as a Learning Resource**

##### **4.2.1 Library is automated {Integrated Library Management System -ILMS}**

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Library Oxyzen	Fully	2010	2010

##### **4.2.1 Library Services:**

	Existing	Newly added	Total
--	----------	-------------	-------

	No.	Value	No.	Value	No.	Value
Text Books	9536	2,13,496	408	67,177	29,944	2,80,673
Reference Books	2401	17,19,964	135	51,512	2,536	17,22,500
e-Books	N-List	7,500	N-List	7,500	N-List	15,000
Journals	30		30	3150	60	3150
e-Journals	N-List	7,500	N-List	7,500	N-List	15,000
Digital Database	00	00	00	00	00	00
CD & Video	19		07		26	
Library automation	Yes	Yes	Yes	Yes	Yes	Yes
Weeding (Hard & Soft)	00	00	00	00	00	00
Others (specify)	00	00	00	00	00	00

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	25	01	01	01	01	02	07	24	00
Added	00	00	00	00	00	00	00	00	00
Total	25	01	01	01	01	02	07	24	00
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
.....24 MBPS /GBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility					Provide the link of the videos and media centre and recording facility				
NA					NA				
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed			Date of launching e – content	
NA		NA			NA			NA	

<b>4.4 Maintenance of Campus Infrastructure</b>			
<b>4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year</b>			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1475000	1234594	315000	282128
<b>4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)</b>			
<b>CRITERION V - STUDENT SUPPORT AND PROGRESSION</b>			
<b>5.1 Student Support</b>			
<b>5.1.1 Scholarships and Financial Support</b>			
	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Dr. K.M. Vasudevan Pillai Scholarship Scheme	06	24,000
Financial support from other sources			
a) National	NA	00	00
b) International	NA	00	00

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,					
Name of the capability enhancement scheme		Date of implementation	Number of students enrolled	Agencies involved	
Intensive Supervise Study Camp		Ongoing Scheme at the end of Each semester	All the students of T.Y.B.COM	Inhouse Faculty of College	
Yoga and Meditation		21 <sup>st</sup> June, 2017	All the students of S.Y.B.Bom	Kaivalyadham Yoga Institute, Mumbai	
Personal Counselling and Mentoring		Ongoing Activity (Throughout the Year)	All the students of College	Counsellor of the College	
Road Safety Club				United way, Mumbai	
Community Service Day		Every Year	All the students of College	Seva Dham Special Scholl and Other NGO	
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year					
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
NA	NA	NA	NA	NA	NA
5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed	Average number of days for grievance redressal		
00		00	00		
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
NA	NA	NA	NA	NA	NA
5.2.2 Student progression to higher education in percentage during the year : NA					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)					
Items		No. of Students selected/qualifying		Registration number/roll number for the exam	

NET	00	00
SET	00	00
SLET	00	00
GATE	00	00
GMAT	00	00
CAT	00	00
GRE	00	00
TOFEL	00	00
Civil Services	00	00
State Government Services	00	00
Any Other	00	00

#### 5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Talent Mania	UG- Boys and Girls	Over 50 Colleges

### 5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	NA	NA	NA	NA	NA	NA

#### 5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

All the college level activities like cultural activities, Sports activities or any other activities which are benefited and involvement to the students, the students council participates. The students council take part in organising and conducting activities i.e. Sports, Cultural, Farewell etc.

### 5.3 Alumni Engagement

#### 5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): Yes

Mahatma Night Degree College has formed an Alumina Associations and got the same registered with the Deputy / Assistant Charity Commissioner Mumbai, on 19th October, 2010.  
The college has already started collecting the data of our passed out students from the year 1989. The sources of collecting data work:  
Through our ex-students who were and are working in the institutions run by Mahatma Education Society.  
Through the current batch students.  
Through the previous years' NSS / NCC leaders who are still keeping touch with the college to promote the activities.

#### 5.3.2 No. of ~~registered~~ enrolled Alumni:

116

#### 5.3.3 Alumni contribution during the year (in Rupees) :

00

#### 5.3.4 Meetings/activities organized by Alumni Association :

01

### CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 Institutional Vision and Leadership

##### 6.1.1 Mention two practices of decentralization and participative management during the last year

(maximum 500 words)
<p>To develop the participative management culture, we have introduced committee form of Management for most of the important functions, both academic and non-academic. Committees such as Gymkhana committee, Students' Council, Examination committee, Canteen committee, Anti Ragging committee, Admission committee includes number of teachers and students. These committees always meet, discuss, take decisions and enforce those decisions through proper communication channels with intimation to the Principal and Heads of Departments. In fact, all decisions at the institutional level are taken through participative management, and members of each committee are aware of the statutory provisions and college policy. Levels of participative management – teacher is member of her department where she reports to the head of the department. The head of the department reports directly to the Principal. These are the level of participative management. A teacher may be a member of one committee while she may head another committee. The in-charge of the committee is responsible for planning and implementing his/ her task and timely reporting.</p>
<p>6.1.2 Does the institution have a Management Information System (MIS)?  Yes/No/Partial: <b>Yes</b></p>
<b>6.2 Strategy Development and Deployment</b>
<p>6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):</p>
<p>❖ Curriculum Development:  Mahatma Education Society's Mahatma Night Degree College of Arts and Commerce is affiliated to the University of Mumbai. Being affiliated to the University we have to adhere to the syllabus offered by the University. All the same, we do participate in all the meetings called by the Board Of Studies during their review and syllabus revision sessions</p>
<p>❖ Teaching and Learning:  Our teachers follow lecture method and other teaching learning methods to make the learning more interactive and interesting. The teachers interact with students during lecture to solve their difficulties especially for the subjects like Accountancy, Taxation and Mathematics. Teachers also try to spare some time at the end of the lecture to invite questions. Moreover, students can meet teachers informally in the staff room before lecture.  The college gives the opportunity for the collaborative learning by organising: i. English speaking for employability - Teach India Programme in collaboration with Times of India, Mumbai. ii. Youth Leadership and People Skill Programme in collaboration with TISS, Mumbai iii. Complimentary training programme of Overview of Financial Market in collaboration with BSE, Mumbai.  The College organises guest lectures on sensitive and other emerging issues which allow the students to think independently and make them socially responsible citizens. Besides, the college also organises field visits.</p>
<p>❖ Examination and Evaluation  Being a permanently affiliated college of the University of Mumbai, the examinations and evaluation process have to be conducted as per the University norms. In the beginning of the academic year an academic calendar is prepared considering the total number of instructional days by the IQAC with tentative dates for various academic, curricular and co-curricular activities and shared with all teachers. The same are uploaded on the college website for benefit of all stakeholders. Due care is taken to allot quality time for the ISSC at the end of the semester.</p>
<p>❖ Research and Development  Though we do not have research committee, the IQAC of the college undertakes the functions of the</p>

research committee and supports, guides and mentors teachers and students undertaking research activities, such as writing research papers, minor research projects and M. Phil. and doctoral works.

The Mahatma Education Society under the aegis of the Research Forum has taken another initiative with the inception of the “MES Student Seminar Series”, in which the students from various departments are nominated to present their field projects undertaken by them.

❖ Library, ICT and Physical Infrastructure / Instrumentation

**Library:** The library is open from 11 am to 8 pm. Students make use of library and reading room producing their bar coded identity cards. The library offers the book bank scheme SMAF – Student Mutual Aid Fund. Notices are displayed out on the notice board and announcement made in class inviting students to apply for the book bank scheme. Students are selected on the criteria of their results and annual income and given a complete set of text book for nominal refundable deposit of 500 rupees. At the end of the year after the examinations the students return the book sets and claim their deposits. This scheme is available for first year, second year and third year students. Additional books will be issued to the students during the examination season. During vacation also library is open till 6.00 p.m. It is located on the fifth floor of the college campus building.

**ICT:** the computer labs have separate teachers and students corner. Printers and internet facility are provided in the lab. Various computer courses are offered to the students with a nominal fee at 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 labs are located on the first floor and fifth floor. Both hardware and software support is available to ensure smooth conduct of University examinations as per specified norms.

**Other:** DTP and Xrox Centre, IQAC Room, Auditorium, Conference Room

❖ Human Resource Management

The Principal ensures that all the staff are sent for In-service training as prescribed by the UGC Human Resource Development Centre. The orientation programme, refresher courses, short term courses etc. The teachers are encouraged to undertake Ph.D. Doctoral Programmes, Minor Research Projects and publish papers and participate in seminars and conferences. They are also encouraged to attend the FDPs organized by the college. The Principal encourages the teachers to apply for CAS Career Advancement Scheme career when they are due for promotion.

❖ Industry Interaction / Collaboration

The placement cell of the college interacts with the industry and invites them to the campus for placement activity. The placement cell of the college invites various institutions like Banks, Insurance Companies and soft skills and career building institutions the former for campus placement and to the latter for making them employable. Institutions like Techno-Serve – TNS India Foundation have conducted the YEP Youth Employability Programme for the students of T.Y.B.Com. The other initiatives are the TISS Tata Institute of Social Sciences’ YLPS Leadership Training and People Skills Programme; Bombay Stock Exchange’s Capital Market Investment programme; SEBI Securities and Exchange Board of India’s Investment Opportunities programme. With these programmes the students get an opportunity to improve their skills and become more employable. The experts who come from the industry to deliver these programmes help the students to get an insight into the happenings in the industry.

❖ Admission of Students

As per the admission procedure laid down by the University of Mumbai, the student has to fill the prescribed online pre-admission registration form in which he/she has to select the college in which he/she is interested to take admission. As per the Mumbai University norms, a separate admission committee is

formed every year headed by the Principal of the college. The faculty members are allotted admission duty on rotation basis. As a policy, teachers teaching in F.Y.B.Com. are given preferences for admission duty. The college believes in the concept of “Power of a second chance”. Thus, we also consider and admit students who are willing to complete their higher education after a long gap. Hence, our admission process continues till the end of the admission period even after other colleges in neighbouring localities complete their admission process. Such students are admitted on first come first basis.

### 6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
	00	00	00	00

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
	00	00	00	00	00

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
NA	00	NA

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime
08	08	13	13

6.3.5 Welfare schemes for

Teaching	Credit Co-Op Society, Travell Assistance, Medical Coverage in Govt. Hospitals
Non teaching	Fee Waiver to one child in the institutions of MES, Credit Co-Op Society, Travell Assistance, Medical Coverage in Govt. Hospitals
Students	SMAF, Students Group Insurance

### 6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

(with in 100 words each)				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
NA		NA		NA
6.4.2 Total corpus fund generated: NIL				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done? Yes				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC	No	NA
Administrative	Yes	NAAC	No	NA
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
1. Regular Parents and Teachers Meetings				
2. Feedback from the parents for development and achievements of academic goal				
3. To take corrective measures with regards to students progress				
6.5.3 Development programmes for support staff (at least three)				
NA				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
1. Regular Meeting with members				
2. New Courses to be introduced every year				
3. One workshop to be conducted every year				
4. One seminar to be conducted every year				
5. Parents teachers meeting to be conducted				
6. Regular feedback from students and teachers				
6.5.5				
a. Submission of Data for AISHE portal : Yes				
b. Participation in NIRF : No				
c. ISO Certification : No				
d. NBA or any other quality audit : Yes (NAAC)				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants
2017-18	One Day Workshop on Communication Skills	7 <sup>th</sup> March, 2018	One Day	118
	Regular IQAC Meetings and maintaining of records	Ongoing	NA	NA
	New Course Introduced: Certified GST Tally Expert Course	2017-18	3 ½ Month	47

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities						
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)						
Title of the programme		Period (from-to)		Participants		
				Female	Male	
Two Day Workshop On Pre-Marital Counselling 2017		28 <sup>th</sup> and 29 <sup>th</sup> July, 2017		Total 70 students		
Lokshahi Utsav 2018		30 <sup>th</sup> and 31 <sup>st</sup> January, 2018		Total 86 Students		
7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources						
1. Green Club						
2. Solid waste Management						
3. Paper Recycling						
4. E- Waste Collection Drive						
5. Study Tour						
6. Green Audit						
7. Rain water Harvesting						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities			Yes/No		No. of Beneficiaries	
Physical facilities			No		No	
Provision for lift			Yes		04	
Ramp/ Rails			Yes		00	
Braille Software/facilities			No		No	
Rest Rooms			Yes		04	
Scribes for examination			No		No	
Special skill development for differently abled students			No		No	
Any other similar facility			No		No	
7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
	NIL	NIL	NA	NA	NA	NA
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
NA		NA		NA		
7.1.6 Activities conducted for promotion of universal Values and Ethics						

Activity	Duration (from-----to-----)	Number of participants
National Youth Day Event-2018	12 <sup>th</sup> January, 2018	32
Run for Unity by Youth	31 <sup>st</sup> October, 2016	10
Lokshahi Utsav 2018	30 <sup>th</sup> and 31 <sup>st</sup> January, 2018	86

**7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)**

1. Green Club
2. Solid waste Management
3. Paper Recycling
4. E- Waste Collection Drive
5. Study Tour
6. Green Audit
7. Rain water Harvesting

**7.2 Best Practices**

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

1. Intensive Supervise Study Camp
2. Community Service Day

<https://mahatmandc.ac.in/iqac/naac-ssr-2017/> (Page No. 296-302)

**7.3 Institutional Distinctiveness**

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust  
Provide the weblink of the institution in not more than 500 words

<https://mahatmandc.ac.in/students/international-exchange-program/>  
<https://mes.ac.in/community-service/community-service-day/community-service-day-2017/>  
<https://mahatmandc.ac.in/activities/co-curricular-activities/co-curricular-activities-2017-18/>

## 8. Future Plans of action for next academic year (500 words)

- 1.The Institution has plan to start PG Programme which will helpful for working students. IQAC has also plan to start new courses which will generate revenue for the development of the college and welfare of the students.
- 2.We have plan to emphasis on placement activities which helps our students to get the job easily.
3. IQAC has plan to organise every year one Day National Conference and One Day Workshop
4. Every teacher must undertake at least Minor or Major Research Project
5. To organise indoor sports.

Name \_\_\_\_\_

Name \_\_\_\_\_

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

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

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
\*\*\*