



Yearly Status Report - 2018-2019

Part A

Data of the Institution

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.	02225228414
Mobile no.	9619205888
Registered Email	zhrekarek@gmail.com
Alternate Email	principalmahatmandc@mes.ac.in
Address	Sion Trombay Road, Opposite Fire Brigade, Chembur Naka
City/Town	Mumbai
State/UT	Maharashtra
Pincode	400071

2. Institutional Status																															
Affiliated / Constituent			Affiliated																												
Type of Institution			Co-education																												
Location			Urban																												
Financial Status			state																												
Name of the IQAC co-ordinator/Director			Dr. Eknath Kundlik Zhrekar																												
Phone no/Alternate Phone no.			02225224856																												
Mobile no.			9224151450																												
Registered Email			zhrekarek@gmail.com																												
Alternate Email			eknathzhrekar@yahoo.co.in																												
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)			https://mahatmandc.ac.in/wp-content/uploads/2019/03/AQAR-2017-18.pdf																												
4. Whether Academic Calendar prepared during the year			Yes																												
if yes,whether it is uploaded in the institutional website: Weblink :			https://mahatmandc.ac.in/wp-content/uploads/2020/02/Academic-Calendar-2018-19.pdf																												
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>B</td> <td>2.82</td> <td>2011</td> <td>27-Mar-2011</td> <td>26-Mar-2016</td> </tr> <tr> <td>3</td> <td>B++</td> <td>2.89</td> <td>2017</td> <td>30-Oct-2017</td> <td>29-Oct-2022</td> </tr> <tr> <td>1</td> <td>B</td> <td>00</td> <td>2004</td> <td>03-May-2004</td> <td>02-May-2009</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B	2.82	2011	27-Mar-2011	26-Mar-2016	3	B++	2.89	2017	30-Oct-2017	29-Oct-2022	1	B	00	2004	03-May-2004	02-May-2009
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6. Date of Establishment of IQAC			09-Dec-2005																												
7. Internal Quality Assurance System																															
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture																									
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Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on Revise Syllabus	07-Jul-2018 1	26
Placement Drive	22-Dec-2018 1	48
Annual CAS Submission	25-Sep-2018 1	8
Maintaining log book	25-Sep-2018 1	8
Anti Cancer Rally	23-Dec-2018 1	31
Workshop on Self Defence	14-Dec-2018 1	50
Workshop with BSE Broker forum	13-Aug-2018 6	30
GST Tally Expert	01-Jul-2018 120	10
Relived for Refresher Course	25-Sep-2018 1	3
View File		

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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	2
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

To implement the mentor mentee system effectively To organise Workshop and conference in the coming year To organise Placement Drive To Maintain Regular Log book by the teachers To improve proper documentation and reporting format

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To conduct one day workshop	Conducted on 7th July, 2018 Participant :26
Parents Teachers meeting	Each semester
Allocation of College Committees among the staff members	Proper allocation amongst the members of the college
The National level conference is to be taken	Not conducted during the year
Regular IQAC meetings	Regular IQAC meeting taken
To relived the teaching staff members for Refresher/ Orientation Programme	03 faculty members benefitedPlacement Drive
Placement Drive	48 students benefited from the placement drive
View File	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Development Committee	09-Oct-2018

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

24-Dec-2018

17. Does the Institution have Management Information System ?

Yes

<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>1. General details of the office/ Institute 2. Details of courses conducted in the institution 3. Total approved seats 4. Details of approved seats Designation wise 5. Details of approved seats Subject wise 6. Details of students enrolment in different courses 7. Details of the Minority students enrolment 8. Details of the physically handicapped students enrolment 9. Details of hostel facility 10. Details of scholarship availing students 11. Details of availability of physical education facility 12. Details of library 13. Details of the physically handicapped students and expenditure incurred thereon 14. Details of examination results 15. Breakup of fees received 16. Expenditure status of plans scheme</p>
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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

Since, Mahatma Education Society's Mahatma Night Degree College of Arts and Commerce is affiliated to the University of Mumbai, the college has to adhere to the syllabus of the University. The faculty members do participate in the meetings organised under the banner of University of Mumbai for syllabus framing, syllabus revision etc. For the effective delivery of curriculum the Management • Ensures that all required resources are provided to the staff members like, books, journals etc. • Encourages faculty members to undertake various research projects like, minor research, major research projects. Has established the Research Forum to provide a platform for research work. The IQAC prepare Academic year in the beginning of the academic year. The calendar is bifurcated into academic and activities. The Teachers are required to prepare a teaching plan. Teaching plan is prepare on the basis of number of lectures allotted to the subject teachers as per their approved workload. In the middle of the each semester, principal collect the feedback from students about the completion of the syllabus. Principal assess the feedback and takes a meeting with the subject teachers. If subject teachers require any additional lectures, time table committee prepare a needbase time table. Needbase time table is prepare to complete the syllabus and to take the revision also. For T.Y.B.Com, we conduct Intensive supervise study camp. In study camp, teachers explain/ guide the students as per University Examination point of view. Teachers also solved the doubts of the students, if they have. For T.Y.B.Com we hold preliminary examination, so that the students would be aware about the paper pattern and weightage to the chapter and time management. Each teacher maintain a separate log book. In the log book, they record the details like what they have taught in each lecture, leave Records, teaching plan, Workshop, Conference, Seminar attended, paper presentation and publication etc. this documentation helps the teachers in their CAS as well as to the college about their working. Teachers are also upload E-Resources to college website. The E-Resources are created by the teachers. The E-Resources contain the Important

Questions/Methods/Brief information etc.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course in GST Tally		02/07/2018	120	Employability and Entrepreneurship	Skill and knowledge 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/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

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	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	100	0

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
College Movement for Civic Awareness	02/07/2018	163
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	General	30
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No

Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

- The college has formal mechanism to obtain feedback from students on curriculum with the designed questionnaire. The feedback is analysed and shared by the Principal with all the faculty members. Further due to 'Open Door' policy of the Principal, the students, parents, alumni, teachers and other stakeholders are always welcome for the informal feedback. The feedback is taken during Parents' meetings, Alumni meet etc. Feedback is taken by the Principal and the IQAC in the beginning and at the end of each semester.
- Constructive criticism and feedbacks are given to the teachers to help them to take corrective measures and action to improve their performance

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	General	674	463	463
View File				

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 fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	462	0	8	0	0

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 (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
8	8	1	5	0	2
No file uploaded.					
No file uploaded.					

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 'worklife 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. Apart from this, the faculty members, who are class teachers of their respective class counsel the students as mentor. Every day before regular lectures one hour is allotted to the class. If the students have problem may be personal or related to education, each teacher tries to solve their problem. The class and class teachers are as follows: F.Y.B.Com A Division Asst. Prof. Harsh Shukla F.Y.B.Com B Division Asst. Prof. Tushar Pawar S.Y.B.Com A Division Dr. Lata Krishnan S.Y.B.Com B Division Dr. Anaya Markandeya T.Y.B.Com Dr. Eknath K. Zhrekar

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
462	81	1:58

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
0	0	0	0	0

2.4.2 – Honours and recognition 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
No Data Entered/Not Applicable !!!			
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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
BCom	2C00141	Semester I	07/12/2018	24/01/2019
BCom	2C00142	Semester II	13/05/2019	30/05/2019
BCom	2C00143	Semester III	20/11/2018	22/01/2019
BCom	2C00144	Semester IV	09/05/2019	28/05/2019
BCom	2C00145	Semester V	03/11/2018	29/01/2019
View File				

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

Mahatma Night Degree College of Arts Commerce has put forward continuous effort to ensure quality teaching and learning environment. In order to ensure quality check, principal Dr.Padma Rangan herself verifies syllabus completion directly from the students. Regular College attendance of the students is taken by digital attendance scanner and manual method. Irregular students are asked to bring their parents to the college. In addition to this, parent's teacher meeting is kept on regular intervals to inform the parents about their children's progress, academic and extracurricular activities in the college. Intensive supervise study camp is a regular practice for T.Y.B.Com class. Further, F.Y.B.Com and S.Y.B.Com students are asked to solve their previous year question papers in the class room. Use of ICT for teaching is a regular practice in the college. Remedial lectures are taken for academically weaker

students in the college. In order to provide moral support, academically weak students are counselled that they should not become drop out and their hard work would bring success by breaking language barrier. Students are given the platforms of extracurricular activities and extension activities in the form of NSS, NCC and Cultural committees. Further, college has given industrial exposure to the students via Bombay Stock Exchange Program on Financial Literacy. Principal of the college takes feedback on syllabus completion from students in each semester. The feedback from the students help to assess the stage of completion of syllabus. If any teacher required additional lectures accordingly need base time table is prepare, so that the syllabus is completed before time and also the teachers get sufficient time for revision and to solve the doubts of the students. Some of our students are shifted to Mumbai from their native place. These students find the difficulties to write papers in English, hence they are allowed to write the papers in Marathi also.

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

The preparation of academic calendar is done in the beginning of the year. The academic calendar is prepared by the Principal in consultation of IQAC committee and its members. The planning of semester examination is the first priority in the academic calendar and accordingly intensive supervised study camp is planned in the beginning of the year. Thereafter, each committee member namely NSS, NCC, Alumni, cultural etc discuss their plan of action for the given period. Likewise discussion taken place about starting new courses in the college in collaboration or at individual level, organisation of conferences workshops or any other program that is to be conducted in the college in the given academic year. Faculty member also discuss their plan of action and their requirements to attend orientation and refresher program for their Career Advancement Scheme. Due care is taken to adhere to the academic calendar. However, if the college is not able to take any activity according to academic calendar, immediately its compensatory course of action is discuss and planned in the IQAC meetings. Further, regular IQAC meetings are taken to evaluate the activities and the academic calendar.

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/program-outcome-program-specific-outcome-and-course-outcome/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
7525	BCom	General	118	41	36

[View File](#)

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)

[NA](#)

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 year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

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
Workshop on Social Scientific Temper	Commerce	22/09/2018
Workshop on Composite Culture	Commerce	12/12/2018
Deesha	Commerce, Women Development Cell and Placement	21/12/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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Commerce	1
Economics	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	3
Presented papers	5	4	0	1
Resource persons	0	0	0	0
View File				

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 participated in such activities	Number of students participated in such activities
A talk on Onvestment Outlook 2019	BSE	2	50
Self Defence Workshop	WDC of College and Siddha Academy	1	100
Talk on Capital Market	Finrich Financial	1	120
International Yoga Day	Government of Maharashtra	1	50
Tree Plantation	NSS unit of College and Forest Department Thane District	2	50

Bhajan Sandhya	NSS cell of College and University of Mumbai	1	50
Pen Marathon	Pen Municipal Corporation	1	20
Community Service Day	Lions Club of Chembur	1	20
View File			

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	Number of students Benefited
NRD and All India Guard of Honour (Prime Minister Rally)	Medal and Certificate	NCC, Delhi	1
View File			

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 participated in such activities	Number of students participated in such activities
NSS	MDACS	Aids Awareness Rally	2	100
NSS	Achaya Marathe College	Aids Awareness Rally	2	70
NSS	University of Mumbai	Swachh Bharat Abhiyan	2	50
NSS	Hope NGO	Anti Cancer Rally	2	25
View File				

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
BSE	30	NA	6
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Educate the students for	Techno Serve	Techno Serve India	10/01/2019	05/03/2019	30

Employment		Private Ltd				
View File						
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/Activities		Number of students/teachers participated under MoUs	
Satyam Institute of Tax Accountant	04/04/2018		Academia Industry link to improve the employability of the students		100	
View File						
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			
60000			65600			
4.1.2 – Details of augmentation in infrastructure facilities during the year						
Facilities			Existing or Newly Added			
Campus Area			Existing			
Class rooms			Existing			
Seminar Halls			Existing			
Classrooms with LCD facilities			Existing			
Video Centre			Existing			
Value of the equipment purchased during the year (rs. in lakhs)			Newly Added			
No file uploaded.						
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 patially)		Version		Year of automation	
Library Oxyzen	Fully		2010		2010	
4.2.2 – Library Services						
Library Service Type	Existing		Newly Added		Total	
Text Books	9944	280673	261	75757	10205	356430
Reference Books	2536	1722500	48	28603	2584	1751103
e-Books	1	15000	0	9900	1	24900
Journals	30	3150	0	0	30	3150
CD & Video	26	0	0	0	26	0
Weeding	0	0	1	0	1	0

(hard & soft)

[View File](#)

4.2.3 – 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

No Data Entered/Not Applicable !!!

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	25	1	1	1	1	2	7	24	0
Added	0	0	0	0	0	0	0	0	0
Total	25	1	1	1	1	2	7	24	0

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

No Data Entered/Not Applicable !!!

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities

Expenditure incurred on maintenance of academic facilities

Assigned budget on physical facilities

Expenditure incurred on maintenance of physical facilities

No Data Entered/Not Applicable !!!

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)

Procedure: Multipurpose Hall The multipurpose hall is a centrally available facility, is to be used by all the institutions. **Library** Library is centrally available facility for all the institutions. Library is fully automated using ILM Library Oxyzen. Library staff are fully trained for using all library related transactions. Book bank facility is available for needy students. **Computer Laboratory** Computer lab is available to night college students after 6.00 p.m. and all Sundays. Computer lab is also available to staff if required at any time, specially for On Screen Marking of University Assessment. **Classroom** The classrooms are available after 5.00 p.m., 4 classrooms are having Audio Video facility. Maintenance of all IT enabled rooms is done by inhouse

hardware IT support. Lift Lift facility is available to all the staff members and divyang students. Other services and Utilities The other facilities like electricity, water and telephone are utilised on mutually agreed need based. Administrative and other support facilities like reprographic and printing The college is having separate administrative and accounts office. The support from other department, like DTP and Reprographic are available for staff members and administrative department. Sports We conduct outdoor sports and annual sports meet. Policies Multipurpose Hall If any institution is having any function, institution head inform in advance to the Deputy CEO of MES, Chembur Campus. Library In case of software support, the software vendor arranges professional help for maintenance and payment is made on call basis. Book bank facility can be avail by students by Proper application along with income certificate. Computer Laboratory Proper schedule is prepared and display in computer lab. Batch wise students are using the computer lab facility. Night college is having an IT Coordinator for software support and Hardware support. Classrooms Maintenance are done by the management, annual painting is undertaken by the management. All the repairs and maintenance of furniture and fixtures are done by the management on regular basis. Lift Maintenance of the lift is given on AMC shared by the college and management. Other Services and Utilities The other facilities like electricity, Water, Telephone etc. are shared by the college and management. Administrative and other support facilities like reprographic and printing Support for reprographic and printing is available to college by way of inhouse facility. Regular maintenance is done on need basis. Sports To conduct outdoor sports and annual sports meet, we hired R.C.F. sports ground on rental basis. The rent is borne by the management.

<https://mahatmandc.ac.in/about-us/procedures-and-policies-for-facilities/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Dr. K.M. Vasudevan Pillai Scholarship Scheme	6	24000
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0

[View File](#)

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 implemetation	Number of students enrolled	Agencies involved
Intensive Supervise Study Camp	02/07/2018	118	MNDC
Tutorial for Business Communication and Mathematics	02/07/2018	181	MNDC
Antrang	15/03/2019	30	Antrang Foundation

[View File](#)

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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
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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	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

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
18	100	48	10	32	22
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.3 – Students 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	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
No file uploaded.		

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	Number of awards for	Number of awards for	Student ID number	Name of the student
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			Sports	Cultural		
No Data Entered/Not Applicable !!!						
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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. The elected students among students council is a part of IQAC and hence the students are also invited to the IQAC meeting to discuss their (Students) problem.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

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. We invite Alumni as a chief guest on Degree distribution day to encourage our students and to share their experiences. We felicitates our academically toppers students on the day of degree distribution and on farewell ceremony of T.Y.B.Com students. We are also filling annual Income Tax return annually.

5.4.2 – No. of enrolled Alumni:

240

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

00

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)

Mahatma Night Degree College of Arts Commerce is a part of Mahatma Education Society. The Mahatma Education Society has 48 sister institutes which led by Dr.K.M. Vasudevan Pillai Sir with a concrete support of Dr.Daphne Pillai Madam. Dr.K.M.Vasudevan Pillai sir is a founder and chairman of Mahatma Education Society whereas Dr.Daphne Pillai Madam is a secretary of the Mahatma Education Society. Mahatma Night Degree College of Arts Commerce works under their able guidance and support. Their mantra of decentralization of power at institutional level enables the college to work smoothly since 1986. The duties and responsibility of the college work has been divided among different committees where committee chairperson takes the final decision about the nature of work to be done and course of action to be taken. There is clear demarcation of work between different committees in the teaching staff. For

e.g. Admission Committee, Time Table Committee, NSS and NCC, Cultural and Alumni Committee etc. Similarly the non teaching staffs understand and fulfil their work according to the duties assigned to them. The supervisory work is done by our principal Dr.Padma Rangan. Teaching and Non Teaching staff seeks her advice on regular basis. Thus, the structure of organisation provide us freedom to work in a decentralise manner. Secondly, regular feedback is taken from each committee member about the work progress of the committee and their concerns are addressed in the most suitable manner. The Management as well as Principal encourages the staff to organise workshop and seminar in the college premises. In addition to this they encourage the staff to take part at various state, national and international programs and provide necessary help and guidance for the same. Mahatma Night Degree College of Arts and Commerce participates in Community Service Day which is a community welfare program organised under the aegis of Mahatma Education Society. During the program Management representatives meet the Community members and interact with them. Moreover, Dr.K.M.Vasudevan Pillai sir addresses the teaching staff on every Independence Day and Republic Day. Thus the work culture of Mahatma Education Society under which Mahatma Night Degree College is working provides a participative environment to everyone.

6.1.2 – Does the institution have a Management Information System (MIS)?


Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
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
Teaching and Learning	The objective of Mahatma Night Degree College of Arts Commerce is to serve the under privileged section of the society. Therefore, the teacher put their best possible effort to serve the very purpose of our college. Method of interactive teaching is adopted during normal lectures. Power point presentation is used to cover some special topics and during guest lectures. For the subject of Financial Accounts, Business Economics, Costing students are asked to solve previous year question papers for practice and time management. The students who are for vernacular mediums, their doubts and difficulties are solved in Hindi and Marathi language. Remedial lectures, surprise test, free time to meet the subject teacher etc are some

	of the best practice adopted by the college to cater the needs of the student.
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 cocurricular activities and shared with all teachers. The same are uploaded on the college website for benefit of all stakeholders. In order to assess university answer sheets of T.Y.B.Com college has mini CAP centre.
Research and Development	The college has Research and Development committee which takes care of research assistance needed by the faculty. The committees helps the faculty to obtain travel assistance for conference at national level, sponsorship of the conference at national level, sponsorship of the workshop at national level, Payment of Orientation and Refresher Program fees etc. Further, the committee foster the research participation of the students at various research competitions e.g. Avishkar Research Convention. In addition to this Mahatma Education Society's Research forum provides the stage to showcase the research talent among faculties.
Library, ICT and Physical Infrastructure / Instrumentation	Library timings is open from 11am to 8pm. Students can borrow books from library using their library card. The library provides
Admission of Students	As per the admission procedure laid down by the University of Mumbai, the student has to fill the prescribed online preadmission 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 Mahatma Night Degree College of Arts and Commerce AQAR Page 21 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



6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
No Data Entered/Not Applicable !!!	

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
2019	Dr. Eknath Kundlik Zhrekar	Indian Commerce Association, Hyderabad 71st Conference	NA	2000
2019	Dr. Anaya Aditya Markandeya	Indian Commerce Association, Hyderabad 71st Conference	NA	2000
2019	Asst.prof. Tushar A. Pawar	5th International Conference on Environment and Ecology	NA	3500
2019	Asst.Prof. Harsh D. Shukla	IASSI Conference, Hyderabad	NA	3000

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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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No Data Entered/Not Applicable !!!									
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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	From Date	To date	Duration
Refresher Course in Library Science at Academic Staff College, University of Mumbai	1	04/01/2019	24/01/2019	18
Refresher Course in Cyber Security and Cyber Law at Academic Staff College, University of Mumbai	2	01/04/2019	20/04/2019	18
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	8	13	13

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Credit Cooperative Society, Travel Assistance, Medical Coverage in Government Hospital	Fee waiver to one child in the institution of Mahatma Education Society, Credit Cooperative Society, Travel Assistance, Medical Coverage in Government Hospital	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)

For small operational expenses made on approved operational budget by the cashier. Operational budget is adequate, however in case of shortage of funds, small term loans are taken from the management. All internal financial transactions are subject to audit by the internal auditor appointed by the Society on an ongoing basis. The college receives a salary grant from the Joint Director of Higher Education, Mumbai Region as per UGC norms. M/s.Bhavi Company are our internal auditors. Further statutory audit is conducted by the external auditors appointed by the Joint Director, assessment done by the AO and Government audit is done by the AG Office.

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/ Grnats received in Rs.	Purpose
NIL	0	00
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	NA
Administrative	No		No	NA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1.Regular PTA meetings are conducted in the college to update the parents about their children progress in the class 2. System of feedback form has been adopted by the college to address the grievances mentioned by the parents 3. Parents are invited to attend the cultural programs and award ceremony in the college. 4. Parents are given teachers mobile number during NSS Camp and they can personally call and meet the teachers to ensure their son/daughters 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. Emphasis on NAAC/ IQAC Documentation 2. Annual submission of Career Advancement Scheme files of each teacher 3. Regular IQAC, Principal, Departmental meetings 4. Proper documentation for daily records of teachers 5. Conduct of Workshop/Seminars/ Conference regularly

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	One Day workshop on Revise Syllabus TYBCom Semester V and VI	07/07/2018	07/07/2018	07/07/2018	30
2019	Placement Mela	22/12/2018	22/12/2018	22/12/2018	100

2019	Self Defense workshop for girls	14/12/2018	14/12/2018	14/12/2018	120
2019	Composite Culture workshop by CMCA Yuva	12/12/2018	12/12/2018	12/12/2018	60
2019	Professional Course on GST Tally Expert and Advance Excel	02/07/2018	02/07/2018	29/06/2019	100
2019	BSE Broker Forum Programme on Financial Literacy	02/07/2018	13/08/2018	18/08/2018	30
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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	Period To	Number of Participants	
			Female	Male
A Workshop on Self Defense	14/12/2018	14/12/2018	50	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Green Club 2. Solid waste Management (Collecting Dry and Wet Waste in separate dustbins) 3. Paper Recycling 4. E Waste Collection Drive 5. Nature Trail 6. Rain water Harvesting 7. Composting

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	Yes	4
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	300
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar	No	0

facility

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	4	4	01/12/2018	30	Aids Awareness Rally, Swatchha Bharat Abhiyan, Anti Cancer Rally, Tree Plantation	Awareness created	247

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Anti Cancer Rally	23/12/2018	23/12/2018	31
Aids Awareness Rally	01/12/2018	08/12/2018	150

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

1. Green Club 2. Solid waste Management (Collecting Dry and Wet Waste in separate dustbins) 3. Paper Recycling 4. E Waste Collection Drive 5. Nature Trail 6. Composting 7. Rain water Harvesting

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices Best Practice No.1: Intensive Supervised Study Camp 1. Objectives and Goals of Intensive Supervised Study Camp (ISSC) • To make them understand the question answers of all the unit thoroughly • To make write answers as per university expectation or university requirement • To get them minimum passing marks in the university exam 2. About Activity:- In the ISSC the students READ, WRITE and REVISE important units of the syllabus. The ISSC is organized for all the subjects offered by the students for the T.Y.B.Com course. Participation is compulsory for all. The camp is planned well in advance by organizing meetings of all the subject teachers to chalk out a POA and timetable. The units of the syllabus are divided into SMALL BITS (important questions) and the teacher sets SMALL TARGETS for the students to achieve. Viz. The teacher asks a question and gives the students 20 minutes to read the

answer to that question. She then asks them to close the textbook and write down the answer in the next 15 minutes. One student is made to write the answer on the board for the benefit of all the students. These SMALL TARGETS as explained are EASILY ACHIEVABLE and REALISTIC. The above method is followed for theory subjects namely Business Economic, Marketing and Human Resource Management, and electives. For the subjects Financial Accounting, Costing and Auditing and Management Accounts the methodology for revision is different. The students are asked to read a problem and the solution i.e. posting and adjustments are discussed orally. The subject teachers write and explain on the board typical important examples and tricky questions and adjustments that are most likely to be asked in the examination. Common errors committed by students are discussed and importance of presentation is clearly explained. Every student in the class is given a turn to answer to ensure that there is complete participation.

Best Practice No.2: Community Service Day 1. Objectives and Goals of CSD

- To create awareness of social responsibility among the students

2. About Activity: One of the key goals of Mahatma Education Society has been to expand community service activities on a massive scale to help reach out to many underprivileged people in the society and also inculcate a sense of pride among the students and faculty members in serving the less fortunate in society. The management encourages the faculty and students to go and teach in the nearby villages, plant trees and clean the environment. They initiated a pilot community service program in February 2011 at Dr. K. M. Vasudevan Pillai Campus in Panvel where residents from orphanages, old age homes, tribal children etc. were brought to the Campus and they participated in learning programs and were entertained by the students. Last year the Community Service Day was celebrated with over 700 residents of twenty NGO's who were invited to the Panvel Campus. It was a truly fulfilling experience for the faculty and students and an enriching experience for the participants.

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

<https://mahatmandc.ac.in/igac/best-practices/>

7.3 – Institutional Distinctiveness

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

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

academically underprivileged and to empower, enlighten and equip them to become responsible citizens." OBJECTIVES 1. Offering applied component group subjects relevant for immediate employment 2. Organising placement guidance and assistance for better performance in the job interview programme 3. In addition to all round personality development, to develop a sense of social commitment for students by conducting ongoing community development camps in rural areas 4. To impart quality education 5. To involve youth in community service in order to sensitize them towards the underprivileged and towards senior citizens 6. To create respect for environment and practice the 3R's concept (Reduce, Recycle and Reuse) 7. To impart an education that makes youth productive and responsible citizens of the country (SSR Page No. 296302)

Provide the weblink of the institution

<https://mahatmandc.ac.in/about-us/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

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. 6. To improve the final year students result extra classes will be plan