



Mahatma Education Society's  
**Mahatma Night Degree College of Arts and Commerce**  
Chembur Naka, Mumbai- 400 071

**Action Taken Report 2019-20**

**1. Allocation of College Committees:**

As per the policy of the college, every year college working committees are allotted to teaching and non-teaching staff. The working committees for the academic year 2019-20 were allotted and duties and responsibilities were explained.

**2. Academic Calendar prepared:**

The IQAC of college prepared an Academic Calendar for the Academic Year 2019-20 after discussion with staff of the college.

**3. Regular departmental meetings conducted by Dept. of Commerce:**

After the instructions and guidance by the IQAC of the college, The Head of Commerce Department Dr. Lata Krishnan conducted regular departmental meetings and activities in the year 2019-20.

**4. Students Satisfaction Survey:**

The Students Satisfaction Survey was conducted by the IQAC with respect to Academic and other facilities offered by the college. After conducting SSS, the detail analysis was done and report was submitted to the Principal and Management for further action.

**5. Participated in Avishkar Research Convention:**

With the initiative and guidance of the IQAC, the Research and Development Cell of the college motivated students to participate in the Research Competition at University Level. This project was undertaken for the first time by the teaching staff members for students in the field of Research. 3 faculty members guided 6 students for the research competition i.e. Avishkar Research Convention 2019.



**6. Organized Inter Collegiate Sports and Cultural Activities:**

As per the suggestions given by the IQAC the Sports and Cultural Committees of the college had organized indoor sports tournaments and cultural activities. The events were organized and conducted for 2 days in the month of

**7. Career Advancement Scheme:**

The CAS process of two faculty members i.e. Mrs. Parveen Arif (Librarian) and Asst. Prof. Harsh Shukla was completed on 20<sup>th</sup> December, 2019 for the promotion from Stage I to Stage II. The IQAC completed the required procedure like verification of candidates' files, documents, online application for CAS process, arrangement of meetings etc.

**8. Workshop on CAS**

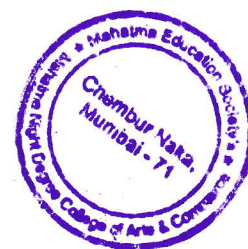
The IQAC and the Department of Economics organized One Day Workshop on Career Advancement Scheme for the faculty members of other colleges. The workshop was organized on 28<sup>th</sup> August 2019, the Resource person was Dr. Khushpat Jain and the total numbers of participants were 22.

**9. Parents Teachers Meeting:**

The IQAC of the college suggests that the Parents Teachers Meeting should be conducted at least twice every year. Further, Parents' feedback should be collected for the college improvement. Accordingly, the meeting was held on 26<sup>th</sup> August, 2019 for the first term and feedback was also collected from the parents. The meeting was conducted for all classes i.e. FYBCOM, SYBCOM and TYBCOM.

**10. A Series of Webinar in the COVID-19 Lockdown period:**

The college campus remained closed from 17<sup>th</sup> March, 2020 due to COVID-19 pandemic. The IQAC of the college decided to have a Series of National Level Webinars for the benefit of faculty members. The webinars were conducted from 2<sup>nd</sup> May, 2020 to 7<sup>th</sup> May, 2020 (Total 6 webinars were conducted by the IQAC). The webinars were conducted on different aspects and topics which are very important for the development of the faculty members and colleges. The topics were as under;



2 <sup>nd</sup> May, 2020	Financial wellness-I
3 <sup>rd</sup> May, 2020	Financial wellness-II
4 <sup>th</sup> May, 2020	Use of ICT tools and techniques for effective teaching and learning
5 <sup>th</sup> May, 2020	Role of Community in Disaster Management
6 <sup>th</sup> May, 2020	Writing of Literature review
7 <sup>th</sup> May, 2020	Indian patent System: Important Technical details
17 <sup>th</sup> July, 2020	Office Automation with NAAC perspective

**11. Online lectures started for the students:**

Since the University of Mumbai did not issue any guidelines with respect to lectures during lockdown period, the IQAC of the college took initiative for the Online lectures. The IQAC decided to conduct the Online lectures for T.Y.B. Com students (Batch 2019-20) to keep the students engaged and updated.

**12. Online admission of the students:**

After getting the guidelines from University of Mumbai, colleges started the admission process. However, due to COVID-19 pandemic lockdown situation the college could not start offline admissions. Hence the IQAC decided to start online admissions with the installment facility for the payment of fees.

**13. Regularized Annual CAS file submission:**

The IQAC has made the system for faculty members to submit their CAS files annually to the IQAC. This will help the faculty as well as the IQAC to keep the records and make the CAS process and promotions on time.

IQAC Coordinator

Dr. Eknath K. Zhrekar

Principal

Dr. Padma Rangan

**PRINCIPAL**  
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