



Yearly Status Report - 2019-2020

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	principalmahatmandc@mes.ac.in
Alternate Email	padmarangan@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@mes.ac.in																												
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)			https://mahatmandc.ac.in/wp-content/uploads/2020/02/AQAR-2018-19.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-2019-20.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>1</td> <td>B</td> <td>00</td> <td>2004</td> <td>03-May-2004</td> <td>02-May-2009</td> </tr> <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> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	00	2004	03-May-2004	02-May-2009	2	B	2.82	2011	27-Mar-2011	26-Mar-2016	3	B++	2.89	2017	30-Oct-2017	29-Oct-2022
Cycle	Grade	CGPA	Year of Accrediation	Validity																											
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2	B	2.82	2011	27-Mar-2011	26-Mar-2016																										
3	B++	2.89	2017	30-Oct-2017	29-Oct-2022																										
6. Date of Establishment of IQAC			09-Dec-2005																												
7. Internal Quality Assurance System																															

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
Workshop on Revised Career Advancement Scheme (CAS)	28-Aug-2019 1	22
Faculty Development Programme	22-Oct-2019 1	9
Avishkar Research Convention 2019-20	24-Dec-2019 1	6
Placement Drive	01-Feb-2020 1	307
Parents Teachers Meeting	26-Aug-2019 1	209
CAS	20-Dec-2019 1	2
Aids Awareness Seminar	05-Dec-2019 1	250
Seminar on Professional Career in Commerce	26-Nov-2019 1	156
Seminar on	25-Nov-2019 1	123
Prarambh (Sports and Cultural Programme)	22-Feb-2020 2	117
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
NIL	NIL	NIL	2020 00	0
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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 :	3
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)	
Implemented the mentor mentee system in the college Organised Workshops and Seminars/ Webinars for faculties and students Organised Inter collegiate Sports and cultural programme Sent students for Avishkar Research Convention (Research activity for students) CAS Promotion of 2 faculties from stage 1 to 2	
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 organised Inter Collegiate Sports and Cultural Activities	Inter Collegiate sports and Cultural programme organised on 22nd and 23rd February,2020. Total 117 Students participated
CAS Promotion Stage 1 t 2	2 faculty members promoted from stage 1 to 2
To organised Placement drive in the college	Placement Cell organised Placement drive on 1st February, 2020. Total 307 students benefited from the drive
Students to participate in the Avishkar Research Convention	06 students participated in the Avishkar Research convention at the University level on 24th December, 2019. 03 faculty memebbers guided them for the Research project.
To organised Workshop	Successfully organised workshop on CAS on 28th August, 2019 Number of participants: 22
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14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date
College Development Committee	06-Sep-2020
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	2020
Date of Submission	07-Jan-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<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>

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 University of Mumbai. The syllabus framed by the University of Mumbai for the B.Com. course is followed by the college. The faculty members participate in meetings held by the University for syllabus framing, syllabus revision etc. For the smooth conduct of academic year and teaching activities as per University guidelines, the 'College Academic calendar' is prepared. All curricular and co-curricular activities are planned in the academic calendar. The subject workload allocation, committees for various curricular and co-curricular activities are formed at the beginning of the academic year. Accordingly, teachers submit the teaching plan for all subjects for all classes. Periodical review is taken to monitor all the activities, syllabus completion as per teaching plan in particular. Further, the feedback of students on syllabus completion is taken at least one month before the examination. Extra lectures are allotted to teachers as per requirements of students and teachers. Revision lectures are conducted if demanded and required by students. The Intensive Supervised Study Camp (ISSC) for T.Y.B.Com. students

is one of the best practices of Mahatma Night Degree College. The ISSC is conducted before Preliminary Examinations of T.Y.B.Com. In ISSC the entire syllabus is revised. Teachers try to solve all doubts of students. Personal attention is given to each student in ISSC. After ISSC, the Preliminary Examination is conducted so that students get familiar with the University paper pattern. It also helps students for self-assessment. The guidelines issued by the University of Mumbai with regards to syllabus, paper pattern, examinations and result declaration and documentation are strictly followed by the college. Teachers maintain log book to record lectures taken, topics covered, leaves taken, workshops, orientation, refresher and other courses attended etc.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate Course in Advance Excel	Nil	04/11/2019	30	Employability and Entrepreneurship	Skill and knowledge related to Advance Excel which is used in the organisation and Practical approach
Nil	TISS NUSSD Diploma Course in Digital Marketing	28/01/2020	90	Employability and Entrepreneurship	Skill development with the practical exposure in industry through 6 months internship

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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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
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	23	45

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	17/09/2019	75
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	Nil
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
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 mechanism for students', teachers', alumni and parents' feedback. The feedback is taken on teaching, activities conducted etc. the feedback taken is analysed. Considering the suggestions given by the above stakeholders the 'Action Taken Report' is prepared. Feedback on teacher is communicated by Principal to the teacher concerned confidentially. Feedback on facilities, development, courses conducted in college, teaching practices are taken from alumni and parents. Teachers are asked to give feedback on facilities, courses conducted and new courses that are required to be introduced, industrial visits, research activities, faculty development programmes etc. Considering the convenience and comfort level of 'Night College' students and parents, college believes in 'Open Door' policy where all stakeholders are always welcome for informal suggestions, discussions and feedback for overall betterment, improvement and development of college.

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	600	473	473
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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	Number of students enrolled in the institution	Number of fulltime teachers available in the	Number of fulltime teachers available in the	Number of teachers teaching both UG
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	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2019	473	Nill	8	Nill	Nill

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	Nill	Nill	Nill
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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. 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
473	8	59:1

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
Nill	Nill	Nill	Nill	Nill

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
Nill	NIL	Nill	NIL
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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
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				examination
BCom	2C00146	Semester VI	13/10/2020	29/10/2020
BCom	2C00145	Semester V	21/10/2019	22/10/2019
BCom	2C00144	Semester IV	Nill	Nill
BCom	2C00143	Semester III	17/10/2019	07/11/2019
BCom	2C00142	Semester II	Nill	Nill
BCom	2C00141	Semester I	16/10/2019	14/11/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

To ensure quality teaching and timely syllabus completion, regular feedback is taken from students. Principal Dr. Padma Rangan confirms syllabus completion from students of F.Y.B.Com, S.Y.B.Com and T.Y.B.Com. Regular Parents Teacher meetings are held in college to inform students progress to their parents and answer all the question asked by their parents. IQAC committee of the college conducts regular IQAC meeting in the college to ensure all college committee are conducting quality activities. IQAC ensures that activities conducted in the college aims at the overall development of the students. NSS activities inculcate social values among students while NCC activities prepares them defence career. Industry oriented programs like BSE Financial Literacy Program, TISS Skill Development Program, Placement Mela and Tally GST program provide great exposure to the students. Women Development Committee imbibes gender equality among students while environmental issues are addressed by EVS department. Recent development in the economy and professional career building comes under the arena of Economics and Commerce Department. Soft - skills and business communication skills are taught under various programs conducted during lecture and programs. Cultural Committee of the college initiated an inter-collegiate event called Prarambh in this academic year to foster cultural skills in the students. Sports committee conducted indoor program in the college. Research Development committee sent students to Maha Moon research program and Avishkar Research convention. Learning Management System Google Classroom has been introduced to the students. In the IQAC meeting it is evaluated that whether everything is organised as per pre-decided plan and methods of improvement are discussed. In this way Mahatma Night Degree College continuously evaluate and maintain quality in every aspect of college work.

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

At the beginning of the Academic Year, IQAC Committee in consultation of our principal Dr. Padma Rangan prepares academic calendar. The member of IQAC committee, chairpersons of various committee put forward their plans for academic year. Accordingly, annual college activities are planned for the year. A quarterly review is taken from NSS, NCC. Cultural, Alumni, Sports etc Committees regarding activities planned by them. A due care is taken that all activities and syllabus completion is done before semester examinations. Therefore, consultation from examination committee is taken before scheduling the activities. The university of Mumbai sends academic term plan and it is used as a base for the preparation of academic calendar. Introduction of new skill based courses, conduction of conference/workshop/ seminars etc is discussed and planned in the preparation of academic calendar. Career Advancement Scheme and research conventions are also discussed in the preparation of academic calendar. Due care is taken that all activities should be conducted as per academic calendar. However, if committees fails to conducts planned activities because of unforeseen events then alternate course of action

is planned and implemented. IQAC committee ensure the implementation of Academic Calendar in the college. Further, it is taken care of that all activities are undertaken as per the guidance of University of Mumbai.

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

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	139	124	89.21
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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)

<https://mahatmandc.ac.in/iqac/feedback/ss-students-satisfaction-survey/>

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
Minor Projects	365	University of Mumbai	0.7	0
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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
Webinar on Indian Patent system: Important technical Details	IQAC	07/05/2020

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
Scientific Research	Tushar Anant Pawar	International Academy of Science and Research, Kolkata	29/07/2019	Scientific Research
View File				

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
NIL	NIL	NIL	NIL	NIL	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
NIL	Nill

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)
National	Economics	1	Nill
National	Commerce	2	Nill
National	EVS	1	6.2
International	Commerce	3	7.36
International	EVS	1	Nill
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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
00	Nill
No file uploaded.	

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
NIL	NIL	NIL	Nill	0	NIL	Nill
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
NIL	NIL	NIL	Nill	Nill	Nill	NIL
No file uploaded.						

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

Number of Faculty	International	National	State	Local
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Attended/Seminars/Workshops	Nil	6	Nil	1
Presented papers	Nil	6	1	Nil
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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
NCC Parade and Piloting on 26th January 2020	NCC cadets of MNDC	1	23
Swatchh Bharat Pakhwada	Stree Mukti Sanghatan	2	200
Visit to National Association of Blind	National Association of Blind	2	50
AIDS Awareness Program	MDACS	2	200
Blood Donation Camp In Mahatma Night Degree College	Mahatma Night Degree College in Association with J.J. Mahanagar Blood Bank	2	200
NCC Parade and Piloting on Sports day 4th and 5th December 2019	NCC cadets of MNDC	1	22
Gouri Ganpati Visarjan Duty 2019	NCC cadets of MNDC	1	22
NCC Parade and Piloting on 15th August 2019	NCC cadets of MNDC	1	25
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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
NIL	NIL	NIL	Nil
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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

Legal Rights for Women and Girls	Women Development Cell of MNDC	Seminar on Legal Rights for Women and Girls on 22 November 2019	2	123
RRC Red Ribbon Club	MDACS Mumbai Districts Aids Control Society	Aids Awareness Seminar Aids awareness Poster making competition Street plays on aids awareness	2	28
Swachh Bharat	NSS	Cleanliness Drive at Mumbai University Kalina Campus on 2nd October, 2019	2	15
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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
NIL	00	NIL	00
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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
NIL	NIL	NIL	Nil	Nil	00
No file uploaded.					

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	23/10/2019	Academia Industry link to improve the employability of the students	23
SNEHA (Society for Nutrition Education and Health Action)	19/08/2019	Personal Development Workshops covering Conversational English, Grooming	80

Etiquette,
Interview skills,
Time, Anger and
Stress Management,
Body Language and
Communication
skills sessions for
the students
enrolled for the
Nurse in Aide
Program with S

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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
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nill	Existing
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	Partially	2010	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10205	103820	273	83152	10478	186972
Reference Books	2584	1751103	50	45243	2634	1796346
e-Books	1	9900	Nill	Nill	1	9900
Journals	30	3150	Nill	Nill	30	3150
CD & Video	26	Nill	Nill	Nill	26	Nill
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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
00	00	00	Nill

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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
NIL	NIL

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
Nil	Nil	0.62	0.54

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 ILMs-Library Oxyzen. Library staff are fully trained for using all library related transactions. Book bank facility is available for needy students. Computer Laboratory Computer lab is available to night college students after 6.00 p.m. and all Sundays. Computer lab is also available to staff if required at any time, specially for On Screen Marking of University Assessment.

Classroom The classrooms are available after 5.00 p.m., 4 classrooms are having Audio Video facility. Maintenance of all IT enabled rooms is done by inhouse hardware IT support. Lift Lift facility is available to all the staff members and divyang students. Other services and Utilities The other facilities like electricity, water and telephone are utilised on mutually agreed need based.

Administrative and other support facilities like reprographic and printing The college is having separate administrative and accounts office. The support from other department, like DTP and Reprographic are available for staff members and administrative department. Sports We conduct outdoor sports and annual sports meet. 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	Association of Non Government Colleges	12	12000
b) International	NA	Nil	0
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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
Online Revision Sessions for Semester VI Students (all subjects) during Covid-19 Lockdown period	12/05/2020	185	MNDC
Tutorials for Business Communications	02/07/2019	205	MNDC
Tutorials for Business Mathematics Statistics	02/07/2019	205	MNDC
NUSSD National University Students Skill Development Programme - Digital	28/01/2020	45	TISS Tata Institute of Social Sciences in consultation with

Marketing Course

Ministry of Youth
Affairs and Sports
Skill Development
Programme (NUSSD)[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
Nill	00	Nill	Nill	Nill	Nill
No file uploaded.					

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
Nill	Nill	Nill

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
1. Gallant Firm (Tech Mahindra, ICICI, HGS) 2. Eureka Forbes 3. Equator Private Tech PVT LTD 4. Eureka Outsourcing Solutions 5. DG Consultancy 6. Data Link Consultancy 7. Global HR Hunt Services LLP 8. SR Cluster Consultancy 9. Andromeda 10.	307	278	1. ICICI BANK 2. HDB Financial Services (Field Sales) 3. Axis Bank 4. IIFL 5. Andromeda 6. IIFL 7. ICICI Bank 8. IIFL 9. HDB Financial Services (Field Sales) 10. IIFL 11. HDB Financial Services (Field Sales) 12. ICICI Bank 13. ICICI Bank 14. IIFL	17	16

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nill	Nill	NIL	NIL	NIL	NIL
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
Nill	Nill
No file uploaded.	

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

Activity	Level	Number of Participants
Friendship Day	College	295
Annual Sports Meet	College	276
Community Service Day	College	35
Ubar Rang	Inter Collegiate	35
Prarambh (Sports)	Inter Collegiate	68
Prarambh (Cultural)	Inter Collegiate	49
Annual Day	College	600
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	NIL	NIL
No file uploaded.						

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

The Students Council was invited to participate in IQAC meetings to ensure students active participation in the quality initiatives of the college. Their inputs and involvement in planning, organizing and managing college and inter collegiate events goes a long way in the smooth and successful conduct of events in the college. The Students Council represent the students and bring forward innovative ideas in curricular and co-curricular activities. This year they coordinated the Friendship Day, PTA, Annual Day Programme, Annual Sports Meet, Inter Collegiate Fest Prarambh and the MNDC Placement Mela. The 7 day NSS Rural Residential Camp to Shasakiya Ashram Shala, Pen from 18th December, 2019 to 24th December, 2019, was successfully conducted by NSS leaders who are a part and parcel of the Student Council. The NCC leaders too worked well to organize NCC day on 23rd December 2019. This year the Student Council

participated enthusiastically in all the academic, sports, cultural, NSS, NCC and WDC activities of the college. Every year the Students Council spear heads the participation in Community Service Day and Uber Rang events. This year too, they were very enthusiastic in interacting with the differently abled children of Seva Daan School, a school for differently abled children in Chembur, Mumbai. The Uber Rang, an inter institutional talent competition organized by Mahatma Education Society is a big platform for students to showcase their talent and compete. Participants are selected after several rounds of auditions. The Cultural Incharge worked actively with the team to ensure participation in this mega event.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Mahatma Night Degree College has a registered Alumni Association. The name of the alumni association is MOSA Mahatma Old Students Association. This alumni association was registered with the Deputy / Assistant Charity Commissioner Mumbai on 19th October, 2010. The returns of the alumni association are filed regularly. Every year the list of students who pass out of the college are appended on to the list of the alumni association after they complete a simple enrollment procedure. The alumni data base is carefully maintained and updated from time to time. Old numbers and redundant email IDs of students are replaced with new, correct data. This information is collected on a continuous basis from the alumni participating in events of the college. The college has a alumni google group and an alumni WhatsApp group which enables correspondence with alumni on a continuous basis. A systematic effort is made to collect data of alumni from the year 1989. The college has a face book page. The social media champ SMC of the college updates this page with all the events and announces programmes including alumni events. The MNDC face book page is visited by the alumni and current students. Social media is an excellent way to keep in touch with the alumni of the college. The college website too is updated regularly and is an excellent way to engage alumni. The alumni achievers are invited to inspire the students during the Degree Distribution Ceremony. The NSS and NCC alumni help in training students for various activities of the NSS and the NCC.

5.4.2 – No. of enrolled Alumni:

283

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

20420

5.4.4 – Meetings/activities organized by Alumni Association :

03 Meetings Activities: Alumni Talk Golden Jubilee Celebration Indoor Sports and Cultural activities Degree Distribution Ceremony

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 and Commerce comes under the aegis of Mahatma Education Society. Mahatma Education Society was established in the year 1970 with the vision of education for all. The founder and chairman of Mahatma Education Society, Dr. K. M. Vasudevan Pillai Sir and Dr. Daphne Pillai Madam, secretary of Mahatma Education Society believe in the ideology of

institutional freedom. This helps in the streamlined and efficient work culture in 48 institutions of Mahatma Education Society. To achieve the objective of decentralization Mahatma Education Society has appointed Deputy Chief Executive Officer for its Chembur Campus to address the problems of this campus. At the college level, College has a College Development Committee (CDC) which strives hard for the progress and development of the college. CDC takes regular meetings to discuss the developmental activities for the college. The member of the CDC suggests required changes in the working of the college and everyone is given equal opportunity to put forward their ideas. All ideas are pondered over and the consensus is brought about the developmental plan. Mahatma Education Society has an active Internal Quality Assurance Cell (IQAC). The IQAC cell distributes the work in different committees. The IQAC cell discusses the activities and works to be done under different committees from time to time. Each committee chairperson is authorized to put forward their plan of action which needs to be implemented during an academic year. The committee chairperson is free to discuss their problems with the IQAC committee while implementing their ideas. In addition to this, Dr. Padma Rangan, Principal of Mahatma Night Degree College has a very positive and problem-solving approach. Principal Madam provides ample time for each faculty member to discuss their issues on various subjects and provides a solution to the problem. Thus work culture in Mahatma Night Degree College provides a participative environment to everyone in the college. In this way, we have a decentralized work environment and equal participation of all in college-related activities.

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 is to provide education to the most deprived section of society. In the normal classes, the chalk and duster method is used. In addition to this students are being shown a PowerPoint presentation by the subject teacher from time to time. Industry oriented teaching skills are also imparted to the students by introducing programs Like Tally GST and Advanced Excel Course, TISS Skill Based Programs, and BSE Financial Markets Program. Students from vernacular mediums get special attention to improve their English Language.

	<p>Intensive Supervised Study Camps are conducted for T.Y.B.Com Students. Surprise class tests, assignments, class debates, and remedial classes are undertaken for students.</p>
Examination and Evaluation	<p>Being a permanently affiliated college of the University of Mumbai, the examinations and evaluation process have to be conducted as per the University norms. At 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 is uploaded on the college website for benefit of all stakeholders. To assess university answer sheets of T.Y.B.Com college has a mini CAP center.</p>
Research and Development	<p>Mahatma Night Degree College provides all possible research assistance to its staff in the form of attending conferences, workshops, and seminars. Teachers reimburse conference fees from the college. To inculcate research interest among students, they are motivated by the college to participate in Avishkar Research Convention. The library has subscribed to various journals and magazines and faculty has access to INFLIBINATE access various research journals. Principal Dr. Padma Rangan passes information about various research activities initiated by other colleges in the University of Mumbai by sending their brochures in the Staff Room.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Mahatma Night Degree College has students friendly library facilities. Orientation program for all students is conducted by Library Authorities. Students are provided information regarding book bank facilities by the Library Authorities. Students are allowed to use the library reading room from 11 a.m. to 8 p.m. The multi-purpose hall is located on the ground floor which is used by the students for indoor sports and cultural/NSS/NCC activities. Computer Room is located on the first floor which is used by students for browsing, form filling, Tally GST Course, Advance Excel Course, and Computer practical/Practice purpose.</p>

Human Resource Management	<p>Mahatma Education Society under the leadership of Dr.K.M. Vasudevan Pillai and Dr. Daphne Pillai excel in Human Resource Management. Mahatma Night Degree Provides various development avenues to its Teaching and Non - Teaching Staff. Staffs are free to share their grievances with the Principal and Management of the College. In addition to this, the College attempt to achieve optimum personality development of the students by introducing various Interactive classes, sessions, and skill-based programs, Thus, Mahatma Night Degree college takes utmost care for its students as well as for its Teaching and Non- Teaching staff.</p>
Industry Interaction / Collaboration	<p>Mahatma Night Degree College has collaborated with Bombay Stock Exchange Brokers Forum for training on financial planning programs. Further, the college has tied up with Satyam Computer Institute to teach Advance Excel and Tally GST Program. In addition to this, College is associated with TISS to impart skill-based programs among students.</p>
Admission of Students	<p>Mahatma Night Degree College follows the admission procedures laid by the rules of the University of Mumbai. Students take admission via the online form filling process introduced by the University of Mumbai. As per the Mumbai University norms, a separate admission committee is formed every year headed by the Principal of the college. Faculties undertake admission duty as per the instruction from the Principal. As the majority of the students come from the lowest strata of the society, they are given chance to take admission in Mahatma Night Degree College till the last date decided by the University of Mumbai.</p>

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

E-governance area	Details
Nill	NIL

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	Name of the professional body for which membership	Amount of support
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		support provided	fee is provided	
2019	Dr. Eknath K. Zhrekar	Conference of Maharashtra State Commerce Association, Amalner, MH	Nill	2000
2019	Dr. Anaya Markandeya	VPM's K. G. Joshi College Of Arts And N. G. Bedekar College Of Commerce Department Of Commerce A One Day National Conference On 'Innovations In Commerce And Management: Towards Sustainable Growth Of India	Nill	2000
2020	Mrs. Parveen Arif	CASI MAHA Model United States Conference presented papers titled "Implementing Education System in reclining and Reuse across the Globe."	Nill	3000
2019	Asst. Prof. Tushar Pawar	International multidisciplinary Research Conference on Biodiversity, climate change, Environment and Life Sciences held on 29-30 July 2019 at S. B. E. S. College of Science, Aurangabad, Maharashtra	Nill	2000
2019	Asst. Prof. Harsh D Shukla	IASSI Conference Bengaluru	Nill	2000
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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)
2019	Career Advancement Scheme Workshop	Nill	28/08/2019	28/08/2019	22	Nill
2020	Nill	National Level Webinar on Office Automation : NAAC Perspective	17/07/2020	17/07/2020	10	165
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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
UGC HRDC RUSA Sponsored Refresher Course in Environmental Studies	1	13/01/2020	25/01/2020	12
UGC HRDC Sponsored Short Term Course on Contemporary Strategies for Teaching and Assessment	2	06/02/2020	12/02/2020	07
UGC HRDC RUSA Sponsored Refresher Course in Commerce	1	10/02/2020	22/02/2020	12
A Seven Day national Online Workshop organised by Ramanand Arya D.A.V. College University of Mumbai	1	25/04/2020	01/05/2020	07
One Week FDP on Transition	2	02/05/2020	06/05/2020	06

Management for Higher Education during Covid -19 A Road Map				
One Week FDP on Moodle : Learning Management System sponsored by Aligarh Muslim University	1	27/05/2020	31/05/2020	05
One Week Online Research Methodology Workshop On BFSI Sector	2	08/06/2020	12/06/2020	05
UGC HRDC Savitribai Phule Pune University Sponsored Short Term FDP on Creation Preservation and Dissemination of E content	1	06/06/2020	19/06/2020	14
21 Days online GIS Training Program Using QGIS organised by Central University of Karnataka	1	13/07/2020	02/08/2020	21
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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 Co -operative Society, Travel Assistance, Medical Coverage in Govt.Hospital	Fee Waiver to one child in the institution of MES, Credit Co -operative Society, Travel Assistance, Medical Coverage in Govt.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)

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	NIL
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6.4.3 – Total corpus fund generated

00

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	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

1. Regular Parents Teacher Meetings are conducted in the college to provide information to the parents. 2. Parents are allowed to attend cultural programs in the college. 3. Parents are informed regularly about the attendance record for their children. 4. Parents are given mobile number of the teacher in case of any urgent work and during NSS Camp and Activities. 5. Parents are encouraged by faculties to support their children to participate different skilled based program organised in the college.

6.5.3 – Development programmes for support staff (at least three)

To understand office documentation as per NAAC requirement training session was conducted in the college for support staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. IQAC documentation work has been improved. 2. Various skill based programs has been introduced in the college to inculcate industry oriented skills in the students. 3. Career Advancement Schemes for teachers is conducted in an appropriate manner. 4. Seventh Pay Documentation has been organised for teaching and non-teaching staffs. 5. Daily students attendance record and activities record is maintained by the teachers. 6. Regular conduct of workshop/seminars/conference in the college. 7. Introduction of Learning Management System (Google Classroom)

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

No

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	Career Advancement Scheme Workshop	28/08/2019	28/08/2019	28/08/2019	22
2019	CMCA Workshop on Equality and Celebrating Diversity	17/09/2019	17/09/2019	17/09/2019	75
2019	Professional Careers in Commerce	26/11/2019	26/11/2019	26/11/2019	156
2020	Visit to National Association for Blind	23/01/2020	23/01/2020	23/01/2020	40
2020	Inter-Collegiate Fest Prarabh	22/02/2020	22/02/2020	23/02/2020	117
2020	One Week National Webinar on " Stay Home, Stay Safe and Stay Updated."	27/04/2020	02/05/2020	07/05/2020	450
2020	Two Days National Level Webinar on World Economy on Tenterhooks and Indian Economy Road Ahead	27/04/2020	28/05/2020	29/05/2020	930
2020	National Level Webinar on Emotional Balance on International Yoga Day and NSS/NCC activities during post lockdown period.	27/04/2020	21/06/2020	22/06/2020	100

2020	National Level Webinar on Office Automation : NAAC Perspective	01/07/2020	17/07/2020	17/07/2020	165
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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 Seminar on Legal Rights for Women and Girls	25/11/2019	25/11/2019	123	Nill
National Level Panel Discussion on Gender Equality in Job Opportunities and Leadership Roles: The Indian Scenario	20/07/2020	20/07/2020	263	Nill

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	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	300
Scribes for examination	No	Nill
Special skill development for differently abled students	No	Nill

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	7	7	05/12/2019	1	Aids awareness rally	Awareness Created	33
2019	7	7	18/07/2019	1	Tree Plantation	Awareness	20
2019	7	7	23/09/2019	1	Blood Donation Rally	Awareness	50
2019	7	7	02/10/2019	1	Peace March rally and cleanliness drive	Awareness	13
2019	7	7	26/09/2019	1	Save Electricity and save water Campaign	Awareness	20
2019	7	7	27/09/2019	1	Poshan Abhiyan Awareness Drive	Awareness	20
2020	7	7	03/06/2020	1	Covid 19 activity	Awareness	10
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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)
NIL	Nil	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Save Electricity and Save water Campaign	26/09/2019	26/09/2019	20
Aids Awareness Rally	05/12/2019	05/12/2019	33
Peace March rally and cleanliness Drive	02/10/2019	02/10/2019	13
Covid 19 Activity (Mask Distribution)	03/06/2020	03/06/2020	10

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

1. **Intensive Supervised Study Camp:** 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. 2. **Community Service Day:** 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. 3. **Green Culture – Conserve Energy Goal**

- To become accountable, responsible and sustainable towards energy use and conservation.
- To optimize consumption and identify saving opportunities.
- Making a commitment to save the environment and bring down carbon footprints.
- Conserving energy and promoting green culture.

The Context Green Audit was founded in 1992 as an environmental consultancy and review organisation with the aim of monitoring the performance of companies and organizations whose activities might threaten the environment and the health of citizens. The aim of Green Audit is to give citizens the information they need to be able to question the companies which are destroying the environment we all depend on. It was the worrying recognition that such information is presently suppressed and restricted which provided the impetus for the founding of Green Audit.

Green audit is a systematic and methodical assessment and review of the organisation's activities and its service in relation to environmental green issues.

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 8. Separate Grievance Redressal Cell i.e. Special Cell was formed to address the problems of Backward class students. 9. Implemented Mentor mentees system to resolve the academic as well as personal problem of students. 10. Separate sexual harassment committee is formed to address issues related to it and special attention is given to not have such offence of sexual harassment in the college campus with the female staff and students <https://mahatmandc.ac.in/about-us/institutional-distinctiveness/>

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

1. Institution has planned to send the proposal to start Post Graduate course 2. New Bridge courses to be started 3. Multi-disciplinary Conference to be organised 4. E-Content to be developed 5. Regular IQAC meetings, Departmental Meetings, Staff meetings to be taken and proper documentation of the same 6. Feedback from teachers to be taken and accordingly Action will be taken.

