

Mahatma Education Society's
MAHATMA NIGHT DEGREE COLLEGE OF ARTS AND COMMERCE
Chembur Naka, Mumbai- 400 071



ACTION TAKEN REPORT 2020-21

1. Introduction of online admission procedure

During the lockdown period students were unable to come to college for admission. Thus, the online admission procedure was introduced for the academic year 2020-21.

2. Submission of annual CAS file

As per discussions and decisions taken in the IQAC meeting, it was made mandatory for all teachers to submit their CAS file for a particular academic year to the IQAC within a stipulated period of time. This decision was taken to avoid delay in the promotion process of the teachers. Accordingly, all teachers were instructed to submit their CAS files for the academic year 2019-20 on or before 9th July, 2020. All teachers submitted their files to the IQAC coordinator Dr. Eknath Zhrekar within a given period of time.

3. Finalization of SOPs for the online curricular and co-curricular activities

Due to COVID-19 pandemic it was directed by the Government that all the curricular and co-curricular activities were to be conducted through online mode. Accordingly, as per instructions by the Management the Standard Operating Procedures for the said activities were finalized.

4. Conduct of online webinars

The online webinars were organized by various committees as per suggestion of the IQAC.

5. Training programmes organized for teachers and non-teaching staff

As per directives of Government and University of Mumbai, the curricular and cocurricular activities were conducted through online mode due to COVID-19 pandemic. The training sessions were organized for teachers on the use of Google applications for the conduct lectures and other activities through online mode. The Management purchased G Suit for online teaching learning process.

The no-teaching staff was also provided a training through online workshop on the topic 'Paperless Office'.

6. Formation and implementation of Mentor-Mentee system

The groups for Mentor-Mentee System were formed as follows.

Class Teachers and Mentor	FYBCOM (A)- Asst. Prof. Tushar A Pawar
	FYBCOM (B)- Asst. Prof. Harsh D. Shukla
	SYBCOM (A)- Assoc. Prof. Dr. Lata Krishnan
	SYBCOM (B)- Asst. Prof. Dr. Anaya A. Markandeya
	TYBCOM- Asst. Prof. Dr. Eknath K. Zhrekar

7. Processing of online CAS application

CAS files for the promotion of Stage 2 to 3 of Dr. Eknath Zhrekar and Dr. Anaya Markandeya were verified as per University of Mumbai format and guidelines by the IQAC. The online application was made for the further processing.

8. Implementation of Student Satisfaction Survey system

During the IQAC meeting all teachers were asked to prepare and submit questions on administrative working, conduct of online lectures, conduct of online examinations etc. All teachers submitted questions for different criteria.

The online feedback form was prepared for Student Satisfaction Survey for the academic year 2020-21. It was circulated on official WhatsApp group.

Total 356 forms were collected from the students.

9. Application for PG course

As per the NAAC Peer Team (3rd cycle) recommendation, the college had applied for the PG course, M.Com. (Accountancy) to the University of Mumbai.

10. Encouraged staff members to attend online development programmes

The IQAC encouraged staff members to register themselves and attend online development programmes like, Orientation programme, Refresher course, FDPs etc. Accordingly, following teachers attended and completed the programmes successfully.

- Dr. Eknath Zhrekar
- Dr. Anaya Markandeya
- Asst. Prof. Tushar Pawar
- Ms. Parveen Arif


IQAC Coordinator

Dr. Anaya A. Markandeya




Principal

Dr. Eknath Zhrekar

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