

Mahatma Education Society's

## **Mahatma Night Degree College of Arts and Commerce**

Chembur Naka, Mumbai-400 071

### **Action Taken Report 2018-19**

The IQAC of Mahatma Night Degree College is conducting regular meetings and accordingly plan the activities. Activities or initiatives taken by IQAC to smooth running of the college functioning. In the Academic Year 2018-19 also IQAC has taken some of the important initiatives and Action taken on these initiatives are as follows:

#### **1.To conduct one day workshop**

The IQAC has conducted a One Day workshop on T.Y.B.Com Revise Syllabus on 7<sup>th</sup> July, 2018. The aim of this workshop is to make the awareness about the revise syllabus. For this IQAC has invited members from Board of Studies, University of Mumbai

#### **2. Parents Teachers meeting**

IQAC of Mahatma Night Degree College, suggested that in each semester there must be a Parents Teachers meeting. The PTM should be an ongoing activity. It helps the parents to know about the progress of their child.

#### **3. Allocation of College Committees among the staff members**

IQAC every year allot the working committees among the staff members to proper functioning of the college and related activities. The committees are allotted and uploaded on the institutional website.

#### **4. The National level conference is to be taken**

In the IQAC meeting it was decided that the college should hold a national level conference, but it could not be succeeded. Hence decided to hold National Level Conference in the next academic year.

#### **5. Regular IQAC meetings**

IQAC has decided that regular meetings of IQAC has to be taken. 2 IQAC meetings are taken in the last academic year.

#### **6. To relived the teaching staff members for Refresher/ Orientation Programme**

The IQAC has decided to relive the teaching staff for their Refresher Course or Orientation Programme, as it important for their Career Advancement Scheme. 3 teachers have been relived in this academic year for the Refresher Course. The name of the teaching staff are:

1. Dr. Eknath Kundlik Zhrekar
2. Asst. Prof. Harsh Shukla
3. Mrs. Parveen Arif (Librarian)

### 7. Placement Drive

The IQAC suggested that the placement is to be improve in our college. Hence the Placement cell of the college has organized one Placement Drive. We invited alumni also to take the benefit of placement drive. In Placement Drive total 18 organisations have come in the college and more than 100 students participated. 48 students of our college including alumni benefited from this Placement Drive

### 8. Regular activities

as per the Academic calendar prepared by the IQAC, the regular ongoing activities are conducted, such as:

1. Community service Day
2. Annual day
3. Intensive supervise study camp
4. NSS tree plantation
5. E- waste collection drive etc.



IQAC Coordinator



Principal  
PRINCIPAL

Mahatma Education Society's  
Mahatma Night Degree Collage of Arts & Commerce  
Chembur, Mumbai - 400 071.



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### **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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**PILLAI'S COLLEGE OF EDUCATION & RESEARCH**  
**Chembur Naka, Mumbai-400 071.**

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**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 9<sup>th</sup> 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 (3<sup>rd</sup> 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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**ACTION TAKEN REPORT 2021-22**

**1. Preparation of Academic Calendar 2021-22**

The Academic Calendar for the year 2021-22 was prepared with the proposed activities to be conducted by various departments and committees. The same was uploaded on the college website.

**2. Preparation and online submission of AQAR 2020-21**

The AQAR criterion were submitted by the criterion in charge within the stipulated time. The IQAC verified and compiled the same for the online submission. The online AQAR for the year 2020-21 was presented before the College Development Committee meeting. The same was also uploaded on the college website.

**3. Submission of CAS files for 2021-22**

All the faculty members submitted CAS files for academic year 2021-22 to the IQAC except Dr. Lata Krishnan and Ms. Parveen Arif.

**4. Re-application for PG Course (M.Com.)**

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

**5. Introduction of Certificate/ Bridge/ Value Added Courses**

The college conducted a 30 hours Certificate Course on Civil Defence and Yoga during 21<sup>st</sup> February, 2022 to 10<sup>th</sup> March, 2022. The objective of the course was to impart basic knowledge and training of Civil Defence and Yoga to students. Total 30 students were participated in the course.

**6. Research papers publication by the faculty members**



It was decided during the IQAC meeting that every teacher should have at least two research published in the UGC Care Listed, Peer Reviewed, journals with impact factor, ISSN or ISBN. The teachers had published the research papers during the year as follows;

- i. Dr. Eknath Zhrekar: 2 (UGC Care Listed) + 4 (Peer Reviewed)
- ii. Dr. Lata Krishnan: 2 (Peer Reviewed Journal)
- iii. Dr. Anaya Markandeya: 1 (UGC Care Listed) + 2 (Peer Reviewed)
- iv. Asst. Prof. Tushar Pawar: 1 (Peer Reviewed)
- v. Asst. Prof. Harsh Shukla: 1 (Peer Reviewed) + 1 (SCOPUS awaited)

#### **7. A One Day Multidisciplinary E-Conference On “Resilient India: The New Way Forward”**

A one day multidisciplinary e-conference on “Resilient India: The New Way Forward” was organised by the IQAC in collaboration with department of Commerce on Thursday, 16<sup>th</sup> December, 2022 between 9.00 a.m. to 4.00 p.m. The conference was conducted on ZOOM platform. Total 66 teachers, research scholars and students were participated in the conference. The selected 41 research papers were published in **ROYAL**, An International Multidisciplinary Half-Yearly Peer Reviewed Referred UGC Listed Journal with ISSN No 2278-8158 and Impact Factor 5.756.

#### **8. Faculty Exchange Programme 2021-22**

The Faculty Exchange Programme was conducted with M. V. Mandali’s College of Commerce & Science, Andheri, Mumbai from 6-4-22 to 11-4-22 through online mode. The programme was conducted for T.Y.B.Com. Semester VI students for the following subjects;

- i. Business Economics (Paper VI)
- ii. Financial Accounting and Auditing (Paper IX0)
- iii. Direct and Indirect Taxation (Paper II)
- iv. Commerce VI (MHRM)
- v. Cost Accounting (Paper X)

#### **9. ICSSR Funded Virtual Ten Days Research Methodology Workshop**

An ICSSR (WRC) sponsored ten days Research Methodology workshop in Social Science was conducted during 16<sup>th</sup> April, 2022 to 27<sup>th</sup> April, 2022 through online mode on ZOOM platform. Total 55 participants were participated in the workshop. The primary aim of organizing such a

workshop was to equip teachers and research scholars belonging to Social Sciences and Commerce.

#### **10. Documentation work for the years 2019-20 and 2020-21**

As per the guidelines given in the IQAC meetings, the documentation for their respective criterion was completed by the criterion in-charge for the years 2019-20 and 2020-21.

#### **11. 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

#### **12. Feedback from students, alumni and teachers (peer to peer)collected, analysed and uploaded on the website for the academic year 2021-22**

The online feedback form was prepared for Student Satisfaction Survey and alumni for the academic year 2021-22. It was circulated on official WhatsApp group.

The hardcopies of peer to peer forms were circulated among the teachers.

Total 198 forms from students, 97 forms from alumni and peer to peer feedback were collected, analysed and uploaded on the official website of the college.

#### **13. Training Programme for teaching and non-teaching staff members on ITR filing.**

An online workshop on Filling of Income Tax Return was organised by the IQAC of the college in collaboration with Mahatma Education Society's Pillai College of Education and Research, Chembur on Tuesday, 31<sup>st</sup> August, 2021 between 11.00 am to 1.00 pm. The beneficiaries for the workshop were teaching and non-teaching staff members of all institutions of Mahatma Education Society's Chembur campus. Resource person for the session I/c Principal Dr. Eknath Zhrekar provided the participants with hands-on training on ZOOM platform.



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**ACTION TAKEN REPORT 2022-23**

**1. Preparation of Academic Calendar 2022-23**

The Academic Calendar for the year 2022-23 was prepared with the proposed activities to be conducted by various departments and committees. The same was uploaded on the college website.

**2. Preparation and online submission of AQAR 2021-22**

The AQAR criterion were submitted by the criterion in charge within the stipulated time. The IQAC verified and compiled the same for the online submission. The online AQAR for the year 2021-22 was presented before the College Development Committee meeting. The same was also uploaded on the college website.

**3. Introduction of new Post Graduate Program M.Com. (Advanced Accountancy)**

The college introduced new P.G. Program of M.Com. in Advanced Accountancy from the academic year 2022-23.

**4. Applied for Ph.D. (Commerce and Management- Business Policy and Administration) research centre**

The college applied for the permission of Ph.D. (Commerce and Management- Business Policy and Administration) research centre to the University of Mumbai.

**5. NAAC documentation work**

The gathering, compiling and filing of documents as per the SSR requirements was started.

**6. Submission of CAS files for 2021-22**

All the faculty members submitted CAS files for academic year 2021-22 to the IQAC except Ms. Parveen Arif.

**7. Promotion under CAS**



Two teaching staff members were eligible for the CAS promotion Stage 3 to Stage 4 (Associate Professor); Dr. Eknath K. Zhrekar and Dr. Anaya A. Markandeya. The IQAC forwarded the cases to the University in the prescribed format. The committee was invited and interviews were conducted as per norms. The required documents were forwarded to the University for further processing.

#### **8. 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. Dr. Tushar A Pawar FYBCOM (B)- Asst. Prof. Dr. Harsh D. Shukla SYBCOM (A)- Assoc. Prof. Dr. Lata Krishnan TYBCOM- Asst. Prof. Dr. Anaya A. Markandeya
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#### **9. ICSSR Sponsored One Day International Multi-Disciplinary E-Conference on "India and the New World Order: Accelerating with Innovative Development Strategies amidst Global Turbulence"**

The IQAC and Department of Economics organised a one-day international multidisciplinary conference funded by ICSSR (WR) on Saturday, 19<sup>th</sup> November, 2022 between 11.00 a.m. to 6.00 p.m. on ZOOM platform. There were 65 teachers, research scholars and students were participated in the conference. The selected 30 research papers were published in Peer Reviewed and Referred International Journal of Social Science and Management Studies with Indexing and Impact Factor 5.2.

#### **10. NAAC Sponsored A One Day National Level E-Conference on 'The Role of National Education Policy in The Re-Accreditation Framework of Higher Education'**

A one-day national level NAAC sponsored e-conference on 'The Role of National Education Policy in The Re-Accreditation Framework of Higher Education' was organised by the IQAC of the college on Saturday, 10<sup>th</sup> December, 2022 between 11.00 a.m. to 4.00 p.m. on ZOOM platform. There were 24 teachers, research scholars and students were participated in the conference. The selected 19 research papers were published in VIDYAWARTA, A Peer Reviewed International Journal ISSN No. 2319-9318 with Impact Factor 8.14.



### 11. Faculty Exchange Programme 2021-22

The Faculty Exchange Programme was conducted with M. V. Mandali's College of Commerce & Science, Andheri, Mumbai from 7<sup>th</sup> November to 12<sup>th</sup> November, 2023 through online mode. The programme was conducted for T.Y.B.Com. Semester V students for the following subjects;

- i. Business Economics (Paper V)
- ii. Financial Accounting and Auditing (Paper VIII)
- iii. Direct and Indirect Taxation (Paper I)
- iv. Commerce V (MHRM)
- v. Cost Accounting (Paper IX)

### 12. Feedback from students, alumni and teachers (peer to peer) collected, analysed and uploaded on the website for the academic year 2022-23.

The online feedback form was prepared for Student Satisfaction Survey and alumni for the academic year 2022-23. It was circulated on official WhatsApp group. The hardcopies of peer to peer forms were circulated among the teachers. The feedback was collected, analysed and uploaded on the official website of the college.

### 13. Training Programme for teaching and non-teaching staff members on Financial Wellness: Way to Financial Freedom

The IQAC of the college organised a talk on financial awareness for the teaching and non-teaching staff members on Monday, 3<sup>rd</sup> April, 2023 between 6.00 p.m. to 8.00 p.m. in the college campus. The beneficiaries for the workshop were teaching and non-teaching staff members of all institutions of Mahatma Education Society's Chembur campus. Resource person for the session was Dr. Pruthviraj Desai, Principal of Pruthvi Sir's Foray Commerce Academy and financial advisor and mutual fund distributor.





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