OPEN DOOR POLICY

Policy Statement: To adopt an open door policy for prompt action and decision making in institutional matters.

Meaning of "Open Door Policy" – It is a communication policy in which the Principal leaves the office door open in order to encourage openness and transparency with the employees (teaching, non-teaching, support staff, parents, industry partners, stakeholders and the Management.)

Objective: Prompt action.

Mechanism: The Principal of the college is available 24*7 for the institution. Students. Parents and stakeholders meet her in her office from 3.00pm to 9.00pm on all days Monday through Saturday. ALL are free to approach her.

Realization of Desired Outcome: The Principal interacts with the students and teachers every day and communication is free and fast. This makes the system proactive and efficient.

CREATION OF THINKING RESPONSIBLE CITIZENS

Policy Statement: To impact lives through community service for fulfilling Institutional social responsibilities.

Meaning of 'Community Service' – voluntary work intended to help people in society.

Objective: To fulfil institutional social responsibility.

Mechanism: The college through its various initiatives taken by the Management, offered by the University and by partnering with NGOs gets a platform to engage in community service. All projects are well defined and guided by the teachers and student leaders.

Realization of Desired Outcome: The students participate in community service and "Be the change they want to see" Personality development through social service and the creation of thinking responsible citizens. Students experience the joy of impacting the society in a positive way. They pledge to become active members in the citizens movement for civic awareness.

CAREER ENRICHMENT

Policy Statement: Enrichment of career by providing a central platform in the Research Forum.

Meaning of 'Career Enrichment' – A medium through which the management motivates self-driven teachers assigning them higher level tasks and assignments.

Objective: To encourage research among Mahatma Education Society teaching community. To share knowledge and exchange ideas.

Mechanism:. To participate in the seminar series, workshops and conferences organized by the Research Forum. To publish papers, newsletters

Realization of Desired Outcome: The students participate in community service and "Be the change they want to see" Personality development through social service and the creation of thinking responsible citizens. Students experience the joy of impacting the society in a positive way. They pledge to become active members in the 'Citizens Movement for Civic Awareness Movement.'

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SHARING CARING AND CO-EXISTING

Policy Statement: To function multi-institutions in a vertical campus with a culture of sharing, caring and co-existing by optimum space management.

Meaning of 'Caring Sharing and Co-existing' – To function effectively in a composite college complex by communicating and coordinating with all the institutions in the campus.

Objective: To encourage research among Mahatma Education Society teaching community. To share knowledge and exchange ideas.

Mechanism: The Deputy CEO of the Chembur campus coordinates all the programmes, activities and events of the various institutions functioning in the campus ensuring that the facilities are shared effectively by all. Meticulous scheduling of events is the modus operandi for functioning effectively in a multi institution campus.

Realization of Desired Outcome: Caring, sharing and co-existing are the attributes we aim at developing among the students of the campus. In a city like Mumbai, space is a scarce resource. Optimum utilization of resources and facilities of the campus by sharing it with other institutions helps students respect and value the resources they have. It brings about time management and efficiency.

INDUCTION INTO INSTITUTION WORKFORCE

LEARN

Policy Statement: To identify meritorious and proficient students and induct them into the institutions work force.

Meaning of 'Induction' – The process of formally introducing a person into a new job or organization.

Objective: Employment of students in meaningful employment.

Mechanism: The placement cell provides a list of students who are meritorious and proficient and eager to get a job in any of the 48 institutions of Mahatma Education Society's Pillai Group of Institutions. Interviews are taken and the students placed in positions appropriate to their skill sets and aptitude.

Realization of Desired Outcome: Students are given jobs in the institution there by helping in brand building of the college and extending support to the placement cell of the college.

PROMOTING EXCELLENCE

Policy Statement: To make achievers by promoting their excellence.

Meaning of 'achievers' – A person who performs to his full ability, raising the bench mark set.

Objective: To make teachers truly the best at their work.

Mechanism: Teachers are motivated by training and developing them on a continuous basis. Research and publications are encouraged and promoted. Updating teachers with emerging trends and skills, enabling them with technology helps in delivering quality education.

Realization of Desired Outcome: Teachers are confidant and progress in their profession. Teachers are thinkers and live wires. Teaching learning is effective and students perform well in their examinations. They are invited to head various important committees of the University of Mumbai and contribute not only to the development of the college but also to the growth of the University of Mumbai.

CAREER GROWTH

Policy Statement: To provide a platform for career growth within the institution.

Meaning of 'career growth' – taking up more responsibilities and contributing to the growth of the institution

Objective: Career growth.

Mechanism: Motivated and performing teachers are given more responsibilities and they are promoted to higher positions within the organization. Teachers are deputed on projects within the organization on the basis of their skill, ability and performance.

Realization of Desired Outcome: Teachers are motivated and they work well. They grow in stature and contribute to the growth of the institution. Skill development and expanding experience base reduces attrition and teachers become loyal to the institution.

FULLY QUALIFIED AND COMPETENT WORK FORCE

Policy Statement: To recruit fully qualified and competent individuals in to the work force.

Meaning of 'competent' – Having the necessary ability, knowledge, or skill to do something successfully.

Objective: To ensure that only competent staff are employed in the college.

Mechanism: Teachers who have the necessary qualifications to teach an undergraduate programme are invited to apply for vacancies in the college according to procedure. Interviews are conducted and only fully qualified and competent teacher are appointed.

Realization of Desired Outcome: Delivery of quality education.

CONDUCIVE ENVIRONMENT

1) **Policy Statement**: To provide a safe free and secure work environment.

   Meaning of 'work environment' – The surrounding conditions in which an employee operates.

   Objective: To provide a safe, free and secure surrounding to the employees of the organisation.

   Mechanism: An unbiased, apolitical, inclusive work culture is promoted in the institution ensuring that the teachers feel safe, free and secure. All the necessary mechanism to maintain the safety and security of teachers is available and the teacher works with a free mind.

   Realization of Desired Outcome: The physical and social environment of the teachers helps them work freely and work well.

TRAINING THE SECOND LINE OF LEADERSHIP

Policy Statement: Succession planning by identifying and training the second line of leadership.

Meaning of 'Succession Planning' – is the process of identifying and developing new leaders who can replace old leaders when they leave, retire or die.

Objective: To create a second line of leadership.

Mechanism: The second line of leadership is identified and they work with the Principal to understand the challenges and responsibilities involved in the task. The Principal shares and discusses freely with the next in line to ensure there is clear communication and learning. This assists smooth transition.

Realization of Desired Outcome: The new Principal is well versed and fully acquainted with the task on hand. The new Principal is able to get a grip of all the responsibilities and challenges faster and efficiently. The system is understood clearly.

GOOD COMMUNICATION SKILLS – A PREREQUISITE

Policy Statement: Good communication skills are set as the prerequisite for employment.

Meaning of 'communication skills' – The ability to convey or share ideas and feelings effectively.

Objective: To ensure that all teachers are good communicators.

Mechanism: At the interview itself the teachers are required to take a demonstration lecture to test their communication skills. They are asked to write a paragraph about themselves to test their writing skills. Only those teachers who have good communication skills are selected for the post.

Realization of Desired Outcome: Teaching learning becomes effective. The students benefit from the process leading to good examination results. Teachers with good communication skills are successful and participate in college and university activities and projects. It helps in their growth and development.

OPPORTUNITIES TO UPGRADE PROFESSIONAL COMPETENCE

Policy Statement: Provide ample opportunities to upgrade professional competence.

Meaning of 'professional competence' – **The capability to perform professional tasks with skill of an acceptable quality.**

Objective: Upgrade, grow and develop.

Mechanism: The teachers are motivated to participate in faculty development programmes organized by the management of the college. They are also motivated to participate in the orientation, refresher programmes and short term courses organized by the UGC HRD Centre.

Realization of Desired Outcome: Teachers update themselves with new knowledge from time to time and are able to refresh themselves. Students benefit from this process and teaching learning becomes effective.

TRANSPARENCY AND ACCURACY

Policy Statement: By adopting internal control system to ensure transparency and accuracy.

Meaning of 'internal control system'– Systematic measures (such as reviews, checks and balances, methods and procedures) instituted by and organization to conduct its business in an orderly and efficient manner; safeguarding its assets and resources; deter and detect errors, fraud, and theft; ensure accuracy and completeness of its accounting data; produce reliable and timely financial and management information and ensure adherence to its policies and plans.

Objective: Transparency and accuracy in its functioning.

Mechanism: The college has adopted computerised systems in all most all its processes. This has internal control systems resulting in transparency and accuracy. Computerised systems also ensures the adherence to policies and plans.

Realization of Desired Outcome: The control mechanism is inbuilt in the computerised systems adopted by the college and ensures that the functioning is correct, accurate and transparent at all times.

PROFESSIONALISM TO RAISE MORALE

Policy Statement: Exercising professionalism and raising the morale to ensure maximum output for the institutional growth.

Meaning of 'professionalism'– the skill, good judgment, and polite behaviour that is expected from a person who is trained to do a job well.
Meaning of 'morale' - the confidence, enthusiasm, and discipline of a person or group at a particular time.

Objective: Maximum output for institutional growth.

Mechanism: The institution in its dealings with the staff is professional and this raises the morale of the staff to perform better for institutional growth. Good HR policies, maintenance of hygiene factor and a good work environment motivates the staff to maximise output for institutional growth.

Realization of Desired Outcome: Motivated, enthusiastic teachers who are loyal, sincere and efficient. They work hard to improve the performance of students and are eager to take higher order responsibilities to help the institution grow.

ACADEMIC ATMOSPHERE WITH A POSITIVE OUTLOOK

Policy Statement: Enable and encourage the ethos of the Night College "Earn & Learn" by providing an academic atmosphere with positive outlook.

Meaning of 'Earn and Learn'– To work in the day and learn at night.

Objective: To provide a positive academic atmosphere to students who work by day and learn by night.

Mechanism: The college is supportive and empathetic to the needs of students who work by day and study at night. They are permitted to enter college during the second lecture by issuing them 'Late ID Cards.' Teachers are mentors and explain in a pace that students can follow. They repeat concepts until learning takes place. Counselling facility is provided where a professional counsellor helps them cope with challenges. Study facility in the ground floor multipurpose hall is provided to the students until late hours during examinations.

Realization of Desired Outcome: The night college students are motivated to come to college regularly and are in a position to not only cope with academic pressure but also perform well in examinations. They participate enthusiastically in all co-curricular and extra-curricular activities.

INFORMATION TECHNOLOGY FOR PROMPT ACTION AND DIGITAL STORAGE

Policy Statement: Utilise the IT savvy to the core to get faster and prompt information and save the physical storage area.

Meaning of 'Information Technology '– the study or use of systems (especially computers and telecommunications) for storing, retrieving, and sending information.

Objective: Faster and prompt information and saving storage space by using digital storage devices.

Mechanism: The college has a good ICT information and communications technology facility. A wifi enabled environment and technology enabled teachers and staff. ICT is used by all teachers to teach and work effectively. Computerized systems in office administration, accounts department, university systems, pay units etc. help the college to utilise the IT savvy to the core.

Realization of Desired Outcome: A good technology environment results in faster and prompt information to make quick and correct decisions. Space, a scarce resource in the city of Mumbai is optimally utilized as data is stored in digital devices and not in physical files (which occupy space)

NEW HORIZONS OF KNOWLEDGE USING INFORMATION TECHNOLOGY

Policy Statement: Develop a new culture in reading and thinking, using the updated information technology to gather new horizons of knowledge.

Meaning of 'Information Technology '– the study or use of systems (especially computers and telecommunications) for storing, retrieving, and sending information.

Objective: Developing a new culture using ICT to gather new horizons of knowledge

Mechanism: Use of ICT for research work, reading, thinking and updating knowledge. Research work and teaching learning are done using ICT tools.

Realization of Desired Outcome: Thinking, updated and live wire teachers.

ENGAGE ALL PERIODS

Policy Statement: Ensure all the periods are engaged.

Meaning of 'all periods are engaged'– No free periods given to students.

Objective: All periods are engaged every day to make best use of time.

Mechanism: A time table is prepared and followed by the teacher. In case a teacher is absent on a particular day, another teacher fills in and engages the class, teaching her own subject.

Realization of Desired Outcome: No time is wasted and students learn better. The syllabus is completed on time allowing for the ISSC Intensive Supervised Study camp.

FOSTER GRADUATE ATTRIBUTES

2) **Policy Statement**: Supplementing the main domain knowledge, by value added courses to foster the graduate attributes.

Meaning of ' foster graduate attributes'– Encourage the development of skills, knowledge and abilities of university graduates, beyond disciplinary knowledge, which are applicable to a range of contexts.

Objective: fostering graduate attributes.

Mechanism: The core curriculum is supplemented by value added courses that help the student develop and become employable. Internship programmes, soft skills, decision making and critical thinking courses, spoken English programmes, youth leadership and people skills programmes etc. are the value added courses that help foster graduate attributes.

Realization of Desired Outcome: The students should have knowledge and skill that render them employable. They should have good domain knowledge and skills to work effectively in an organization.

CELEBRATING THE TEACHING FRATERNITY

Policy Statement: Celebrating the teaching fraternity by congregating under one umbrella on Teachers' Day.

Meaning of 'celebrating the teaching fraternity'– Celebrating Teachers' Day.

Objective: To celebrate teachers day as one big family.

Mechanism: All the teaching and non- teaching staff of all the 48 institutions of Mahatma Education Society's Pillai Group of Institutions celebrate Teachers Day together in the Rasayani Campus. The Onam festival is celebrated along with Teachers Day. The Management hosts a sumptuous feast for all and the joy of being one big family of teachers is experienced by all.

Realization of Desired Outcome: Bonding and net working with teachers from the various institutions of Mahatma Education Society. Respect and affection towards the kind and generous Management.

ETHICAL PROACTIVE AND DYNAMIC ORGANIZATION CULTURE

Policy Statement: To utilise the feedback mechanism judiciously on a continuous basis for building an ethical, proactive and dynamic organisation culture.

Meaning of 'ethical proactive and dynamic organization culture.'

Objective: To build the good will and brand image of the organisation and position it as an institution that stands for transparency, fare practice, efficiency and professionalism.

Mechanism: The institution has control mechanisms in place that scans the environment takes continuous feedback and adapts its systems and processes in a proactive manner. It is flexible and ready for change. The Principal and teachers participate actively in meetings and workshops and are abreast with the emerging trends. They are sincere and hardworking. Ethical behaviour and professionalism form the culture of the organization.

Realization of Desired Outcome: The institution is a strong robust organization that serves students and society effectively. It is able to create employable workforce that can participate in the new age work environment.

EQUITY AND DIVERSITY POLICY IN ADMISSION PROCESS

Policy Statement: Admissions are given to the students ensuring equity with wide representation of students from different geographical locations, socio-economic, cultural and varied educational background.

Meaning of Equity, Diversity and Inclusion:

Equity: The institution is committed to a policy of equal opportunity for all persons and do not discriminate on the basis of race, colour, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status.

Diversity: The institution commits to increasing diversity, which is expressed in myriad forms, including race and ethnicity, gender and gender identity, sexual orientation, socioeconomic status, language, culture, national origin, religious beliefs and identity, age, disability status, and political perspective.

Inclusion: We commit to pursuing deliberate efforts to ensure that our campus is a place where differences are welcomed, different perspectives are respectfully heard, and every individual feels a sense of belonging and inclusion. We know that by building a critical mass of diverse groups on campus and creating a vibrant climate of inclusiveness, we can more effectively leverage our resources to advance our collective capabilities.

Mechanism: The admission process is guided by the principles of Equity, Diversity and Inclusion.

Realization of Desired Outcome: The students of the college are from different geographical locations, socio-economic, cultural and varied educational background. The cohort is a good representation of the population of society.

TRANSPARENT AND WELL ADMINISTERED ADMISSION PROCESS

Policy Statement: The process of admission is a transparent and well-administered mechanism complying with all the norms of the concerned regulatory / governing agencies including state and/or Central Governments.

Meaning of 'transparency' - Openness, communication, and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed.

Meaning of ' well administered'- Specifically well-managed, well-run according to rules and regulatiosn.

Objective: Fair and correct mechanism for admitting students into the college.

Mechanism: An admission cell is set up which comprises of the Principal as the convenor of the team and senior teachers and office staff. Meetings are conducted before the admission process and all rules and regulations studied. Policies guiding admissions are define and open for all. The admission process is transparent, well administered and complies with all norms.

Realization of Desired Outcome: Students who apply according to the prescribed procedure are treated fairly in the admission process.

GREEN CULTURE

Policy Statement: To create a green culture for the noble cause of environment nursing with the help of regular green audit of the urban association with nature club functioning in the campus.

Meaning of 'Green Culture' - has generally come to signify a commitment to environmental and ecology.

Objective: creating environmental awareness, impacting environmental behavior and lifestyle, providing environmental knowledge, and environmental information.

Mechanism: The college conducts a green audit to ensure that the campus is functions in a manner that does not abuse the environment. The nature club of the college takes up environmental issues for discussion and participate in tree plantation. The campus is a zero waste campus with a decomposing pit that generates manure. Rain water harvesting is done in the campus.

Realization of Desired Outcome: Students understand that the environment is available for all to use NOT to ABUSE.

1) Staff welfare measures are adopted to create a feeling of oneness and bonding allowing for social recognition growth and security in the institution.

2) Mentoring forms the core of the Night College teaching methodology to catering to the needs of the first generation learners.

3) The institution promotes creativity and innovations by imbibing open mindedness with an undaunted spirit of adventure to invest in new creations.

4) Rationalize the ICT enabled administrative system from time to time to align with the dynamically evolving academic frame work of the University.

Examination Policy

1. Mahatma Night Degree College of Arts and Commerce is permanently affiliate to University of Mumbai and conducts Bachelor of Commerce Degree Course under the Credit Based Semester Grading System (GBSGS). The course is divided into 6 Semesters. Syllabus taught in all semester is prescribed by their respective board of studies and approved by the academic council.

2. Mahatma Night Degree College of Arts and Commerce follows the examination norms as prescribed by the University of Mumbai. At the end of every semester, there shall be an examination.

3. Due to Covid-19 Pandemic, as per the guidelines of University of Mumbai, Mahatma Night Degree College is conducting examination by using proctored software.

4. Students are well informed about the examination dates. A special orientation program is conducted for online examination followed by mock tests.

Grievance Redressal Policy for Online Examination

1. If student faces any problem in an online examination, he/she is required to contact the subject exam co-ordinator/ Grievance Redressal Committee for the same by an email or personal contact.

2. Students are required to mention their Name, Class, Roll No, Division, Date of Examination, Subject, Problem Encountered and Screenshot while sending the email to exam co-ordinator.

3. If the Coordinator is unable to sort out the problem, it can be referred to Examination Grievance Redressal Cell in the above-mentioned format only.

4. Mail/ screen shot has to be sent maximum by 10 pm on the same day of the paper. If any student is not fulfilling the above criteria, his/her grievance will not be considered for redressal.

5. There is no revaluation policy for online examination as per guidelines of University of Mumbai.

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Internal Project Submission Guidelines

1. Mahatma Night Degree College of Arts and Commerce follow the norms issued by University of Mumbai for Internal Examination.
2. At present, Internal Project Submission is there in the subject of Foundation Course and Computer System and Application.
3. Topic for Internal Project Submission and Computer Practical will be displayed on the notice board/ google class room well in advance in the beginning of the semester.
4. Subject teachers will provide guidelines for the project preparation in their respective classroom. Students have to strictly adhere to project submission guidelines.

Grievance Redressal for Internal Examination

1. An application is to be submitted by the student to the exam co-ordinator/ Examination Grievance redressal committee explaining their grievance.
2. Exam co-ordinator informs the same to the subject teacher.
3. The subject teacher will resolve the grievance and inform the same to the examination committee.
4. Examination committee inform the students about grievance redressal outcome.
5. The system is transparent and resolve the related issues in a time bound manner.

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Guidelines for Invigilators

External Examination

1. Reporting time in the Exam Cell is half an hour before the examination time.
2. Incase of emergency absence please inform Principal and Exam Cell Convener
3. Supervisory and Supplementary Report should be filled by the Invigilator.
4. Invigilation duty ends after submitting the bundle , entry in the register and acknowledgement of the Senior Supervisor
5. Reliving will be available to the invigilator only once per duty for 10 minutes.
6. Mobile phones of invigilators are prohibited during the invigilation in the examination hall.
7. Exam Cell won't take any responsibility of the mobile phones of faculty members
8. All faculty members are requested to wear their I Card during invigilation.
9. Following are the responsibilities of the invigilator.

   a. Make entry in the Attendance and Answer paper supplement record register

   b. Count & Collect Answer papers and Supplements

   c. Ensure that the students occupy the seats as per the seating arrangement

10. Give following instructions to the students

   a. No Mobile phones, Writing Pad, Pouch, Caps, sunglasses inside the exam hall.

   b. Transparent Water bottles will be allowed

   c. Fill up all the columns on Answer sheet and Supplement and also count of supplements on Main sheet of answer paper

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Instructions to Examiners and Verifiers

1. On the day of examination the respective examiner can collect the bundle at prescribed time declared by the exam cell.

2. All the examiners and verifiers are requested to assess or verify the bundles only in the CAP Cell.

3. All are requested to fill the **Answer Paper** assessment and **Verification records** in time.

4. Verifiers are expected to get the rectifications made by the Examiner on answer sheet, mark sheet and softcopy.

5. The verification work ends when Verifier and examiner make the entries in files together in presence of exam cell member.

Instructions to Reliver/Reserve

1. Reporting time in the Exam Cell is half an hour before the examination time.
2. Reliver's duty ends at the end of examination duration.
3. Reliver is expected to inform his/her location in exam cell and expected to be easily available by remaining accessible on intercom.
4. Reliver are expected to make entry in the register block wise.
5. Reliving Time is 10 minutes per block.

Instructions to Collectors

1. All the collectors shall report on all the days of examination.

2. The collectors shall collect answer booklet bundles of all streams and not confine themselves to any one or more specific course/(s).

3. Reporting time 10 minutes before the final bell indicating the end of the paper. Collectors who are invigilators will report after invigilation and commence duty after submission of their answer booklet bundles.

4. Responsibilities of collectors include assisting the senior supervisors in verification of answer booklets along with students' attendance sheet, arranging and packing of answer booklet bundles.

5. Collectors are required to affix their dated signature on the students' attendance sheet after verification.

6. Departure time after completion of the packing of answer booklet bundles of all streams.

7. The collectors are expected to contribute theirservices as per the requirement of time / situation and with the consent of Exam Cell convenor.

Guidelines for Conduction of Online Examination (REGULAR)

1. Exam Cell has provided the list of students for each subject of each programme.

2. Every individual faculty has responsibility that he/she check the examination time table on regular basis to ensure that your subject's examination takes place on time.

3. We have the seating arrangement which consist of Student's Name along with his/her contact number.

4. With the help of this detail, every individual faculty member (those have subject for examination) need to create one WhatsApp group of their respective subject.

5. Once the group has been created, share the link of that group to students to ensure he/she is already aware about examination and further details about examination we need to discuss in the group only.

6. On the day of examination, QP LINK of the subject will be posted by subject teachers in that WhatsApp group before 5 minutes of examination.

7. The subject faculty is expected to stop taking responses after completion of 1 hour and also close the Google form QP LINK. ENSURE all the students have submitted the exam. Faculty members will have to call absent student to check his availability if required.

8. If the student failed to submit his Google form within stipulated time then he/she will inform faculty on that WhatsApp group immediately within 5 to 10 minutes after the examination time gets over i.e. after 1 hour.

9. After the exam is over faculty/subject teacher has to enter marks in MARKLIST and RESPONSE SHEET in the provided folder on Google Drive. Mention ABSENT Students clearly.

Mahatma Education Society's

MAHATMA NIGHT DEGREE COLLEGE OF ARTS AND COMMERCE

Chembur Naka, Mumbai 400071

Policy Document for Scholarship (Fee Waiver) for Certificate Courses 2018-19

- **Need and objectives for Bridge Courses/ Value Added Courses/ Certificate Courses:** With the objective of making students industry ready, Mahatma Night Degree College of Arts and Commerce has introduced bridge courses/ value added courses/ Certificate courses.

  The college conducts certificate courses to strengthen fundamental knowledge, aid in the comprehension of important accounting and commercial practices, impart skills and develop necessary acumen for understanding contemporary and emerging trends in Commerce.

- **Target Audience:** All the students are enrolled for a certificate course every year during their 3 year B.Com. degree programme to help them to prepare well and succeed in this competitive environment.

- **Management offers Scholarships (Fee Waiver):** The students of the college are first generation learners coming from educationally and economically underprivileged sections of society. In order to help students do well in their B.Com. course and prepare for their careers.

- The Management of the college, Mahatma Education Society offers scholarships (fee waiver) of **Rs. 1,000/- each (Rupees one thousand only)** for all students as follows.

Class	Bridge Course/ Value Added Course/ Certificate Course	No. of Students	Fee Scholarship (Rs.)
F.Y.B.Com.	Fundamentals of Accounting and Finance Certificate Course	181	1,81,000
S.Y.B.Com.	Economics of Thought and Economics of Development	163	1,63,000
T.Y.B.Com.	Advance Income Tax and Filing of Income Tax Returns Certificate Course	118	1,18,000

Principal

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MAHATMA NIGHT DEGREE COLLEGE OF ARTS AND COMMERCE

Chembur Naka, Mumbai 400071

Policy Document for Scholarship (Fee Waiver) for Certificate Courses 2019-20

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Class	Bridge Course/ Value Added Course/ Certificate Course	No. of Students	Fee Scholarship (Rs.)
F.Y.B.Com.	Fundamentals of Accounting and Finance Certificate Course	203	2,03,000
S.Y.B.Com.	Economics of Thought and Economics of Development	131	1,31,000
T.Y.B.Com.	Advance Income Tax and Filing of Income Tax Returns Certificate Course	139	1,39,000

Principal

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Policy Document for Scholarship (Fee Waiver) for Certificate Courses 2020-21

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- The Management of the college, Mahatma Education Society offers scholarships (fee waiver) of **Rs. 1,000/- each (Rupees one thousand only)** for all students as follows.

Class	Bridge Course/ Value Added Course/ Certificate Course	No. of Students	Fee Scholarship (Rs.)
F.Y.B.Com.	Bridge Course on Basics of Accounting with Logic	145	1,45,000
S.Y.B.Com.	Bridge Course on Economic School of Thought with Issues of Development	168	1,68,000
T.Y.B.Com.	Certificate Course on Income Tax Filing and GST Registration	125	1,25,000

Principal

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Chembur Naka, Mumbai 400071

Policy Document for Scholarship (Fee Waiver) for Certificate Courses 2021-22

- **Need and objectives for Bridge Courses/ Value Added Courses/ Certificate Courses:** With the objective of making students industry ready, Mahatma Night Degree College of Arts and Commerce has introduced bridge courses/ value added courses/ Certificate courses.

  The college conducts certificate courses to strengthen fundamental knowledge, aid in the comprehension of important accounting and commercial practices, impart skills and develop necessary acumen for understanding contemporary and emerging trends in Commerce.

- **Target Audience:** All the students are enrolled for a certificate course every year during their 3-year B.Com. degree programme to help them to prepare well and succeed in this competitive environment.

- **Management offers Scholarships (Fee Waiver):** The students of the college are first generation learners coming from educationally and economically underprivileged sections of society. In order to help students do well in their B.Com. course and prepare for their careers.

- The Management of the college, Mahatma Education Society offers scholarships (fee waiver) of **Rs. 1,000/- each (Rupees one thousand only)** for all students as follows.

Class	Bridge Course/ Value Added Course/ Certificate Course	No. of Students	Fee Scholarship (Rs.)
F.Y.B.Com.	Bridge Course on Concepts of Accounting and Finance	152	1,52,000
S.Y.B.Com.	Bridge Course on Economic School of Thought and Modern Public Finance	128	1,28,000
T.Y.B.Com.	Certificate Course on Income Tax Filing-Advanced	130	1,30,000

Principal

MAHATMA NIGHT DEGREE COLLEGE OF ARTS AND COMMERCE

Chembur Naka, Mumbai 400071

Policy Document for Scholarship (Fee Waiver) for Certificate Courses 2022-23

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Class	Bridge Course/ Value Added Course/ Certificate Course	No. of Students	Fee Scholarship (Rs.)
F.Y.B.Com.	Bridge Course on Accounting and Finance-Basic+	171	1,71,000
S.Y.B.Com.	Bridge Course on Economic School of Thought and Modern Public Finance	132	1,32,000
T.Y.B.Com.	Add on Course on Advance Income Tax and Filing of Income Tax Return	128	1,28,000

Principal

Mahatma Night Degree College of Arts and Commerce, Chembur, Mumbai

Dr. K.M. Vasudevan Pillai Scholarship Scheme

Policy Document for award of Non-Government Scholarships and Free ships

1. In order to promote an outstanding or excellent academic performance, excellence in a given year of the program, the Management Board of the college may award scholarships in the form of funds to the meritorious / economically underprivileged students.

2. The toppers of every year of the B.Com. course of Mahatma Night Degree College of Arts and Commerce, Chembur, Mumbai will be forwarded to the office of the college, who after verification with results committee forwards the list to the Governing Body of Mahatma Education Society.

3. The Dr. K.M. Vasudevan Pillai Scholarship Scheme is available to all students of the college who qualify to obtain the first five merit positions in their class.

4. The amount of scholarship awarded to the toppers will be at the discretion of the Governing Body of Mahatma Education Society.

5. The scholarship amount is deducted from the fees of the student receiving the scholarship.

6. The objective of Dr. K.M. Vasudevan Pillai Scholarship is to promote excellence in education.

Dr. Eknath Zhrekar

Principal
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Mahatma Education Society's
Mahatma Night Degree College Of Arts & Commerce
Chembur, Mumbai - 400 071.

Mahatma Night Degree College of Arts and Commerce, Chembur, Mumbai

Dr. K.M. Vasudevan Pillai Scholarship Scheme

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Implementation of E Governance in the Mahatma Night Degree College

I. Introduction: Mahatma Night Degree College is committed to the modernization and enhancement of its operational processes through the implementation of e-governance practices. This policy outlines the institution's approach to meeting NAAC Criterion 6.2.2 by incorporating e-governance principles across its functional areas.

II. Objectives:

The objectives of this policy are:

1. To integrate e-governance practices to streamline operational processes.

2. To improve efficiency, transparency, and accountability in all areas of operation.

3. To enhance the overall quality of services provided to stakeholders.

III. Implementation Framework:

A structured framework will be established for the systematic integration of e-governance in various operational domains, including but not limited to administration, academic affairs, finance, and student services.

IV. Technology Infrastructure:

The college will invest in the necessary technology infrastructure to support e-governance initiatives, including hardware, software, and network systems. Regular maintenance and upgrades will be prioritized to ensure reliability and security.

V. Capacity Building:

Staff members will undergo training and capacity building programs to equip them with the necessary skills and knowledge to effectively utilize e-governance tools and systems.

VI. Stakeholder Engagement:

Transparent communication channels will be established with all stakeholders, including students, parents, faculty, and administrative staff, to ensure their participation and feedback in the e-governance process.

VII. Data Security and Privacy:

Stringent data security and privacy measures will be implemented to safeguard sensitive information and ensure compliance with data protection regulations.

VIII. Process Automation:

Operational processes will be automated wherever possible to reduce manual intervention, minimize errors, and improve process efficiency.

IX. Review and Improvement:

An annual review process will evaluate the impact of e-governance initiatives and identify areas for improvement, ensuring continuous enhancement of operational processes.

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X. Conclusion: Mahatma Night Degree College is committed to embracing e-governance to enhance operational efficiency, transparency, and accountability. This policy provides a comprehensive framework for the systematic integration of e-governance practices across the institution. By adhering to this policy, the college aims to provide a more responsive, efficient, and quality-driven experience for all stakeholders while meeting NAAC Criterion 6.2.2.
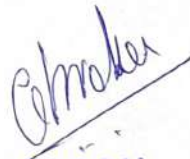
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Centralized Purchase Policy for Software

The Mahatma Education Society has adopted a centralized Purchase Policy that governs the procurement of software for all its institutes. As per the policy, any software that is purchased will be registered in the name of the Mahatma Education Society. This ensures that the organization has complete ownership and control over all software assets, and helps maintain a standardized and centralized approach towards software procurement and management.

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MAHATMA NIGHT DEGREE COLLEGE OF ARTS AND COMMERCE

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Faculty Financial Assistance Policy

Mahatma Night Degree College of Arts and Commerce is dedicated to promoting academic excellence and the advancement of research. As part of this commitment, the college offers financial assistance to faculty members for attending conferences, workshops, and seminars. The college provides up to Rs. 2000 per teacher annually to cover expenses related to event registration, travel, and accommodation. Requests must be submitted in advance, outlining the event's relevance to the faculty member's academic responsibilities.

Eligibility: All full-time faculty members are eligible to apply, with part-time faculty considered on a case-by-case basis. Applications should be submitted at least four weeks before the event.

Evaluation Criteria: Assistance requests are evaluated based on the event's relevance to the faculty member's field, potential for professional development, and budget availability.

Approval Process: Requests are reviewed by the College Administration Committee. Approved requests will be communicated promptly to the faculty member.

Obligations: Recipients must provide a brief report on their participation and apply gained knowledge in their academic activities. Acknowledgment of the college's support is expected in related engagements.

Review and Revision: Periodic reviews ensure the policy remains effective and aligned with the college's goals.

Conference and Seminars Organised by the Institution: Faculties are exempted from paying any fees for the Conference and Seminars organized by Mahatma Night Degree College of Arts and Commerce.

Mahatma Night Degree College of Arts and Commerce supports faculty development by providing financial assistance for professional events, enriching the academic environment and fostering research excellence.

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of this, maintaining sustainable management of water resources is crucial. The policy's main goal is to effectively regulate the use, conservation, and management of water resources.

Objectives

- To reduce the amount of water wasted on campus.
- To guarantee that there are enough water supplies on campus to meet demand.
- To safeguard the supplies of groundwater.
- To implement a number of programs targeted at raising public awareness of water saving techniques, rainwater collection, and water resource protection.
- To expand recreational activities, particularly those involving water resources.

Measures taken for the conservation of water

- **Rainwater harvesting** - To reach the water table by percolation and refill the groundwater level, the facility collects rainfall from a surface that mimics a roof and directs it to a borehole, a deep pit, a tank, and a well. The plant can provide water for drinking, animal, and residential usage as well as replenish groundwater levels thanks to its effective rainwater gathering technology.
- **Store water**- The college has storage tank to prevent water shortages. The college contains storage facilities to prevent water shortages and to retain excess runoff during times of heavy rain.
- **Water Conservation Awareness** - To address the scarcity of water and preserve sustainability, the institution arranges awareness campaigns for students.
- **Bore Well Recharge**- Recharging borewell system during monsoon season to maintain ground water level.

Green Campus initiatives

The college Green Campus Policy aims to create a Clean and Green Campus where teaching and environmentally friendly practices work together to encourage eco-friendly and sustainable behaviour both on and off campus. Additionally, it gives the college a chance to redefine its environmental culture by encouraging staff and students to practice environmental ethics.

Objectives
- To raise awareness among the staff and students about the need to use less harmful items and more environmentally friendly goods and services.

- To emphasize the value of hygiene for a healthy lifestyle
- To raise public awareness of environmental issues through the planning of events, clean-up campaigns, rallies, seminars, workshops, talks, tree plantation drives, Rangoli competitions, study tours, excursions, guest lectures etc.
- To educate staff and students on the need of speaking out against harmful activities that harm the environment and encouraging environmentally friendly behaviour in society.

Initiatives Taken to Implement the Clean and Green Campus Policy

- By conducting tree plantation activity in campus area
- Ban on use of plastic in campus
- Use of solar light
- Use of LED tubes and power efficient equipment's
- Minimal use of papers
- Solid waste management
- Water Conservation
- E-waste management
- By conducting Green, Environment and Energy Audit
- Rain water harvesting system

Policy Documents for Disabled-friendly, barrier free environment

The Mahatma Night Degree College of Arts and Commerce, Chembur takes pleasure in offering the divyanjans a welcoming and barrier-free environment.

Objectives

- To establish an inclusive culture in order to prevent staff and students with disabilities from being excluded from all areas of employment and education, as well as from being subjected to discrimination and exploitation.
- To design an adequate regulatory framework that will enable affiliated college to effectively provide services to disabled students and staff.
- To ensure all laws pertaining to people with disabilities are implemented.

- To provide the full involvement and equitable development possibilities for individuals with impairments.

Following initiative taken to created disabled-friendly, barrier free environment

- All the staff and students are expected to respect divyangjan and treat them with courtesy.
- Discrimination against disabled people shall be penalized in accordance with Indian government regulations and the UGC.
- The divyangjan should be given priority in all academic processes, including admission, exams, library access etc.
- The college campus elevator system shall be accessible to the disabled students and their accompanying guardian.
- Students shall receive scribes in accordance with university policies.
- Wheelchairs should be kept ready for students with disabilities in the appropriate area.
- The ramps facility is available where needed for children with disabilities

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Policy Document on Alternative Energy Resources and Conservation Introduction:

An alternative energy source is desperately needed right now. Due to their limited supply and the fact that they can no longer be used as a source of energy once they are used, traditional energy resources are subject to certain limitations. These fuels cannot be replenished at the pace that people use them, even if they are produced by slow natural processes. Consequently, these resources will soon run out. Energy security is increased, fuel leakage is decreased, and the need for imported fuels is decreased when a variety of fuels are used along with reliable power sources derived from renewable energy sources. An additional advantage of renewable energy in the nation is the preservation of natural resources.

The college has also taken initiatives for enhancing the use of renewable energy.

Energy Conservation Practices:

- The organization has installed a solar power station and implemented a system for using renewable energy.
- Using LED tubes in place of conventional tube lighting.
- Staff and students can cut back on their electricity use by turning off all lights, appliances, and electronics when not in use.

Policy Documents for Degradable and Non-degradable waste

The college paying more attention towards waste management system and try to educated all the staff to minimize the waste generation at source. This policy aims to ensure that the College fulfils its ethical, social, and legal obligations to contribute to the creation of a sustainable, waste-free, and nature-friendly world. This policy serves as a guide to help faculty, staff, and students behave ethically when producing, separating, storing, processing, transporting, and disposing of waste.

The following are the objectives:

1) Degradable and non-degradable waste management:

- Raise awareness among teachers and students about the manner in which waste is produced, as well as ways in which they may manage the waste that they make and minimize waste generation.

- To give relevant waste management training to teachers, employees, students, and other stakeholders.
- Helping them to embrace the right technology for handling and processing E-waste as well as liquid and solid waste.
- Adhere to the concept of "R"s: reduce, reuse, recycle, refuse, and renew.
- To encourage the campus's waste management to be approached holistically.

Methods of Waste Management:
- To keep the campus neat, clean, and organized, trash cans are placed in office areas, hallways, and college property.
- A campus cleanup initiative wherein students from the NCC and NSS pick up rubbish and solid waste.
- All one-side used papers are used for regular printing tasks.
- The solid trash is separated into organic and used to make compost for in-house use and non-biodegradable waste is collected by the MCGM.

2) E-waste management:

- At our college, electronic equipment that is no longer in use is referred to as "e-waste." Printer cartridges are filled and renewed by a reliable supplier.
- E-waste from student and staff will be collected by organizing E-waste collection drive.

Policy Document for Water Conservation

Water is an essential component for all living organisms on Earth to function. Water makes up about 60% of the human body, and without it, humans can only last three to five days. In light

Policy Documents on Environment and Energy Usage

Mahatma Night Degree College of Arts and Commerce, Chembur regularly undertakes Quality audits on environment and energy. The institutional confirms its commitment to environment and energy initiatives through the following practices:

1. Green audit / Environment audit

2. Energy audit

3. Clean and green campus initiatives

4. Beyond the campus environmental promotion activities

1. Green audit / Environment audit

Every year, the college carries out Green/Environment Audits to evaluate our capabilities and shortcomings in order to advance our long-term sustainability objectives. To ascertain how and where the majority of energy, water, or resources are being used, a green audit is a helpful tool. The college can then think about ways to save money and make adjustments. It is able to identify the kind and amount of garbage. Plans for trash reduction or recycling initiatives can be implemented. It will raise awareness of health issues and advance environmental ethics and ideals. It offers a deeper comprehension of how environmentally friendly actions affect college environment. Green audits will encourage resource conservation, which will result in financial savings. The college has to assess what it has done to help ensure a sustainable future.

2. Energy audit

An annual energy audit is required since it is crucial to evaluate our energy consumption. One cannot downplay the significance of lowering energy usage. Committed to lowering its carbon footprint even more,. the college Utilizing its specific instruments, the energy audit will pinpoint energy waste. An analysis of this kind could identify defects that lead to a considerable energy waste. Significant savings can be obtained by fixing

by fixing these problems, which are frequently simple and inexpensive. The college adopts the auditing agency's recommendations to reduce energy use and takes note of the comments received.

3. Clean and green campus initiatives

The college Green Campus Policy aims to create a Clean and Green Campus where teaching and environmentally friendly practices work together to encourage eco-friendly and sustainable behaviour both on and off campus. Additionally, it gives the college a chance to redefine its environmental culture by encouraging staff and students to practice environmental ethics.

Objectives

- To raise awareness among the staff and students about the need to use less harmful items and more environmentally friendly goods and services.
- To emphasize the value of hygiene for a healthy lifestyle
- To raise public awareness of environmental issues through the planning of events, clean-up campaigns, rallies, seminars, workshops, talks, tree plantation drives, Rangoli competitions, study tours, excursions, guest lectures etc.
- To educate staff and students on the need of speaking out against harmful activities that harm the environment and encouraging environmentally friendly behaviour in society.

Initiatives Taken to Implement the Clean and Green Campus Policy

- By conducting tree plantation activity in campus area
- Ban on use of plastic in campus
- Use of solar light
- Use of LED tubes and power efficient equipment's
- Minimal use of papers
- Solid waste management
- Water Conservation
- E-waste management
- By conducting Green, Environment and Energy Audit

- Rain water harvesting system

4. Beyond the campus environmental promotion activities

The NSS unit and department of Environmental studies always conducts various programme on environmental issues in the residential area which is in the vicinity of college and also at railway stations.

This approach of conducting various activities not only aware people to keep environment clean and free from pollution but also motivate them to participate in this noble work.

The college and NSS unit of the college conducts following activities beyond the campus to promote environment friendly activity

- Swachh Bharat Abhiyan
- Tree Plantation
- Beach cleaning
- Waste management during Ganapati/ Devi Visarjan
- No plastic campaigns
- Creating awareness among people in the society about composting
- Save and conserve water awareness Drive
- E-Waste Management Drive

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Action taken and achievement report of Clear and Green campus initiative

The plan of action chalk out by the college towards clear and green campus initiative is as follows.

Sr. No.	Initiative	Action taken and achievement
1.	Green audit/ Environment audit	The college has completed all the process of green/environment audit
2.	Electrical safety audit	The college has completed all the process of electrical safety audit
3.	Energy audit	The college has completed all the process of energy audit
4.	Degradable waste management through composting	All the degradable waste generated in the college campus used for composting. The compost generated through composting used for plants and trees planted in the campus.
5.	E-Waste drive	E-Waste collection drive is conducted in the college campus. All the staff and students bring all the E-waste from their houses and collected in the college and then sent for further process through Stree Mukti Sanghatana
6.	No plastic campaign	All the college staff ensure that there will be no use of plastic material in the college premises.
7.	Restricted entries of automobiles	College allows restricted entries of automobiles to control pollution.
8.	Use of Bicycle	The college encourage students and staff to use bicycle for their transportation which will help to adopt Environment friendly lifestyle.
9.	Clean and green campus	The NSS unit of the college periodically conducts Swachh Bharat Abhiyan in the college campus and the vicinity
10.	Minimal Paper Usage	The college use both the side of paper for the printing any documents.
11.	Water Conservation	The college has Rain water harvesting system in the college campus
12.	Energy Resources	The college use solar energy resource as alternate energy resource to minimize the use of electricity.

13.	Energy saving policy	The students and staff switched off the lights and electrical gadgets when not in use.
14.	The Tree Plantation Drive	The NSS unit of the college conducts tree plantation drive in the college premises and adopted village.