



SELF STUDY REPORT

FOR

4th CYCLE OF ACCREDITATION

MAHATMA EDUCATION SOCIETY'S MAHATMA NIGHT DEGREE COLLEGE OF ARTS AND COMMERCE

**SION TROMBAY ROAD, OPPOSITE FIRE BRIGADE, CHEMBUR NAKA,
CHEMBUR MUMBAI**

400071

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Mahatma Education Society's Mahatma Night Degree College of Arts and 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 has been contributing to their upliftment by empowering and equipping the first generation learners to become better citizens.

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. College is also recognized by the UGC u/s 2(f) and 12(B) of the UGC Act 1956 for central assistance since June, 2009.

All the teaching staff members of the college are fully qualified and approved by the university of Mumbai. Further, all five full time teachers are Ph.D. holders and three of them are recognised Ph.D. guides in University of Mumbai under the faculty of Commerce and Management.

The college runs the three-year integrated B.Com. (Regular) Degree Course of the University of Mumbai. The college is one of the oldest institutions among the 48 institutions under the umbrella of Mahatma Education Society. With the able guidance and leadership of our visionaries Dr. K. M. Vasudevan Pillai, Managing Director – Mahatma Education Society and Dr. Daphne Pillai, Chairperson Management Board of MES, the college has made great strides in their social responsibility contributing to society at large.

Vision

The vision of Mahatma Night Degree College of Arts & Commerce is– **“Education for all”**. The following goals have been set in accordance with the vision of the college

- Providing higher education to the academically weak and to the economically underprivileged youth of the society.
- Inculcating professional proficiencies, to increase the employability of the learners with the help of various certificate courses, add-on courses and curricular and co-curricular activities, placement assistance, career counselling etc.
- Focusing on the needs of communication skills and personality development and inculcating high ethical and moral values to make them responsible and resourceful citizens of the country.

Mission

The mission of our college is “percolation of education to the economically and academically underprivileged and to empower, enlighten and thus equip them to become responsible citizens.” We therefore provide higher education to the students who are unable to attend full time classes being either employed or coming from weaker sections of the society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- All the teaching faculty are qualified as per the requirement of UGC and State Government and approved by the University of Mumbai.
- 100% teaching staff are Ph.D. in their respective subject and area of interest.
- Three full time teachers are recognized Ph.D. guides in University of Mumbai in the subject of Commerce and Management.
- The College always conducts activities for the holistic development of the students.
- The College provides successful higher education to socio-economically underprivileged and working class of Chembur and peripheral area.
- Since inception college has maintained its vision i.e. education to all irrespective of their socio-economic background.
- The college provides e-resources to all students and faculty members subscribed by the library for their overall growth and enrichment.
- In terms of finances, academics, administration, environment, green and energy, etc., the college has an extensive audit system.
- The College has sufficient physical infrastructure for educational institutions in metropolitan areas.

Institutional Weakness

- The Campus is a vertical building. It is also a shared premises with other sister concerns of Mahatma Education Society. This leads to space constraint for expansion.
- First Generation Learners - Economically and Educationally disadvantaged section of society
- Work by Day and Study by Night - time and energy management of students
- Less students' participation in curricular and co-curricular activities like, sports, cultural activities etc.
- Students are reluctant to opt for training sessions, workshops, certificate courses other than regular lectures timings in the evening
- Less response of students for competitive and professional examinations
- As most of the night college students are working in day time, they find less time for studies. This affects their results. Further, it may also affect dropout rate of the college.

Institutional Opportunity

- There is a need to enhance digital infrastructure in day to day working of the college and therefore comprehensive staff training for smooth adaptation to new technology seems necessary for streamlining the process of digitalisation of the college administrative process.
- Alumni Collaboration for Holistic Support: There is widespread alumni network of MNDC aluminae working in different sectors. The strengthened connections with alumni for financial contributions and mentorship will help the current students. Further, create an engaging online platform showcasing alumni achievements.
- Collaborate with local businesses for internship opportunities and part-time employment options for financially challenged students. In addition to this development of a mentorship network connecting alumni, faculty, and professionals with economically challenged students.

- Introduce skill-based courses aligned with industry needs. Collaborate with local industries to offer hands-on training and internships. Conduct surveys and interviews to identify socioeconomic challenges faced by students.

Institutional Challenge

- The social stigma faced by the night college students and teachers is one of the biggest challenges faced by the same.
- Impact on overall Pass percentage/ result of the college due to weak academic background at entry level.
- Most of the students are first generation learners and from financially weaker section of the society. This may result into lack of motivation to complete the graduation. Many a times due to financial and other family problems the college faces the challenge of drop outs.
- It is observed that the students with Pass result prefer to take admission in the day college at second year or third year level.
- The constraint of infrastructure may cause the challenges to start the new courses in the campus
- Since most of students are working in the day time, the college faces the challenge of active participation of students in various co-curricular activities.
- Opening of new night colleges creating a challenge of strong competition to the college

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Mahatma Night Degree College is permanently affiliated to the University of Mumbai. Thus, the arrangement of terms, syllabus, examination pattern issued by the University are followed by the college. Further, academic calendar, teaching plans and time table are prepared at college level in the same line with University to ensure effective curriculum planning and delivery.

For the conduct of curricular and co-curricular activities, the various committees are formed at the beginning of the academic year.

To make students industry ready certificate courses, add-on courses are introduced by the college. 17 certificate courses were introduced and conducted successfully during last five years. Total 316 students were benefitted from such courses during the period.

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability through the curriculum framed by the University of Mumbai. The subjects like, Environmental Studies, Foundation Course highlight the issues related to environment, gender equality, Indian Constitution. The subjects like Advertising, Auditing discuss the values, principles and ethics in their respective fields.

The college organises field trip, industrial visits for the students as departmental activities.

The institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers and Alumni. The analysis for each of the feedback is done and it is

made available on institutional website with the action taken report for the same.

Teaching-learning and Evaluation

The college runs the three-year integrated B.Com. (Regular) Degree Course of the University of Mumbai.

During last five years the average percentage of students enrolled were 71 percentages.

The students teacher ratio is 48:1.

Under experiential learning methods, Field visit, Nature trail and industrial visit are organised under Commerce Dept. Economics Dept. and Environmental Studies Dept. Various job oriented training programmes are also organised by the college to make students employable. The college undertakes various participative activities under Children's Movement for Civic Awareness (CMCA).

Under participative learning method academic committees like WDC, NSS, Research and Development, IQAC organizes various seminars, webinars and special lectures on various social topics for overall development of the students. Department of Commerce, Business Economics and NSS unit of the college conduct various competition where students actively participate.

The ICT tools are used by faculty members for enhancing learning experiences through experiential, participative and problems solving methods. During the pandemic situation the teachers explored various techniques of ICT tools to continue with effective teaching learning and evaluation process without any interruption. The Management took an initiative in this regard with subscription of G-Suit and Zoom platform for MES faculty and students.

The college has fully qualified teaching staff, approved by the University of Mumbai. All full time teaching staff members are Ph.D. holders.

Since the college is permanently affiliated to the University of Mumbai, it follows the internal and external examination norms laid by the University. A college prospectus explains examination related rules and norms. Under internal assessment system teachers maintain a record of all internal assessments and after viva allot marks to the students. If students have any issues concerning internal examination or marks allotted to them, he/she can apply as per the procedure. If students have any issue with external examination results they can apply for Revaluation/Rechecking within the specified time period to the concerned examination in charge. An attempt is made to provide speedy grievance redressal to internal examination and external issues as it affects the result of the students.

The course outcomes and programme outcomes for the prescribed syllabus are framed by the respective subject teachers. The teachers and students make aware of the programme and course outcome of the programmes offered by the college through prospectus and college website.

Research, Innovations and Extension

Mahatma Night Degree College is permanently affiliated to the University of Mumbai. All the full time teachers are fully qualified and approved by the University. During last five years teachers received research grants from University and non-government organizations.

The college encourages and supports faculty members to undertake various research projects, attend research workshops, conferences. All the teaching staff members have published research papers in journals UGC Care listed, Peer reviewed with impact factor, ISSN and ISBN at national and international level. During the last five years total 49 research papers have been published by the faculty members.

Further, college also organizes number of workshops, seminars, conferences including on Research Methodology, Intellectual Property Rights to inculcate the research culture in institution.

The college undertakes Extension activities in the neighbourhood community to sensitize students to social issues, for their holistic development through NSS and NCC. The college has been sanctioned two units for NSS. There are around 25 to 30 students who get enrolled with NCC during each year. The NSS projects for 2020-21 helped in sensitizing students to social issues and bringing about holistic development. The Covid-19 pandemic in March 2020 and the series of lockdowns announced by the Government did not deter the NSS volunteers from taking up Covid-19 projects. To mention a few the Distribution of Food packets, Mask Distribution project, feeding stray dogs, Distribution of water bottles and biscuit packets to migrant labour were projects taken up by the volunteers. To create awareness among the students with regards to COVID-19 vaccination, a webinar by Dr. Hemil Jesani Consultant Pulmonologist and Sleep Medicine Specialist was organized by the college.

During last five years 60 extension and outreach programs like, blood donation camp, awareness rally, tree plantation, Swachha Bharat Abhiyan etc. were undertaken in collaboration with industry, community and NGOs.

The college has signed the MoUs with various organisations for activities like faculty exchange, field visits etc. During last five years 22 MoUs have been signed by the college.

Infrastructure and Learning Resources

The institution possesses the following infrastructures for teaching and learning:

- **Classroom:** The MNDC college is located in Chembur, a suburb in center of Mumbai City. The MNDC institution provides admirable infrastructural facilities for the teaching-learning experiences. The college has 9 Class Rooms and all are equipped with Wi-Fi/LAN facilities. 5 Classrooms are equipped with LCD facilities & necessary ICT facilities to enhance the teaching learning process. The multipurpose hall is a centrally available facility, used by all the institutions. Lift facility is available to all the staff members and divvyng students.
- The college library is located in the Fifth floor of the building. The library is Spacious, well ventilated & equipped with a large number of books and journals with Open access facility. Library is fully automated using Library Oxygen and soon we are moving towards implementation of KOHA software. Book bank facility is available for needy students. The college library has an “Inflibnet N-List “subscription for e-books and e-Journals.
- The IT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on

current and relevant issues. The college has an adequate number of well-maintained computers, servers, routers, switches, etc. connected with Wi-Fi and all Application software. The optimal utilization is ensured through encouraging innovative teaching – learning practices inside the classrooms through well experienced teachers. Facilities like printers are also available in sufficient numbers for the use of students, teachers and staff. The institution adopts policies and strategies for adequate technology deployment and maintenance. The ICT facilities and other learning resources are adequately available in the institution for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The internet facilities are supported by MTNL/ Vendors with 250 Mbps Internet Leased Lines. A provision of expenditure in the budget is made annually for maintenance and replenishment of physical facilities which ensures their availability on a continual basis.

- Physical facilities and academic support facilities: The adequacy and optimal use of the facilities available in MNDC are essential to maintain the quality of academic and other programmes on the campus. The institution has been constantly upgrading the infrastructure in the last five years to keep pace with increasing demand and additional requirements.
- The institution total expenditure excluding Salary is Rs 15.32 Lacs, 21.68 Lacs, 5.82 Lacs, 23.36 Lacs and 20.38 Lacs in the year 2018-19, 2019-20, 2020-21, 2021-22 and in the year 2022-23 respectively. The percentage of expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary during the last five years is 26.44 %, 17.19 %, 44.9 %, 14.26 % and 19.01% in the year 2018-19, 2019-20, 2020-21, 2021-22 and in the year 2022-23 respectively.

Student Support and Progression

Mahatma Night Degree College of Arts and Commerce has fared reasonably well in the criterion V Student Support and Progression. The non-government scholarships are popular with the students as we see a large number of students receiving scholarships from non-government agencies.

Capacity building and skills enhancement initiatives taken by the institution help students improve communication skills and become employable. Soft skills training provided by various Corporate Partners include intense soft skills training as a module in their youth training and development programme. The tutorials conducted for the Business Communication subject for F.Y.B.Com. students aim at language and communication skills development. Life skills training is provided by the college by conducting yoga training courses. The college partnered with "CMCA'S CAMPUS AND COMMUNITY YUVA" which organized a webinar series for students all through the year. Webinars and seminars to understand the importance of nutrition and physical fitness were conducted. ICT and Computing skills are imparted by conducting tutorials for Mathematical and Statistical Techniques for the students. The college has partnered with several organizations for conducting ICT courses.

The Placement Cell of the college contributes towards organizing career guidance programmes by networking with corporates and inviting professionals to speak on professional careers. One of the unique offerings of the college is the annual job fair MNDC Placement mela, a job fair organized for campus placements for students not only of our college but also for all other college students in the city. The performance of students appearing and qualifying for state /national/international level examinations is not upto the mark. This is because students are working by day and studying by night.

The students of the college are enthusiastic to participate in sports and cultural activities. Many students win

awards and medals for outstanding performance in sports/cultural activities at University / State / National level.

There is a registered Alumni Association that is active and conducts programmes and events to connect with the alumni of the college. The alumni are eager to guide and coach the students in several extra- curricular and co-curricular activities.

Governance, Leadership and Management

The college demonstrates strong governance, leadership, and management practices in alignment with its institutional vision and mission. The college's vision, "Education for all," and mission to provide education to the economically and academically underprivileged reflect a commitment to inclusivity and empowerment. In terms of participative management, Dr. K.M. Vasudevan Pillai, the college's leadership figure, engages with the teaching staff regularly, addressing them on important occasions and actively participating in College Development Committees. The institution follows a decentralized approach through committees involving representatives from various stakeholders. This inclusive decision-making process ensures that academic and infrastructure decisions are made collectively, reflecting a commitment to transparency and cooperation.

During the COVID-19 pandemic, the management took proactive steps to support teachers and students, demonstrating a commitment to the welfare of the educational community. The encouragement for teachers to engage in online teaching pedagogy courses and the organization of special orientation programs for students underscore the institution's adaptability and resilience. Under the strategy development and deployment key indicator, the college demonstrates effective functioning through adherence to University of Mumbai guidelines, especially in areas such as appointments, service conditions, and recruitment. The College Development Committee plays a pivotal role in decision-making, reflecting a strategic approach to academic and infrastructure development. The introduction of new courses and the emphasis on faculty and staff development highlight the institution's commitment to continuous improvement.

The College employs various welfare measures, including a Credit Co-operative Society for financial support, medical benefits, and travel assistance for teaching staff. The Career Advancement Scheme (CAS) is systematically implemented, and the college actively supports faculty participation in conferences, workshops, and professional development programs. The focus on timely promotion, training, and support for teaching and non-teaching staff contributes to a positive work environment. Financial management and resource mobilization are well-structured, leveraging government grants, student fees, interest on bank deposits, and external sponsorships for conferences and programs. The college conducts regular financial audits, both internal and external, ensuring accountability and adherence to financial norms.

IQAC's contributions include annual meetings, adherence to academic calendars, and a focus on improving teaching-learning processes. The institution actively participates in quality audits and initiatives such as NIRF, demonstrating a commitment to benchmarking against recognized standards.

In summary, College exemplifies strong governance, strategic planning, faculty empowerment, financial prudence, and a robust internal quality assurance system, aligning its practices with its vision and mission.

Institutional Values and Best Practices

In all its operations, the college upholds the values of quality, integrity, accountability, empathy, transparency, and equity. The college is dedicated to attaining superiority in all aspects of its operations. The college is accountable to all of its stakeholders, including students, and operates in accordance with rules, laws, and procedures. The college upholds social justice, cultural diversity, and gender fairness in all facets of operations. Through cocurricular, extracurricular, research, and extension initiatives like NSS, WDC and Intercollegiate event like Prarambh etc., the college has demonstrated its responsiveness to the rising difficulties and issues related to changing local, national, and global demands.

The college's many activities and programs, such as those that promote gender equity, women's safety and respect, good behaviour, and the prevention and prohibition of sexual harassment of women at work, clearly reflect institutional principles and best practices. We have designated girls' common areas, a Women Grievance Cell, a "Sanitary Napkin Vending Machine," and a campus with chain link fencing in order to promote gender equity.

The college has set up a rainwater harvesting system in the premises and use this water for sanitary purpose.

The teachers inculcate human values and professional ethics through their teaching. Various activities are planned and organized like celebration of International Yoga Day, Republic Day, Marathi Bhasha Divas, Women's Day, and National Integration Day.

The College offers Divyangian amenities such as wheelchairs, ramps, and sanitization facility. The institution strives to further higher education while upholding the following fundamental principles.

- Developing responsible and mature citizenship in the pupils
- Teaching them moral principles and ethics.
- Ensuring inclusive growth for the students from disadvantaged backgrounds.
- Taking responsibility for society and the country as a whole.
- Importance of Solid waste management to achieve sustainable goals and make them to follow green principle

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	MAHATMA EDUCATION SOCIETY'S MAHATMA NIGHT DEGREE COLLEGE OF ARTS AND COMMERCE
Address	Sion Trombay Road, Opposite Fire Brigade, Chembur Naka, Chembur Mumbai
City	Mumbai
State	Maharashtra
Pin	400071
Website	www.mahatmandc.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Eknath Kundlik Zhrekar	022-25228414	9224151450	-	zhrekarek@gmail.com
Associate Professor	Anaya Aditya Markandeya	022-25224856	9619311228	-	anayam@mes.ac.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Evening

Recognized Minority institution	
If it is a recognized minority institution	Yes Minority Certificate (1).pdf
If Yes, Specify minority status	
Religious	
Linguistic	YES
Any Other	

Establishment Details				
State	University name	Document		
Maharashtra	University of Mumbai	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	08-01-2007	View Document		
12B of UGC	08-01-2007	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Sion Trombay Road, Opposite Fire Brigade, Chembur Naka, Chembur Mumbai	Urban	0.000247	668.9

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	BCom, Commerce,	36	HSC	English	600	384

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				10			
Recruited	0	0	0	0	0	0	0	0	3	3	0	6
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				5			
Recruited	0	0	0	0	0	0	0	0	3	0	0	3
Yet to Recruit	0				0				2			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				16
Recruited	10	1	0	11
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	1	1	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	2	0	2	0	0	5
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	5	0	0	5
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
		0	0	0	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	279	0	0	0	279
	Female	105	0	0	0	105
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	42	39	40	45
	Female	26	19	15	22
	Others	0	0	0	0
ST	Male	1	0	0	1
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	22	23	16	12
	Female	10	11	14	7
	Others	0	0	0	0
General	Male	269	233	225	242
	Female	91	98	91	97
	Others	0	0	0	0
Others	Male	8	10	6	4
	Female	4	5	3	1
	Others	0	0	0	0
Total		473	438	410	431

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The Mahatma Night Degree College is permanently affiliated to University of Mumbai. It is a single stream college i.e. Commerce. Thus, the students are not in a position to avail the facility of multidisciplinary subjects policy. However, as per National Education Policy 2020 and Higher Education Govt. of Maharashtra guidelines there will be a provision of CLUSTER COLLEGES which will enable the students to avail the benefit of Multidisciplinary approach across the faculties at cluster level. Under the CLUSTER system the college students can enroll themselves for different subjects of their choice in the cluster colleges . The NEP 2020 aims at multidisciplinary and a holistic</p>
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	<p>education across the sciences, social sciences, arts, humanities, and sports for a multidisciplinary world in order to ensure the unity and integrity of all knowledge. This aim can be achieved through the CLUSTER SYSTEM in the higher education.</p>
2. Academic bank of credits (ABC):	<p>The college has the facility of DigiLocker under University of Mumbai. The registration of ABC by the students is an ongoing process. It is ensured that the student has completed the process of DigiLocker registration. The college aims to remove the issues/obstacles faced in verification of academic awards, it will enable us to help create, store academic certificates in a digital format and make them available to students and verifiers in a secured manner. It will ensure easy access to and retrieval of an academic award, will aid its validation, guarantee its authenticity and safe storage.</p>
3. Skill development:	<p>The college ensures that the students will acquire the necessary skills to make them employable and industry ready. Hence the Certificate courses like Tally ERP 9, Advanced Excel, Certified Tax Accountant Plus and Certified GST Expert are introduced by the college. The MoU has been signed with The Satyam Institute of Tax Accountant. The students are taught skill of industry oriented Accounting with live projects. They become well acquitted with the practical knowledge of GST Accounting and handling of Government GST portal independently. Further, the life skills are taken care of with the introduction of Certificate Course on Civil Defense and Yoga. The course is of 30 hrs. where they are taught life saving skills. Moreover, the Yoga teach them the skill of mental and physical balancing. The college has signed the MoU with CMCA. CMCA is a 22-year-old non-profit organization that is a pioneer in Citizenship Education in India. Their mission is to transform young Indians into concerned, thinking and active citizens for an inclusive and sustainable India. The NEP 2020 lays emphasis on development of " higher-order" capacities along with cognitive abilities. It gives importance to skills like scientific temper, critical thinking, citizenship skills and values that should be learned by all students.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using	<p>Being a night college most of the students come from vernacular medium schools. Thus the college</p>

<p>online course):</p>	<p>encourages its faculty to provide Personalised Coaching to students in the language in which the student is comfortable with. The concepts, fundamentals are taught using English, Hindi and Marathi (the regional language) languages. The college is permanently affiliated to the University of Mumbai. The University syllabus is followed where the subjects like Foundation Course explore the students with Indian Constitution, culture, values and ethos. The library committee also arranges exhibition of books on different topics. The college arranges various activities under NSS, NCC and cultural committee where the students get familiar with different culture of the Indian society. It also make the students aware about their social responsibility and national integration as well. Further, the sessions on Yoga and Mental Wellness are conducted for students.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The college is permanently affiliated to the University of Mumbai. Thus the college follows the syllabus prescribed by the University. The University of Mumbai different Board of Studies (BOS) for different courses like Accountancy, Commerce, Foundation Course, Economics etc. The various BOS frame the course objectives, course contents and course outcome. The course contents are designed in such way that the students get thorough (theory and practical) knowledge of a specific course. After completion of the program the student get industry ready. The college committees like cultural, sports etc. conduct various activities which contribute to the overall development of the student.</p>
<p>6. Distance education/online education:</p>	<p>During COVID 19 pandemic the Management subscribed for G Suit and ZOOM applications for smooth conduct of curricular and cocurricular activities. The teachers were given proper training on 'How TO Use G Suit' by the college. Further the students were also trained by the teachers to attend the classes and to handle the system uninterruptedly. The lectures were conducted online using Google Meet. The projects for the subject Foundation Course were taken online. The teachers have continued using of Google Classrooms to post study materials. Various co-curricular activities like Cultural, NSS etc. were conducted obnline. The webinars, FDPs, workshops are conducted on ZOOM platform widen the scope of the audience for the same. The college</p>

intend to conducted the Certificate Courses through Hybrid mode.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	NA
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	NA
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	NA
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	NA
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	NA

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
431	410	438	473	462

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 11

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
9	9	10	10	8

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
20.38	20.36	5.82	21.68	15.32

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Mahatma Night Degree College is permanently affiliated to the University of Mumbai. Thus, the calendar i.e. arrangement of terms issued by the University for every academic year is followed by the college. Further, 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. Considering the University calendar and syllabus, the college academic calendar is prepared for the proposed teaching learning and co-curricular activities and examinations to be conducted during the academic year.

The teachers are asked to prepare the teaching plans for their respective subjects for the effective and timely completion of syllabus. To ensure the same the 'Syllabus Completion Feedback' is collected from the students at the end of every term. In case of requirement of extra lectures, the 'Need Based Time Table' is prepared on request of the subject teacher/s.

Revision lectures are also conducted for students. the ' Intensive Supervised Study Camp' (ISSC) for T.Y.B.Com. Students are conducted before Preliminary Examinations. In ISSC the entire syllabus is revised. Teachers try to solve all students' doubts. 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.

For the conduct of curricular and co-curricular activities, the various committees are formed at the beginning of the academic year. The said committees are also required to submit their proposed activities to be conducted during the year. Such activities are considered at the time of preparation of the academic calendar.

The examinations are conducted as per the University schedules. The examinations for F.Y.B.Com (Sem. I and II) and S.Y.B.Com. (Sem. III and IV) are conducted at college level which includes setting of question papers, conduct of examination, assessment (internal and external), moderation and declaration of results. The assessment is done in the college itself i.e. Centralised Assessment Programme (CAP). The T.Y.B.Com. Examinations are conducted by the University of Mumbai. However, examination for applied component subjects i.e. Direct and Indirect Taxes, Computer Systems and Applications, Purchasing and Storekeeping and Entrepreneurship and Management of Small Scale Industries are conducted in the college. The question papers for the said subjects are also set by the university and sent to the college through DEPDS. The assessment is done by the subject teachers in the college campus. The moderation of the said subjects is done as per University guidelines by the external moderators.

The separate teacher in charge is appointed for smooth conduct of F.Y.B.Com., S.Y.B.Com. and T.Y.B.Com. Examinations.

The IQAC of the college ensures the effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 26

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Other Upload Files

1	View Document
---	-------------------------------

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 100

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
431	410	438	473	462

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Mahatma Night Degree College of Arts and Commerce is permanently affiliated to the University of Mumbai. The college adheres to subjects, syllabus and paper pattern prescribed by the University. The subject of Environmental Studies at F.Y.B.Com. level includes the various concepts and issues related to Environment and Sustainability. The subject of Foundation Course at F.Y.B.Com. and S.Y.B.Com. level make students aware about gender sensitization, human values which help the students to become sensitive and responsible citizens. The Commerce subjects i.e Advertising , Management : Functions & Challenges (Commerce III) guide students about managerial and professional principles and ethics to become a good entrepreneur, manager or employee of the organization. The subject Auditing at S.Y.B.Com. level talks about the professional ethics and principles in the field of Auditing.

- **Professional Ethics, Gender and Human Values**

ADVERTISING -Unit 3 The topic Economic and Social aspects of Advertising - Ethical and Social issues in advertising, Pro Bono Advertising - Covers cross-cutting issues relevant to Professional Ethics and Human Values

MHRM (MARKETING) -Unit III and Unit IV Green Marketing, Rural Marketing, Ethics in Marketing cover cross-cutting issues relevant to Environment and Sustainability, Professional Ethics and Human Values.

MHRM (HUMAN RESOURCE MANAGEMENT) - Unit IV - Human Resource Accounting, Human Resource Diversity, Welfare Measures, Prevention of Sexual Harassment at Work Place, Redressal of Complaints, The Factories Act 1948, The Workmen's Compensation Act 1923 and other such acts integrates Human Values, Professional Ethics

COMMERCE III- In the subject Management: Functions & Challenges (Commerce III) at S.Y.B.Com. Sem III level; the topics like Indian Ethos talks about the significance of Indian Ethos, Indian culture in Management. Indian Ethos and Principles of Management elaborate the importance of team spirit, Law of Karma, equality, job security, balance between authority and responsibility etc.The subject also deals with the concept of leadership.

AUDITING- the subject Auditing in S.Y.B.Com. Sem IV discusses the principles and duties of an auditor in the area of Accounting and Auditing.

COMMERCE I - UNIT 4 The topic Entrepreneurship discusses Women Entrepreneurs and problems faced by Women Entrepreneurs - Integrating cross-cutting issues relevant to gender into the curriculum.

MHRM (P&SK) - Purchasing and Store-Keeping - Use of technology (ERP) in Purchasing and Store-Keeping discusses the importance of paperless transactions. Integrating Environment and Sustainability into the curriculum.

FOUNDATION COURSE- The subject Foundation course highlights issues of women, senior citizens, childrens, minority and importance of Indian Constitution which help students to understand such problems and extend their helping hands to uplift such socially underprivileged sections of the society and stand for justice and human rights.

- **Environment and Sustainability**

ENVIRONMENTAL STUDIES- The Environmental Studies included in Commerce students syllabus to make them concerned about Environmental issues faced during extracting of raw material from natural resources. It also helps to make them understand the issues of global warming, waste management, Challenges of the tourism industry and impact of declining natural resources deposits and importance of sustainable use of natural resources for sustainable development.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest

completed academic year)

Response: 70.53

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 304

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 71

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
171	152	145	203	181

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
240	240	240	240	240

File Description	Document
Institutional data in the prescribed format	View Document
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
32	39	35	45	51

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
32	39	35	45	51

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 47.89

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

EXPERIENTIAL LEARNING METHODS:

- Department of Commerce, Business Economics and Environmental studies organize Field visit, Nature trail and industrial visit to make students aware about the working environment of industries and make them understand how industries are dependent on nature for raw materials and other functioning of any industries.
- Department of Commerce and Business Economics organizes some job-oriented training programmes
- College organizes certificate, diploma and career-oriented courses for overall development of students
- Under the subject of Computer Systems and Applications at T.Y. BCom level, the practical based learning is conducted which helps students to enhance their technological skills
- College gives opportunity to students to write their views and article in the college magazine Elixir
- The NSS unit of the college and Department of Environmental studies involve student volunteers to contribute their efforts in the solid waste management project like composting
- The college undertakes various participative activities under Children's Movement for Civic Awareness (CMCA)

PARTICIPATIVE LEARNING METHODS:

- Academic committees like WDC, NSS, Research and Development, IQAC organizes various seminars, webinars and special lectures on various social topics for overall development of the students
- Department of Commerce, Business Economics and NSS unit of the college conducts various competition where students actively participate
- College organizes guest and expert lectures for the personal development of the students
- College also conducts faculty cum students exchange programme where our faculty member takes lectures for Final year students of other college and vice-versa
- NSS volunteers collect solid waste and process the same in compost pit which is constructed in the college premises

- **The students participate in various class and field activities which are assigned to them in the CMCA class**
- **Batch wise computer practical is conducted on Sundays, convenient for the working students**

PROBLEM SOLVING METHODS:

- **The Department of Foundation course gives research topics to the first year and second year students on social issues. Faculty of Foundation course guide them for writing project and solve their query and problems which they face while writing the project**
- **Under the subject of Computer Systems and Applications at T.Y. BCom level subject teacher gives assignments and projects and helps them in this regard. The practical exams are conducted as per the University pattern for the subject.**
- **Faculty of Accountancy and Financial Management and Mathematics and Statistics arrange extra classes and online session to resolve their problems related to the subject**

ICT TOOLS:

During the pandemic situation the teachers explored various techniques of ICT tools to continue with effective teaching learning and evaluation process without any interruption. The Management took an initiative in this regard with subscription of G-Suit and Zoom platform for MES faculty and students.

The proper training was given to the teaching staff members regarding use of G-suit which includes Google Meet, Google Classrooms and Jam Board for the smooth conduct of curricular and co-curricular activities through online mode. Further the students were trained by the teachers for the same.

For the conduct of exam, assessment and evaluation process, Ekalavya software was purchased by the college during lockdown period.

Following ICT tools used in last five years

- **College provides Internet/ Wi-Fi facility for conducting online sessions or guest lectures**
- **E-books facility also available through N-List**
- **Faculty members uses PowerPoint Presentation while taking lectures**

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1				
Percentage of full-time teachers against sanctioned posts during the last five years				
Response: 92				
2.4.1.1 Number of sanctioned posts year wise during the last five years				
2022-23	2021-22	2020-21	2019-20	2018-19
10	10	10	10	10
File Description	Document			
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document			
Provide Links for any other relevant document to support the claim (if any)	View Document			

2.4.2				
<i>Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)</i>				
Response: 84.78				
2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years				
2022-23	2021-22	2020-21	2019-20	2018-19
8	8	7	8	8

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The college is permanently affiliated to University of Mumbai. Therefore, the College follows the internal and external examination norms laid by the University of Mumbai. A college prospectus is given to students at the time of admission which explains examination related rules and norms. Further, the college conducts a special orientation program for F.Y.B.Com students and orients them on syllabus, examination rules, Paper Pattern and A.T.K.T Rules. There are two subjects Foundation Course and Computer in which there is internal assessment. The Foundation Course subject is taught F.Y.B.Com and S.Y.B.Com while Computer System and Application is taught in T.Y.B.Com. Subject teachers orient the students with regards to internal assessment of their subjects. The discussion takes place about the pattern of internal assessment, marks and passing criteria, submission of the projects, viva and practicals (Computer System and Applications). The Subject teachers announce the projects well in advance in the classroom. Further, teachers discuss the project topics in the classroom to help the students to understand the project and specifically explain the expected outcome of the project. A specific date is given to submit the project and a signature is taken after project submission. Computer practicals are scheduled at a specific date given to the students for T.Y.B.Com Class. A standard internal assessment process laid down by University of Mumbai is followed for internal assessment in the college. If any student fails to submit the project on time, the subject teacher gives him/her a second chance to submit the project. Moreover, every project submission is followed by a viva where teachers ask a specific question related to the project to test the student's knowledge.

The external examination papers for F.Y.B.Com and S.Y.B.Com are assessed as per CAP norms as per the University of Mumbai. The moderation procedures are followed meticulously as per university of Mumbai norms to maintain the quality.

Grievance Redressal Mechanism

The time-bound grievance redressal mechanism is an inevitable part of the conduct of an examination. Teachers are keeping a record of all internal assessments and after viva allot marks to the students. If students have any issues concerning internal examination or marks allotted to them, he/she can apply as per the procedure. The examination committee is concerned to check the complaint and communicate with the subject teacher. The subject teacher cross-checks the data of the students related to his submission and marks assigned to the student. If there is any deviation, the subject teacher informs the examination In Charge. Thus, the Examination Committee makes every possible effort to address the grievance of the student.

External Assessment Mechanism

Students can apply for Revaluation/Rechecking within the specified time period to the concerned examination incharge as per the norms. An attempt is made to provide speedy grievance redressal to internal examination and external issues as it affects the result of the students. Thus, we have a transparent, procedure base, time-bound and efficient mechanism to address internal and examination grievances.

Online Examination Procedure - During Covid-19 pandemic , the college conducted all internal and external examinations as per the rules laid by the University of Mumbai and resolved all the grievances as well.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

The college is permanently affiliated to the University of Mumbai. Thus, the syllabus framed by the University is followed by the college.

The course outcomes and programme outcomes for the prescribed syllabus are framed by the respective subject teachers. The teachers and students make aware of the programme and course outcome of the programmes offered by the college through prospectus and college website. Teachers also discuss the course in general and subject in particular objectives and outcomes during their lectures also.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Business Communication I and II

To achieve the Course Outcome of the subject Business Communication, regular tutorials are conducted in small batches. In such tutorials personal attention by the teacher and one to one interaction with students is possible. Following training programmes were organised by the college in order to develop the communication and soft skills of students.

- Antarang Foundation's CareerReady Training Programme for 30 students of F.Y.B.Com. and S.Y.B.Com. January to March 2019.
- TechnoServe India 21-1-2019 to 4-3-2019 Training Programme - Building Youth Excellence through Employability Services and Technology Program (BEST), by TechnoServe India - Trainer Ms. Disha Mishra
- Skill Training and Counseling - TechnoServe's BEST - Building Youth Excellence through Employability Services and Technology Programme (3 months softskills and critical thinking skills course)

In addition to above following activities, workshops and training sessions were also organised for students.

<https://mahatmandc.ac.in/vachan-divas/>

<https://mahatmandc.ac.in/workshop-on-communication-skills/>

<https://mahatmandc.ac.in/students/training-programme/>

<https://mahatmandc.ac.in/e-resources/online-sessions-of-tiss-nussd-for-mndc-students/>

Accountancy and Taxation

Certificate Courses

- Certified GST Tally Expert Course

- Certificate course on Tally Expert + GST
- Certificate course in Advanced Excel
- Advanced certificate course in Tally ERP 9
- Advanced certificate course Tax Expert
- Diploma in Banking and Financial Market
- Certified Tax Accountant Plus
- Add on Course on Advance Income Tax and Filing of Income Tax Return
- Add on Course on Fundamentals of Accounting and Finance

Workshops

<https://mahatmandc.ac.in/bse-brokers-forum-program-on-an-introduction-to-financial-markets/>

<https://mahatmandc.ac.in/a-session-on-career-opportunities-in-professional-courses-ca-cma-cs/>

Quiz Contest

<https://mahatmandc.ac.in/commerce-quiz-organized-by-commerce-association/>

<https://mahatmandc.ac.in/commerce-quiz-2022/>

Industrial Visit

<https://mahatmandc.ac.in/bse-brokers-forum-study-visit/>

<https://mahatmandc.ac.in/study-tour-to-rbi-monetary-museum/>

<https://mahatmandc.ac.in/talk-on-investment-outlook-2019/>

Faculty and Students Exchange Programme

<https://mahatmandc.ac.in/faculty/faculty-exchange-program/>

Mathematics and Statistics I and II

The subject aims to give knowledge of mathematical and statistical tools used for business decision making to students. To attain the desired outcome of the course regular tutorials are conducted in small batches. During these tutorials teacher can interact with students personally and solve their problems and queries in more effective manner.

Foundation Course-I, II, III and IV

The teachers of these subjects use another direct method of teaching in which they assign some project topic to the students and ask them to submit in the proper format which is discussed with them. The teachers discuss with them how to prepare the project and guide them properly and give submission date. The submission of the project date is communicated with them in the class. The student submits project report to the teachers concerned and viva-voce is conducted at time of submission. The teachers examine the project and ask relevant questions regarding project and syllabus of the Foundation Course which

help the teachers to understand achievement of programme outcome.

Business Economics

a series of dynamic activities provides students with a well-rounded education. Beginning with a Bombay Stock Exchange Lecture Series, industry experts illuminated the intricacies of the stock market, offering insights into investment strategies and the real-world application of economic principles. Subsequently, discussions on the Union Budget deepened students' understanding of fiscal policies and governmental impact on economic parameters.

Classroom sessions extended beyond traditional boundaries to encompass geo-political discussions, shedding light on global events and their economic implications. A visit to the RBI Monetary Museum bridged theoretical knowledge with practical understanding

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 70.1

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
32	123	102	125	54

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
119	129	122	136	116

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

<p>2.7.1</p> <p>Online student satisfaction survey regarding teaching learning process</p> <p>Response: 3.8</p>	
File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 1.7

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	0	0.70	0

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The IQAC of the college encourages the teachers for active participation in research work. The IQAC insists the teachers publish the quality research papers in renowned national, international and preferably UGC care listed research journals. The teachers are also motivated to participate in various research workshops, national and international conferences and seminars. The IQAC in collaboration with various departments organize workshops, national and international conferences for creation and transfer of knowledge.

All the teachers of the college are Ph.D. holders. Three teachers from the Department of Commerce are recognised Ph.D. guides in the University of Mumbai.

The workshops, Faculty Development Programmes on Intellectual Property Rights are organized to make the teachers and students aware about the Intellectual Property and rights associated with the same. The teachers and students are oriented to convert their novel ideas or research work into patents, copyrights etc. with the required procedure to be followed and its benefits.

The college has a separate Research and Development Cell.

The Management of the college also encourages the teachers to file their work for intellectual property. The research head is designated by the Management for mentoring students and teachers with regards to research activities and projects.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 45

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
8	15	7	11	4

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
4	3	3	1	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Links to the papers published in journals listed in UGC CARE list or	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 2.82

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
9	11	4	5	2

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The college conducts extension activities through NSS and NCC. The college has been sanctioned two units for NSS. There are around 25 to 30 students from junior and degree college who get enrolled with NCC during each year.

The NSS projects for 2020-21 helped in sensitizing students to social issues and bringing about holistic development. The Covid-19 pandemic in March 2020 and the series of lockdowns announced by the Government did not deter the NSS volunteers from taking up Covid-19 projects. To mention a few the Distribution of Food packets, Mask Distribution project, Feeding stray dogs, Distribution of water bottles and biscuit packets to migrant labour were projects taken up by the volunteers. To create awareness among the students with regards to COVID-19 vaccination, a webinar by Dr. Hemil Jesani Consultant Pulmonologist and Sleep Medicine Specialist was organized by the college.

The NSS volunteers participated in an array of projects all through the year starting with marking of the International Day of Yoga, Tree Plantation Project. The activities like malaria awareness rally, AIDS awareness rally, street plays are conducted in neighborhood community. The Blood Donation Camp is one of the regular activities conducted under the banner of NSS. Every year NSS volunteers with collaboration with Govt hospitals like J.J. Hospital conducts the blood donation camp. the students, teachers and parents from the entire Chembur campus of Mahatma Education Society. A Nirbhaya Rally was organized on Womens' Day and a Counseling Desk for Women was set up in the college in collaboration with Stree Mukti Sanghatana.

In the year 2022-23 the fortnight of the month of August was celebrated as Azadi Ki Amrit Mahotsav. Under this government initiative various programmes were organized by the college. Under the banner of NSS, the activities like, Poster & Rangoli Making, NSS Extempore Event,

Har Ghar Tiranga Campaign were conducted to celebrate the 75 glorious years of Independence.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The 7 day residential University Level Special Camp was conducted for 150 NSS volunteers from across colleges affiliated to University of Mumbai. Only one student per college was permitted to register. Raju Koli a young F.Y.B.Com. NSS volunteer of the college showed interest and was selected to participate in the University level Special Camp in Thane district.

Raju Koli reported every day's proceedings to the NSS

Programme Officer Dr. Lata Krishnan. He explained the daily routine which consisted of rising very early in the morning and performing Yoga asanas. They were taught yoga, both asanas and the theory behind it. Raju Koli explained that he learned about the need and importance of yoga and a disciplined simple life at the camp. They told him that Yoga is being practiced in all parts of the world. Yoga brings peace for us. The peace from Yoga is not only for individuals, it brings peace to our nations and the world,"

- 1. Yama - principles of moral code (Ahimsa, Satya, Asteya, Brahmacharya, Aparigraha)**
 - 2. Niyama - principles of personal discipline (Shoucha, Santosh, Tapa, Swadhyaya, Eshwar Pranidhan)**
 - 3. Asana - yoga positions or yogic postures - A stable and comfortable posture which helps attain mental equilibrium**
 - 4. Pranayama - yogic breathing - Extension and control of breath**
 - 5. Pratyahara - withdrawal of senses - A mental preparation to increase the power of mind.**
 - 6. Dharana - concentration on object - Concentration of mind on one object and its field.**
 - 7. Dhyan - meditation - Withdrawing mind from all external objects and focussing it on one point and meditating on it.**
 - 8. Samadhi - salvation - State of super bliss, joy and merging individual consciousness into universal consciousness.**
- Union between Jivatma and Paramataman. Pure consciousness.**
- Besides yoga, Leadership skills, Team building, Communication Skills and responsibility and accountability training was imparted to the NSS volunteers at the camp.**
- Cultural programmes, music and dance, street play and dramatics were included for portraying social awareness and**

patriotic themes at the University level Special Camp.

Mahatma Night Degree College of Arts and Commerce,

Chembur, Mumbai, F.Y.B.Com. NSS volunteer Raju

Koli participated in all the tasks, activities and

competitions and was identified as the best camper. He

was awarded the BEST NSS VOLUNTEER of the

University level Special Camp in Ashtang Yog and

Naturopathy Sansthan, Vrindavan Dhyam Mandir,

Jambhilghar, Boradpada Road, Badlapur (East), Thane.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 70

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
18	18	11	18	5

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

<p>3.5.1</p> <p><i>Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.</i></p> <p>Response: 22</p>	
File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The college classrooms are well equipped with LCD projector and Audio visual facility. All the classrooms are spacious and well ventilated. The classrooms are connected with a CAS (Central Address System) to enable common announcements. Proper lighting with LED, ceiling fans and good teak wood desk and benches make a comfortable seating and good teaching learning environment in the class. The audio visual classrooms allow for making powerpoint presentations, showing videos, documentaries and films to enhance the learning experience of the students. The conference room is located on the first floor. The administration office is located on the ground floor. The photocopying facility is also located at the ground floor. The college has an adequate number of well-maintained computers, servers, routers, switches, etc connected with Wi-Fi and all Application software for the requirements of various sections. Facilities like printers are also available in sufficient numbers for the use of students, teachers and staff. In order to develop excellence in academics a well maintained and regularly updated library is essential. The college has an aesthetically pleasing and resource rich library. There is a separate room for teachers with computer and internet facilities to perform academic related activities. The staff room has a drinking water facility with a water purifier.

We have a multipurpose hall where Cultural activities, Yoga classes and gymnasium activities take place. A reading area on the ground floor has been provided for the students. We have DTP and printing section to meet all our printing needs and art works. We have sufficient open area for movement and vehicle parking space for 2 wheeler and 4 wheeler. A store room located at the 6th Floor meets the requirement of keeping materials required occasionally. The college has its own server, with domain name www.mes.ac.in.

The college has its own email ID for all employees and students of MES. The Campus is WiFi enabled.

The Other Facilities:

- Principal's Cabin

- **Administration Room**
- **Staff Room**
- **Counselling Room**
- **NSS Room**
- **Wheelchair for physically challenged Students / Lift**
- **Portable drinking water**
- **Canteen- Available for Students and staff**
- **Fire Extinguishers**
- **Suggestion Box**
- **Wash room Facilities for Girls and Boys**
- **Solar panels**
- **Composite Pit**

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 21.06

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
3.87	3.33	2.62	3.73	4.05

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The library is the integral part of an educational institute The college Library is frequently used by teaching and non teaching staff for the academics and non academics references.The library has a compartment as Library counter, bookshelves, reading section for students and research section. The total seating capacity is approximately 110 students.

The various regular activities of the library such as data entry, issue and return and renewal of books, readers' details etc. are done through Library Management Software.

Name of ILMS software - Library Oxygen

Year of Automation - 2010

Nature of automation (fully or partially) - Partially

Version - 2022

The college has well trained library staff to handle all library operations. The college Library has encyclopedias, reference books, autobiographies, dictionaries, Newspapers etc in different languages, Journals - National / international for students to enhance their knowledge. The college library has an "Inflibnet N-List " subscription for e-books and e-Journals. The Library organizes orientation programmes for Students every year. Aim of this Library orientation is to have a session that helps new students to identify, access and connect to library services and resources. Co-existence of Print documents along with digital documents is a general characteristic of all academics even in the present age of digital technologies and growing demand for e-learning. Conventional learning practices prevail along with e- learning in our Library. Hence,

Library orientation and user education programmes become an important necessity to familiarize not only the knowledge resources but also the modern technologies.

Learning and growing demand for e-learning: The college Library provides a book bank system for poor and needy students to enhance their skills. To enhance the skills of students we conduct add-on courses like “ Tally ERP 9”, “Advance Excel” & “ Certified Tax Expert”.

The college Library has a book collection of more than 11000 text books and reference books.For Book Bank Scheme 7843 Books are available. The library has a system to record footfalls of students and staff members digitally.

The future plan of the library is to migrate from “Library Oxygen Software “ to “Koha software” .

The teachers and Students usage Library Per day is 18.wherein

Library working days are 252 and no of teachers and students visited is 4345. This data is based on books issued to the users. On an average the students and the teachers visiting the library are between 18 to 25 per day.

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File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The college always gives the highest priority to keep up with the latest trend in Information Technology that is coming into the academic arena. The college always strived to maintain the state of computer laboratories and other ICT facilities in the campus.

There are 8 LCD Projectors available in the college and used for teaching and learning. College is efficient in apprising the IT facilities from time to time. There are 37 computers available in the Institution, out of which 26 computers are in the computer Lab along with printer, scanner, Wi-Fi, AC and music system. In addition the college Library has 6 Computers with internet access. Out of which 2 machines are dedicated for Library staff for recording their day to day transaction of books. Rest 4 machines are accessible to all the students. Students use these computers for preparing their project, practicals and collecting additional information about their field of interest. The college has designated a computer lab for practical sessions. The computer lab has an adequate number of well-maintained computers, servers, routers, switches, etc., with all necessary System and Application software for the requirements of various sections. The college has its own server with domain name www.mes.ac.in. The college has its own email ID for all employees and students of MES. The Campus is WiFi enabled.

Proper schedule is prepared and displayed in the computer lab. Batch wise students are using the computer lab facility. Night college has an IT Coordinator for software support and Hardware support. Printer and internet facilities are provided in the lab. Various computer courses are offered to the students with their convenient timings.

The college regularly updates its IT facilities in respect of bandwidth:

- 2017-18: 150 MBPS
- 2018-19: 150 MBPS
- 2019-20: 150 MBPS
- 2020:21: 150 MBPS
- 2021-22: 255 MBPS

The college has provided high quality Wi-Fi facilities to the campus. The Campus has 255 MBPS high speed internet facility on the college campus.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 14.86

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 29

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 39.17

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
9.03	7.05	2.54	6.91	7.20

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 100

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
431	410	438	473	462

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 92.64

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
406	410	361	473	401

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 41.51

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
19	41	32	53	36

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
32	123	102	125	54

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.85

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2022-23	2021-22	2020-21	2019-20	2018-19
0	1	0	1	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 17

5.3.1.1 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 wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
17	0	0	0	0

File Description

Document

Upload supporting document

[View Document](#)

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 33.8

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
31	34	19	54	31

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

Mahatma Night College Alumni Association was registered on 26th November, 2010 under THE BOMBAY PUBLIC TRUST ACT, 1950. Registration number F 41543 (BOM). It conducts programmes and get-to-gethers providing a platform for a vibrant, rich and mutually beneficial relationship between the college and the alumni. Year-wise Alumni Whats App groups are created where the college continues to interact with them. The alumni are in continuous touch with the teachers and often visit the college to meet them.

Receipts for the association are under the head of membership fees and donations received. While a few alumni did provide financial contributions in the past, the recent trend is more towards offering support services to the college. The alumni remain connected with the college and participate as resource persons offering their expertise in different fields. Many of them willingly help in organizing programmes, supporting the college with their network and liasoning for the success of the events. The support services offered by the alumni significantly contribute to the development of the institution.

Following are the programmes since 2018-19 till 2022-23 where the alumni have played an important role.

Placement Assistants to Alumni and Alumni participation in organizing the MNDC PLACEMENT MELA

The MNDC PLACEMENT MELA is an annual event from 2018-19 till date except the Covid year 2020-21. The alumni of the college wholeheartedly support the event by bringing in company participants and help in organizing the event. The alumni of the college are invited for career counseling and campus interviews at the event.

Alumni contribution to NCC, Cultural and Sports Activities:

Every year the NCC cadets are trained by alumni NCC cadets of the college from 9.00 pm to 10.00 pm in the college, ground floor multipurpose hall. We are thankful to the invaluable contribution made by our dedicated alumni NCC cadets of the college.

PRARAMBH the popular annual Inter-Collegiate Cultural Meet organized by the college sees

enthusiastic alumni rallying around to arrange the stage for various events like singing competition, dance competition, Chess tournament, Carrom tournament etc. The alumni are an integral part of Prarambh every

year.

2020-21 Golden Jubilee Celebrations with Alumni:

Mahatma Education Society celebrated 50 years of 'Educating the Nation' in the year 2020. The Covid year 2020 did not permit gathering of people. Hence the events that followed were on-line where the alumni were not only invited to give talks but also to participate in the webinar series organized by the college to mark the golden jubilee year of Mahatma Education Society.

The Golden Jubilee Talk series where the alumni participated comprised of the following: Unveiling of Golden Jubilee Banner of Mahatma Education Society, Talk by Alumni Anwar Shaikh on 'Nutritious Food: Facts and Myths' and 'Balanced Diet,' National Level Webinar, World Economy on Tenter Hooks; Indian Economy Road Ahead" A 6 Day National Level webinar series from 2nd May, 2020 to 7th May, 2020, a webinar on IPR, A webinar on "The Power of Commerce" organized by the alumni association, Community Service Day 2019-20 where alumni participated.

ALUMNI TALK ON "IMPORTANCE OF YOGA FOR EMOTIONAL WELL BEING." Alumnus of 2017-18 Mr. Rahul Gupta was the resource person. Date 28th March, 2023. Time 7.30 p.m. to 9.00 p.m. 80 students of the college were the beneficiaries of this programme.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Vision and Mission of the College

The Mahatma Night Degree College of Arts & Commerce has the vision – “Education for all”. The mission of our college is “percolation of education to the economically and academically underprivileged and to empower, enlighten and thus equip them to become responsible citizens.” The college provides higher education to the students who are unable to attend full time classes being either employed or coming from financially weaker sections of the society. Further, the institution believes in the Power of Second Chance. Thus, the college allows admission to the students with one, two or three years of gap in education. As per University guidelines the colleges are required to put up the merit lists for the admission. But considering the vision and mission of the institution, the college admits the students on First Come First Serve Basis irrespective of the percentage earned by the students. The college has a book bank facility for students.

Management Support during COVID -19 Pandemic

The Management of Mahatma Education Society organized a special zoom meeting to address the implication of covid-19 pandemic and ensured that they will provide all possible help to teachers and students in this difficult time. Dr. K.M. Vasudevan Pillai sir envisaged hardship of the working students during the lockdown period and ensured that no student should leave education due to financial reasons. Thus, Management of the Mahatma Education Society stood with the students in their difficult times by offloading the financial burden. Further, teachers have been encouraged to take part in various online teaching pedagogy courses. Likewise, a special orientation program has been organized for students for online learning.

Participative Management Approach

Dr.K.M.Vasudevan Pillai sir addresses the teaching staff on every Independence Day and Republic Day. The management of the college actively participates in the College Development Committees meeting and understands the issues faced by the faculties and students. Further, Management resolves the issues in a time-bound manner for the smooth functioning of the college. To encourage the faculties, Management felicitated the new Ph.D. holders on the occasion of Teacher’s Day.

Decentralization Process in the Institution

The College has constituted a College Development Committee as per the Maharashtra Public University Act guidelines which comprises representatives from the management, teaching staff, supporting staff, administrative staff, Heads of the Departments, and IQAC Coordinator. They all provide their valuable suggestions and accordingly a decision is taken for academic and infrastructure matters. Regular feedback is taken from each committee member.

The IQAC coordinator along with the Principal prepares the academic calendar to plan the year-wise activity. The duties and responsibility of the college work has been divided among different committees where the committee chairperson takes the final decision about the nature of work to be done and course of action to be taken. Thus, there is a set hierarchy in the institute to perform various duties and further, everyone is given the freedom to share their thoughts for the development of the college and inculcate valuable skills among students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Mahatma Night Degree College is permanently affiliated to University of Mumbai and Grant in Aid from the Government of Maharashtra. The Director of Higher Education provides guidelines to the Joint Director University of Mumbai for the functioning of aided colleges which are followed by the college with regards to appointment and service conditions of the employees. The recruitments and appointments are done as per the procedures laid down by the UGC and the State Government of Maharashtra.

The college has a College Development Committee (CDC) which has representatives from the management, teaching staff, supporting staff, administrative staff, Heads of the Departments, and IQAC Coordinator. Feedback and suggestion from all stakeholders is taken for all academic and non-academic decisions in which various important decisions related to financial support for infrastructure development, starting a new course and other related matters are taken. As a strategic plan College started an M.Com course in the evening. Further to foster academic research, the college is planning to start a Self Finance Course and a PhD. Research Centre. Management and Principal take infrastructural development decisions in the college as per the recommendation of CDC. In the CDC meeting discussion on fixed asset

purchase, introduction of new courses and financial budget takes place. All academic and administrative decisions are made by the principal with consultation of IQAC of the college. The college refers to the Academic Calendar to conduct various activities in the college annually. Further, the college has started a certificate program in Civil Defence and Yoga/ Certificate Course in Tally and GST as a part of its student development activities.

The college follows the leave rules of the University of Mumbai. In addition to this, the college encourages timely promotion of the faculty through CAS which is taken care of by the IQAC of the college. Service book of the teaching and non-teaching staff is regularly updated and checked by the Principal. The College follows a prescribed code of conduct for the smooth functioning of the college. Further, the College encourages its teaching and non-teaching staff to participate in various workshops, conferences and faculty development programs for professional development.

File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Mahatma Education Society has a Credit Co-operative Society facility for its teaching and non-teaching staff. Teaching and non-teaching staff of Mahatma Night Degree College can make regular monthly contributions in the credit society. Credit-society provides interest to the depositors. Likewise they can avail credit facility as when required by them from the credit society. Teaching and non-teaching staff can submit their medical bills to the Joint Director through office administration. Moreover, they have medical coverage in the government hospitals. Teaching staff are given travel assistance for attending outstation conferences and workshops. Teaching and Non-teaching staff get preference in the admission process of their child in the sister institutes of Mahatma Education Society. Apart from this staff can avail child care leave, maternity leave and paternity leave as per the rules laid by University of Mumbai and State Government. The teaching staff attends the refresher and orientation program as per rules of University of Mumbai and . The teaching staff can also take FIP.

Mahatma Night Degree College follows the Career Advancement Rules laid down by UGC and Government of Maharashtra. IQAC updates the teaching faculty with changing CAS norms. All teachers are required to submit their CAS file every year to the IQAC. The IQAC Coordinator verifies all the documents and CAS points for the teaching faculty. Once the IQAC coordinator is satisfied with the document and CAS points of the faculty then only staff is allowed to apply for the Career Advancement Scheme in an online mode to University of Mumbai. Thereafter, the IQAC coordinator arranges the CAS interview of the teacher. IQAC streamlined the CAS procedure and it helps the faculty in all possible manner to get promoted. IQAC conducts Career Advancement Workshops and asks participants to join various Career Advancement Workshops organized by other colleges for understanding the changing CAS requirement. College also conducts a program for non-teaching staff for upgradation. Non-teaching staff get time bound promotion as per state government norms. Thus, Mahatma Night Degree College ensures timely appraisal of its teaching and non-teaching staff.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 54.35

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
6	6	3	5	5

File Description	Document
Policy document on providing financial support to teachers	View Document
Institutional data in the prescribed format	View Document
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	View Document
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 81.58

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
23	22	18	20	10

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
13	13	14	14	14

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Salary Component – Mahatma Night Degree College is permanently affiliated to University of Mumbai and Grant in Aid from the Government of Maharashtra. Hence , the salary grant for teaching staff and non teaching staff is received from the Government of Maharashtra.

Student fees are one of the sources of funds for the institution. After paying the University share the balance amount is utilized for premises rent, maintenance of assets, visiting faculty remuneration, examination related expenditure etc. If required, Management also provides financial support.

Interest on Bank Deposits is also one of the sources of funds for the college.

Conference/Workshops/Faculty Development Programs – Mahatma Night Degree College of Arts and Commerce applies for sponsorship from ICSSR, NAAC, University of Mumbai to organize conferences, workshops, faculty development programs, research methodology programs. The

College receives an NSS Annual grant for NSS activities.

Infrastructure – College shares its premises with other sister institutes of Mahatma Education Society. The building is used by the school section in the morning and used by the college in the evening. We have a multipurpose hall for various college events. Likewise, the computer lab is used by the Degree section in the evening. Infrastructure is shared and maintained by all sections. Thus we ensure optimal utilization of available infrastructure. The college also conducts Green Audit, Energy Audit and Electrical Safety Audit.

Library - Allocation of the budget for the library is sanctioned by the College Development Committee. Teachers provide requisition for text books and reference books. Students can use the library facility as per their convenience .

The revenue received from various sources is utilized for the payments of different expenditures for the functioning of the college. Various Curricular and Co-curricular activities are conducted with the use of college funds. In case of excess funds, the collected funds are transferred to reserve for future college developments.

The college conducts regular internal and external financial audits. The objective of the financial audit is to streamline the books of accounts of the college as it is an aided institute. Internal audit is

conducted through the strong internal control system of the institution.

Chartered Accountant S.B.Bhave conducts regular external audits for the college including NSS annual audit and Alumni annual audit. In addition to this, the Joint Director Auditor and Auditor General of the Government conduct the audit to check the true and fair view of financial statements of the institution. This ensures a proper financial account of the college as per the accounting norms and guidelines.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

1. Annual Meetings and Academic Calendar - IQAC of Mahatma Night Degree College conducts regular meetings to discuss teaching, learning, curricular and extracurricular activities including preparation of the academic calendar. IQAC coordinators and other staff members plan various activities that need to be conducted in the college. Committee chairperson is given freedom to organize the event and collect the required feedback. Further IQAC cells evaluate the committee performance and based on the feedback report provides its valuable suggestion for further improvement. IQAC cell tries to adapt its program as per new NAAC guidelines and inform the committee to adhere to the same guidelines. In addition to this, IQAC Cell promotes various collaborations with other institutes.

2. Annual Submission of CAS Files - IQAC reviews the Career Advancement Scheme of its staff members and urges them to join various faculty development programs, orientation programs, and refresher courses, attend workshops and conferences. At the end of the year, IQAC Cell asks the staff to submit the CAS file for the year and submit all the relevant documents.

3. Organizing Conferences and Extra Curricular Activities - IQAC Cell has given priority in organizing Workshops/Conferences/FDP in the college for the professional development of the faculties. Likewise IQAC cell conducts programs for Non-Teaching staff to improve their quality and performance in the administrative work. Thus IQAC works towards professional development of teaching and non-teaching staff. Moreover, IQAC of the college recommends MOU's with other colleges and institutes for the conduct for various students' development programs, skill training programs etc. Further, IQAC along with Placement Cell organized a Job fair for the students and encouraged departments and committees to organize field trips for the students. All these activities were conducted in an online mode during covid-19 pandemic. Thus IQAC ensured that the pandemic should not disturb the teaching learning experience and extracurricular activities of the college. In the Last 5 years , the college has conducted 3 conferences and 2 workshops and 3 faculty development programs for the teaching and non teaching staff.

teaching learning process

1. Adherence to Academic Calendar - IQAC collects teaching plans from the faculty annually and identifies the number of activities to be conducted in the year as per the academic calendar. IQAC ensures that every activity should be conducted as per the academic calendar.. IQAC ensures that they collect syllabus completion reports from the teachers and students. IQAC takes periodical review of the syllabus completion and feedback from the students.. Moreover, the college has started a faculty exchange program to provide external guidance for the T.Y.B.Com student.

2. Adaptiveness - IQAC Conducts Annual Student Satisfaction Survey ,Alumni Satisfaction Survey and peer to peer feedback to improve the working environment of the college.

3. Emphasis on Skill Based Programs – The College has signed various MOU with professional bodies to impart soft skills, technical knowledge and create awareness about social issues. For example, Mahatma Night Degree College introduced Tally ERP 9/Advance Excel course, Career Counseling, CMCA, Certificate Program in Self Defense and Yoga, Soft skill program, BSE Brokers Forum Program on “An Introduction to Financial Markets.” and many other programs

in the college. The objective of the program was to make our students competitive as per changing job requirements in the industry.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Promotion of Gender Equity:

The college has established a separate Women Development Cell (WDC). Women Development Cell (WDC) and the NSS unit of the college organizes various gender equality, gender sensitization and awareness programmes such as International Women's Day, Self-defense and civil defense training programme, sessions on Save Girl child, awareness lectures on personal hygiene, pre-marital workshop and webinars and awareness sessions on Women Empowerment.

The college always takes care to create gender sensitivity by conducting the following programmes.

- 1. Civil defense and self-defense workshop**
- 2. Nirbhaya rally**
- 3. Save Girl Child Programme**
- 4. Street Play by Stree Mukti Sanghatana**
- 5. Pre-Marital Workshop**
- 6. Crimes against Women**
- 7. Legal Rights of Women**
- 8. Webinar on Aspire to Inspire**
- 9. Webinar on Ki and Ka: Balancing Gender Role**
- 10. Legal Rights for Women and Girls**
- 11. Project Disha**
- 12. Awareness about Personal Hygiene**

The college takes appropriate measures for

1. Safety and Security of Girls Students:-

Adequate facilities are provided to the girls students such as

- **Separate Staircase for girls' students**
- **Provision of CCTV surveillance at the entrance of the college and in the corridor**
- **Provision of security guard for safety and security check up.**
- **Checking of Identity card while entering in the college premises to avoid unwanted events**

1. Common Room facility:

The college has separate washrooms and common room facility for girls' students.

1. Counseling Desk:

The College has a well-established counseling desk for students. The counselor visits college every Tuesday from 7.00pm to 9.00pm and gives one to one personal counseling as per their needs.

1. Formation of Statutory and Non-statutory committees

The College has a College Grievance committee and Anti-Ragging committee to solve the problems of girl's students and female teachers.

1. Holistic Approach [Personal and Skill Development] :

For the holistic development of the students the college organizes sports events, personality development workshops, career counseling workshops, lectures and opportunities to participate in tournaments, debates and many other extracurricular activities at all levels. The institute encourages students to participate in cultural and other co-curricular activities through competitions.

1. Gender Equity Awareness through Curriculum:

University of Mumbai has introduced topics related to gender equity in the curriculum of Foundation Course for First- and Second-year students.

Celebration / organization of national and international commemorative days, events and festivals:

The College celebrates national days, international days, birth anniversary of national heroes for the holistic development of the students.

Details of the same are as follows:

Days/ Anniversary	Date
Independence Day	15th August
Teachers Day	5th September
Constitution Day	26th November
Gandhi Jayanti (Bhajan Sandhya)	2nd October
Republic Day	26th January
International Yoga Day	21st June
International Women's Day	8th March
NCC Day	4th Sunday of November
NSS Day	24th September
Marathi Bhasha Divas	27th February
Savitribai Phule Jayanti	3rd January
Worlds Literacy Day	8th September
World AIDS Day	1st December

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

Response: C. Any 2 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The college is maintaining an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities.

Teachers while taking classes ensure that classroom discussions are to the expected level of respectability to all and encourage all the students to participate. Most of the students are coming from economically underprivileged areas of Chembur and the vicinity with different caste, creed and social identities. The induction programme for the new students will be conducted to make them understand the culture of the college and practice full participation of all students without the dominance of any particular group of the society.

Our teachers consider that classroom homogeneity and participation of all students are extremely useful for effective learning of management lessons. Every teacher talked about the values of an inclusive environment, and the role of cross-cultural communication during their class. None of our teachers talk against about any religion, region or language in their classes. We maintain integrity in our college with respect to caste, region, religion and languages which help us to maintain harmony and peace in the college.

Recruitment of all the faculty members and non-teaching represents a good mix of varied communities thereby representing diversity with harmony. We have a national integration mindset thereby respecting and accepting all sections of the society. We promoted activity initiated by central government through NSS i.e. Ek Bharat Shreshtha Bharat as a part of National Integration Programme. Teaching and non-teaching staff donate one day's salary to the chief minister fund for flood affected people and Covid-19 pandemic.

All the NSS volunteers and staff members wholeheartedly participate in all the social activities like Blood donation camps, Swachh Bharat Abhiyan, Azadi ka Amrit Mohotsav rally, Flag distribution programme. All the NSS volunteers irrespective of their religion actively participate in Ganapati Immersion duty. Students from all social backgrounds do this duty and they willingly accept such social work.

Some of the regularly conducted activities are Formation of Internal Complaints Committee for POSH Act, Anti Ragging Committee, Swachh Bharat Abhiyan, Yoga and games, compulsory exposure for students to work with various empaneled NGOs through NSS, tree plantation, blood donations drive. Also, as mandated by various statutes and laws, there are various other committees like Library Committee, Placement Committee, Discrimination against SC/ST Committee (Special Cell), Grievance Redressal Committee etc. for looking into the issues of students and employees promptly. We also conduct some courses with TISS NUSSD Programmes, seminars and workshops like CMCA and Bombay Stock Exchange Programme which are aware about Corporate Governance & Social Ethics and we make them participate in various social awareness programmes organized by various agencies and NGO's.

The college celebrates Independence Day, Republic Day, NCC Day, NSS Foundation Day, Constitution Day, Lokshahi Divas, Worlds Aids Day and World Literacy Day for inculcation of values such as patriotism, freedom, unity, cultural harmony, brotherhood, leadership, justice, peace, non-violence and co-operation. It also helps to sensitize the duties like abiding by the constitution, respect to national flag, national anthem and national integrity. Students actively

participate in Bhajan Sandhya (Gandhi Jayanti) celebrated by University of Mumbai at and in non-violence rally from CST station to Gate of India

The college celebrates an International Women's Day for promotion of values such as gender equity, women empowerment, respectfulness, sisterhood and self-reliance.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

Best Practice No.1:

1. Title of the Practice

Placement Mela

2. Objectives and Goals of Placement Mela

- To provide job opportunities to students
- To prepare students to face campus interviews
- To provide an array of job opportunities from various sectors by inviting over 40 companies from various sectors BFSI and Engineering

1. The Context

One of the best initiatives of the college is to make jobs available to students who are completing their final year exam and also to the First year and second year students who are working with the unorganized sector. Placement cell of the college not only gives the opportunity to our college students but also helps other college students to get jobs in reputed companies and organizations.

2. The Practice

The Placement incharge of the college contacts the HR head of the companies and fixed the date for Placement mela. The placement incharge inform other colleges about placement mela through brochure of the placement mela or through WhatsApp groups. Our students' volunteers also personally visit colleges and meet their placement incharge to give them the brochure of placement mela and request them to circulate the same in their college. The college provides a multipurpose hall to the companies to conduct interviews where seating arrangement is made available as per their requirement. On the day of placement mela various companies come to the college and register their companies at the registration desk which help us to inform students about which companies are present on the day of placement mela from the list mentioned in the banner. The students from our and other colleges registered for the placement mela and approached the company incharge for the interview and if they got selected in the interviews then the company will give an offer letter on the spot.

The college management provides tea, snacks and working lunch to the company incharge and organizing team of the placement mela.

3. Evidence of Success

- Placement cell of the college organizes placement mela every year since 2018-19 onwards
- Many of the students from our and other colleges got good opportunities to work with reputed companies
- Every year more than 100 students are added in the list of participation
- The growth in participation from students and companies is the evidence of the success of this event

4. Problems Encountered and Resources Required

- Tables are allocated as per the registration of the company's participation
- Companies do not report on time and keep students' participants waiting
- Some company participants do not report and keeping table space vacant
- The students want jobs next to their residence and they want to join after exams and they demand holidays for exam preparation
- The students do not want to take up marketing jobs

Best Practice No.2:

1. Title of the Practice

Education to all- Inclusive approach

2. Objectives and Goals of Education to all- Inclusive approach

- **To give education to all irrespective of their percentage in H.S.C. exam**
- **To give education to all irrespective of the attempt (multiple) to clear H.S.C. exam**
- **To give education to all irrespective of their age**

3. The Context

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."

4. The Practice

The college is always ready to fulfill the vision and mission of the college and ensure the enrolment of academically underprivileged students to facilitate in making them responsible citizens of the country.

In order to help and motivate academically underprivileged students college follows inclusive strategies for the admission of students.

College believes that Night colleges are meant for such students who are unable to take admission in day colleges according to merit list hence we give admission to all students who are eligible for B.Com programme irrespective of percentage and attempt in clearing H.S.C. exam also we don't consider the age criteria while giving admission.

The college follows the admission procedure as a first come first serve basis.

5. Evidence of Success

- **Since the college gives admission to academically underprivileged and working students, some of them take more than 3 years to complete B.Com course however they persevere and successfully complete the B.Com programme.**
- **After completing the B.Com programme successfully, students are taking admissions in P.G. Courses also.**

6. Problems Encountered and Resources Required

- The main problem which teachers are facing is that most of the students are from the vernacular medium and not having much knowledge of English and other major subjects of commerce. Teachers go down to the level of the students and begin from the basics to ensure proper learning.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

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 gaps in their education who after completing their education are placed in mainstream 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. Organizing 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 the 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. A 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 problems 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. 11. Separate official email ids are provided by the college to the students to attend online class and to avoid nuisance during the lecture. 12. Class wise google class is formed to give lecture presentations and notes to conduct online tests, to give assignments and projects and also students can submit their project work there. 13. Class wise WhatsApp groups are formed to provide college related circulars, lecture details, time tables, admission related notices and exam related notices. 14. The Time Table committee ensures that all the four lectures are engaged by the teachers. No free lectures to be given to students in absentia of any faculty members. 15. All the full time faculty members of the college are qualified and approved from the University of Mumbai. 16. All the faculty members are Ph.D. 17. The college library has a book bank scheme and provides books to the needy students every semester with a minimum amount of security deposit. 18. The college has a special counseling desk where students who have problems are approaching the counseling teacher and get appropriate guidance from her. 19. The college management celebrates community service day to create awareness of social responsibility among the students and make them socially responsible citizens. 20. The college tries to conduct various co-curricular and extension activities in the evening time preferably after 7pm to encourage the maximum participation of the students.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

In spite of various weaknesses and challenges faced by the Mahatma Night Degree College, it always tries to overcome the same with its strength and available opportunities.

With the vision of Education for All, the college is serving the society by providing higher education to economically and academically weaker students. Further, it has a plan to provide them with the opportunity to pursue for post graduation and doctorate.

To improve the results, faculty members have taken initiatives like extra classes, introduction of certificate courses, ad-on courses and bridge courses.

A standard internal assessment process laid down by University of Mumbai is followed for internal assessment in the college.

The external examination papers for F.Y.B.Com and S.Y.B.Com are assessed in the college campus as per CAP norms as per the University of Mumbai. The moderation procedures are followed meticulously as per university of Mumbai norms to maintain the quality. For T.Y.B.Com Exams online assessment system is there.

The IQAC of the college encourages the teachers for active participation in research work. The IQAC insists the teachers publish the quality research papers in renowned national, international and preferably UGC care listed research journals. The teachers are also motivated to participate in various research workshops, national and international conferences and seminars. The IQAC in collaboration with various departments organizes workshops, national and international conferences for creation and transfer of knowledge.

The college undertakes Extension activities in the neighbourhood community to sensitize students to social issues, for their holistic development through NSS and NCC. The college has been sanctioned two units for NSS. There are around 25 to 30 students who get enrolled with NCC during each year. The NSS projects for 2020-21 helped in sensitizing students to social issues and bringing about holistic development. During last five years 60 extension and outreach programs like, blood donation camp, awareness rally, tree plantation, Swachha Bharat Abhiyan etc. were undertaken in collaboration with industry, community and NGOs.

College Library is fully automated using Library Oxygen and soon we are moving towards implementation of KOHA software. Book bank facility is available for needy students. The college library has an "Inflibnet N-List" subscription for e-books and e-Journals.

Concluding Remarks :

With the vision of Education for All, the college is also dedicated towards inculcating professional proficiencies and to increase the employability of the learners.

To achieve this objective the college Placement Cell contributes towards organizing career guidance programmes by networking with corporates and inviting professionals to speak on professional careers. One of the unique offerings of the college is the annual job fair MNDC Placement mela, a job fair organized for

campus placements for students not only of our college but also for all other college students in the city.

There is a registered Alumni Association that is active and conducts programmes and events to connect with the alumni of the college. The alumni are eager to guide and coach the students in several extra- curricular and co-curricular activities.

The college has signed 22 MoUs with external organisations, conducted 17 Certificate courses during last five years. It has conducted workshops, conferences for students as well as faculty development and enrichment. The use of ICT, made the teaching learning process possible in an effective manner during COVID-19 pandemic.

the college undertakes quality audits on environment and energy on regular basis. Like, Green Audit, Energy Audit, Electrical safety Audit. It also undertakes green and clean initiatives through various activities.

The college forms statutory committees as per prescribed norms issued by the concern authorities. It has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases through

1. Implementation of guidelines of statutory/regulatory bodies
2. Organization wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

The college successfully completed the procedure and received the ISO Certificate in the year 2022-23.

To sum up, the college is committed to the quality education through the effective teaching-learning process, research, innovation and extension activities,

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.2.1	<p>Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</p> <p>Answer before DVV Verification :</p> <p>Answer After DVV Verification :26</p> <p>Remark : As per clarification received from HEI, thus DVV input is recommended.</p>																																								
2.1.1	<p>Enrolment percentage</p> <p>2.1.1.1. Number of seats filled year wise during last five years (Only first year admissions to be considered)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>171</td> <td>151</td> <td>145</td> <td>203</td> <td>181</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>171</td> <td>152</td> <td>145</td> <td>203</td> <td>181</td> </tr> </tbody> </table> <p>2.1.1.2. Number of sanctioned seats year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>240</td> <td>240</td> <td>240</td> <td>240</td> <td>240</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>240</td> <td>240</td> <td>240</td> <td>240</td> <td>240</td> </tr> </tbody> </table> <p>Remark : As per clarification received from HEI, DVV input is recommended.</p>	2022-23	2021-22	2020-21	2019-20	2018-19	171	151	145	203	181	2022-23	2021-22	2020-21	2019-20	2018-19	171	152	145	203	181	2022-23	2021-22	2020-21	2019-20	2018-19	240	240	240	240	240	2022-23	2021-22	2020-21	2019-20	2018-19	240	240	240	240	240
2022-23	2021-22	2020-21	2019-20	2018-19																																					
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240	240	240	240	240																																					
3.3.1	<p>Number of research papers published per teacher in the Journals notified on UGC care list during the last five years</p> <p>3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19																																			
2022-23	2021-22	2020-21	2019-20	2018-19																																					

6	1	4	3	0
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Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
4	3	3	1	0

Remark : As per clarification received from HEI, DVV input is recommended.

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
19	41	32	53	36

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
19	41	32	53	36

5.2.1.2. Number of outgoing students year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
25	123	102	124	43

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
32	123	102	125	54

Remark : As per clarification received from HEI, DVV input is recommended.

5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

5.3.1.1. 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 wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
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17	5	1	36	1
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Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
17	0	0	0	0

Remark : As per clarification received from HEI, and Awards from intra or inter institutions will not be considered, thus DVV input is recommended.

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
23	22	18	20	10

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
23	22	18	20	10

6.3.3.2. Number of non-teaching staff year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
11	12	12	13	13

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
13	13	14	14	14

Remark : As per clarification received from HEI, DVV input is recommended.

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Answer before DVV Verification : A. All of the above
 Answer After DVV Verification: C. Any 2 of the above
 Remark : As per clarification received from HEI, and Auditing from Government / Govt. recognized organizations, University departments, recognized / certified non-profit NGOs shall be considered, thus DVV input is recommended.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of teaching staff / full time teachers during the last five years (Without repeat count): Answer before DVV Verification : 9 Answer after DVV Verification : 11</p>																				
1.2	<p>Number of teaching staff / full time teachers year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>10</td> <td>9</td> <td>8</td> <td>8</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>9</td> <td>10</td> <td>10</td> <td>8</td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19	11	10	9	8	8	2022-23	2021-22	2020-21	2019-20	2018-19	9	9	10	10	8
2022-23	2021-22	2020-21	2019-20	2018-19																	
11	10	9	8	8																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
9	9	10	10	8																	