



SMT. DHAKLUBAI DHONDU THAKARE SAMAJIK & SHAIKSHANIK SANSTHA'S

MAHENDRA LAXMAN MHATRE VYAVSAYIK MAHAVIDYALAY

AFFILIATED TO UNIVERSITY OF MUMBAI College Code : 567

AT. RANJNOLI, POST. DANDEKARWADI, TAL. BHIWANDI, DIST. THANE - 421 302.

Mob. : 9284344409

Email : mimpc2010@gmail.com

Website : <https://mhatrecollege.com>

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.

The institution adopts student-centric methods such as experiential learning, participative learning and problem solving methodologies to enhance learning experiences.

Experiential Learning :-

Field trips are organized to enhance the learners' knowledge on various topics and to supplement the curriculum. The Department of Environmental Studies engages students in a composting manure project, for the manufacture of compost in the premises from the college canteen wastes. The students are also taught bottle gardening, and demonstration lectures on solar power plants are conducted to create awareness on energy conservation. The students also conduct the cleaning in our village. Students are encouraged to undertake research activities. Internships are provided to the students to enhance their professional skills thus making them industry ready.

Service-oriented activities are conducted under the auspices of various committees. NSS volunteers undertake Swachh Bharat Abhiyaan activities to spread the message of cleanliness, and also conduct sessions on anti-dowry, anti-drug abuse, soldier day, traffic control, and disaster management. College fests and sports competitions are organized to enhance the development of skills including leadership, decision-making, and event management.

Participative Learning :-

Students are involved in organising various activities like Seminars, conferences, webinars Group discussions on case studies, brain storming sessions, competitions such as elocution, essay writing, presentations, etc. are conducted to build up the confidence of the students Role plays are conducted to simulate real-life situations

An informal participative learning and teaching model is followed, in which the approach is 'with' the students rather than 'for' the students. It is a mutual learning process and students are empowered to be more independent and to serve the community in a better way.



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The pandemic-necessitated lockdown period witnessed a transition from the traditional face-to-face classes into fully online teaching. Blended learning methodology is being adopted lately as per the guidelines of Government of Maharashtra and University of Mumbai.

Online lectures were conducted in platforms such as Google Meet & Zoom

The methodologies used for online teaching are PPT, Google Docs, YouTube, notes from devices


Students were trained for online lectures and also given mock demonstration exams to appear for online examinations, tests, assignments and internal evaluation. Teachers were given training by the institution and also trained themselves to conduct online lectures. They have also attended various online faculty development programmes, short term courses, workshops, and webinars on online teaching learning methodologies.

Class Tests were conducted on Google Forms and semester-end examinations were conducted on Google meet and Testmoz Mark lists of final year students are uploaded in the portal of the University of Mumbai by the faculties Students facing technical glitches like unstable internet, or issues with the device were provided the opportunity of re-examination. The Library is also automated.



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

Examination Committee:

The Committee consists of the Chairperson and members from the teaching staff. The non-teaching Staff also supports in an administrative capacity. Examination committee holds the responsibility of scheduling examinations as per the guidelines of University of Mumbai, conducts examinations, declares results within stipulated time period and addresses examination related grievances such as re-evaluation of papers, verification of marks, technical errors, if any.

Internal assessment:

Time table and seating arrangement for the internal examination is prepared and displayed on the notice board. The supervision chart is prepared to assign invigilators. The question papers are proofread to remove errors. Attendance of students is mandatory for the examination. The required number of copies is printed just two hours before examination. Infrastructure for examination related work. The college has a separate examination room with equipment such as computer, printer, photo copier and paper shredder for examination work.

Frequency of the examination:

All internal examinations are conducted once in each semester. Additional examinations are conducted for eligible students as per the guidelines of University of Mumbai The institution has a well-organized mechanism for redressal of examination-related grievances. This is regularly communicated to the students through notices on the notice board and website. Aggrieved students approach the college examination committee/ office with an application mentioning their grievance. All such grievances are resolved by the Examination Committee either through revaluation or by verifying the internal records within a time limit of fifteen days. The University resolves grievances with respect to University examinations pertaining to Semester V and VI. The institution extends full support to aggrieved students in case the grievance is related to error in name, subject or being wrongly marked the student as Absent during the examination.



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Unforeseen situations like the pandemic made the college re-orient its strategy to address the grievances related to examination. During the pandemic, the mode of examination was online and in MCQ form., and mock examinations were conducted to orient the students towards the online mode. Since it was online mode, the grievances related to the marking scheme were substantially reduced; however students faced altogether a new set of problems for which the college had framed a new mechanism. Issues faced by the students were login problems, net connectivity, inability in final submission of paper, etc. Students were asked to approach the helpdesk of the College Office through any electronic means of communication like WhatsApp, email and sms. Inputs received from the technical team handling the online exam and the grievances of students were corroborated by examination committee. On establishing genuineness of issue, re-examination was conducted for such students. As per the norms of University of Mumbai, internal examinations are conducted for the courses, wherever necessary, according to the syllabus. Time table is displayed well in advance. Results of the same are indicated in the grade card. Viva -voce is conducted for applicable subjects as stipulated by the University of Mumbai.



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

- The institution offers undergraduate programs such as B.Com, B.A., BMS, B.Sc. (Information Technology), and B.Sc. (Computer Science) and a post graduate programme (M.Com.) in Accountancy & Management. Each of these have well-defined programme outcomes, programme specific outcomes and course outcomes in lines with the University of Mumbai. These are displayed on the college website and communicated to all stakeholders, specifically teachers and students. These outcomes help students to attain knowledge and skills required during their academic journey, which has a positive impact on society and for their betterment.
- Course outcomes are statements that describe what students should be able to do at the end of the course. They inculcate various levels of cognitive skills, which are measurable. Course outcomes are discussed in the departmental meetings, and new relevant topics are covered through certificate courses and expert guest lectures to acquaint students with the ever growing needs of competitive job market
- First year students are informed about the Programme Outcomes and Course Outcomes during the Induction Programme. Parents are also informed about the same during their Orientation Programme.
- According to the guidelines of the University of Mumbai, the institution follows the CBCS (Semester-wise) pattern for all programmes.
- The attainment of course outcomes is measured by (1) Direct assessment method and (2) Indirect assessment method. Direct assessment method includes internal evaluation and semester end examinations. Internal evaluation involves class tests, assignments, presentations, case study analysis, quizzes, class interactions, group discussions, role plays and other curricular activities. Semester end examinations involve theory, practical, projects and viva voce. The Examination Committee prepares and submits the report of this result analysis to IQAC for necessary follow-up measures.
- Course outcome attainment is evaluated through:

Tests: For assessing the theoretical understanding

Practicals: For evaluating practical skills and knowledge obtained

Assignments: For assessing the conceptual clarity of the students on a given topic and writing skills



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Projects: For assessing the ability of the student in applying knowledge to practical issues

Viva Voce: For assessing the comprehending ability of the student to communicate the knowledge

Attendance: For assessing regularity and punctuality

Semester End

Examinations: For analyzing the overall performance of the students. The attainment of Programme Outcomes and Course Outcomes are measured by mapping the articulation matrix by IQAC and Departments.

Feedback is taken from the students at the end of every year through a structured questionnaire, to assess the effectiveness of content delivery and attainment of the Course Outcomes, which is reviewed by the college. The attainment of Programme Outcomes is also assessed through Student Placement and Progression to Higher Education.



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2.6.2: Attainment of POs and COs are evaluated.

Course outcomes of each courses of each programmes are mapped to program outcome and program specific outcome at the end of the semester by the department members. Attainment of course outcomes is measured using 1] Direct measuring tool 2] Indirect measuring tool.

Direct measuring:-

Direct Measuring tool includes the internal evaluation and external exam evaluation. Internal exam consists of exam conducted at the mid of the semester followed by class tests, power point presentations viva voce and case studies. External examination is conducted at the end of the semester which includes theory and practical exams.

Indirect measuring:-

Indirect Measuring tool consist of exit survey. The survey is taken from students at the end of the programme. The survey is analysed by the members of the department. In order to calculate the attainment of programme outcome, the attainment of course outcome is calculated and the proportion adopted by the institution to measure the course outcome is in 80:20 ratio referring to direct: indirect methods. Course outcome attainment is set at three levels in ascending order which is based on the academic performance of the students in term end examination and internal examination.



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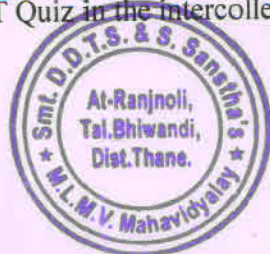
3.2.1: Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

An ecosystem is created in the institution for innovations, and to facilitate creation and transfer of knowledge through various initiatives adopted by different departments and committees. Extensive guidance and support is provided.

Research Policy is designed and implemented to promote a research culture among faculty and students. Research guides from the teaching faculty supervise and guide the research scholars for the preparation and submission of research theses, and assist students for the preparation of research papers. They also serve as resource persons in various seminars and workshops at different levels. The Research Cell and the Student Development and Enrichment Cell organize programmes to enhance research and entrepreneurship skills among students. Trade fairs are organized to motivate the students towards entrepreneurship and to establish start-ups. Many of alumni are into self-created business in garments, jewelry, stationary and printing and have set up their own firms.

IQAC in association with Faculty Study Circle and Research Cell has organized a plethora of webinars during Covid necessitated lockdown on topics such as "Funding for Research Projects and Conferences" and "Research Ethics and Publications". Academicians and research scholars from various academic institutions have attended these sessions. The institution has also organized session on 'Research Methodology: Data Analysis and Statistical Techniques using SPSS Software and Microsoft Excel' for the faculty members to enable them to undertake research activities. Hands-on experience was provided to the faculty members. A workshop on Data Collection Techniques was organized for the benefit of students, which provided a practical insight through hands-on experience with data collection tools. Postgraduate students of a collaborating institution conducted the session. Research scholars of the institution conducted Research Methodology sessions for the students. Students are mentored and provided guidance on preparing, presenting and publishing research papers in seminars/ conferences at various levels. Our students have been awarded for excellence in research work at a Student Research Conference organized by Sinhgad Institute of Business Management.

Students with entrepreneurship and innovative skills like craft, stitching and grooming are motivated and provided platforms for displaying their talents. Sessions on Grooming and Personal Care are conducted by Alumni for the benefit of students. Department of Information Technology has organized technical events such as Programming, Blind typing, Debugging and IT Quiz in the intercollegiate festival in which students from other colleges



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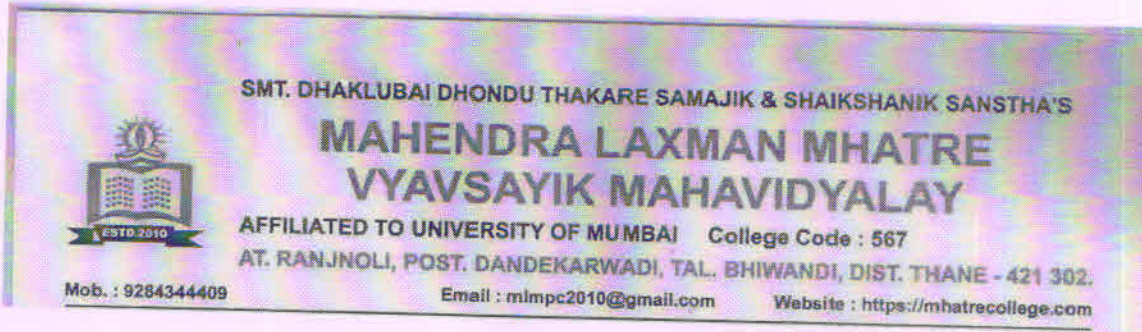
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also participated. Workshops on Android & Cyber security were conducted. Students from B.Sc. (Computer Science) Department provide training to other students of the institution to generate e-certificate on the completion of online activities.



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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.

The Vision and Mission of the institution focuses on holistic development of students that includes values, a sense of social responsibility, inclusiveness and adaptability. Keeping this in mind, various extension activities are organized at different levels.

Gender sensitization:

WDC and committees such as NSS and DLLE have organized many activities focusing on gender equity such as sessions on Female Health and Hygiene, Sexual Harassment at the Workplace, Polycystic Ovaries Syndrome and Self Defence. Competitions, webinars and seminars are also conducted in association with various NGOs on issues like Role of Women in Society, Matrimonial Rights of Women, MSME Funding, Domestic Violence and Gender-based Sensitization.

Differently abled Students:-

NSS volunteers regularly render their services to the underprivileged students of Punarvas Education Society's Special School and Vocational Training Centre for Mentally Handicapped. Students of the institution teach them basics of various subjects at school level. Volunteers also sell Rakhis made by the differently abled children of Kakoomal and Keslibai School in the college premises, and assist the Centre in raising funds. This helps the students develop their marketing skills along with empathy towards the underprivileged.

Medical Services:-

The institution has organized Health Check Up Camp and Eye Camp, and a Blood Donation Camp along with Thalassemia Checkup Camp in co-ordination with other institutions, free of cost, for the students, their parents and the neighboring community.

Environmental Conservation:-

Tree plantations are carried out to promote environmental consciousness among the students.. A demonstration session was conducted on energy conservation from the solar power plant installed in the institution. Medicinal Ayurvedic plants are planted in college premises; vertical gardening and bottle gardening is also set up. Best Out of Waste competitions are conducted to create awareness. Paper and cloth bags are made by students and distributed to nearby shops to reduce the consumption of plastic and to create awareness about the same.



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Civic Responsibility:

To mould the students to socially responsible citizens and to instill civic sense, sessions on personal hygiene are held. Cleanliness drive under Swachh Bharat Abhiyaan, controlling traffic during festivals and beach cleaning are undertaken.

Community Service:

The institution inputs all maximum efforts to make students socially sensitive and responsible. College infrastructure is provided for community oriented activities. Utne Village in Thane District is adopted by the institution where NSS special camp is organized every year. Various programmes on socially relevant themes are organized, including sessions on importance of personal hygiene, water conservation, ant dowry movement, and domestic violence. Bunds on river and canals are constructed during the camp. Students also assist in the construction of public toilets. Visits are made to the village residential school where stationery items, benches, and blankets are supplied. The faculty and students interact with the school students to create awareness on social issues. With the support of the Management, a library has been set up in the village.



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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

Classrooms:

The institution has adequate number of spacious, naturally lit, well-ventilated classrooms with benches and desks and a sufficient number of lights. They are Wi-Fi enabled with CCTV security protection. Several classrooms are equipped with LCD projectors.

Laboratories:

The institution has three computer labs and one electronic lab with adequate number of computers, required configurations, screen projectors and Wi-Fi connectivity. The institution provides access to software such as Python, Cisco, Unity, Java, Tally, and Direct3D.

Seminar Hall:

The Institution has One ICT enabled seminar hall and one Conference Room.

Library :

The first floor library caters to Commerce students and the fourth floor library caters to students of professional courses. Both are well-equipped, automated, and N-Listed with a rich collection of eresources, and have access to INFLIBNET.

Examination Room:

The institution has spacious examination rooms on the first and fifth floors. All examination related work are conducted and all examination documents are maintained in these rooms. The software required for conducting online examinations and for generating results is installed in the computers. Optical Mark Reading system is installed in the CAP room for evaluation of University Examination papers.



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Computing Equipment:

Administrative staff is provided with computers, printers, scanners and photocopiers. Bio metric/ facial recognition machine records the staff attendance.

Other facilities:

Administrative office is located on the first floor for the aided section and on the fourth floor for professional courses. Notice boards are fixed at the entrance and on every floor, as well as in the staffroom and office.

For cultural activities, including intercollegiate festival, "Arunya" which is organized every year and for intercollegiate competitions, professional choreographer is appointed to train the in-house students. Public Address system, AV studio and DJ system are utilized. The auditorium is provided for practice.

Sports:

Students are motivated to participate in Annual Sports Day conducted by the college and other intercollegiate sports competitions. Sports instructor is appointed to facilitate the smooth conduct of indoor and outdoor sports activities. The institution has tie up with sports complexes and grounds in the vicinity and outdoor spaces are hired when required. A set up for indoor board games, indoor sports kits, first aid kit and energy supplements are provided. During free lectures, students are free to use the Gymkhana.

Gymnasium:

The institution has a gymnasium and a fitness centre in the basement and on fifth floor with well-equipped facilities. A fitness trainer has been appointed along with a fulltime gymnasium attendant.

Yoga:

Auditorium is utilized for yoga sessions.

Structural audit is conducted to ensure the quality of the physical infrastructure.

The institution has installed 10 fire extinguishers and fire alarm system.

Girls Common Room: Fire audit report:



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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

The library is partially computerized with ISLIM software, which is an integrated Library Management System. This software is multi user and multi-tasking. As the software is web-based, customer support can be provided online for maintenance. The latest version and updates are constantly provided by the company. The software supports barcode scanners for circulation activities & data backup. A separate computer is used as a server for this software.

The IOPAC online catalogue module shows the user the books available in the library and the status of the book, whether it is issued or on shelf along with location. Regular training is provided to the library staff for the efficient management of the software. The college has purchased 21 E-Books Rs. 36755/- and had access to 2 E-Journals and recently subscribed to 5 E-Journals Rs. 20160/-. The college also subscribes to NList from INFLIBNET annually. The college Library has subscribed to Digital Library of 3476 Rare Books.

The College Library provides Book Bank Facility for needy students by providing a set of books for one semester. Our College Library has also conducted the Library Audit. The College Library has maintained a separate website since 2020. The website provides Library Catalogue, Links to Various E-Books and E-Journal, Links to Syllabus, Links to Study material for competitive exams. The website also provides access to RARE Books of Bhandarkar Oriental Research Institute's Digital Library. A Link to Institutional Repository is created which has the publications; link to Webinars conducted by the College, Photos of the Library Activities and also has a Career Corner for PRE-IAS aspirants.

Various activities are conducted by the library including library orientation, book display, various competitions, Books Exhibition, etc.



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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

All classrooms, examination rooms, the staffroom, library, conference room, auditorium, administrative office and Principal's office are enabled with IT infrastructure. Our institution has regularly maintained and updated its IT facilities for the benefit of various stakeholders.

A sufficient amount is allocated for the upgrading and maintenance of IT facilities. The hardware and software of the institution are under Annual Maintenance Contracts. A dedicated IT team is available in the college premises for configuring, monitoring and upgrading computer systems. They also maintain the hardware and software, and regularly and upgrade it, as and when required.

Internet:

Our institution has four broadband connections of 60MBps & Two routers are used which are regularly upgraded.

Software:

Open source software is used for curriculum delivery. The computers have a Microsoft license. All machines are protected with antivirus. Windows Server 2016 is installed on a data centre server equipped with a licensed firewall.

Hardware:

Our institution has 32 computers, which are regularly upgraded with new components, including RAM. All the computers are Wi-Fi enabled. Computers are provided with back up in the form of UPS.

Smart Classrooms/ Projectors:

The institution has three smart classrooms with EyeRIS sensing technology to enhance the teaching learning process. All classrooms are Wi-Fi enabled with a large number of classrooms equipped with mounted projectors. Mobile projectors are also available.




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At-Ranjnoli, Tal. Bhiwandi, Dist. Thane.

SMT. DHAKLUBAI DHONDU THAKARE SAMAJIK & SHAIKSHANIK SANSTHA'S

**MAHENDRA LAXMAN MHATRE
VYAVSAYIK MAHAVIDYALAY**

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Delivery of Curriculum & Examination:

A dedicated webcam is fitted to the computer used for downloading University question papers. CCTV surveillance is available. Paper shredders and photocopiers are also available. Microsoft LMS and its platforms, Google Workspace for Education and its applications such as Gmail, Google drive, Google calendar, etc. are used for delivery of curriculum and conduct of examinations. Our institution has a state-of-the-art audio visual studio for the development of e-content. MIS is in place for the documentation of students' records to facilitate admission, attendance, collection of fees, issue of LC, bonafide certificates, etc

Library:

Our libraries are Partially automated, IT enabled, NListed and have access to INFLIBNET. It uses ILMS software.

Communication:

All official communications are carried out using Office 365. All staff members are provided a professional email id.

Website:

An active website is hosted on its own domain. It is updated regularly with the latest notifications for the benefit of all stakeholders. Maintenance of the website is outsourced.

Office:

The Administrative staff is equipped with internet enabled computers and essential software, printers, photocopiers and scanners. A Biometric attendance/ facial recognition machine is also available for the teaching and administrative staff.



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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

The institution has very prominent Alumni from various fields who contribute towards the achievement of its Vision and Mission. The Alumni contribute to the development of the institution in the following manner.

Academic Leaders:

Alumni of the institution hold key positions in academic bodies such as Board of Studies, IQAC and the Career Development Cell, and represent the Joint Registrar's Office and Education Department, and the University of Mumbai. Some of them are also the University Nominee, Joint Director's Nominee and Management Nominee for the Career Advancement Scheme of various institutions, including ours.

Many of the alumni of the institution have joined as teaching faculty and are now colleagues. A few others conduct regular guest lectures, serve as visiting faculty and are available for mentoring.

Some of the Alumni share their expertise in quality maintenance, administration, education and knowledge infrastructure.

Financial Support:

The provision of fees for economically disadvantaged students is made by the Alumni whenever necessary.

Participation in organizing college activities :

The Alumni are invited to and get involved in all major functions of the college, including Annual Day. The Alumni also support us by providing required facilities for infrastructure augmentation. The Alumni who are experts in the field of Law deliver lectures on legal issues like Awareness on Consumer Rights. One of our alumni is the founder of an image management and brand building firm in Delhi Alumni, well-placed in the field of Information Technology and Mass Media helps in the placement of students. Assistance in providing internships is also provided by the Alumni. Socially and politically active Alumni assist the institution in complying with the procedural formalities required by the Government authorities. Some of them also assist in solving the problems related to public infrastructure and transportation near the institution. For instance, the Alumni have helped in initiating the



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public transport service for the students of the institution to enable them to travel from the local railway station to the college in a convenient manner..



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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.

The Vision and Mission of the institution focuses on developing the students with moral values, adaptability skills, an inclusive mindset, and awareness of social responsibilities. Educational programmes and best practices are carried out keeping in mind the principles of social responsibility and inclusion.

The institution attempts to achieve the aspirations of our founder Mr. Rarsan Thakare dream was to provide holistic education to underprivileged students and to empower girl students through education.

Institutional Perspective Plan is prepared and implemented. Institution is in the process of implementing NEP by structuring new skill enhancement courses like Ethical Hacking, Intellectual Property Rights, Retail Management as per the demand and to bridge the industry academia gap. The outcomes of these skill enhancement courses are being charted out. The Governing Body, the Principal, along with the administrative and academic departments strive together to achieve the same. Different committees are formed with this objective.

Funds are provided by Management to enhance the infrastructure, and to make the campus green and ecofriendly. Intercollegiate fests are organized with the support of the management. State-of-the-Art facilities such as an audiovisual studio and a gymnasium are also provided with consistent support of the Governing Body.

The institution adopts decentralization techniques in academics, administration and extra-curricular activities.

Sub committees –

The institute has formed different sub committees for taking decision on decentralization basis. The Brochure and Decoration Committee designed and finalized brochure of the event. Decorations were made by material created out of 'Best Out of Waste'.

- The Welcome Committee welcomed guests and participants.
- The Refreshment Committee managed the set-up of food and refreshment.



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- The Discipline Committee ensured that discipline is maintained.
- The Stage Control and Photograph Committee co-ordinated the flow of the event and ensured media coverage.
- The Finance Committee managed allocation of funds and its expenditure. Resource persons provided honorary services free of cost. Management provided required refreshment for guests, participants and the organizing committee.
- The Exhibition Committee ensured the smooth conduct of the exhibition. The event exhibited the creativity and talents of the students under the teachers' guidance.

Decentralization in administration and participative management is evident from the fact that students were given a free hand to plan the optimum use of resources and the execution of the programme, encouraging them to grow as sensitive, responsible, self-confident and adaptable citizen.



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

PERFORMANCE APPRAISAL SYSTEM

For Teaching Staff:

Faculty Development Programmes:

Teaching staff attend faculty development programmes organized by the institution and other institutions. Duty Leave is granted to faculty members for participating in such faculty development programmes.

Training and Development:

Teachers were given online training to conduct online lectures and examinations in the wake of the pandemic. Sessions on Stress Management, Musical Therapy are organized as relaxation techniques.

Faculty Study Circle:

Faculty Study Circle is set up to exchange knowledge and views of faculty members in current relevant areas. Sessions are conducted on Budget Analysis, Environmental Issues and Legal Issues by various departments. Webinar on Research oriented topics and Academic Audit are also conducted.

Support Facilities:

Canteen, cooperative credit facility, payment of fees in installments for wards, clean drinking water, financial assistance in medical expenses, tie up with nearby doctors, public transportation on the initiative of the institution, EV charging point, indoor gymnasium facility and celebration of personal events are provided. Computer with Wi-Fi facility, audio-visual studio and desktop facility are provided.

One full fledged computer lab with Wi-Fi facility, audio-visual studio and desktop facility are provided.s



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Other Facilities:

Leave benefits such as casual leave, half pay leave, duty leave, and maternity leave, retirement benefits such as gratuity, provident fund are provided as per the UGC/ University rules after superannuation. The scheme of reimbursement of medical expenses by the employees is started by the college.

Non-Teaching:

Training Programmes:

Training Programmes are conducted for non-teaching staff to upgrade their skills. Regular training is provided by the in-house computer centre.

Support facilities:

Canteen payment of fees in installments for their wards, clean drinking water, financial assistance in medical expenses, tie up with nearby doctors, public transportation on the initiative of the institution, EV charging point and indoor gymnasium facility are provided. Indoor gymnasium is also made available for the celebration of personal events.

Facilities such as uniforms, umbrellas, bags, medical expenses and educational expenses for wards are provided. Provision of shoes for the support staff on outdoor duties is made.

Entertainment and recreational sessions are also organized.

Non-teaching staff are motivated to upgrade their educational qualifications.

PERFORMANCE APPRAISAL SYSTEM

Teaching Staff:


Teaching faculty members provide a confidential self-appraisal report every year. This helps in assessing efficiency and reflects the continuous professional development of teachers. It is used for Career Advancement of teachers. It is done in a confidential manner.

Feedback is obtained from students on aspects like punctuality, delivery of curriculum, and communication skills. If the feedback for any faculty member is below average, they are intimated in writing so as to give an opportunity to improve. Suggestion box is provided to the students.



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Non-Teaching Staff:

Performance Appraisal of non-teaching staff members are prepared by the concerned staff and maintained by the Registrar in a confidential manner. Comments from the Registrar and the Principal are made on grade basis as per norms of the Government of Maharashtra.

Recommendations are provided to employees wherever required.

Students provide their feedback through questionnaires and suggestion boxes.



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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)

Major sources of institutional funding are:

Tuition Fees

Funds received from the Management

Funds received from conduct of public examinations

Sponsorship funds

Utilization of Resources:

The Governing body, in consultation with the College Development Committee and the Principal, plans allocation of funds.

Tuition fees received from students of professional courses are utilized for academic activities and for staff salaries of professional courses.

Funds from the management is utilized for augmentation of infrastructure, conduct of events and fests, and to fulfill the institutional social responsibilities and welfare programmes for staff and students.

Donations from philanthropists, trusts, and NGOs, and sponsorships for conduct of events and fests are utilized for the purpose for which they are received.

All purchases are done through inviting quotations and after reviewing the opinion of third parties. Feedback records of vendors regarding their products and after sales maintenance is also maintained to ensure quality. Each transaction is supported by vouchers and the entire amount is deposited in the bank. All transactions are done through cheques or online mode.

A full-time Accountant and Accounts Department ensures maintenance of proper accounts and preparation of financial statements. Internal systems are developed to verify accounts at different levels. The accountant processes all transactions and gets documents verified and authorized by the higher authorities of the institution. Most of the transactions are in digital mode to ensure transparency, with minimum use of cash.



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The institution follows a proper mechanism for internal and external audit.

Internal Audit:

Budget is prepared every financial year under various heads. Accordingly, expenditure is planned as per the financial resources available. Major purchases are approved by the Management and the Purchase Committee. Daily miscellaneous expenses are managed by the principal. The Governing Body has appointed a firm of Chartered Accountants as Statutory Auditors to independently conduct financial audit of its books of accounts and to certify its annual financial statements. Internal Audit is also conducted through competent person. Income and Expenditure are strictly monitored by the Internal Auditor and the Principal. For any purchase, minimum 3 quotations are invited and prices are compared. In the absence of 3 quotations, relevant ones are reviewed and approved.

External Audit:

External Audit is conducted by the competent person, Every Year. Bills and vouchers are checked and verified. All relevant documents are physically checked. Any queries during the audit are immediately answered along with the presentation of relevant documents. No major objection has been raised in the audit reports. Transparency is maintained in financial matters. Financial discipline is maintained, in order to prevent misappropriation of funds and misuse of institutional property.



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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

IQAC plays a pivotal role to ensure and enhance the institution's academic and administrative standards.

1. Enhancement of quality of Teaching and Learning:

Since teaching and learning constitute the major focus of the institution, IQAC has strengthened this aspect:

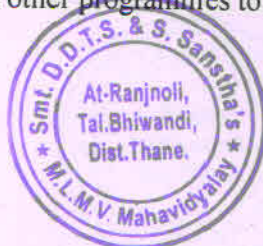
At the commencement of the academic year, Academic Calendar is prepared in accordance with the Academic Calendar of the University of Mumbai. Time table is prepared and lectures are held regularly. Teaching Learning and Evaluation processes are done on time and in compliance with the academic calendar. To improve the academic aspects of weak students, remedial lectures are conducted.

To promote research acumen of faculties and students, research methodology workshops and webinars are organized for faculties and students. Faculties are motivated to present and publish research papers. Timely upgradation of computers and software are made as per requirements of the revised syllabus of technical courses. Seed money is proposed to be introduced. During the pandemic, collaborations were made with other institutions of eminence to conduct online faculty exchange programmes and webinars. Students were also guided and encouraged to present and publish papers. Interactive sessions/ seminars/ conferences/ webinars/ workshops were organized.

Following are the areas in which teaching learning reforms are reviewed, implemented and facilitated by the IQAC:

A. Use of experiential learning methods to facilitate achievement of learning outcomes and promotion of research:

- Industrial visits, seminars, workshops, conferences, projects, quizzes, role plays and interactions with industry experts
- Fun-n-Fair and other programmes to instill entrepreneurship skills



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- Skill development courses
- Guest lectures by experts in the field
- Preparation, presentation, and publication of papers in seminars/ conferences by students under mentoring of faculties.

B. Use of ICT based teaching learning methodologies

- Adopting ICT based tools for teaching-learning.
- Webinars/ workshops/ sessions on ICT related topics and E-content development and internet banking.
- Participation in online faculty development
- Availability of broadband connection to provide internet connectivity in the classrooms, staff room, administrative office, conference room, seminar halls, and library.

2. Promoting Green Campus and Sustainability:

The institution has been successful in implementing green campus initiatives to achieve sustainability:

- Green Club is constituted under the Department of Environmental Studies to create awareness among students about the significance of the conservation of environment, which regularly conducts programmes for the same. Apart from this, the institution has adopted following strategies:
- Display of Information on environmental conservation measures to create awareness among the students
- Conduct of quality audits like the Green audit and the Energy audit
- Digitization of administration by installing ERP for online admission, fee payment, maintenance of accounts and other pertaining documents.
- Composting of canteen waste.



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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

All committees, specifically the Women Development Cell plays a significant role in creating gender equity awareness. Gender Audit is also initiated by the institution.

Competitions such as essay writing, slogan writing, Just a Minute speech, poster making, anecdotes are conducted on themes like Role of Women in Society and Inspiring Role Models. To nurture the talents of students, competitions such as rangoli, mehendi, hair styling, nail art, cooking without fire and athletic events are also organized by various committees.

8th March of every year is celebrated as International Women's Day, when programmes like felicitation of proud mothers of Alumni and prominent female personalities from law and enforcement agencies are organized. Rallies, skits and competitions are held to create awareness among the students about the evil effects of dowry. The institution has a Gender Sensitization Action Plan in place to ensure the promotion of gender equity.


Awareness lectures on Women's Health, Female Health and Hygiene, Breast Cancer Awareness lectures, beautician course and Sexual harassment at Workplace are organized on a regular basis. Self Defence Programmes and programmes to enhance the entrepreneurship skills of girls' students are also conducted. Discussions are initiated in the classroom on Issues of Female Labourers in Sugarcane Fields and Problems of Female Labours in Construction Domestic Violence.

During Covid-19 lockdown period, the institution organized webinars on Women empowerment strategies, POSH Act, Matrimonial Rights of Women, MSME for Women Empowerment thus addressing gender issues.

Internal Complaints Committee is established to address the issues of sexual harassment and Sakhi Box is installed for the same. The institution provided moral support to one of the students to undergo gender change surgery. The fellow students were sensitized and counseled to wholeheartedly accept this kind of change.

Programmes are also regularly conducted for teaching and non-teaching staff to create awareness about gender equity.




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Women security is employed to ensure the safety of the women in the campus. Female peons assist in ensuring the safety and security of girl students in the campus. In co-ordination with the nearby Police Station, regular police patrolling is ensured. Ladies Wing of the nearby Police Station frequently visits the institution college to address issues related to girls.

Girls' common room is provided with required facilities like sanitary pad vending machine. Professional Counselor is appointed to counsel the students ensuring their safety, security, and overall development. Mentors also provide required counseling to the students. Women from the neighborhood community is given supervision duty for the examinations of professional bodies and examinations conducted by Government departments.



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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).

Our institution promotes an inclusive environment irrespective of religious, regional, cultural and linguistic diversities. A policy document for the differently abled is in place in the institution.

The institution has prescribed Code of Conduct for students, teaching staff, non-teaching staff and interrelation between different stakeholders. Human values are promoted among students through activities like exhibition, lectures and webinars in association with various organizations thus supplementing the related topics, covered in the curricular aspects of Foundation Course of undergraduate programmes.

In NSS special camps, students are given freedom to practice their religious beliefs thus instilling values of co-existence, harmony, tolerance and co-operation.

Competitions are conducted open for all and without any gender/ language barriers so that students can comfortably share their thoughts genuinely.

All students equally take benefit of mentoring and counseling.

The institution is also committed to develop our students to be socially responsible and aware of the values, rights and duties enshrined in the Constitution of India.

The institution celebrates National days such as Independence Day, Republic Day and Gandhi Jayanti. Competitions are held and students perform skits on relevant themes. Swachh Bharat Abhiyaan is also supported. Constitution Day is celebrated through activities like Oath taking, Knowing the Preamble and poster making competitions.

NSS Unit of the institution is committed towards community service. It regularly conducts community oriented activities. In the adopted village, activities such as interactive sessions, rallies, skits are organized to create awareness among the villagers about topics such as cleanliness, personal hygiene, health, Yoga, conservation of water and education. Visit to the residential school in the village is also arranged. Books, benches, blankets are also distributed.



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Website : <https://mhatrecollege.com>

Environmental conservation and sustainability is promoted by creating awareness on the significance of using ecofriendly and biodegradable materials. The institution has a Plastic Ban Policy and Green Campus Policy in place. Maximum efforts are taken to make the institution paperless. Mechanisms for the management of different kinds of wastes are also in place. Best out of Waste competitions are held to create awareness among students about the concept of environmental sustainability. The institution has a well-maintained vertical garden which helps in improving air quality, contributing to the formation of a green campus.

During the Covid pandemic, the teaching and non-teaching staff reported to duty in a distributed manner to ensure that academic and administrative work is carried on smoothly. The institution deputed an administrative staff to render covid-related services during pandemic. Vaccination camps were organized for the students and the nearby local community in association with the Brihanmumbai Municipal Corporation. Covid warriors from various departments including daily road sweepers of Municipal Corporation of Mumbai and those providing essential services were felicitated as a token of appreciation and respect for their selfless services to society.



G.R.
V/c Principal

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