



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution	V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science
• Name of the Head of the institution	Mrs. Saroj Vasant Phadnis
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	0225668541
• Mobile no	9821162256
• Registered e-mail	info@menoncollege.edu.in
• Alternate e-mail	iqac@menoncollege.edu.in
• Address	Opp. Bhandup Railway Station, Veer Savarkar Marg, Bhandup-(East), Mumbai-42
• City/Town	Mumbai
• State/UT	Maharashtra
• Pin Code	400042
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	University of Mumbai				
• Name of the IQAC Coordinator	Dr. Sachin J. Shastri				
• Phone No.	022-25668541				
• Alternate phone No.	0251-2209159				
• Mobile	9223510238				
• IQAC e-mail address	iqac@menoncollege.edu.in				
• Alternate Email address	info@menoncollege.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.menoncollege.edu.in/PDF/AQAR-2020-2021-Final_Approved.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://menoncollege.edu.in/PDF/Academiccalendar.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.71	2004	16/02/2004	15/02/2009
Cycle 2	B	2.81	2015	14/09/2015	13/09/2020
Cycle 3	B+	2.63	2022	02/05/2022	02/05/2027
6.Date of Establishment of IQAC			08/07/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	0000	0	
8.Whether composition of IQAC as per latest			Yes		

NAAC guidelines	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	2
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Submission of SSR and Third Cycle Accreditation by NAAC	
Three Day Online Workshop on 'Outcome Based Education'	
National Level Webinar on "Preparing for NAAC Peer Team Visit"	
Stress Management Workshop for the teaching and non-teaching staff	
Session on Code of Conduct for the teaching and non-teaching staff	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Celebrate Dr A. P. J. Kalam's birthday as 'Reading Inspirational Day'	Adv. Knowledge Resource Centre (Library) celebrated 15th October, 2021 Dr. APJ Abdul Kalam's birth anniversary as "Reading Inspirational Day". Online quiz competition was organized and 670 students + teachers participated in the quiz competition. Online E-certificate was issued to the participants who score more than 50%.
Celebration of Gandhi Jayanti week	Centre of Gandhian Studies and Action in association with IQAC celebrated Gandhi Jayanti week from October 1 - 7, 2021 by organizing various activities.
Workshops on conducive work environments in educational institutions	IQAC organized a Webinar on "Humanistic Approach at the Workplace" on 8th October, 2021 from 12.00 noon to 1.30 pm through Online platform (Zoom Meet) for the Staff Members (Teaching & Non-Teaching) of V. K. Krishna Menon College, P. A. Menon Junior College of Commerce & Science and P. A. Menon English High School. Dr. Nirmala Krishnan, Education Consultant was the resource person for the webinar. Total 53 participants (Male: 21, Female: 32) attended the webinar.
Workshop on the assessment of Programme attainment outcomes	IQAC in collaboration with DMR - Joint Action Cluster organized a Three Day Online Workshop on 'Outcome Based Education' on 23rd, 26th & 27th October, 2021 through Online platform (Zoom Meet) for the Senior College Teachers from the DMR- Joint Action Cluster (Ramanand Arya

	<p>D.A.V College (Autonomous), V. K. Krishna Menon College and NES Ratnam College). Dr. Sybil Thomas, Associate Professor, Department of Education, University of Mumbai was the resource person on 23rd and 27th October, 2021. Dr. Vivien Amonkar, Former Head of the Department of Microbiology and of the PG Dept. of Biotechnology, St. Xavier's College- Autonomous, Mumbai was the resource person on 26th October, 2021. Total 47 participants (Male: 17, Female: 30) attended the workshop.</p>
<p>National Level Seminar/Webinar related to NAAC Accreditation of HEI</p>	<p>IQAC in association with IQAC Cluster India organized a National Level Webinar on "Preparing for NAAC Peer Team Visit" on 25th October, 2021 from 10.00 am to 2.00 pm through Online platform (Zoom Meet). Total 250 participants (Male: 97, Female: 153) comprising of Principals, Associate Professor, Assistant Professor, IQAC coordinators, Librarians from all over India attended the webinar. The speaker for the first session was Mr. Peeyush Pahade, Vice Principal & Head of Department of Zoology at H V. Desai College, Pune, and President, IQAC Cluster India. The title of the presentation was 'Preparing Documentation for NAAC Peer Team'. The speaker for the second session was Dr. Bhalchandra D. Bhole, Retired Associate Professor and Head of Dept. of Microbiology at Abasaheb Garware College, Pune and Secretary, IQAC Cluster</p>

	India. The title of the presentation was 'How to face the NAAC Peer Team'.
Workshop on Stress Management for teaching and non-teaching staff	IQAC organized a Stress Management Workshop for the Senior College Teaching Staff on 8th December, 2021. Ms. Sneha M. Dixit, Counseling Psychologist was the resource person. Total 17 teaching staff (Male: 07, Female: 10) attended the workshop. IQAC organized a Stress Management Workshop for the Non-Teaching Staff on 9th December, 2021. Ms. Sneha M. Dixit, Counseling Psychologist was the resource person. Total 29 non-teaching staff (Male: 26, Female: 03) attended the workshop.
Session on Institutional Values and Code of Conduct for Teaching Staff	Session on "Institutional Values and Code of Conduct for Teaching Staff" was organized by IQAC Committee on 28th February, 2022 at 1.00 pm in the Seminar Room for the Teaching Staff. Dr. Parvathi Venkatesh, Principal of Don Bosco College, Kurla, Mumbai was the resource person. Total 24 (Twenty-four) participants [Male: 08, Female: 16] attended the session.
Session on Code of Conduct and its Implication for a Stress Free Workplace	Session on "Code of Conduct and its Implication for a Stress Free Workplace" was organized by IQAC Committee on 28th February, 2022 at 3.00 pm in the Seminar Room for the Non-Teaching Staff (Support Staff). Dr. Parvathi Venkatesh, Principal of Don Bosco College, Kurla, Mumbai was the resource person. Total 27 (Twenty-Seven) participants [Male: 24, Female: 03] attended

	the session.
Ahimsa weeks	The Centre of Gandhian Studies and Action organised a 2 week long Program (12.1.2022-31.1.2022) which included several activities to spread the message of Harmony, peace, non-violence, simplicity, purity of means and humility among students and community.

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	26/11/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	10/12/2022

15. Multidisciplinary / interdisciplinary

The institution is run and managed by Bhandup Educational Society – A Public Charitable Trust set up in the year 1962 with a charitable objective in the field of education. The institution is affiliated to University of Mumbai and it offers number of programmes as per the Choice Based Credit System [CBCS] pattern. The programmes offered by the institution which provide credit include Bachelor of

Commerce (Accountancy), Bachelor of Commerce (Accounting and Finance), Bachelor of Management Studies, Bachelor of Science (Chemistry), Bachelor of Science (Computer Science), Master of Commerce (Advanced Accountancy) and Master of Commerce (Business Management). There are non-credit add-on and certificate programmes/courses offered by the institution which include Tally ERP 9, Advanced Excel, Certified Tax Expert, Certified Digital Marketing, .

Courses like Mathematical and Statistical Techniques and Foundation

Courses are taught to our commerce and management students which provide integration of knowledge in the field of science, technology, engineering and mathematics.

Likewise, Foundation Course taught to our science students provides integration of knowledge in the field of humanities.

As per the perspective plan of the institution, we are focusing on introduction of new programmes like Bachelor of Science (Information Technology), Bachelor of Science (Data Science) and also various certificate and Add on Courses related to Event Management, Cyber Law, Data Science, Aquarium Management and Library. In addition, the institution plans to set up a research centre in the subject of commerce.

Our institution is a local chapter of NPTEL. This facilitates our students as well as staff to choose and enrol out of a wide array of courses available in multidisciplinary and interdisciplinary field of studies.

University of Mumbai is likely to implement National Education Policy, 2020 and accordingly our institution shall follow the same as per the regulations and guidelines to be issued by University of Mumbai and the Government.

16.Academic bank of credits (ABC):

As per the National Education Policy, 2020 the Academic Bank of Credit (ABC) shall be established which would digitally store the academic credits earned from various recognised HEIS so that the degrees from HEI can be awarded taking into account credits earned.

Institution offers number of programmes as per the Choice Based Credit System [CBCS] pattern adopted by University of Mumbai. Our institution has been adopting the necessary guidelines for appropriate credit transfer of the students and shall be taking necessary actions as required by University of Mumbai for implementation of ABC.

University of Mumbai is likely to conduct workshops/seminars for implementation of ABC. Also, the institution shall be appointing a faculty member as a Nodal Officer for the Execution of guidelines given by the University of Mumbai.

Institution shall also take steps in the direction of having MOUs with University of Mumbai and other educational institutions to

enable in providing maximum flexibility of choice of courses to the students as a step towards more Holistic and Multidisciplinary Education.

17.Skill development:

As mentioned in the New Education Policy, 2020, for the purpose of developing holistic individuals, it is essential that an identified set of skills and values will be incorporated at each stage of learning.

A good education system includes courses and projects in the areas of community engagement, environmental education and value based education. A good education system imparts knowledge in the field of soft skills (such as communication, discussion and debate), critical life skills (such as financial literacy, digital literacy, commercial literacy, commercial skills, health care, etc.), vocational skills, leadership and management skills, etc.

A number of programmes/courses which promote various skills amongst the students are offered by the institution. Those include, Tally ERP 9, Advanced Excel, Certified Tax Expert, Certified Digital Marketing, Certified Courses on Intellectual Property Rights, Certified Course on Financial Planning, Microsoft Office Tools and Tax Return Filing.

Seminars, workshops, Exhibitions, competitions, Fun fair, cultural and sports events are conducted / organised for the benefit of the students to enhance their skills in the areas of their interest.

E-Cell, DLLE, NSS, Co-operative society helps in promoting students to gain experience in the field of entrepreneurship, community engagement, environmental awareness, commercial literacy, skill development and even healthcare.

Centre of Gandhian Studies and Action plays a vital role in development of universal human values which are imparted through various programmes conducted for the benefit of the stakeholders.

20 Point Code of Conduct which is adopted by the management of our institution forms the base of development of the stakeholders in a holistic manner.

The decentralised system of functioning in the institution promotes leadership and management skills amongst the students in a practical manner.

Institution is in the process of entering into MOU's with more organisations in future for conducting various courses for the students to develop their skills for self-employment.

Institution shall follow the National Skills Qualifications Framework (NSQF), which will be detailed further for each discipline vocation and profession. This will help in integration of vocational education into higher education.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The pursuit of knowledge (Jnan), wisdom (Pragvaa), and truth (Satya) are considered as the highest human goals.

Vision of our institution is : "Education is the manifestation of perfection already in man.

Our institution aims to develop the students to attain the highest goal by providing quality education blended with the values of our tradition and culture and ethics as prescribed by religious scripture – Bhagvvad Gita.

English is an international language which is the primary mode of imparting lectures to our students. In addition to that, Hindi which is a language spoken nation-wide and Marathi which is a local language are also used during conduct of lectures and general communication within the institution.

To preserve and spread Indian culture and tradition, institution celebrates national festivals and yoga day. Institution organises various events (such as traditional day, mehendi competitions, dance and singing competitions, Marathi bhasha diwas, LAI

Institution motivates students to participate in events and competitions (which spread Indian Culture and Tradition) in other institutions and at University of Mumbai.

Adv. P.A.Menon Knowledge Resource Centre- Our library, has a huge collection of books in various languages and related to Indian Culture and tradition.

Institution plans to introduce short term certificate course in Sanskrit Language, Bhagwad Gita and Yoga.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institution is affiliated to University of Mumbai and it offers number of programmes as per the Choice Based Credit System [CBCS] pattern. Accordingly, the revised syllabus as per Choice Based Credit System has been brought into force with effect from the year of its implementation by University of Mumbai and is being adopted by our institution. Faculties from our institution provided their inputs and suggestions to the Board of Studies during the process of revision of syllabus by University of Mumbai.

PO-PSO-CO is framed by the institution on the basis of the restructured programmes and revised syllabus.

The faculties discuss with the students regarding the PO-PSO-CO in the beginning of the course.

We verify the outcomes by various attainment methods.

IQAC cell of the college in collaboration with DMR – Joint Action Cluster organized a three-day online workshop on 'Outcome Based Education' on 23rd, 26th & 27th October, 2021 with an objective to develop a student-centric teaching and learning methodology in which the course delivery, assessment is planned to achieve stated objectives and outcomes, to address the attainment of Programme Outcomes, Program Specific Outcomes and Course Outcomes and to focus on measuring student performance.

Efforts will be made in future to organize more such workshops to achieve the Learning Outcomes through Backward Design.

Further, to capture the Outcome based education in teaching and learning practices, the institution plans to measure the student's performance in a more scientific manner by mapping it with PO-PSO-CO with the help of ERP software.

20.Distance education/online education:

Open and Distance Learning (ODL) focuses on the pedagogy, technology and learning systems that aims to provide education to students who are not physically present at site. The main objective of this learning method is to bring students who are not able to pursue traditional education due to varied personal and professional reasons. This education system allows such students to find time to study and pursue various courses without interfering with their already busy schedule.

The programmes offered by the institution which provide credit are

conducted in traditional education method.

However, there are non-credit add on and certificate programmes/courses offered by the institution which include Tally ERP 9, Advanced Excel, Certified Tax Expert, Certified Digital Marketing, Certified Courses on Intellectual Property Rights, Certified Course on Financial Planning, Microsoft

Office Tools and Tax Return Filing. Few of these courses are offered in an online mode.

These are the vocational courses which provide knowledge of the subject as well as vocational skills which focus on specialised practical skills. These courses offer insight to requirements of particular types of jobs.

Our institution is a local chapter of NPTEL. This facilitates our students as well as staff to pursue various programmes/courses in a distance education mode.

Since the pandemic period, teaching learning activities are conducted in traditional as well as online method using Google Meet platform. LMS like Edmodo and Google Classroom as well as Moodle, socrative, YouTube Channels, Google Drive, WhatsApp, Google Forms, etc. were used in teaching learning activity.

Examinations were conducted in an online method as per the directives from University of Mumbai.

Extended Profile

1.Programme

1.1 262

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1971

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 401

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 620

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 27

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 54

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1	262
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1971
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	401
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	620
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	27
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	54
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	24
Total number of Classrooms and Seminar halls	
4.2	88.89
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	138
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution being affiliated with the University of Mumbai follows a curriculum designed by BoS and approved by Academic Council.

1. Curriculum Planning:

- Academic Calendar is referred to during curriculum planning
- Teachers are allocated workload as per UGC norms.
- Timetables prepared are communicated to faculty in Departmental meetings.
- Faculties formulate Teaching Plans and Instructional Materials.
- Faculties attend syllabus revision workshops, participate in

FDP etc.

- Heads of Departments submit Action plans.

2. Curriculum Delivery:

- The orientation Programme familiarizes students with the curriculum ,.
- Regular lectures are conducted - the second term was in hybrid mode to accommodate the transition from online to offline.
- Teachers maintain Academic Diaries, use Student-centric Methods, undertake CIE and conduct Remedial and Intensive Coaching.
- Teachers as mentors guide students.
- Values are inculcated through activities conducted by WDC etc.
- Participation in certificate courses, Competitions, and Internships is encouraged.
- Webinars are conducted on various topics
- The library is automated with a large collection of academic resources
- Science departments have well-equipped laboratories
- College is the local chapter of NPTEL.

3. Monitoring Mechanism:

- Lecture delivery is monitored by the principal.
- Performance Report, Academic Diary, result-analysis review teaching, learning evaluation.
- Feedback on the curriculum is collected from stakeholders.
- Parent Teacher Meeting is organized

Academic Audits by Management evaluate teachers' contributions.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-I/1.1.1.1.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

IQAC prepares Institutional Academic Calendar on basis of the Academic Calendar of the University of Mumbai.

Academic Calendar is an integral component of the College Website and is available in Library to make stakeholders aware of the plan of action for the Academic Year. The major components of the Academic Calendar are curricular, co-curricular and extra-curricular activities.

- **Academics & Administration:**
- An academic calendar helps in planning and effective curriculum delivery with value education and continuous evaluation. The admission schedule facilitates the smooth initiation of the academic programme.
- Committee prepares a schedule for the conduct of examinations, assessments, results, moderation etc . Departments prepare timetables for preliminary and practical examinations, to be held before the semester-end examination.
- The academic calendar is used as a reference for planning and reviewing Formative assessments at departments and Students' project work, by guides.
- Change in Academic Calendar due to unforeseen developments such as Covid 19 pandemic, when examinations were conducted online. were communicated to students through official modes.
- **Co-curricular & Extra-curricular Activities:**

- Academic Calendar mentions dates of national events such as Gandhi Jayanti etc and helps plan Extra-Curricular Activities that motivate students to project their talents such as music festivals, intercollegiate festivals etc.
- Academic calendar projects information regarding public holidays, official vacations etc

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-I/1.1.2%20Final.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

7

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

9

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

709

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

- Cross-cutting issues find ample space in the curriculum sensitizing students about social issues.
- Some courses enhance professional competencies, while others

aim to inculcate general competencies like ethical values, human values, etc., leading to their holistic development.

- The institution takes care to ensure learners do not lose sight of Values and Ethics
- Our Management has adopted 'Bhagwad Gita' as the 'Dictionary of Life'
- Activities by the Center of Gandhian Studies and Action' WDC, NSS, etc supplement cross-cutting issues integrated into the curriculum.
- Cross-cutting issues with a few related courses and activities are::

Professional Ethics:

- Courses such as Foundation Courses, Advertising, Financial Accountancy, Ethical Hacking, etc create awareness about ethics.
- 'COMMERCE ASSOCIATION organised Essay Writing Competition on the topic of Workplace Ethics.

Human Values:

- Courses like Indian Ethos in Management, Business Ethics and CSR etc inculcate values like Equality, Peace, Honesty,, Respect etc..
- 'Center of Gandhian Studies and Action' organized a National Students Webinar on the theme: *Give Non-Violence a Chance"

Gender :

- Courses like Foundation Course, Business Communication, etc create awareness about treating all genders fairly.
- Digital Poster Making Competition on Women entrepreneurs day by DLLE

Environment and Sustainability:

- Courses like Environmental Studies, Green Technology etc. focus on these topics.
- Lecture on compost making by Botany dept

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

25

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1333

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://menoncollege.edu.in/PDF/feedbackreport2021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://menoncollege.edu.in/PDF/feedbackreport2021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

716

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

133

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution identifies slow learners and advanced learners at the entry level and monitors the learning level through the following:

1. Regularity in class
2. Class interactions
3. Participation in co-curricular and extra-curricular activities
4. Performance in continuous evaluation.

Institutional Level Programmes:

Orientation Programme to familiarize them with the mission and values of the institution and teaching-learning practices.

Mentoring System- Mentors hold informal meetings with their mentees, discuss their problems, and guide them.

Remedial Coaching provided to academically weaker students

Counselling Sessions- Confidence Building Sessions are conducted by a Qualified Counselor to help students resolve personal and academic issues and boost self-confidence.

Intensive Coaching- Advanced learners are given Intensive Coaching in extra assignments.

Internships and Innovative Projects by many departments encourage Advanced Learners to take up Internships and Online Courses.

Seminars, Workshops, Guest Lectures etc., by Eminent

Personalities to enhance the learning experience.

Departmental Level Programmes:

Tutorial System: Courses like Mathematics and Business

Communication has small batches to pay special attention to slow learner students.

Shared Experience: In Environmental Studies, students are asked to narrate significant features of their native areas.

Peer Learning: Advanced learners in Computer Science and BMS act as student mentors for slow learners.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-II/2.2.1.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1971	27

File Description	Documents
Any additional information	View File

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

The institution has evolved various student-centric methods to enhance learning experiences. The institutional Success rate of more than 97% is much above the University average.

Activities:

Tutorials in Business Communication, Mathematical and Statistical Techniques, and Computer Science often use Group Discussions, Quiz Competitions, and Presentations, helping learners understand concepts better.

Public Speaking through shared experiences in Business Communication eases the teething problems of new entrants.

Competitions like Debates, essays, Story poem presentations, taboos, quizzes etc., organized by various departments, provide opportunities to hone their talents.

Experts' seminars, workshops, and Guest lectures transcend syllabi and help students understand the world beyond college.

Experiential Learning and Problem Solving.

Memorandum Of Understandings with CA Firms provides Internships for Commerce Students.

Skill Development Workshops and Value-added Courses provide students with a level playing field when they graduate.

Socially relevant activities by NSS and DLLE units are learning experiences in 'Not Me but You' and 'Reach to the Unreached' concepts.

Students' significant attitudinal change is palpable due to observing 'Kargil Vijay Diwas' and 'Raksha Bandhan' with Army Jawans.

E-cell and DMR (DAV, MENON & RATNAM), an MOU between local colleges, enrich students' learning experience.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-II/2.3.1%20(1).pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Academic Year 2021-22 was partially a pandemic year, and therefore most of the classes were conducted online. All teachers made extensive use of ICT tools for a practical teaching-learning experience.

ICT Based Applications used by Teachers: Gmail, WhatsApp Groups, Google Classroom, Google Meet, Google Drive, Shared Google Docs and Google Slides Online

Teaching, Learning and Evaluation Tools: Many teachers have developed online content and uploaded it on YouTube.

Teachers also use Learning Management Systems (LMS) such as Google Classroom, Edmodo, etc. Teachers also use tools for assessment such as Testmoz and Google Forms.

Online Resources (MOOC-NPTEL): Students are encouraged to enrol for MOOCs offered under the SWAYAM platform of the MHRD.

The College is a recognized local chapter and has a teacher in charge of the facilitation of the program.

Some representative links are:

Google Meet Links:

1. F Y B Sc. CBZ

<http://meet.google.com/ftt-dioj-ucx>

<http://meet.google.com/acx-hhoh-pmi>

2. SY B Sc.:

<http://meet.google.com/oue-ymgx-iub>

Google Class Room Links

1. TY B Com :

<https://classroom.google.com/c/NDk4NzM0NDAxNTk4?cjc=o552pyu>

<https://classroom.google.com/c/NTQ3MDU2MzU4Mjk3?cjc=jamxs7r>

<https://classroom.google.com/c/NDk4Nzg4MTYzMjAy?cjc=fwsptd>

Physical Infrastructure of ICT Enabled Tools:

Device

Quantity

Desktop Computers

134

Printers

6

Scanners

3

Photocopier

2

LCD projectors

13

Public Address System

1

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

27

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

397

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Mechanism of Internal Assessment:

- The Internal Assessment at the college level is governed by the rules and regulations specified by the university of Mumbai in its ordinance no. 4.102
- It is conducted through online mode for the first term examination of 2021-22 and also a retest is conducted for students with genuine reasons for remaining absent for the test
- Students are evaluated through multiple tools such as practical for Science programmes and project work for Foundation Course in BMS, B.COM (A&F), BSC(CS) and M.Com.

The Mechanism for Ensuring Transparency in Internal Assessment (Class Test)

- An Examination Committee, consisting of Senior members, has been constituted for the smooth conduct of examinations and evaluations.
- Teachers explain how the internal examination is conducted in the class, including allocating marks for each type of question.
- A tentative programme of internal assessment is incorporated into the academic calendar. Notice are displayed on the notice board and College website well in advance
- The Computer science department conducts an online test using EDMODO. Fair Evaluation is ensured through randomized questions and software-generated results, making the whole exercise transparent and robust.

File Description	Documents
Any additional information	View File
Link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-II/2.5.1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Upload a description not more than 200 words

- Due to pandemics situation and as per university Guidelines, exams, including internal assessment, were conducted online for the second half of academic year and Second and third year exam online and First year exam offline for the first half of academic year.
- Internal assessment schedules were put up on various mode like College website, Whatsapp to inform students in advance, reducing grievances.
- The teachers shared detailed instructions for appearing in the examination with students.
- The use of online platforms like EDMODO helped avoid the likely human bias that may creep into the internal assessment process. In the process, it also makes the mechanism transparent and efficient.
- Technical assistance was provided to students promptly through helpline numbers, and the complaints were addressed on a priority basis.

- Students with genuine reasons were allowed re-examination with the permission of the Principal.
- All grievances related to Examinations are dealt with as per the guidelines of the University of Mumbai in a fair, transparent and time-bound manner. Unfair Means Committee looks into grievances, if any, and recommends actions wherever necessary.
- If any student has a genuine grievance regarding internal assessment, the concerned teachers can resolve them at their level, to the student's satisfaction.

File Description	Documents
Any additional information	View File
Link for additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2021-22/Criteria-II/2.5.2.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

- Programme Outcomes (POs) and Course Outcomes (COs) are reference points in the teaching-learning process. They keep the teacher and the taught on the course, helping them to set a standard of information to be shared and understood.
- Learning outcomes for various Programmes and Courses are defined explicitly by the Syllabus Framing Bodies of the University.
- Teachers attend workshops organized by the Board of Studies in respective subjects. Members of the Board of Studies unveil and discuss Programme Outcomes and Course Outcomes at such workshops to enlighten teachers.
- Course outcomes also form an integral part of the Policy Document of the institution, which is displayed on the College Website. .
(<https://menoncollege.edu.in/PDF/Policy%20Guidelines.pdf>)
- Copies of the Curriculum of all programmes and courses are available in the library and are supplied to the students on demand.
- Teachers discuss the course syllabus with students and make them aware of what to expect from the course and what is expected of them as students. Some of the prescribed textbooks note the objectives and the expected outcomes of the studies, which are conveyed to the students before the

teaching of the particular course commences.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://menoncollege.edu.in/PDF/PO-PSO-CO.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The College employs multiple strategies to evaluate the attainment of programme outcomes and course outcomes. Some of these outcomes are Quantitative in nature such as Programme Grades and some such as confidence building, communication skills, etc. are Qualitative.

Summative Evaluation:

- The institution follows the examination pattern laid down by the University of Mumbai to evaluate the attainment of prescribed programme outcomes and course outcomes.
- The minimum qualifying marks are 40% in all courses.

Formative Evaluation:

- Teachers use a variety of innovative methods like Group Discussions, Quiz, Shared Experiences, and interactive sessions with guest speakers etc. to engage and evaluate students.
- Syllabus Completion Certificates submitted by teachers to the Principal help to map the academic responsibilities fulfilled by teachers.
- Academic Audit by the Management evaluates teachers on the basis of their contribution to institutional development.

Student progression into higher studies and employment through campus placements are also used to assess the attainment of programme and course outcomes. Higher the progression better is the achievement of learning objectives.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-II/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

582

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-II/2.6.3.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://menoncollege.edu.in/PDF/SSS-2021-22.pdf>

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 year (INR in Lakhs)

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

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-III/3.1.1%20and%203.1.3.pdf

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has a Centre for Gandhian Studies and Action which aims to spread the ideals of Gandhian philosophy and inculcate values in the coming generation through various programs such as encouraging reading of Gandhian Literature, organizing competitions on Gandhiji's Life and messages, organizing seminars & workshops, etc.

The college has set up an Entrepreneurship cell (E cell) to inculcate and nurture entrepreneurial skills in our students. It is a student-run activity guided by teachers and management. Under this, various activities such as motivational sessions, workshops, entrepreneurial interfaces, internships, industrial visits, seminars, and e-fest were planned. We consider this as the first step in the formation of an incubation centre.

The expected benefits are:

- Bring out and enhance the reading, understanding, communication, and organizational skills innate in students.
- Develop a value system and discipline for life
- Improve communication and persuasive skills.
- Boost self-confidence, team building, and leadership qualities

Develop a culture of research and entrepreneurship

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-III/3.2.1.pdf

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

5

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	https://menoncollege.edu.in/PDF/Publications.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

19

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Our extension activities have been in the hybrid form (both offline and online) this year due to the pandemic situation. Students were encouraged to participate in extension activities through awareness programs conducted in the form of webinars and workshops. We have organized many such programs to help students to keep themselves healthy and to develop their emotional quotient and a positive attitude towards life. National service scheme (NSS)

List of Some of the major activities

1. Youth Day -Swami Vivekanda's Birth Anniversary
2. Help your health
3. Understanding IPR
4. Navy Day
5. Solid waste management
6. Stress management
7. Police station Rally
8. Marathi State language celebration
9. Kargil Vijay Diwas

Apart from NSS, DLLE also took up the Status of Women survey and conducted a study on the status of women in the nearby areas. This study was reported to the University of Mumbai.

File Description	Documents
Paste link for additional information	http://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-III/3.4.1.pdf
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

64

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate infrastructure and physical facilities for effective teaching-learning.

Locational Advantage:

- The College is located in the suburb of Central Mumbai, adjoining Bhandup railway station on the Central Line, making it convenient for students and teachers to travel from distant places.

Total Plot Area:

- The College building stands on 3762.57sq.m. of land and has a 4598.7sq.m. playground for sports and celebration of National Festivals.

Physical Facilities for Teaching:

Sr.

Description

Nos.

1

Classrooms without LCD and LAN facilities

10

2

Classrooms with LCD and LAN facilities

13

3

804 sq.ft. Seminar Hall with LCD Facilities and WiFi

1

Physical Facilities for Computing:

Sr.

Description

Facilities

1

Computer Laboratory-1

Computers = 40

Printer = 1

Scanner = 1

LAN / Internet

2

Computer Laboratory-2

Computers = 74

Printer = 2

Scanner = 2

LAN / Internet

Physical Facilities for Learning: -

Sr.

Description

Facilities

1

Adv. P. A Menon Knowledge Resource Centre (Library)-Main

Reading

Stacking

Internet

Wi-Fi

Printing

Photocopy

2

(Library) - Ext.

Stacking (Books)

3

Science Laboratories

Chemistry

Botany

Zoology

Physics

UGC Network Resource Centre:

Sr.

Description

Facilities

1

UGC NRC (XII Plan)

Server = 1

Computers = 9

Printer = 1

Scanner = 1

LAN/Internet

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-IV/4.1.1-AQAR-21-22%20Physical%20facilities%20teaching.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College provides adequate infrastructure for organizing various co-curricular and extra-curricular activities in order to bring about the holistic development of its students.

Facilities for Cultural Activities: -

Facility

Area/Capacity & Location

Features

Auditorium

3400 sq. ft.

(300 persons)

Ground fl.

- Air-conditioned
- Well-equipped with sound system and lighting arrangements.
- Used for conducting Intra- / intercollegiate cultural fests, music and dance festivals, Prize distribution and Degree certificate distribution ceremony.
- Guest lectures, seminars, workshops, and programs of "Centre of Gandhian Studies and Action", NSS, DLLE, IPR Cell, and E-Cell are held here.

Students' Council Room

80 sq. ft.

Mezzanine floor.

- Used for Students' Council meetings.

Facilities for Sports:

Facility

Area/Capacity & Location

Features

Playground

4598.7 sq. meter opposite the College

- Used for outdoor games like cricket, kho-kho, kabaddi, etc.
- Used for Intra-college and/or inter-collegiate sports

events.

Gymkhana

1160 sq. ft.

(On 4th floor)

- Provides access to indoor games like chess, carrom and table tennis.
- Various inter-college/intra-college competitions by the Sports Committee are organized here.

Gymnasium

820 sq. ft.

(On 4th floor)

- A fully air-conditioned gymnasium with the necessary equipment is made available to students and staff throughout the year.

Facilities for Yoga:

Various facilities for Yoga such as mats, etc. are available in the conference room and auditorium.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-IV/4.1.2-AQAR-21-22%20Physical%20facilities%20Sports%20and%20Cultural%20facilities.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart

class, LMS, etc.

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-IV/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

88.89

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- Name of ILMS Software: - SOUL 3.0
- Nature of automation (fully or partially): - Fully Computerized
- Version: - 3.0
- Year of Automation: - 2005

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-IV/4.2.1.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.79

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

90

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Considering the rising importance of technology and ICT in the teaching-learning process, the College has developed a robust IT infrastructure over a period of time.

Computers:

The College has a total of 167 desktop computers of the latest configuration and two laptops.

In the computer laboratories, FOS Linux operating systems and Ubuntu is installed.

Internet and Wi-fi Connectivity:

All computers in Campus have internet connectivity through a 50 Mbps Lease line connected with LAN. Wi-fi connectivity is available at Adv. P. A. Menon Knowledge Resource Centre (Library), Seminar Room, Principal's Cabin, Chairman's Room and UGC Network Resource Centre.

G-suite and Google Classroom subscription: -

This year due to the COVID-19 pandemic situation, online teaching, and learning were introduced and the college domain registered to educational subscription of G-Suite and Google Classroom. Lectures/Practical for all programs were conducted online using G-Suite and Google Classroom in the first term. Examinations were conducted online using the MCQ pattern through a subscription to "Ekalavya Exam software".

Updating IT Resources:

IT Updation during 2021-2022

Items

QTY

Amount

Thin clients

25

437501

Digital Laser Printer

01

146261

UPS Battery

20

92160

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-IV/4.3.1-4.3.2.pdf

4.3.2 - Number of Computers

138

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

25.27

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The installations, equipment and so also infrastructure of the college campus are provided to facilitate our students to grow into strong and resilient individuals- physically, intellectually and spiritually. Keeping this mission in mind, the institution strives to establish and maintain systems and procedures to give the best to its most treasured stakeholders - our students.

Departments, staff and students register their maintenance requirements through committee conveners with the Principal, who attends to all such requirements in consultation with the Management.

Maintenance of Academic Facilities:

Class Rooms:

- All classrooms are swiped every evening. Once in three months, they are washed and cleaned by the Support Staff.

Seminar Room

- Air-conditioners in the Seminar Room are maintained through an Annual Maintenance Contract (AMC).

Maintenance of Support Academic Facilities:

Adv. P. A. Menon Knowledge Resource Centre (Library):

- A Library Advisory Committee with a Librarian as Secretary of the Committee looks after the requirements of the library.
- Library staff (Assistants, peons) are assigned duties for the smooth functioning of the library.

Science Laboratory

- Maintenance of Laboratories is managed by Laboratory Assistants, under the guidance of the head of the department.
- Laboratories Assistants with the help of Laboratory Attendants manage the regular administration and practice schedule.

Read More..... <https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-IV/4.4.2.pdf>

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-IV/4.4.2.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

22

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

22

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-V/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
1372	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
1372	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent	A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

28

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

202

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

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 year

5.3.1.1 - 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 year.

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

1. STUDENTS COUNCIL

Student Council is headed by an elected student General Secretary, assisted by an Assistant General Secretary along with Class Representatives and nominees and works under the guidance of teachers. Elections were conducted for the post of General Secretary and Assistant General Secretary. The council team present a platform for college students to participate in various online competitions and e-certificates were issued.

1. COLLEGE DEVELOPMENT COMMITTEE

The General Secretary and Assistant General Secretary of the Student Council, are a part of the governing body.

3. LIBRARY COMMITTEE

The General Secretary of the college is co-opted as a member of the Library Advisory Committee.

4. NATIONAL SERVICE SCHEME

The NSS unit of the college consists of a team of students led by a Student Secretary and guided by the Programme office. Activities are planned & managed by the NSS team.

5. DEPARTMENT OF LIFELONG LEARNING & EXTENSION

DLLE encourages students to undertake projects. Student manager who guides the student batches in the execution & documentation of

projects under the mentorship of teachers.

6. WOMEN'S DEVELOPMENT CELL

WDC also witnesses the active involvement of teachers & student volunteers in undertaking activities related to gender equity, health and hygiene of girls, skills etc

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-V/5.3.2.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

15

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

The alumni association of our college, though not registered, is very much functional and a throbbing component of our student's lives. There are 1025 enrolled Alumni as of 2022. A few of our Alumni currently serve the institution in the capacity of employees. Some more contributions are as follows: Meeting the expense towards hosting the college website and providing

technical support, working in an honorary capacity as a governing body member or as a legal adviser, helping in internal audit and TDS calculation using Tally ERP software etc.

A noteworthy feature of our alumni is the formation of Menonite 99, which includes a group of 15 alumni from the B Com 1999 batch, making contributions to the welfare of the students continuously. Two major initiatives of Menonite 99 are,

1. Celebration of Kargil Vijay Diwas on 26/7/2021 with Online Video Conferencing on "Indian Armed Forces Our Pride - Action at Kargil in 1999" by Lt Col Manoj Kumar Sinha - Winner of Gallantry Award
2. Award of Scholarships to deserving economically backward students - A cheque for Rs.30,000 was handed over to the Bhandup Educational Society as a scholarship to be delivered to needy and meritorious students.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-V/5.4.1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION

"EDUCATION IS THE MANIFESTATION OF PERFECTION ALREADY IN MAN."

MISSION STATEMENT

"?????????????????"- "FROM DARKNESS TO LIGHT"

To mould the youth to love God, serve humanity and help them grow as competent individuals with strength of character, the courage of conviction imbued with qualities of head and heart."

CORE VALUES

The journey of jivatma is described as "?????????????????" (From Darkness to Light). We believe that nature or character inherited by Atman comprises of three Gunas- Satva, Rajo and Tamo Guna.

Sublimation of the base nature is possible by adopting BHAGWAD GITA as DICTIONARY OF LIFE.

Twenty principles derived from this holy book constitute core values for the stakeholders. Some of these values are Humility, Modesty, Ahimsa or Non-violence, Forbearance, Uprightness, etc.

GOALS AND OBJECTIVES

Striving towards sublimation of base nature and manifest perfection in thoughts, words and deeds by adopting the Holy Book "Bhagwad Gita" as a Dictionary of Life.

Motivating students for continuous personal and professional growth.

Instilling a strong foundation of moral values and ethical principles to mould them into excellent human resources.

Providing a homely environment in the institution.

Developing good character and personality and becoming citizens who are assets to society.

Strengthening stakeholder's relationships.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VI/6.1.1.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization:

- The Principal is the academic and administrative head and all HOD's directly report to her.
- Academic Authority has been decentralized to HOD's.
- Principal plans and implements various activities of the institution with the help of various committees.

Various Committees:

- College faculties are acquainted with various administrative and functional areas of various committees.

Operational Autonomy to Departments and Teachers:

- HOD has a complete autonomy with regard to planning and implementation of academic activities of his/her department.
- They conduct a meeting at the beginning of each semester to plan completion of syllabus in time.
- HOD monitor lectures of the teachers and give them feedback.
- HOD collect students' feedback about each teacher and orients teachers about their strengths and weaknesses.
- Faculty is free to make use of various teachings aids
- Teachers are encouraged to undertake research projects, attend conferences and present research papers, write books and guide research students.

Participative Management:

- Institution functions on democratic and participative management principles. All major decisions in the College are taken jointly by the Principal in consultation with the Departmental HOD in periodic meetings incorporating the

suggestions made by CDC and IQAC

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VI/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plans are deployed by the concerned committee annually under the guidance and supervision of the Principal. Academic Calendar is the primary strategic plan. The timetable is prepared by the timetable committee and displayed. The lecture Plan and Academic Diaries are maintained by each faculty.

Examination Committee works as per the guidelines of the UOM for the conduct of examination and declaration of results. Tentative examination dates are reflected in Academic Calendar. The Examination timetable are displayed in advance and results are declared within 45 days.

Independent Committees exists for co-curricular activities reporting their plan and activities to the Principal and IQAC.

NSS and DLLE Committee plan and implement various extension activities

Career Guidance Committee plan and conducts placement drives for graduating students.

IQAC plans various Quality Sustenance and Enhancement activities planned for every year.

Perspective Plan:

Management in consultation with the Principal, HODs, CDC and IQAC develops a plan for every five years.

We strive our best for early implementation. However, due to COVID-19 Pandemic full-fledged implementation of our perspective

plans in all areas was not possible.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://menoncollege.edu.in/PDF/Perspective_Plan-20-25.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The College follows guidelines and procedures laid down by the Higher Education Department, GOM, UOM and UGC. The Governing body conducts an Annual Academic Audit to evaluate the contribution of each teacher.

College Development Committee (CDC) consists of the Principal, management representatives, teaching and non-teaching staff, students and Statutory members. All college activities are discussed, approved and minuted.

The internal Quality Assurance Cell (IQAC) has been set up as per guidelines issued by NAAC to conduct meetings regularly for conducting activities

Departmental Heads plan and implement various activities in coordination with faculties. Institutional Policy Document is prepared and uploaded on the College website as per guidelines of the Higher Education Department, Government of Maharashtra, UOM and UGC. These acts guide academic and administrative activities. This policy document has been classified into four categories as follows:

Academic Policy, Administrative Policy, Support System and Format Section.

Appointments in Aided Section are made by the Management as per the guidelines of the Joint Director, Higher Education Department on a merit basis.

Service rules, appointment procedures, promotions under CAS, etc. as per the Statutes, Government of Maharashtra and UGC guidelines are strictly followed.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VI/6.2.2.pdf
Link to Organogram of the institution webpage	https://menoncollege.edu.in/PDF/College-Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The College sincerely strives for enhanced and sustained job satisfaction of all the staff members - "The Menon Family", through various welfare measures. Some of these measures are:

Non-teaching staff is paid salary in the first week of the month irrespective of receipt of grants.

Service books and other documents of retiring employees are updated and processed on time giving employees timely benefits.

Various leaves as per the Statute are granted.

Medical Leave and Reimbursement are expedited.

Management fills-up vacancies of Teaching and Non-teaching Staff in self-finance departments on the basis of aided section.

Free accommodation to the non-teaching staff on the premises

Payment of medical expenses of non-teaching staff and provision of uniforms for Class IV staff.

Fruits and Vegetables, which are cultivated on the premises, are distributed amongst the supporting staff.

Staff appointed for cleaning the premises is provided with safety materials.

Festivals are celebrated together as a family by all staff members.

Retiring staff are felicitated.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VI/6.3.1.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

6

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

6

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

We have a robust, transparent and multi-layered performance appraisal system for teaching and non-teaching staff. The Head of the Department and Vice-principal check academic Diaries periodically. The Principal for critically evaluating the performance of all departments and committees calls for mid-term departmental review meetings and year-end meetings. At the end of the academic year, every teacher is required to submit his or her Academic Diary to the Principal along with an individual Annual Performance Report.

Academic Audit (Teaching Staff) & Administrative Audit (Non-teaching Staff)

Teachers submit Academic Programmes (Plans) and Performance Reports (Outcomes) on their work to the Principal through HODs

Non-teaching staff (Class III) submits Annual Plan of their work through their Heads

The registrar prepares the Confidential Reports as per the Standard Code of the Government of Maharashtra (1985), which are reviewed by the Principal and communicated to the staff in a positive manner

Performance-Based Appraisal System (PBAS):

The institution strictly follows UGC's PBAS System through an internal screening committee. Currently, the College follows the guidelines of the UGC Notification dated 18/07/2018.

The College conducts Student Satisfaction Survey every year, as per the guidelines of NAAC.

Feedback through Questionnaire:

Feedback on 'Teachers' Quality', obtained from students, shared with teachers for improvements.

Feedback on 'Curriculum', collected for consideration during syllabus revision by BOS, University of Mumbai.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VI/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal Audit:

Internal audit is conducted annually by an approved auditor appointed by the Governing Body of Bhandup Educational Society for checking the receipts/payments of college accounts.

For the Financial Year 2021-22, Internal Audit is done by Mr. Prasanth Rajan. Internal Audit Report was submitted on - 30/05/2022.

External Audit:

(A) External Audit by the Joint Director, Higher Education, Mumbai:

The office of the Joint Director, Higher Education, Mumbai and the Accountant General Office, Mumbai are empowered to conduct statutory audits of the College. Audits carried out by the government through Accountant General and Joint Director, Higher Education, Mumbai, ensure proper maintenance of assets, documents, and audited statements, as per the statutes and guidelines. The report is submitted to the government for further consideration.

As of now, there are no adverse audit findings/objections. Minor errors through oversight, pointed out by the audit team, are immediately rectified and precautionary steps are taken to avoid the recurrence of such errors.

(B) External Audit by the Management:

The external audit is carried out, on yearly basis, by a firm of Chartered Accountants.

For the Financial Year 2021-22, External Audit was done by CA Linisha Jain.

External Audit Report was submitted on 12-07-2022.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VI/6.4.1.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1.62

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College does not accept any kind of donation from external sources, except contributions made by Alumni.

Sources of Mobilization of Financial Resources:

The Principal, being the financial head, strategizes for resource mobilization with the consent of Governing body of "The Bhandup Educational Society" (BES).

Sources of Funds are:

Students Fees.

Staff Salary of aided section

Grant-in-aid received under various Schemes

Project Grant from the UOM

State Government Scholarships and Freeships.

Support and financial assistance from BES

Interest Earned

Support from philanthropists.

Optimum Utilisation of Financial Resources by preparation of annual budget prepared well in advance, after taking into consideration the requirements.

The principal presents this budget in CDC meetings. CDC recommends a budget for approval. The budget is, reviewed by the Management and approved after making necessary changes.

The purchase committee, on the advice of the Principal and Management, looks after all purchases. Guidelines are laid down in the Comprehensive policy documents which are strictly adhered to.

The institution Records all Assets acquired on Stock Register, removing, old and outdated assets periodically.

All expenses are subject to strict audit controls annually by the Office of the Auditor General of Maharashtra.

Accounts of the institution are audited internally as well as externally.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VI/6.4.3.pdf
Upload any additional information	View File

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

Practice 1:

Three-Day Online Workshop on "Outcome-Based Education"

IQAC in collaboration with DMR - Joint Action Cluster organized Three Day Online Workshops on 'Outcome Based Education' on 23rd, 26th & 27th October 2021 from 2.00 pm to 5.00 pm for the Senior College Teachers from the DMR- Joint Action Cluster (Ramanand Arya D.A.V College (Autonomous), V. K. Krishna Menon College and NES Ratnam College).

Objectives:

1. To develop a student-centric teaching and learning methodology in which the course delivery and assessment are planned to achieve stated objectives and outcomes.
2. To address the attainment of Programme Outcomes and Course Outcomes.
3. To focus on measuring student performance.

Outcome :

- Framing of Program/ Course Outcomes in alignment closely with Graduate Attributes and Vision & Mission of the HEI keeping Bloom's Taxonomy.
- Balancing Teaching with Assessment Process for achieving Course Learning Outcome.
- Mapping of Programme Specific Outcomes with Course Outcomes.

Practice 2:

National Level Webinar on Preparing for NAAC Peer Team Visit

IQAC in association with IQAC Cluster India organized a National Level Webinar on "Preparing for NAAC Peer Team Visit" on 25th October 2021 . 250 participants from all over India attended the webinar.

Objectives:

- Preparation for NAAC Peer Team Visit by HEI
- Platform to address and resolve queries related to NAAC PTV

Outcome: A comprehensive platform where participants' queries regarding NAAC PTV were addressed and resolved.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VI/6.5.1.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Case Study 1: Teaching-learning Process of B.M.S Department

For signifying the various aspects of the teaching-learning process, structures & methodologies of operations and learning outcomes at periodic intervals. Teaching Learning Aspect considers the following things:

- The Governing Body and IQAC have institutionalized a mechanism for Periodic and Annual Reviews.
- Departmental meetings are conducted periodically and minuted.
- Teachers report their academic and non-academic activities

in their Academic Diary.

- The learning process is monitored through Lesson Plan and Action plan accordingly
- Time table is prepared and adhered to by the teachers for the smooth conduct of Lectures
- Teachers record their lecture details in their academic diaries, which are periodically monitored by the Head of the department.
- Department performance is monitored through the overall report prepared by HoD in accordance with the format prescribed by IQAC.

Case Study 2: Student Progression of B.M.S Department

Identification:

- Tests are conducted periodically to identify slow learners and advanced learners.
- The results of these tests are evaluated to classify the students

Developing Interest:

- The use of ICT tools is made to create visual effects to increase students' involvement and enhance their understanding skills.
- Various Activities are designed specifically for Students to develop an interest in the subject.
- Students' progress is continuously monitored through evaluation methods.

Monitoring

- Result Analysis is done with a view to see the overall performance of the students and identifying corrective procedures for future evaluations.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VI/6.5.2-CaseStudy1.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://menoncollege.edu.in/PDF/Annual_Report-2021-2022.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender Sensitization in Curricular Activities:

- Foundation Course addressed many cross-cutting issues. Various activities related to women were conducted as a part of a project for the course.

Gender Sensitization in Co-Curricular Activities:

Programme/Activity on gender equity and sensitization

- Webinar on Women's Health on Women's day.
- Women entrepreneur's day through Poster Competition.
- Health and Hygiene:
 - Sanitary kit distribution activity jointly with IDF.
 - Session on menstrual hygiene and distribution of Dignity Kits to girls of P.A. Menon English High school.
 - Awareness program about Menstrual Hygiene jointly with NPTL.
 - Workshop on "Women Empowerment with reference to the Constitution of India".
 - Awareness Rally on women safety and women power.
 - Webinars on Women Health and Gender sensitization.
 - Survey on Status of Women in the nearby community.
 - Social advertisement making competition on Women Empowerment.

Facilities for Women Safety:

- Provisions for Safety and Security:
 - Girls' Common Room with facility of Bed
 - CCTV Surveillance in Campus
 - Security at the Entry Gate
 - Separate washrooms for boys and girls.
 - Sanitary Napkin Facility
- Counselling:
 - The counsellor was available online.
 - Stress Management Sessions organized.
 - Internal Complaint Committee (ICC)

Mass oath taking against ragging and sexual harassment.

File Description	Documents
Annual gender sensitization action plan	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VII/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VII/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Under pandemic situation, most of the activities were online sensitizing programs.

Solid Waste Management:

- NSS organized a Webinar on Solid Waste Management on August 6, 2021.
- A Compost Pit was constructed at the backyard of the college campus under the guidance of Ms. Rashmi Joshi, an Environment Consultant in association with MAJHI VASUNDHARA ABHIYAN.
- Guest Lecture on Organic Farming and Seed Ball Making
- Guest Lecture on Kitchen gardening and Compost Making.

Liquid-Waste Management:

The liquid waste disposal system of the College has been developed

as per the guidelines of the Municipality.

E-waste Management:

DLLE and Nature club organised lecture by Ms. Rashmi Joshi on December 3, 2021 to sensitize students about E-waste management.

Waste Recycling System:

- Compost Making-to convert biodegradable wastes of college into fertilizer for the college garden.
- Paper Bag Making Workshop

Hazardous Chemicals Management:

- Online safety instructions given and videos on "Safety in Chemistry Laboratory" were shown to students.
- Safety Signage is displayed on the walls in chemistry laboratory.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

1.Restricted entry of automobiles 2.Use of bicycles/ Battery-powered vehicles 3.Pedestrian-friendly pathways 4.Ban on use of plastic 5.Landscaping	
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File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment	A. Any 4 or all of the above
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------

**5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Inclusiveness in Administrative Processes:

- Admissions to all programmes are based on merit without any discrimination.
- All committees have an eclectic mix of gender, cultural, communal, linguistic and socio-economic diversities.
- Placement Cell provides equal opportunity to all to face campus interviews.

Integrating Persons with Disabilities (PwD):

- Disabled-friendly Campus with a facility of Lift, Toilet etc.
- Food grain distribution drive was conducted by NSS volunteers for handicapped persons and other people in need.

Integrating Minorities and Economically Weaker Sections:

- Being a linguistic minority institution, 50% of the seats at the entry level are reserved for minority community students.
- The College has instituted Need-cum-merit Scholarships for students from economically poor background.

Integrating Vernacular Medium Students:

- Online Soft Skill Development Course (Communication Skill), was an attempt to integrate students from vernacular medium into the mainstream.

Promotion of Inclusive Environment:

- Celebration of National Festivals: To inculcate the spirit of 'Unity in Diversity'.

Many programs like Gandhi Week and Ahimsa week, Vaccination and Blood Donation Drive, intercollegiate festival LAKSHH, Video screening on Castesism and untouchability, Webinars on Nonviolence, Global peace and security etc. were organised to inculcate feeling of care, harmony and compassion among students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Celebration of Important Days:

Independence Day

- Tribute to Tri-colour Flag.

Republic Day

- Tribute to Tri-colour Flag.

Constitution Day

- Preamble of Indian Constitution reading.
- Webinar on Constitution of India.

Founder's Day

- Sharing memories with Shri P. A. Menon

- PPT on, "Journey of a successful Gandhian in building Menon group of institutions"

Promotional Activities:

Ethical Practices

- Mass oath taking against ragging and sexual harassment.
- Webinar on Gender Sensitization and Education.
- Webinar on Cyber Security.
- Essay Competition on Topics 1) Work Place Ethics 2) Importance of Ethics in Business.

Human Values

- Poster Competition on Topics: (i) Effect of Military War on Environment. (ii) Empathy Towards Senior
- Some lectures start with Thought Sharing, Meditation to develop a positive thinking and attitude in students.

Environment

- Environment week
- Guest Lectures on Various aspect of Environment
- Construction of Compost pit and Compost Making
- Generation of QR codes for all plants in college campus

Citizen rights and duties

- Webinars on RTI, Consumer Protection, IPR etc.

Activities by NSS, IPR, WDC and DLLE

- Rally to create awareness on women's safety & women's power.
- Drives like COVID-19 Vaccination, Blood Donation and Cleanliness drive
- FOOD GRAIN DONATION etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VII/7.1.9.pdf
Any other relevant information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VII/7.1.9.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Commemorative Days

Programs/Activities

National Youth Day

- PPTs on problems related to youth.

- Discussion on the life of Swami Vivekananda.

Navy Day

- Webinar on life and career in Indian navy

Marathi Raj Bhasha Divas

- Webinar on Marathi state language
- Video Screening of Marathi cultural program performed by college students.

Hindi bhasha divas

- KahaniPratityogita

World Water Day

- Awareness program on Save Waterthrough posters.

International Women's Day

- Felicitation ofWomen IPS Officer,ViswasNagrepatil.
- Seminar on 'Gharke female FIT toh family SUPERHIT'
- Games

Indian Army Our Pride

- Webinar by Lt. col. Manoj Kumar Sinha who shared experiences of army personnel in the Kargil war.

Gandhi Jayanti

- 152thbirth anniversary of Mahatma Gandhi celebrated through Week Long Program.

Women's Entrepreneurs Day

- Poster competition on "Women Entrepreneurs".

Human Rights Day

- Documentary Screening on Human rights

International Yoga Day

- Online yoga session.

Martyrs Day

- Sharing of some important information about Martyrs day.
- Observed 2 min silence

Ozone Day

- Webinar by Mrs. Rashmi Joshi.

National Pollution Control Day

- Documentary Video Screening
- Panel discussion on Pollution Control

National Mathematics day

- Video Screen
- Math Quiz

National sports day

- Awareness program conducted by all volunteers

Voters Day

- Online poster competition

Social Justice day

- Documentary Screening

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice-1 Title: Igniting Young Minds

Objectives:

1. To focus on fun way and application-based teaching-learning for inquisitive school children.
2. To empower students beyond the campus through various programs.

The Context: The institute has planned its activities, keeping in mind the holistic development of students. We believe this has made our students stronger and self-reliant.

The play-way and experiential methods of learning are a proven recipe for easier grasping and retention of difficult concepts. As a responsible institution, we have always tried to share this idea with the extended Menon family and community around us.

(To Read More Click on the below link) https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VII/Best_Practice-1_AddInfo.pdf

Best Practice-2

Title:Centre of Gandhian Studies and Action

Objective:

1. To emerge as a Forum for Study, Research and Outreach activities to propagate the Gandhian Vision of Social Transformation and Individual Empowerment by involving students, staff and the community around.

The Context:

- Founder chairman Advocate P.A. Menonji was an ardent follower of Gandhiji. He not only followed the Gandhian principles of Non-violence, Simplicity, Truth and Faith throughout his life but also ensured that these principles are percolated down to the staff and students of the institutions established by him.
- With an objective to let his acquaintances, including the students and teachers, imbibe the Gandhian principles, he founded the Centre of Gandhian Studies and Action on September 30, 2008.

(Read More...) https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VII/Best_Practice-2_AddInfo.pdf

File Description	Documents
Best practices in the Institutional website	https://menoncollege.edu.in/PDF/Best_Practices_21-22.pdf
Any other relevant information	http://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VII/7.2%20COMBINED%20BEST%20PRACTICE%201%20AND%202.pdf

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Simplicity & Promotion of Human Values

Our institution has conceived Simplicity as abstinence from all the lustrous and alluring desires. In the footsteps of Founder Chairman Adv. Shri P.A Menon, we strive towards the Gandhian vision of "Simple Living and High Thinking" by adopting the following codes of conduct.

Menon Family

'Menon Family' constitutes all the stakeholders of its three

prestigious institutions - V. K. Krishna Menon College of Commerce and Economics and S. S. Dighe College of Science, P. A. Menon Junior College and P. A. Menon English High School - operating under the umbrella of Bhandup Education Society (BES).

Adv. Shri P.A. Menonji, the Founder Chairman, was an ardent follower of Gandhiji. The deep influence of Gandhian philosophy is clearly evident in every institution founded by Him. Each of these institutions is simple and operates on the principles of equality and non-discrimination. Many occasions bring stakeholders of all these institutions together like a 'Family', creating a feeling of belongingness. Every stakeholder feels proud to be associated with such an institution, which has grown over decades without compromising its values and principles.

Continued (Read More) https://menoncollege.edu.in/NAAC/AQAR/AQAR-2021-22/Criteria-VII/7.3_ID_Additional-Info-21-22.pdf

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

7.3.2 - Plan of action for the next academic year

1. To add more discipline-related certificate courses
2. To add more skill-based related certificate courses
3. To add more value-added related certificate courses
4. To organize workshops on PO-PSO-CO.
5. To organize State/National Level Faculty Development Programme on Research Methodology.
6. To organize State/National Level Webinar on "How to Write Research Paper".