

**V.K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS  
AND**

**SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE**

[AFFILIATED TO UNIVERSITY OF MUMBAI & ACCREDITED BY NAAC]

(MANAGED BY BHANDUP EDUCATIONAL SOCIETY)

BHANDUP (E), MUMBAI - 400 042.

Phone: 2566 8541 • Telefax : 022 - 2566 1897 • E-mail: vkkmenoncollege@gmail.com

**7.1.1. Measures initiated by the Institution for the promotion of gender equity during the last five years.**

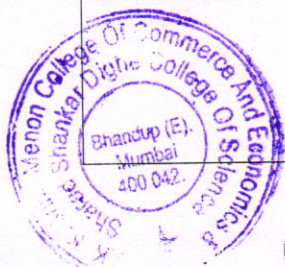
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**V. K. Krishna Menon College of Commerce and Economics &  
Sharad Shankar Dighe College of Science  
(Affiliated to the University of Mumbai)**

**Annual Gender Sensitization Action Plan 2020-2021**

Under the COVID -19 special circumstances, resolved that following activities to be conducted in **online mode** for academic year 2020-2021.

Month	Objective	Activitiy	Committee
September 2020	Motivational	Webinars on inspiring Personalities (Women)	Women development council
October 2020	Environmental Awareness	Webinar/e-poster competition on Environment pollution issues/ Best out of waste making competition	Women development Council, NSS
November 2020	Women Empowerment	Video making competition on women entrepreneurs	Women development Council and DLLE
December 2020	Gender Equity	Women Based Short Film show/Ad making competition	Women development Council and DLLE
January 2021	Skill development	Workshops/ Guest Lectures on Skills	Women development Council DLLE
February 2021	Women Security and liberty	Survey on women status, webinars /quiz/competition on security and rights	Women development Council and DLLE
March 2021	Appreciate the contribution of women	Women's day	Women development Council and DLLE, NSS



Dr Ruchi Tandon (WDC Convener)

Dr. Valsa Wilson (DLLE In Charge)

NSS

PRINCIPAL

V. K. Krishna Menon College Of Commerce And Economics & Sharad Shankar Dighe College Of Science  
BHANDUP (E) MUMBAI - 400 042

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**Extract from Policy Document**


**Women Development Cell and Gender Equity and  
Sensitivity**

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**3.8 Gender Equity/ Sensitivity: -**

- a) All activities related to **gender** equity/sensitivity shall be handled by different committees set up for conducting extra-curricular activities.
- b) The committees shall work on the basis of guidelines issued by head of the institution.
- c) They shall maintain all records and documents in prescribed format and submit the same to the Head of the Institution at the end of the year.
- d) Rewards and Appreciation may be conferred on deserving students/ staff for outstanding contribution in the field of **Gender** Equity.

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**Prin. (Mrs.) S. V. Phadnis**  
**PRINCIPAL**



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### 3.18 Women Development Cell: -

- a) Head of the Institution shall form the committee at the beginning of the academic year.
- b) **Functions and responsibilities:**
  - 1) It shall conduct meetings, minimum two in a year, and maintain appropriate records.
  - 2) It shall prepare and submit action plan in the beginning of the year and performance report at the end of the year, to the Head of the Institution
  - 3) Budgetary requisition, if any, for the activity shall be submitted to the Head of the Institution, a week before the activity.
  - 4) Focus areas may be **Gender** equity, women empowerment, skill development, safety and security, sexual harassment, health, knowledge enhancement, any other aspect relevant to women development. Intercollegiate activities may be organized in focus areas.
  - 5) Girl students shall be encouraged to participate in college as well as intercollegiate activities
  - 6) The following files and records shall be maintained by the committee-
    1. Activity file
    2. Minute book
    3. Any other Action plan, Performance report, Notices/proposal of the activity, Participants list for each event,




Policy Document of V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science, Bhandup (E), Mumbai-42  
Email - [info@vkkmenoncollege.edu.in](mailto:info@vkkmenoncollege.edu.in) Updated on 23/08/2014

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PDF Studio - PDF Editor for Mac, Windows, Linux. For Evaluation. <https://www.qoppa.com/pdfstudio>

Correspondence with resource person, List of committee members,  
Budget, Attendance record, Feedback, Photographs, Any other

\*\*\*\*\*

  
Prin. (Mrs.) S. V. Phadnis  
PRINCIPAL



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AC 24-06-2016  
Item No. 4.76

**UNIVERSITY OF MUMBAI**  
**No. UG/105 of 2016-17**

**CIRCULAR:-**

A reference is invited to the Syllabi relating to the B.Com. degree programme **vide** this office Circular No. UG/144 of 2011 dated 14<sup>th</sup> June, 2011 the Principals of affiliated Colleges in Commerce are hereby informed that the approved by the Academic Council at its meeting held on 24<sup>th</sup> June, 2016 **vide** item No. 4.76 and that in accordance therewith, the revised syllabus as per Choice Based Credit System for B.Com. Program – Course Structure (Sem. I to VI), which is available on the University's web site ([www.mu.ac.in](http://www.mu.ac.in)) and that the same has been brought into force with effect from the academic year 2016-17.

MUMBAI – 400 032  
October, 2016

  
(Dr.M.A. Khan)  
REGISTRAR

To,

The Principals of affiliated Colleges in Commerce and the Heads of recognized Institutions concerned.

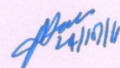
**A.C/4.76 /24/06/2016**

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No. UG/105-A of 2016-17      MUMBAI-400 032      25 October, 2016

Copy forwarded with compliments for information to:-

- 1) The Dean, Faculty of Commerce,
- 2) The Director, Board of College and University Development,
- 3) The Controller of Examinations,
- 4) The Professor-cum- Director, Institute of Distance and Open Learning (IDOL),
- 5) The Co-Ordinator, University Computerization Centre.

  
(Dr.M.A. Khan)  
REGISTRAR

PTO..

AC 24-06-2016

Item No. 4.76

# University of Mumbai



**Bachelor of Commerce (B.Com)  
Programme  
Three Year Integrated Programme-  
Six Semesters  
*Course Structure***

**Under Choice Based Credit System**

**To be implemented from Academic Year- 2016-2017  
Progressively**

***Faculty of Commerce***

# B.Com Programme

## Under Choice Based Credit, Grading and Semester System

### Course Structure

F.Y.B.Com

(To be implemented from Academic Year- 2016-2017)

No. of Courses	Semester I	Credits	No. of Courses	Semester II	Credits
<b>1</b>	<b>Elective Courses (EC)</b>		<b>1</b>	<b>Elective Courses (EC)</b>	
<b>1A</b>	<b>Discipline Specific Elective(DSE) Courses</b>		<b>1A</b>	<b>Discipline Specific Elective(DSE) Courses</b>	
1	Accountancy and Financial Management - I	<b>03</b>	1	Accountancy and Financial Management - II	<b>03</b>
<b>1B</b>	<b>Discipline Related Elective(DRE) Courses</b>		<b>1B</b>	<b>Discipline Related Elective(DRE) Courses</b>	
2	Commerce - I	<b>03</b>	2	Commerce - II	<b>03</b>
3	Business Economics - I	<b>03</b>	3	Business Economics - II	<b>03</b>
<b>2</b>	<b>Ability Enhancement Courses (AEC)</b>		<b>2</b>	<b>Ability Enhancement Courses (AEC)</b>	
<b>2A</b>	<b>Ability Enhancement Compulsory Courses (AECC)</b>		<b>2A</b>	<b>Ability Enhancement Compulsory Courses (AECC)</b>	
4	Business Communication - I	<b>03</b>	4	Business Communication II	<b>03</b>
5	Environmental Studies I	<b>03</b>	5	Environmental Studies II	<b>03</b>
<b>2B</b>	<b>*Skill Enhancement Courses (SEC)</b>		<b>2B</b>	<b>**Skill Enhancement Courses (SEC)</b>	
6	Any one course from the following list of the courses	<b>02</b>	6	Any one course from the following list of the courses	<b>02</b>
<b>3</b>	<b>Core Courses (CC)</b>		<b>3</b>	<b>Core Courses (CC)</b>	
7	Mathematical and Statistical Techniques - I	<b>03</b>	7	Mathematical and Statistical Techniques - II	<b>03</b>
<b>Total Credits</b>		<b>20</b>	<b>Total Credits</b>		<b>20</b>

<b>*List of Skill Enhancement Courses (SEC) for Semester I (Any One)</b>		<b>**List of Skill Enhancement Courses (SEC) for Semester II (Any One)</b>	
1	Foundation Course - I	1	Foundation Course - II
2	Foundation Course in NSS - I	2	Foundation Course in NSS - II
3	Foundation Course in NCC - I	3	Foundation Course in NCC - II
4	Foundation Course in Physical Education - I	4	Foundation Course in Physical Education - II
<b>Note: Course selected in Semester I will continue in Semester II</b>			

**Revised Syllabus of Courses of B.Com. Programme at Semester I  
with Effect from the Academic Year 2016-2017**

**Skill Enhancement Courses (SEC)**

**6. Foundation Course - I**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Overview of Indian Society	05
2	Concept of Disparity- 1	10
3	Concept of Disparity-2	10
4	The Indian Constitution	10
5	Significant Aspects of Political Processes	10
<b>Total</b>		<b>45</b>

Sr. No.	Modules / Units
<b>1</b>	<b>Overview of Indian Society</b>
	Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference
<b>2</b>	<b>Concept of Disparity- 1</b>
	Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities
<b>3</b>	<b>Concept of Disparity-2</b>
	Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences
<b>4</b>	<b>The Indian Constitution</b>
	Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution
<b>5</b>	<b>Significant Aspects of Political Processes</b>
	The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics

**Topics for Project Guidance: Growing Social Problems in India:**

- Substance abuse- impact on youth & challenges for the future
- HIV/AIDS- awareness, prevention, treatment and services
- Problems of the elderly- causes, implications and response
- Issue of child labour- magnitude, causes, effects and response
- Child abuse- effects and ways to prevent
- Trafficking of women- causes, effects and response

**Note:**

**Out of the 45 lectures allotted for 5 units for Semester I, about 15 lectures may be allotted for project guidance**

**Revised Syllabus of Courses of B.Com. Programme at Semester II  
with Effect from the Academic Year 2016-2017**

**Skill Enhancement Courses (SEC)**

**6. Foundation Course - II**

**Modules at a Glance**

<b>Sr. No.</b>	<b>Modules</b>	<b>No. of Lectures</b>
1	Globalisation and Indian Society	07
2	Human Rights	10
3	Ecology	10
4	Understanding Stress and Conflict	10
5	Managing Stress and Conflict in Contemporary Society	08
	<b>Total</b>	<b>45</b>

Sr. No	Modules /Units
1	<b>Globalisation and Indian Society</b>
	Understanding the concepts of liberalization, privatization and globalization;Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.
2	<b>Human Rights</b>
	Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights;Human Rights constituents with special reference to Fundamental Rights stated in the Constitution
3	<b>Ecology</b>
	Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation- causes and impact on human life;Sustainable development- concept and components; poverty and environment
4	<b>Understanding Stress and Conflict</b>
	Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict
5	<b>Managing Stress and Conflict in Contemporary Society</b>
	Types of conflicts and use of coping mechanisms for managing individual stress; Maslow's theory of self-actualisation;Different methods of responding to conflicts in society; Conflict-resolution and efforts towards building peace and harmony in society

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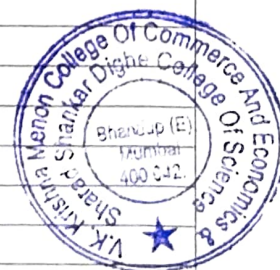
**Class: FYBCOM**

**Subject: Foundation Course Sem I (2.9.2020 to 23.12.2020)**

### Project Certificate

*This is to certify that following students have actively participated and completed various Project works related to cross cutting issues like Gender Disparity, Gender equity and sensitization, Problems related to youth, drug addiction, Problems related to elderly, Child Labour etc during First Semester 2020-2021. Under Pandemic situation, only online projects were undertaken by students. They made on line videos, PowerPoint presentations, skits etc. on the above said topics.*

ROLL NO.	Last Name	First Name	Middle Name
1		ARCHANA	ANILKUMAR
2		DEVIKA	RAMESH
3		JISHAANNA	GEORGE
4		KICHU	SHAJI
5		MALAVIKA	SHIVANAND
6		REMYA	RADHAKRISHNAN
7		VIBIESH	VINODAN
8	ACHARY	HIMESH	SATHEESAN
9	AGNA	MARIA	JOSE
10	AGNEL	CHRISTO	JOSE
11	AGRAHARI	VIKAS	VINODKUMAR
12	AGRE	AKASH	MANGESH
13	AHAMED	SOHAIL	SALAUDDIN
15	AMBRE	RUTUJ	UPENDRA
16	AMIN	TARUN	SUNIL
17	ANGANE	KAUSTUBH	VASUDEV
18	ANISSETTI	SRINU	DILLERAO
19	ANSURKAR	OMKAR	SANTOSH
20	ARONDEKAR	TANVI	MAHADEV
21	ATHIPARAMBIL	ANSON	ANTONY
22	AYYAPPAN	SONALI	GOPAKUMAR
23	BAG	MOHAN	PANCHANAN
24	BAIG	NAZMIN	MUNAWAR



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V. K. Krishna Menon College of Commerce and Economics and  
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Bhandup (E), Mumbai - 400 042

*Project Guide*  
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30/11/21  
Dr. Ruchi Tandon

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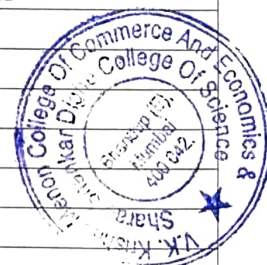
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ROLL NO.	Last Name	First Name	Middle Name
25	BAIG	YASMIN	MUNAWAR
26	BANDAL	ROHAN	VITTHAL
27	BANE	RUCHIRA	PRAMOD
28	BANGERA	TUSSHAR	JAYANTH
29	BARANWAL	SHRIYANSH	SANTOSH
30	BATRA	SUMAN KAUR	MANGAT SINGH
31	BEHERA	SHIVANI	RAJENDRA
32	BHAGDE	SANCHANA	SUNIL
33	BHANDARI	PRITAM	GANESH
34	BHANDE	VAIBHAVI	PRAKASH
35	BHARADWAJ	ANJALI	DINESH
36	BHARTI	LAXMAN	PRAKASH
37	BHATIA	LOKESH	PRAVEEN
38	BHATRA	KAMALJIT KAUR	SUKHDV SINGH
39	BHATT	BHAVANA KUMARI	KRISHNAPRASAD
40	BHOSALE	POOJA	UMESH
41	BHOSALE	VAISHNAVI	BHANUDAS
42	BIRMOLE	JANHAVI	MAHESH
43	BORHADE	VAISHNAVI	ANAND
46	CHAURASIYA	SHIKHA	SANJAY
47	CHAVAN	PRAJAKTA	AJIT
48	CHAVAN	VAISHNAVI	PRAKASH
49	CHHAPA	VINAY	DINABANDHU
50	CHIPKAR	JANHAVI	JAGDISH
51	CHOUDHARY	ARVIND	HEMARAM



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Dr. Ruchi Tandon

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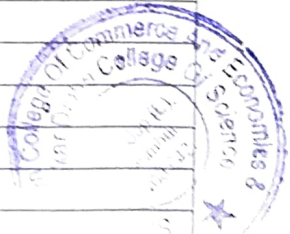
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52	CHOUDHARY	DRISHTI	MARKANDEY
55	DAFALE	SHRADDHA	VINOD
56	DAS	SRUTI	SAJAL
57	DAS	TANIYA	TARAK
58	DCOSTA	LEZA	ANTHONY
59	DESAI	MADHURA	UDAY
61	DHAWALE	ASMITA	JITENDRA
62	DIXIT	ADITYA	CHANDRAPRAKASH
63	DUBEY	HEMANT	SUBHPRAKASH
64	DUBEY	MANSI	HARISHANKAR
65	DUBEY	PRATIK	CHANDRADEV
67	DWIVEDI	RADHIKA	BADRPRASD
68	DWIVEDI	UTKARSH	VINOD
69	EKKAT	DANIEL	DAVID
70	FRANCIS	AGASTEENA	EUGIN
71	GADE	PRADNYA	JAYDEEP
72	GADE	SHUBHAM	GOPINATH
74	GAIKWAD	MOHIT	MAHENDRAKUMAR
76	GAONKAR	BHAVIKA	SANJAY



Project Guide

*(Dr. Ruchi Tandon)*

*(Principal)*  
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77	GAUD	JYOTI	YOGENDRA
81	GAVADE	NIRAJ	RAVINDRA
83	GAWDE	DEVYANI	PRAKASH
84	GHADGE	ANUSHKA	VIJAY
85	GHADIGAONKAR	ASMITA	SUNIL
86	GHADIGAONKAR	ROSHAN	RAVINDRA
87	GHAG	AKSHAY	VINOD
88	GHAGARE	ANJALI	PRAKASH
89	GHANCHI	URMILA	RUJURAM
90	GHANEKAR	YASH	SURESH
91	GHOLAM	SHALINI	SANDIP
92	GHONSALVES	SARAH	SAVIO
93	GHUME	BHAGYASHREE	ARUN
94	GIDAYE	POOJA	KISAN
96	GOLE	SHWETA	BALIRAM
97	GOTAD	SHRUTI	CHANDRAKANT
98	GOUNDER	TAMILSELVI	MURUGAN
99	GOUNDER	VINEET	MURUGAN
102	GUPTA	AANCHAL	ANIL
104	GUPTA	ANITA	SURESH
105	GUPTA	ANJU	DAYASHANKAR
106	GUPTA	KAVITA	SURENDRA

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Dr Ruchi Pandon

*(Signature)*  
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ROLL NO.	Last Name	First Name	Middle Name
109	GUPTA	NANDINI	CHHEDILAL
110	GUPTA	NEHA	DHANANJAY
111	GUPTA	NEHA	DILIPKUMAR
112	GUPTA	PRIYA	PREMSAGAR
113	GUPTA	RANI	GUDDU
114	GUPTA	SHRADDHA	SUNIL
115	GUPTA	VIJAY	SHRIRAMKEWAL
116	HEGDE	ADITYA	SHAMA
117	HIRNAIK	AKSHATA	DILIP
118	HUNERKAR	AL BASIT	SAMEER
119	HUNGUND	HALIMA	HUSAIN ALI
120	INAMDAR	MUFIDA	JAMIL AHMED
121	BOHRA	SONALI	NITIN
122	DAPHAL	SNEHAL	NAVNATH
123	GUPTA	MUKUND	ACHHELAL
124	KALE	VRUSHALI	MAHENDRA
125	KHAN	FAZAL	RAHIM
128	MUNAPPIL	MAHENDRANATH	PRASANNAN
129	SAWANT	RAJALAKSHMI	RATNAKAR
130	SAYED	ANJUM	AKBARALI
132	ANSARI	AMINA	ABRAR AHMED
133	JAGTAP	AKANKSHA	DILIP



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**Class: FYBCOM**

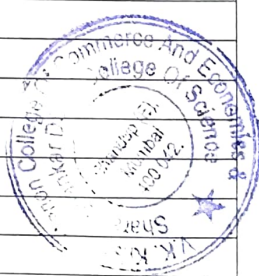
**Subject: Foundation Course Sem I (2.9.2020 to 23.12.2020)**

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135	CHANDAN	AMBIKA	ANAND
136	INGLE	HARSHADA	SHANKAR
137	INGLE	SHRUTIKA	DATTA
138	JADHAV	ANKITA	ISHWAR
139	JADHAV	MAYURI	SHANKAR
140	JADHAV	ROSHANI	PANDURANG
141	JADHAV	RUTUJA	VISHWAS
142	JAGTAP	MRUNALI	VIJAY
143	JAIWAL	SWATI	VINOD
144	JARONDE	ANUSHREE	NAVNATHSAGAR
145	JAWALE	TRUPTI	DEEPAK
146	JHA	RAKHI	SUNIL
147	KADAM	ADITYA	SANDEEP
149	KADVEKAR	SAHIL	PANDURANG
150	KADIR	NIDA	JAVED
151	KAITHAVALAPPIL	SHRUTI	PRINCE
152	KALWAR	ROHIT	SANTOSH
153	KAMBLI	SANKET	PRAKASH
155	KARLE	REVATI	ARVIND
157	KATKAR	PRATIKSHA	ASHOK
158	KAVALE	ADITI	ANIL
159	KEER	SHRUTIKA	SUNIL

Project Guide  
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160	KELUSKAR	MOHAN	RAJAN
161	KESARI	VARSHA	RAMNATH
162	KESARVANI	RIYA	JAIPRAKASH
163	KHADPE	KRUTIKA	VIJAY
164	KHAN	AALIYA	NASIR
166	KHANDAGALE	PALLAVI	ABASAHEB
167	KHARWAL	SHIVANI	KAILASHKUMAR
168	KHOPADE	NIKITA	LAXMAN
169	KHUTE	ADITI	PRADEEP
170	KINDLEKAR	PRACHI	VISHWANATH
171	KOCHAREKAR	HARSHADA	DILIP
172	KONAR	KAVITA	ESAKIAPPAN
173	KOPARKAR	ISHA	RAGHUVIR
174	KORGAONKAR	ADITI	MANGESH
176	KORKE	SUJATA	LIMBA
177	KUMBHAR	AKSHAY	HANMANT
178	KUMBHAR	NIKITA	JALINDER
179	KUNDALE	ARYAN	ARUN
180	KUNDEKAR	SANIKA	PRAKASH
181	KUNJUKUNJU	ALAN	ALEXANDER
182	KUSHWAHA	POONAM	DAYARAM
183	KUVARE	ANJALI	DATTATRAY
184	LAD	AKSHATA	ANIL
185	LAD	RAKESH	RAJENDRA

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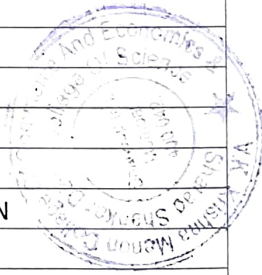
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186	MAHADIK	SONALI	MAHESH
187	MAITI	ROHAN	VISHWAJEET
188	MALEKAR	SANTOSHI	DHANAJI
190	MANDADKAR	RAMESH	HARIBHAU
191	MARGAJ	BHUSHAN	RAVINDRA
192	MARTIN	SHIRLEY	CARLTON
193	MATEKAR	SAGAR	LAXMAN
195	MAURYA	DISHA	VINAY
196	MAURYA	PRITI	RATNESH
198	MENEZES	RIA	HENRY
199	MESTRY	MAYURI	DASHARATH
200	MHADLEKAR	MANJIRI	MAHIPAT
201	MHETRE	SAGAR	RAMKRISHNA
202	MODI	TANMAY	RAJESH
203	MOHD KHAN	JAHEED	HUSAIN HASAN
204	MOHITE	MADHURA	SANJAY
205	MOHITE	SAKSHI	RAJESH
206	MORE	PRAJAKTA	ARJUN
207	MUDALIYAR	MAHESH	DEVNAS
208	MUDALIYAR	VIGNESH	KUMAR
209	NADAR	NARMATHA	THIRUNAVUKKARASU
210	NAIR	KRISHNAKUMAR	RAJAGOPAL
211	NAIR	SWAROOP	VIJAYKUMAR
212	NALAWADE	VIKITA	APPASAHEB

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214	NANKAL	PRIYANSHU	KRISHNA
215	NASKAR	BHASKAR	VIMAL
216	NAVELE	DEVANSHI	AJIT
217	NAYAK	KARTIK	UMESH
219	NEVREKAR	RASIKA	UMESH
220	NIKAM	ANISHA	AVINASH
221	NIKAM	SANGAM	SHASHIKANT
222	NIRMAL	NEHA	LALCHAND
223	NISHAD	ARTI	ASHOK
224	NISHAD	NEHA	MANOJ
225	PADWAL	SONALI	BHAGOJI
226	PAL	ABHISHEK	LALCHAND
227	PAL	DHIRAJ	RAMASREY
228	PAL	PRAVIN	LALBAHADUR
229	PALANDE	AYUSH	SANTOSH
230	PALEKAR	AMISHA	ANANT
231	PANDEY	KHUSHI	DHANANJAY
232	PANDEY	MAHESH	SHAILENDRA
233	PANDEY	RITESH KUMAR	AWADHESH
234	PANDEY	SHUBHAM	SURESHCHANDRA
235	PANDEY	YOGENDRA	MAHENDRA
236	PANGARKAR	PRIYANKA	DILIP
238	PARAB	AKASH	SURENDRA
240	PARAB	KRUTIK	JAYWANT

Project Guide

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242	PARAMANICK	SUSHMITA	ANANDA
243	PARASHAR	GARGI	BHUSHAN
244	PARKAR	TANMAY	SUNIL
245	PASI	ANITA	LALACHAND
246	PATADE	NIKHIL	NAMDEV
247	PATIL	ABHAY	ANANDA
249	PATIL	SANKET	SANJAY
251	PATIL	SHUBHAM	VISHWANATH
252	PATIL	TEJAL	MARUTI
253	PAWAR	AKSHAY	SUNIL
254	PAWAR	JAYASHRI	RAGHUNATH
257	KORI	NEHA	UMAKANT
259	PANDEY	VINAY	AJITKUMAR
260	SAYYED	AMAN	IQBAL
261	CHAVAN	YASH	AVINASH
262	JAISWAL	SHRUTI	RAMESH
264	KHEDEKAR	TANVI	RAVINDRA
267	NALAWDE	VAISHNAVI	VINAYAK
268	POOJARI	POORNIMA	MAILARI
269	PRABHU	SAKSHATH	SURESH
270	PRAJAPATI	ARPITA	PARSHURAM
271	PAWAR	PRANALI	SANTOSH
272	PAWAR	SAMIKSHA	MADHUKAR
273	PAWAR	SIDDHI	SHRIRANG

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*03/01/21*  
*(Dr. Ruchi Tandon)*

*Principal*  
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274	PETKAR	SAIRAJ	BHASKAR
276	POKHARKAR	SAHIL	SHANKAR
277	POOJARY	NIDHI	NAGESH
278	POOJARY	SRINIVAS	SUDHAKAR
279	POOJARY	SUDEEP	SUBHASH
282	PRAJAPATI	ROHIT	NARAYAN
283	PRAJAPATI	SANIKA	OMPRAKASH
284	PUROHIT	DEEPALI	VISHNU
285	PUTHUSSEY	JIGO	VARGHESE
286	QURESHI	MOINUDDIN	ARIF
287	RAHATE	ROHIT	VIJAYKUMAR
288	RAILA	YOGEEETA	SURESH
292	RAPARTHY	HARSHA	DASHRATH
293	RATHOD	ANIKET	ANIL
294	RATHOD	BHARTI	DEVA
295	RAWAT	SONALI	DILWAR SINGH
296	RAY	ANJALI	RAVINDRA
297	SAHU	GANESH	BHAGWAN
300	SALMANI	TAHASEENBANO	SAYEED AHMED
301	SALVE	RITUJA	YOGESH
302	SALVI	KARTIK	RAJENDRA
303	SALVI	MEHUL	SANTOSH
304	SAMKUTTY	JAPSY	JOCELIN
305	SANAYE	SANIKA	DILIP

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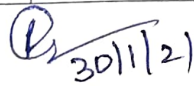
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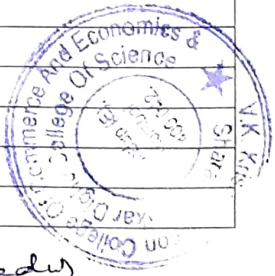
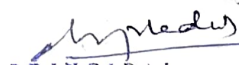
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306	SAPKALE	AISHWARIYA	VIJAY
307	SATPUTE	RAVINA	RAJU
308	SAWANT	GAURI	VIJAY
309	SAWANT	HARSH	HANUMANT
311	SAWANT	KHYATI	JAYSING
314	SAWANT	SAKSHI	SAMEER
316	SAWANT	VEDIKA	MANDAR
317	SAYYAD	NOORJAHAN	KASAM
320	SHAIKH	ALFIYA	ANWAR HUSSAIN
321	SHAIKH	HEENA	FIROZ
322	SHAIKH	IFAT	MOHAMMED YUNUS
323	SHAIKH	MOHAMMAD SHOAIB	MOHAMMAD SHAMIM
326	SHARMA	BADAL	JAGDISH
327	SHARMA	NIKITA	OMPRAKASH
328	SHARMA	PRERNA	SANJAY
329	SHARMA	PRITI	RAMESH
330	SHARMA	ROHIT	SHYAM
331	SHELAR	SEJAL	SHANKAR
332	SHELAR	TANVI	VINOD
333	SHENDE	SHRADHA	ANANDA
334	SHINDE	ABHISHEK	MUKUND
335	SHINDE	PRANJAL	ASHOK
336	SHINDE	RUTUL	SANJAY

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337	SHINDE	SAMIR	PRAKASH
338	SHINDE	SHREYA	RAMKRISHNA
339	SHIRKE	NIKITA	SANJAY
340	SHIRSAT	SAKSHI	BHARAT
341	SHUKLA	SEJAL	BRIJBHUSHAN
342	SINGH	AARTI	AJAY
343	SINGH	ANANDITA	SANJAY
344	SINGH	ANCHAL	RAJAN
345	SINGH	ANJALI	ANANT
346	SINGH	NITYANAND	HEMANT
347	SINGH	RUPAL	RAVINDRA
349	SINGH	SEJAL	SUBHASH
350	SINGH	YUKTA	MAHENDRA
351	SOMESHWAR	ABHIJEET	BIPIN
352	SONAWANE	AKASH	EKNATH
353	SONI	PRERNA	PRAVIN
355	SURVE	PURVA	DILIP
356	SURVE	SAHIL	VINAYAK
357	SURVE	SAI	DEEPAK
358	SURYAWANSHI	SHRADDHA	SANJAY
359	SUTAR	MAYURI	PRAKASH
360	SYEDA	JUWERIYA	ZULFEQUAR ALAM
361	TAMBE	TEJAL	SANDIP
362	THACHIL	SEBIN	SEBASTIAN
363	THAKORE	SAKSHI	MANGESH

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366	THARANI	LAVEENA	MUNAWAR
368	THOMAS	RONI	REJI
369	TIWARI	SHARADDHA	ANANTRAM
371	UDAYGIRI	KARUNA	SUBRAMANYAM
372	VISHWAKARMA	PREETI	SHESHNATH
373	VISHWAKARMA	SANDHYA	RADHESHYAM
374	WALUNJ	HARAHADA	SHIVAJI
375	WANI	PRATIKSHA	SUHAS
376	WARANG	ANITA	ACHYUT
377	WARANG	DIVYA	DILIP
378	WARANG	SHRIYA	DINESH
379	YADAV	AMISHA	SURESH
380	YADAV	ANJALI	KAMALESH
381	YADAV	ANJANI	KASHINATH
382	YADAV	ANTIMA	KASHINATH
383	YADAV	KHUSHBOO	OMPRAKASH
384	YADAV	KHUSHI	SANTOSH
386	YADAV	PRIYA	DEVANAND
387	YADAV	RUCHI	CHHOTELAL
389	YADAV	SAKSHI	SURESH
390	YADAV	SUSHMA	MUNNA
391	YEWALE	PRATIK	SUBHASH
392	YEWALE	VIGHNESH	BAJARANG



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393	SHAIKH	IQRA	SALEEM
394	SHARMA	ANJALI	ARVIND

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395	SHELAR	ADITYA	ASHOK
396	TARE	SHRUTI	SADANAND
397	TAYADE	ROSHAN	VIJAY
400	SAWANT	HARISH	SHANKAR
402	TULLAK	SWATI	SHIVRAM
403	YADAV	KHUSHBOO	DHARMENDRAKUMAR
405	JAIWAR	MONA	MURARI
408	PARTE	ISHA	SHRIKRISHNA
409	SAWANT	SAKSHI	JAYWANT
410	SHAIKH	MUDASSIRA	MOHAMMED SHAMIM
412	JADHAV	ALKA	SANTOSH
413	JAITAPKAR	OMKAR	RAJENDRA
415	RAJPUT	HIRAL	MUKESH
416	SHIRDHANKAR	ATHARV	SANJAY
418	INDAP	DEVENDRA	BABAJI
419	SURVE	SIDDHI	NITIN
421	KAMBLE	KAJAL	PIRAJI



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*(Dr. Ruchi Tandon)*  
30/1/21

*(Signature)*  
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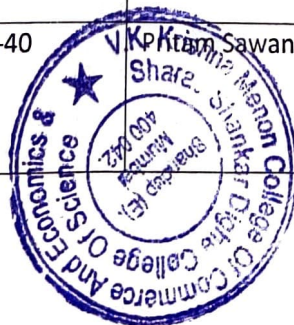
Email: - info@menoncollege.edu. In

**Project Report**

This is to certify that the following students of SY BCOM Sem III ( 2020-21) completed their Foundation Course projects during 10-08-2020 to 10-10-2020 by presenting Videos and PPTs as listed below

**Project Completion Certificate**

Sr.No	Topic	Group	Leader	Roll.no	Project	Date of presentation.
1.	Environmental pollution in Mumbai city-Reasons & solutions	1-08	Siddhesh Badme	1 2 3 4 5 6 7 8	Video	12-10-2020
2.	Solid waste management	9-16	Mamta Jaiswar	9 10 11 12 13 14 15 16	Ppt	5-10-2020
3.	Nuclear pollution	17-24	Zaki Memon-23	17 18 19 20 21 22 23 24	Ppt	5-10-2020
4.	Manmade disasters	25-32	Jyoti Moolya 25	25 26 27 28 less response 29 30 31 32	Video	12-10-2020
5.	Natural disasters	33-40	V.K. Krishna Sawant Share. Shankardighe	34 35 37 38	Video	7-10-2020



SEM III FC Project report

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				39 40		
6.	Scientific discoveries of 20th century	41-48	Nutan Tanti	41 42less 43 44 less 45 46 47 48	Ppt	14-10-2020
7.	Scientific development in classical era	49-56	Pallavi Walunj	49 50 51 52  55 56	Ppt	12-10-2020
8	Science in ancient India	57-64	Sanket Chaudhari	57 58 59 60 61 62 63 64	Ppt	12-10-2020
9.	<u>Sexual harassment at workplace</u>	<u>65-72</u>	Nisha Gupta	65 66 67 68 69 70 71 72	Ppt	21-10-2020
10.	<u>Women's rights</u>	73-80	Harekrushna Paital 74	73 74 75 76 77 78 79 80	Ppt	19-10-2020
11.	<u>Gender justice</u>	81-88	Omkar Sawant	81 82 83 85 86 87 88	Ppt	12-10-2020
12.	<u>Superstitions around us</u>	89-96	Arti Kashyap	89 90 91 92 93 94 95 96	Video	21-10-2020



*Good marks*

13.	Save the girl child	97-104	Betsy Philip	97 98 99 100 101 102 103 104	Ppt	19-10-2020
14.	Covid-19 symptoms and precautions	105-112	Nandini Suresh	105 106 107 108 109 110 111 112	Video	19-10-2020
15.	Time management	113-120	Shruti Mestry	113 114 115 116 117 118 119 120	Video	28-10-2020
16	Road accidents	121-128	Paresh Parab	121 122 123 124 125 126 127 128	PPT	26-10-2020
17.	Stress management	129-136	Priti Prajapati	129 130 131 132 133 134 135 136	Ppt	26-10-2020
18.	Universal Declaration of Human Rights	137-144	Nandini Sharma	137 138 139 140 141 142 143 144	Ppt	26-10-2020
19.	Domestic Violence	145-150	Pratik Tiwari	145 146 147 148 149 150	Video	26-10-2020
20	Cyber crimes	36	Shubham shah	33	video	2-11-2020



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Sr. no	FC project B Div Topic	Group	Leader	36 Roll.no	Project	2020 Date
1.	Environmental pollution in Mumbai city-Reasons & solutions	151-158	Myron Alex	151 152 153 154 155 156 157 158	Video	12-10-2020
2.	Humans rights movements in India	159- 166	Swati Govind B	159 160 161 162 163 164 165 166	Ppt	5-10-2020
3.	Nuclear pollution	167 - 174	Archana J	167 168 169 170 171 172 173 174	Ppt	12-10-2020
4.	Manmade disasters	175-182	Bhavana C	175 176 177 178 179 180 181 182	PPT	25-10-2020
5.	Natural disasters	183-190	Sanskriti Durge	183 184 185 186 187 188 189 190	Ppt	5-10-2020
6.	Scientific discoveries of 20th century	191-198	Shruti Gawande	191 192 193 194 195 196 197 198	Ppt	14-10-2020
7.	Stress management	199-206		199 200 201 202	video	12-10-2020



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				203 204 205 206		
8	Sexual harassment at workplace	207-214	Anjali Jaiswal	208 209 210 211 212 213 214	Ppt	21-10-2020
9.	Sexual harassment at workplace	215-222	Shamreen Khan	215 216 217 218 219 220 221 222	Ppt	21-10-2020
10.	Women's rights	223-230	Mahalaxmi Konar	223 224 225 226 227 228 229 230	Ppt	12-10-2020
11.	Gender justice	231-238	Aditya Babu	231 232 233 234 235 236 237 238	Ppt	12-10-2020
12.	Superstitions around us	239-246	Ardra Nair	239 240 241 242 243 244 245 246	Ppt	19-10-2020
13.	Save the girl child	247-254	Sanjana Pandey	247 248 249 250 251 252 253 254	Video	19-10-2020
14.	Covid-19: Symptoms and Precautions	255-262	Siddhi Paradkar	255 256 257 258	Ppt	19-10-2020



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				259 260 261 262		
15.	Time management	263-270	Pratima Pathak	263 264 265 266 267 268 269 270	Ppt	2-11-2020
16	Sexual harassment	207	Piyushi Jain	207	ppt	2-11-2020

	Topic for FC project C div	Group	Leader	Roll.no	Project	Date
1.	Environmental pollution in Mumbai city-Reasons & solutions	271- 278	Vrushali Raut	271 272 273 274 275 276 277 278	Ppt	12-10- 2020
2.	Solid waste management	279- 286	Anam Shaikh	279 280 281 282 283 284 285 286	Ppt	5-10- 2020
3.	Sexual Harassment at workplace	287- 294	Beauty Sharma	287 288 289 290 291 292 293 294	Video	12-10- 2020
4.	Manmade disasters	295- 302	Sakshi Shinde	295 296 297 298 299 300 301 302	Ppt	12-10- 2020
5.	Natural disasters	303- 310	Mahendra P Vaishnav	303 304 305 306	Ppt	14-10- 2020



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				307 308 309 310		
6.	Stress Management	311-318	Pinky Yadav	311 312 313 314 315 316 317 318	Ppt	5-10-2020
7.	Covid-19, Indian Experience	319-326	Siddhi Jawale	319 320 321 322 323 324 325 326	Ppt	19-10-2020
8	Covid-19, the worst disaster of 21 <sup>st</sup> century	327-334	Karishma Mandal	327 328 329 330 331 332 333 334	Video	12-10-2020
9.	Changes due to Covid-19: Positive and Negative	335-342	Swaruparani Swain	335 336 337 338 339 340 341 342	Video	19-10-2020
10.	Women's rights	343-350	Gudiya Choudhary	343 344 345 346 347 348 349 350 (Nitin Choudhary)387	Ppt	19-10-2020
11.	Covid-19: Symptoms and Precautions	351-358	Tejal Waghela	351 352 353 354 355 356 357 358	Ppt	12-10-2020



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12.	Superstitions around us	359-366	Laxmi Prajapati	359 360 361 362 363 364 365 366	Ppt	19-10-2020
13.	Save the girl child	367-382	Vishal Soni	367 368 369 370 371 372 373 374 375 376 377 379 380 381 382 383	Ppt	12-10-2020

*Dr. K.K. Sunitha*

Dr.K.K.Sunitha  
Dept.of Law  
Project Incharge

*Dr. K.K. Sunitha*  
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P.A. MENON JUNIOR COLLEGE OF COMMERCE & SCI  
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Project Completion Certificate

Project Report

This is to certify that the following students have completed their Foundation Course Projects during 10-12-2021-to 10-02-2021 and presented in the virtual Classroom as listed below for SEM IV SY BCOM 2020-21

Sr.No	Topic	Group	Leader	Roll.no	Project	Date of Presentation
	FC Project A div 2020-21 2nd term					
1.	Consumer rights	1-08	Ismatara Ansari	1 2 3 4 5 6 7 8	ppt	10-02-2021
2.	Right to information	9-16	Mamta Jaiswar	9 10 11 12 13 14 15 16	video	10-02-2021
3.	Public interest Litigations	17-24	Zaki Memon	17 18 19 20 21 22 23 24	video	10-02-2021
4.	Fundamental Rights	25-32	Jyoti Moolya	25 26 27 28 29 30 31 32	video	03-03-2021
5.	Advantage and disadvantage of technology	33-40	Pritam Sawant	34 35 37	video	15-02-2021



SEM IV FC Project report

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				38 39 40		
6.	Moral and ethical issues of human cloning	41-48	Vinita Waghmare	41 42 43 44 45 46 47 48	video	15-02-2021
7.	Genetic engineering	49-56	Pallavi Walunj	49 50 51 52 53 blank 54 55 56		15-02-2021
8	Nano technology	57-64	Sanket Chaudhari	57 58 59 60 61 62 63 64	video	3-03-2021
9.	Five important competitive exams in India	65-72	Nisha Gupta	65 66 67 68 69 70 71 72	video	17-02-2021
10.	Importance of Goal setting in career and growth	73-80	Harekrushna Paital 74	73 74 75 76 77 78 79 80	Ppt	17-02-2021
11.	Drug abuse	81-88	SAHEEM_PAWASKAR	81 82 83 85 86 87 88	video	17-02-2021
12.	Time management	89-96	Arti Kashyap	89 90 91 92 93 94	video	22-02-2021



*Arti Kashyap*

				95 96		
13.	Impact of mass media on youth	97-104	Mrunmayi Satam	97 98 99 100 101 102 103 104	Video	22-02-2021
14.	Virtual classroom vs Physical classroom	105-112	Nandini Suresh	105 106 107 108 109 110 111 112	Survey	22-02-2021
15.	How to remain motivated always	113-120	Shruti Mestry	113 114 115 116 117 118 119 120	video	24-02-2021
16	Covid-19 vaccination and India	121-128	Akansha Pandey	121 122 123 124 125 126 127 128	video	24-02-2021
17.	Impact of pandemic lock down in Indian society	129-136	Madhuri Phadke & Athira Rajan	129 130 131 132 133 134 135 136	video	24-02-2021
18.	Online gaming and Indian Youth	137-144	Nandini Sharma	137 138 139 140 141 142 143 144	video	1-03-2021



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Sr. no	FC project B Div 2 <sup>nd</sup> term Topic	Group	Leader	Roll.no	Project	Date
1.	Consumer Rights	151-158	Myron Alex	151 152 153 154 155 156 157 158	Video	10-02-2021
2.	Talking about the third gender	159- 166	Swati Govind B	159 160 161 162 163 164 165 166	Ppt	10-02-2021
3.	Public interest litigation	167 - 174	Ankita B	167 168 169 170 171 172 173 174	Ppt	10-02-2021
4.	Fundamental Rights	175-182	Bhavana C	175 176 177 178 179 180 181 182	PPT	15-02-2021
5.	Advantage and disadvantage of technology	183-190	Joel D'zusa	183 184 185 186 187 188 189 190	Ppt	15-02-2021
6.	Role of religion in India	191-198	Shruti Gawande	191 192 193 194 195 196 197 198	Ppt	15-02-2021



*Shruti Gawande*

7.	Genetic Engineering	199-206	Sejal Jadhav	199 200 201 202 203 204 205 206	Video	17-02-2021
8	Nano Technology	207-214	Raj J	208 209 210 211 212 213 214	Ppt	17-02-2021
9.	Impact of online games on Indian youth	215-222	Shamreen Khan	215 216 217 218-blank 219 220 221 222	Ppt	17-02-2021
10.	Importance of Goal setting in career and growth	223-230	Mahalaxmi Konar	223 224 225 226 227 228 229 230	Ppt	22-02-2021
11.	Drug abuse	231-238	Aditya Babu	231 232 233 234 235 236 237 238	Ppt	22-02-2021
12.	Time management	239-246	Ardra Nair	239 240 241 242 243 244 245 246	Ppt	22-02-2021
13.	Impact of pandemic lock down in Indian society	247-248	Narayan Pandey	247 248	Ppt	24-02-2021



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				249 250 251 252 253 254		
14.	Covid-19 vaccination and India	255-262	Siddhi Paradkar	255 256 257 258 259 260 261 262	Ppt	24-02-2021
15.	Virtual classroom vs Physical classroom	263-270	Pooja Prabhu	263 264 265 266 267 268 269 270	Ppt	01-03-2021

	Topic for FC project C div 2 <sup>nd</sup> term	Group	Leader	Roll.no	Project	Date
1.	Consumer rights	271-278	Vrushali Raut	271 272 273 274 275 276 277 278	Discussion	22-02-2021
2.	Right to information	279-286	Anam Shaikh	279 280 281 282 283 284 285 286	Video	10-02-2021
3.	Gender Inequality	287-295	Akshata Shengal	287 288 289 290 291 292 293	video	10-02-2021



*Shengal*

				249 250 251 252 253 254		
14.	Covid-19 vaccination and India	255-262	Siddhi Paradkar	255 256 257 258 259 260 261 262	Ppt	24-02-2021
15.	Virtual classroom vs Physical classroom	263-270	Pooja Prabhu	263 264 265 266 267 268 269 270	Ppt	01-03-2021

	Topic for FC project C div 2 <sup>nd</sup> term	Group	Leader	Roll.no	Project	Date
1.	Consumer rights	271-278	Vrushali Raut	271 272 273 274 275 276 277 278	Discussion	22-02-2021
2.	Right to information	279-286	Anam Shaikh	279 280 281 282 283 284 285 286	Video	10-02-2021
3.	Gender Inequality	287-295	Akshata Shengal	287 288 289 290 291 292 293	video	10-02-2021



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4.	Fundamental Rights	295-302	Stuti Shinde	294 295 296 297 298 299 300 301 302	PPT	10-02-2021
5.	Advantage and disadvantage of technology	303-310	Manisha Vishvakarma	303 304 305 306 307 308 309 310	Ppt	15-02-2021
6.	How to remain motivated always	311-318	Neelam Yadav	311 312 313 314 315 316 317 318	Ppt	15-02-2021
7.	Genetic engineering	319-326		319 320 321 322 323 324 325 326	Video	24-02-2021
8	Nano technology	327 -334	Karishma. M	327 328 329 330 331 332 333 334	Video	17-02-2021
9.	Impact of online gaming on Indian Youth	335- 342	Swarupa. S	335 336 337 338 339 340 341 342	Ppt	17-02-2021



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10.	Importance of Goal setting in career and growth	343-350	Gudiya C	343 344 345 346 347 348 349 350	Panel discussion	-24-02-2021
11.	How to remain motivated always	351-358	Varun.Mohan	351 352 353 354 355 356 357 358	Ppt	22-02-2021
12.	Time management	359-365	Kartik Putran	359 360 361 362 363 364 365 366	Ppt	22-02-2021
13.	Role of ICT in education	367-374	Sagar Vahalkar	367 368 369 370 371 372 373 374	ppt	22-03-2021



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Impact of pandemic lock down in Indian society	375- 383till last number	Nandini Kumbhar	375	PPT	24-02-2021
			376		
			377		
			379		
			380		
			381		
			382		
383					

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Dr.K.K.Sunitha

Dept. of Law

Project Incharge

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**PRINCIPAL**

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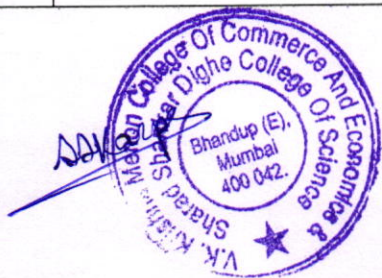
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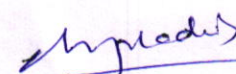
Project Report

This is to certify that the following students of F.Y.B.Sc Sem I (2020-21 )completed their  
Foundation Course projects during15-07-2020 to 01-10-2020 by presenting online as listed  
below.

Project Completion Certificate

Project No.	Project Name	Students Roll No.
1	Substance abuse – impact on youth and challenges for the future.	01-ANJANA JAYAKUMAR 10-DUBEY SOMI SANTOSH KUMAR 29-SHELAR SHRAWANI JAYENDRA 39-PRAJAPATI NILAM RAMJI.
2	HIV/AIDS awareness, prevention, treatment and services.	02-KOMAL CHITTARANJAN 09-DHENGE PRAJWAL ANANDA 13-KALOKHE HRUSHIKESH RAJESH 27-SARANG SNEHAL SANTOSH.
3	Problems of the elderly causes, implications and response.	16-KHAN FATIMA ZARRIN SAMEER 19-MAHADIK ASHMI SANJAY 32-VANJARE ATHARVA SAMBHAJI.
4	Issue of child labour - magnitude causes, effects and response.	05-ANSARI SADAF MOHD SADIQ 17-MADAKE POONAM DASHARATH 26-RAWAT BHAVANA RAJENDRA.
5	Child abuse - effects and ways to prevent.	07-BHAYPATIL ANISH RAM 22-MORE ANUJA BALKRISHNA 28-SAWANT SAYALI NAGESH 33-MOHITE PRERNA SANDEEP.
6	Trafficking of women – causes, effects and response.	08-CHORMALE ANKITA VASANT 20-MAHADIK HRUTUJA SANTOSH 24-PILLAI VAISHNAVI PUSHPANGADHAN 38-PAVITHRA NATARAJAN.
7	Preamble of the Constitution.	14-KAMBLE VAIBHAV ANIL 18-MAGAR SHUBHAM



  
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		BALKRUSHNA 25-RAUT ADITYA GURUNATH 43-CHOWDHARY SHAHINA BASHIR AHMAD.
8	Caste system in India.	23-PARAB GAURI SANJAY 31-SHIBE ROSHANI DHANAJI 36-ANSARI SHIFA MD SHAFIQUE 40-SHAIKH YASHMIN ABBASH AL.
9	Child labour in advertising industry.	35-JOGI AMIT SURESH.

*S.S.Karpe*

Shri. S.S.Karpe  
Dept of Physics  
Project Incharge



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Project Report

This is to certify that the following students of F.Y.B.Sc Sem II (2020-21 )completed their  
Foundation Course projects during 01-12-2020 to 01-03-2021 by presenting online as listed  
below.

Project Completion Certificate

Project No.	Project Name	Students Roll No.
1	Privatization :- panacea to India's ILLS.	42-YADAV PRIYA RAMDAYAL.
2	Globalization and farmer's suicide.	07-BHAYPATIL ANISH RAM 13-KALOKHE HRUSHIKESH RAJESH 25-RAUT ADITYA GURUNATH 33-MOHITE PRERNA SANDEEP
3	Impact of liberalization on employment.	01-ANJANA JAYAKUMAR 14-KAMBLE VAIBHAV ANIL 29-SHELAR SHRAWANI JAYENDRA 35-JOGI AMIT SURESH.
4	Impact of stress on the youth.	24-PILLAI VAISHNAVI PUSHPANGADHAN 27-SARANG SNEHAL SANTOSH 37-SAHANI AKASH CHHEDILAL.
5	Managing stress and conflict.	23-PARAB GAURI SANJAY 36-ANSARI SHIFA MD SHAFIQUE.
6	Survey on hotel workers.	16-KHAN FATIMA ZARRIN SAMEER 19-MAHADIK ASHMI SANJAY.
7	Evaluation of the implementation of Fundamental right in India.	10-DUBEY SOMI SANTOSH KUMAR 43-CHOWDHARY SHAHINA BASHIR AHMAD.
8	Brief review of International Human rights documents.	22-MORE ANUJA BALKRISHNA 28-SAWANT SAYALI NAGESH.

*Signature*



*Signature*  
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BHANDUP (E) MUMBAI- 400 042

9	Globalization and its influence on Life style.	08-CHORMALE ANKITA VASANT 17-MADAKE POONAM DASHARATH 40-SHAIKH YASHMIN ABBASH ALI.
10	Impact of technology on communication.	05-ANSARI SADAF MOHD SADIQ 26-RAWAT BHAVANA RAJENDRA 31-SHIBE ROSHANI DHANAJI 38-PAVITHRA NATARAJAN.
11	Increasing suicides among youth – Give case studies.	09-DHENGE PRAJWAL ANANDA 18-MAGAR SHUBHAM BALKRUSHNA 20-MAHADIK HRUTUJA SANTOSH.

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Shri. S.S.Karpe

Dept of Physics

Project Incharge



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Project Report

This is to certify that the following students of S.Y.B.Sc Sem III (2020-21) completed their Foundation Course projects during 01-07-2020 to 01-10-2020 by presenting online as listed below.

Project No.	Project Name	Students Roll No.
1	Detailed report on the functioning of NHRC (The National Human Rights Commission), NCSC (The National Commission for Scheduled Castes), NCST (The National Commission for Scheduled Tribes).	1-Bamane Sayali Ramchandra 2-Bhagat Pramila Ankush 5-Chavan Vidya Ramchandra.
2	Vishakha Guidelines for preventing sexual Harassment at workplace, 1997 and The National Commission for Women (NCW).	3-Bhosale Anjali Akash 7-Dodke Vrushali Madhukar 12-Mahadik Akash Narayan.
3	Causes of disasters and Major National disasters.	4-Chaturvedi Divesh Akhilesh 9-Gupta Manish Ramharsh 16-Panigrahi Akash Loknath 25-Singh Ruby Yogendra.
4	Impact of Disasters of & Disasters in India case studies.	6-Dalvi Mayuri Ananda 17-Patil Karishma Ravikumar 37-Zanjad Dipali Haribhau.
		11-Kanojiya Akash Suresh

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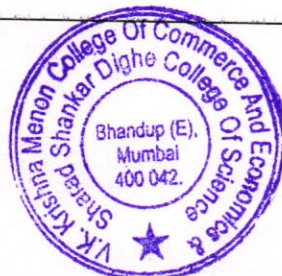


*Principals*  
**PRINCIPAL**

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BHANDUP (E), MUMBAI- 400 042

5	Disaster Management in India & Human right issues in Addressing Disasters.	13-Mandve Vrushabh Prakash 27-Tiwari Dolly Jitendra.
6	Explain the development of science in Ancient India.	8-Dubey Ayushi Pradeep 14-Nehe Riddhi Sandeep 23-Shaikh Zainab Zaheer Ahmad.
7	Illustrate the Role of science in Exploding Myths with examples from daily life.	15-Nikam Saurabh Dadasaheb 18-Pawar Vaishnavi Vilas 19-Pillai Shivshakthivel Anand.
8	Advancement of Satellite Technology in India.	21-Sangeeta Muthupandi 22-Shaikh Shireen Abdulgani 24-Simna Babu.
9	Caste or Income Based Reservation – which is better?	29-Vishwakarma Pritam Ajay 30-Wadekar Samiksha Narharil 34-Yadav Neha Sikandar.
10	What Triggers Suicide – Depression or Failure?	32-Yadav Ankita Premshankar 33-Yadav Gyanendra Seshnath 35-Yadav Ravi Shankar Vijay Bahadur 43-Upadhyay Shubham Ramesh.
11	India's Huge Population – Bane or Boon?	40-Jadhav Sakshi Vinayak 41-Phagare Pranali Shashikant 46-Saw Sachin Vishal.
12	Private or Government Hospital with one would you prefer? Why?	31-Waghmare Aalaap Shuklodhan 36-Yadav Sunaina Vinod 44-Jaiswal Shani Rajesh.

*Shkarpe*



*Principals*  
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13	Should Hindi be the official language of India?	14-Nehe Riddhi Sandeep 28-Upadhyay Durgesh Rakesh 38-Bhul Basanti Prem Singh 45-Pal Rahul Fulchand.
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*S.S.Karpe*

Shri : S.S.Karpe  
Dept of Physics  
Project In charge



*Shri. Prady*  
PRINCIPAL

Bhandup Educational Society's

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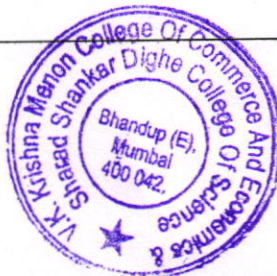
Project Report

This is to certify that the following students of S.Y.B.Sc Sem IV (2020-21) completed their Foundation Course projects during 01-12-2020 to 01-03-2021 by presenting online as listed below.

Project Completion Certificate

Project No.	Project Name	Students Roll No.
1	Laws to protect Consumer's Rights.	09-Gupta Manish Ramharsh 25-Singh Ruby Yogendra 27-Tiwari Dolly Jitendra 34-Yadav Neha Sikandar.
2	Landmark cases for PIL.	19-Pillai Shivshakthivel Anand 21-Sangeeta Muthupandi 44-Jaiswal Shani Rajesh 46-Saw Sachin Vishal.
3	Uses of Laser Technology.	15-Nikam Saurabh Dadasaheb 18-Pawar Vaishnavi Vilas 40-Jadhav Sakshi Vinayak 41-Phagare Pranali Shashikant.
4	Misuses of Technology.	29-Vishwakarma Pritam Ajay 32-Yadav Ankita Premshankar 33-Yadav Gyanendra Seshnath.
5	Importance of competitive Examinations.	07-Dodke Vrushali Madhukar 11-Kanojiya Akash Suresh 22-Shaikh Shireen Abdulgani 30-Wadekar Samiksha Narharil.
6	Time management strategies.	04-Chaturvedi Divesh Akhilesh 16-Panigrahi Akash Loknath 17-Patil Karishma Ravikumar 37-Zanjad Dipali Haribhau.
7	Types of motivation and its impact on life.	03-Bhosale Anjali Akash 23-Shaikh Zainab Zaheer Ahmad

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		24-Simna Babu 36-Yadav Sunaina Vinod.
8	Human Rights principles.	08-Dubey Ayushi Pradeep 12-Mahadik Akash Narayan 31-Waghmare Aalaap Shuklodhan 45-Pal Rahul Fulchand.
9	Competitive Examination related to government jobs.	14-Nehe Riddhi Sandeep 35-Yadav Ravi Shankar Vijay Bahadur.
10	Rights to information act 2005.	06-Dalvi Mayuri Ananda 13-Mandve Vrushabh Prakash 38-Bhul Basanti Prem Singh 39-Ghewade Yash Gajanan.
11	Filing application under RTI ACT.	02-Bhagat Pramila Ankush 05-Chavan Vidya Ramchandra 28-Upadhyay Durgesh Rakesh 42-Prajapati Vishal Jatadhari,

*S.S.Karpe*

Shri. S.S.Karpe  
Dept of Physics  
Project Incharge



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BHANDUP (E), MUMBAI- 400 042

TOP

ACTIVITY REPORT (2020-2021)

Video making Competition on the occasion of THE WOMEN ENTREPRENEUR'S DAY.

Department / Committee: DLLE, WDC, NSS&E-cell under SES-REC Program

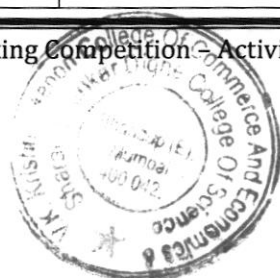
Title/ Theme of the program – Video making Competition on 'WOMEN ENTREPRENEURS IN INDIA.

1. Duration/Time/Venue – 19.11.2020, 8am, online G-meet during lectures
2. Level of the Activity –(Please tick)- College level
3. Number of participants: male=5, female =19, total = 24 participants
4. Number of beneficiaries : 336
5. Brief detail: DLLE and NSS unit jointly with WDC and E-cell under SES-REC program have organised a Video making Competition on the occasion of **THE WOMEN ENTREPRENEUR'S DAY**. The competition was held online. Students submitted their video on 15.11.2020, to Dr. Ruchi tandon on her WhatsApp / telegram number given in the notice. These videos were shown in all the classes on 19<sup>th</sup> November, 2020 and the winners were decided partly on the basis of a poll conducted at the end of the video show and partly on the basis of marks given by judges. Total 336 students participated in the poll. Each participant got an E-certificate.
6. Details of resource person / Judge (if applicable):

Sr.no	Full Name	Designation	Contact no.
1	Dr.Valsamma Wilson	Associate professor, DLLE unit incharge	9869639242
2	Dr.Ruchi Tandon	Assistant professor and WDC convener	8850318952
3	Dr.Sunitha KK	Assistant Professor, NSS	98335 36130
4	Swapnil. Karpe	Teacher incharge DLLE	9326590385

7. List of winners

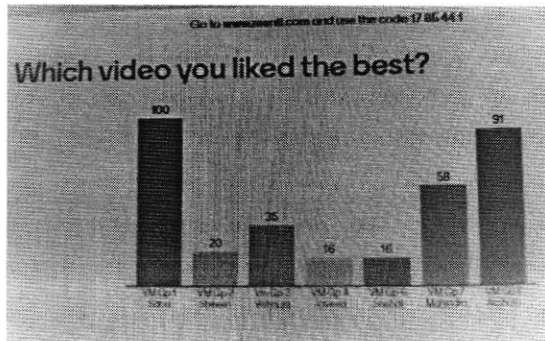
Rank	Name	Class	Roll no.
1 <sup>st</sup>	Akshata Shengal	SY.BCOM - C	293
1 <sup>st</sup>	Shruti Bharat Shedage	SY.BCOM - C	291
1 <sup>st</sup>	Swaruparani Babula Swain	SY.BCOM - C	339
1 <sup>st</sup>	Anam Mohd Bilal Shaikh	SY.BCOM - C	284
1 <sup>st</sup>	Deepthi Shetty	SY.BCOM - C	141
2 <sup>nd</sup>	Saba Sayyed	TYBSC	41
3 <sup>rd</sup>	Mahendra Vaishnav	SYBCOM C	306
3 <sup>rd</sup>	Sweety Patil	SYBCOM C	331
3 <sup>rd</sup>	Jibin binu	SYBCOM C	333



*Signature*  
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3 <sup>rd</sup>	Tejal waghela	SYBCOM C	358
3 <sup>rd</sup>	Nandini kumbhar	SYBCOM C	377

8. Program Outcome (Feedback Analysis - Consolidated): Polling result



- A) The Activity was very appreciated by the students.
- B) The participants learnt different ICT tools of making self -videos (Content development).
- C) The videos created awareness about the existing disparities and need of gender equality and importance of social justice in current scenario.

9. Photos of the activity


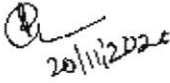


NO.	PARTICULARS	YES/NO
1	Notice	Yes
2	Copy of the proposal	Yes
3	Attendance sheet	Yes

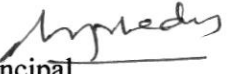


*Principally*  
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4	Correspondence with resource person (if applicable)	NA
5	ICT Tool	G-MEET and Menti.com
6	Photographs/ videos	Yes
7	Feedback	Yes
8	Sample copy of certificate	Yes

Signature  
 DLLE:   
 WDC:   
 20/11/2022

(Dr. Valamma Wilson)  
 (Dr. Ruchi Tandon)

  
 Principal

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TOP



## NATIONAL SERVICE SCHEME & DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

Unit of V.K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS AND  
S.S.DIGHE COLLEGE OF SCIENCE

2020 –2021

18-01-2021

### NOTICE

This is to inform all the students that DLLE and NSS unit jointly with WDC of our college is organising a Virtual **Elocution Competition** on the occasion of '70 years Completion as Republic INDIA.

The competition will be held online. Students have to submit their elocution video to the WhatsApp / telegram number given below. These videos will be shown in all the classes on 23<sup>th</sup> January, 2021 and Judgement will be through student's poll. Each participant will get a certificate.

#### Kindly note:

1. **Theme/Topic** - Gender justice and Society: A review of last 70 years of Republican India.
2. **Duration of the Elocution video** – Maximum 2 minutes.
3. **Date of submission** – 22 January 2021
4. **Language** : English

Please submit your video to

Ruchi Tandon : 8850318952



*Principals*  
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**ACTIVITY REPORT** (2020-2021)

**Elocution competition-'70 years Completion as Republic INDIA.**

**Department / Committee: DLLE, WDC and NSS**

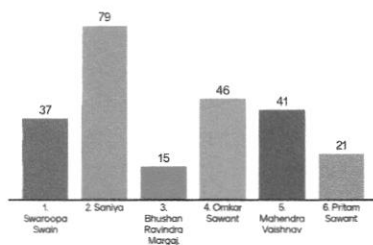
Title/ Theme of the program – Virtual Elocution Competition on 'Gender justice and Society: A review of last 70 years of Republican India.'

1. Duration/Time/Venue – 25.1.2021, 8am, online G-meet during lectures
2. Level of the Activity –(Please tick)- College level
3. Number of participants: male=3, female =3, total = 06 participants
4. Brief detail: DLLE and NSS unit jointly with WDC of our college organised a Virtual Elocution Competition on the occasion of '70 years Completion as Republic INDIA. The competition was held online. Students submitted their elocution video of duration 2 min, to Dr. Ruchi tandon on her WhatsApp / telegram number given in the notice. These videos were shown in all the classes on 25<sup>th</sup> January, 2021 and Judgement was through student's poll on <https://www.mentimeter.com/s/48a2bf56a308672ef0c583d595785d55/296784e56208>. Total 239 students participated in the poll. Each participant got a certificate.
5. Details of resource person / Judge (if applicable): NA
6. List of winners if any

Rank	Name	Class	Roll no.
1 <sup>st</sup>	Saniya Riyaz Shaikh	SYBCOM C	286
2 <sup>nd</sup>	Omkar Santosh Sawant	SYBCOM A	85
3 <sup>rd</sup>	Mahendra Pravin Vaishnav	SYBCOM C	306

7. Program Outcome (Feedback Analysis - Consolidated): Polling result

**Choose the best video of elocution  
Competition**



A) The Activity was very appreciated by the students.



- B) The participants learnt different ICT tools of making self -videos (Content development).
- C) The videos created awareness about the existing disparities and need of gender equality and importance of social justice in current scenario.

8. Photos of the activity



- Documents to be maintained –

NO.	PARTICULARS	YES/NO
1	Notice	Y
2	Copy of the proposal	y
3	Attendance sheet	y
4	Correspondence with resource person (if applicable)	NA
5	ICT Tool	G-MEET and Menti.com
6	Photographs/ videos	y
7	Feedback	y
8	Sample copy of certificate	y

Signature

*[Handwritten Signature]*  
27/1/21

(Dr. Ruchi Tandon, WDC)

*[Handwritten Signature]*

NSS

*[Handwritten Signature]*

DLLE



*[Handwritten Signature]*  
**Principal**

V. K. Krishna Menon College of Commerce and Economics & Social Science  
Vandup (E), Mumbai - 400 042

Elocution competition 25.1.2021

TOP

ACTIVITY REPORT (2020-2021)

**(Community Outreach: Awareness about Gender related Issues)**

- Department / Committee: DLLE
  - Title/ Theme of the program – **Survey on Status of Women in the society**
  - Duration/Time/Venue – 9.2.2021 to 21.4.21, online platform
1. Level of the Activity –(Please tick)- Community level
  2. Number of participants: female = 7
  3. Brief detail:

Students have generated Google form to know daily life status of women in society initially they have discussed this with DLLE teachers on how to make forms and after that they make google forms and distributed the forms to women's and girl's in their know areas like Bhandup east famous colony and finally they collected responses on this survey. They have submitted the detailed report to the DLLE teacher in charges online in the form of Word file in which they have written analysis of the survey. According to one of the Survey analysis: "the impact of society on women's life is going towards positive aspects and large numbers of women thinks women's should have equal rights as men".

4. Details of resource person / Judge (if applicable)

Sr.no	Full Name	Designation	Contact no.
1	Dr.Valsamma Wilson	Teacher incharge	9869639242
2	Dr.Ruchi Tandon	Teacher incharge	8850318952
3	Swapnil. Karpe	Teacher incharge	9326590385

5. List of Participants completed Project Successfully:

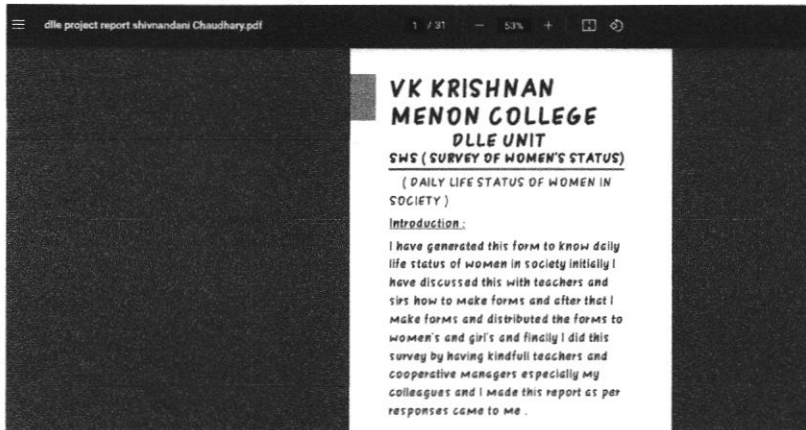
S.no	Name	Roll no.	Class and Division	Title of Survey
1.	Radhakrishnan Remya	O6	FYBCOM A	DAILY LIFE STATUS OF WOMEN IN SOCIETY
2.	More Prajakta	206	FYBCOM B	Impact Of COVID 19 On Status Women (SWS SURVEY DIIE)
3.	Chaudhary Shivnandani	174	SYBCOM B	DAILY LIFE STATUS OF WOMEN IN SOCIETY
4.	Gupta Preetee	201	SYBCOM B	DAILY LIFE STATUS OF WOMEN IN SOCIETY
5.	Soni Prerna	353	FYBCOM C	Effects of Covid-19 on Women/girl



6.	Vichare	Riddhi	354	SYBCOM C	DAILY LIFE STATUS OF WOMEN IN SOCIETY
7.	Kadir Nida		150	FYBCOM B	DAILY LIFE STATUS OF WOMEN IN SOCIETY

**8. Program Outcome (Feedback Analysis - Consolidated):**

Students have submitted detailed Survey Report to the DLLE department on the basis of which they were given grades and benefit of .229 Extension work marks in their result.



Documents to be maintained –

1. Sample survey Form
2. Annexure 10 for attendance
3. Sample report

Signature DLLE Project Teacher:

(Dr. Ruchi Tandon)

DLLE Incharge :

(Dr. Valsamma Wilson)



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**V.K.KRISHNA MENON COLLEGE OF COMMERCE & ECONOMICS  
AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE, BHANDUP  
(E), MUMBAI 400042 PHONE 25668541, FAX 25661897**

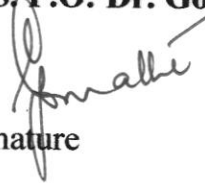
**PROPOSAL FOR Conducting Activity 2020-2021**

**Committee- WDC, NSS & Dept. Law**

NO.	HEAD	DESCRIPTION			
1	Program name & Code	<b>Women's Day.</b>			
2	Details	Conducting a webinar by Dr. Deepa Chozikhunnath on "Ecology through gendered lense."			
3	Objectives of the activity	To educate students and staff about the concept of Eco-feminism.			
4	Outcome of the programme	Awarenes about eco-feminism.			
5	Co-ordinator	<b>Dr. Gomathi Shridhar</b>			
6	Joint coordinator, if any	<b>Dr. Sunitha K.K</b>			
7	Tentative date	<b>8<sup>th</sup> March 2021</b>			
8	Duration	1 hour live session on Google meet.			
9	Budgetory requirements	Nil.			
11	Feedback mechanism	Can be collected using Google forms			

**NSS P.O: Dr. Gomathi Shridhar**

Signature



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(E), MUMBAI 400042 PHONE 25668541, FAX 25661897**

**Attendance**

**Name of the activity-** Ecology through gendered lense

**Date-** 8<sup>th</sup> March 2021

**Time-** 3.00 -4.00 PM

**Number of Volunteers-** 25

**Name of the Volunteers-**

1. Purva Surve
2. Tejas Menon
3. Tanvi Arondekar
4. Ritesh Yadav
5. Madhumitha Muthukrishnan
6. Yogeeta Raila
7. Kunal Jadhav
8. Aditi Kavale
9. Yash Ghanekar
10. Revati Karle
11. Abhay Patil
12. Soham Joshi
13. Sonam Yadav
14. Janhavi Birmole
15. Yogendra Pandey
16. Abhinandh Pallath
17. Aniket Waghmare
18. Hrutuja Pawar
19. Isha Parab
20. Swaroop Nair
21. Akshata Shengal
22. Ashwini Patkar
23. Anandita Singh
24. Shriyansh Baranwal
25. Shruti Gawande



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(E), MUMBAI 400042 PHONE 25668541, FAX 25661897**

**Report**

**Name of the activity-** Ecology through gendered lens

**Name of the Programme Officer-** Dr. Gomathi Shridhar

**Date-** 8th March 2021

**Time-** 3:00-4:00 pm

**Location-** Google meet

**Objective-** To understand what social entrepreneurship means.

**Number of Volunteers-** 25

**Name of the Speaker-** Dr. Deepa Chozikhunnath

**Brief Description-**

On 8th March 2021, V.K.Krishna Menon College ,Bhandup(East) had organized a webinar on 'Ecology through gendered lens on the occasion of Women's Day. The guests speaker of the day was Dr. Deepa Chozikhunnath. The webinar started with the NSS song, Dr.Sunitha K.K introduced the guest speaker and welcomed all. Dr. Deepa Chozikhunnath gave a brief description of what is ecofeminism. She then later on explained how women and nature are interrelated, how women worship nature and how women are victims of environmental degradation. She also talked about various ecofeminists and their contribution to the environment like Jane Goodall, Vandana Shiva, Gaurav Devi, etc. At the end of the webinar Dr. Gomathi Shridhar gave the vote of thanks.

  
**NSS. P.O: Dr. Gomathi Shridhar**

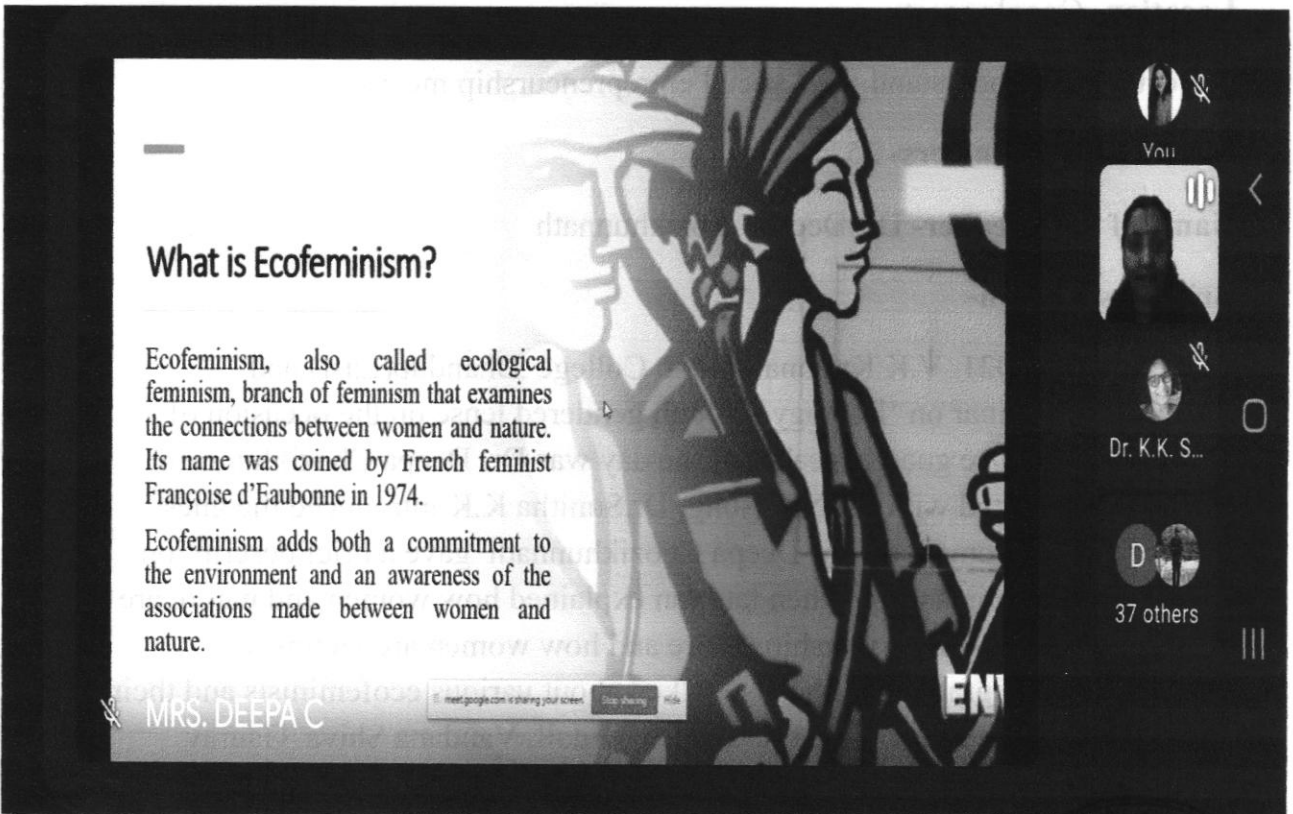
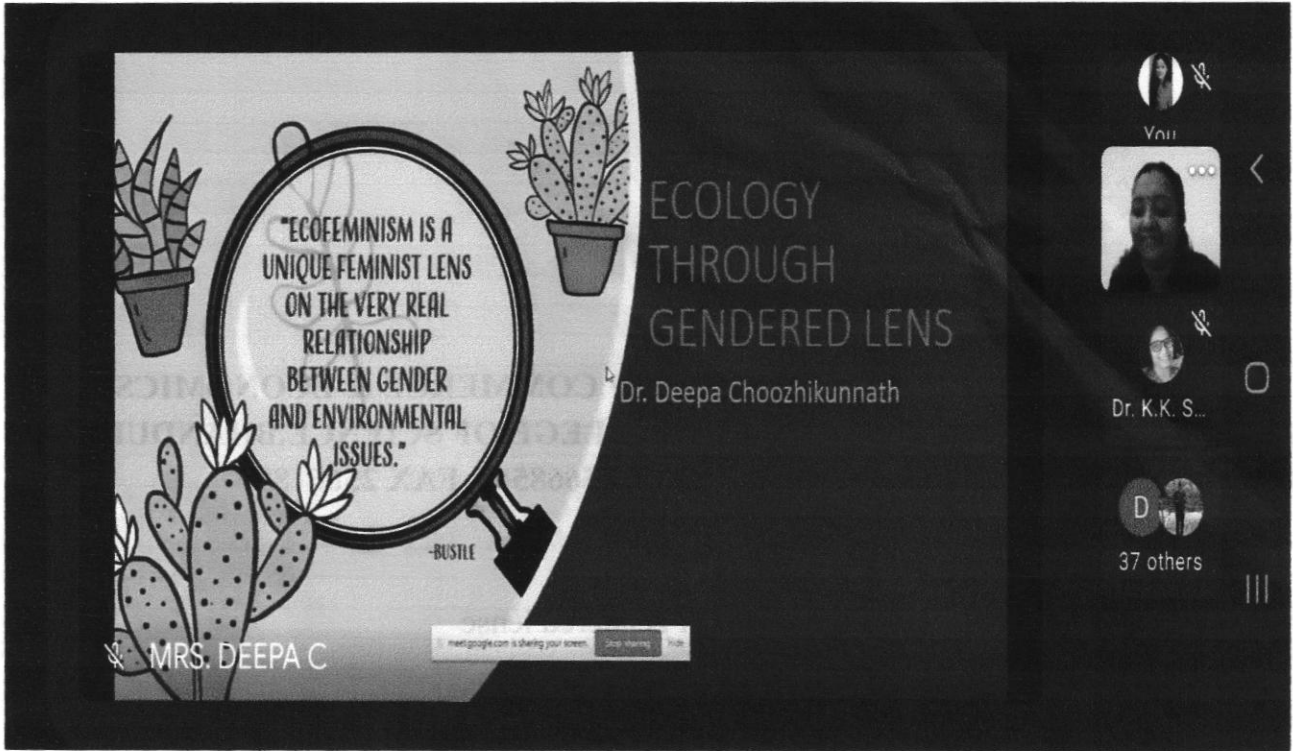
  
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Economics & Sharad Shankar Dighe College Of Science  
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Signature

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 BHANDUP (E), MUMBAI-400 042

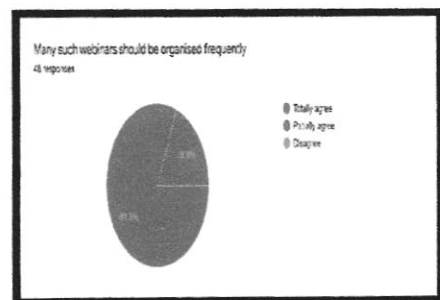
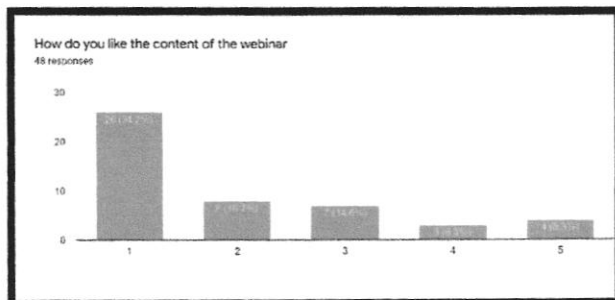


TOP

**ACTIVITY REPORT (2020-2021)**

- Department / Committee: IQAC initiative organized by WDC, BES V.K. Krishna Menon College of Commerce and Economics jointly with Hema Foundation, Indian Development Foundation (IDF)
- Theme of the program – **Conversation** with Union Minister Smt. Smriti Irani
- Sunday, 29-11-2020 at 6:30 pm, online on the Zoom Link - <https://zoom.us/j/97588155541>
- Lead Speaker - Union Minister Smt. Smriti Irani
- Topic : **Hem shekhar- Valiant and Victorious**
- Level of the Activity –(Please tick)- Community Level
- Number of participants: Male= 17, Female =31, total = 48
- Brief detail: This Activity was organized by IDF jointly with our college to inspire our students by the life experiences of famous personalities. The well known speaker shared her life experiences, her journey from a normal girl to TV actress to the honorable Minister. The program was very motivating and insightful. Each participant got an E-certificate.

1. Program Outcome (Feedback Analysis - Consolidated): Feedback was taken by Google form. 1: excellent, 5: poor



Outcome of the webinar (any 3 points)  
48 responses

- Good
- Women's development, Motivational, innovative
- Humble to hear smriti Irani mam
- Giving more knowledge
- Nice webinar
- Very interesting
- Good opportunity to hear such great speakers
- Learned something new and exciting
- Very good
- Motivating, insightful

- a) Activity was appreciated by students very much
- b) The participants learnt many aspects of life

2. Phototgrpaphs





Documents to be maintained –

NO.	PARTICULARS	YES/NO
1	Notice	Y
2	Copy of the proposal	NA
3	Registration form	NA
4	Correspondence with resource person (if applicable)	--
5	Photographs	Y
6	Feedback	y
7	Sample copy of certificate	Y
8	Details of ICT used for Poll	Google form, Zoom meet
9.	Letter from employer/linkage/collaboration	NA
10	Any other (please specify) Pamphlet	y

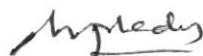
Signature



WDC: (Dr. Ruchi Tandon)

  
(Dr. Kakali Lahiri)

Principal



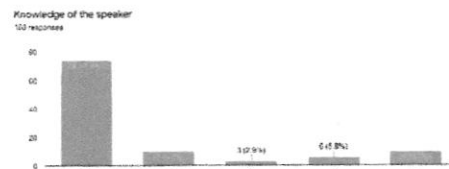
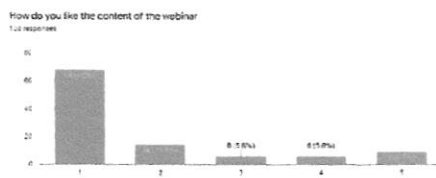
**PRINCIPAL**  
**PRINCIPAL**  
 77 Krishna Menon College Of Commerce And  
 Economics & Sharda Shankar Datta College Of  
 BHANDUPUR



**ACTIVITY REPORT (2020-2021)**

- Department / Committee: IQAC initiative organized by WDC, BES V.K. Krishna Menon College of Commerce and Economics jointly with Hema Foundation, Indian Development Foundation (IDF)
- Theme of the program – **Conversation** with Dr. Kiran Bedi (Governor of Puducherry)
- Lead Speaker - Dr. Kiran Bedi (Governor of Puducherry)
- Topic : ‘Recreating Imagination- How to remain fearless under all circumstances’.
- Date/ Time/ Venue : Thursday, 17-09-2020 at 5 PM, online
- Level of the Activity –(Please tick)- Community Level
- Number of participants: Male= 31, Female =72, total = 103
- Brief detail: This Activity was organized by IDF jointly with our college to inspire our students by the life experiences of famous personalities. They named it as HemShikhar. The Hem Shikhar Webinar on ‘Recreating Imagination’ with the first female IPS officer of the country, Lieutenant Governor of Puducherry Dr. Kiran Bedi started at 5 pm sharp. The Zoom Meeting limited to 1000 participants. Zoom Meeting Direct Link: <https://zoom.us/j/93690186011>. This activity inspired students with the life experience of Dr. Kiran Bedi. She shared experiences of her childhood, her journey to become IPS, her major career breakthrough etc which were very motivating. Each participant got a E-certificate.

1. Program Outcome (Feedback Analysis - Consolidated): Feedback was taken by Google form. 1: excellent, 5: poor



Any suggestions :

28 responses

Motivation

Nice webinars

No thank you so much

Do more programs

No any suggestios all program is very best

Try to do seminar on google meet also so that more people can join. Try to allow some of the best questions from audience to the chief guest/lead speaker. Minimum 2-3 people may interact with lead speaker to make the seminar more interesting. Play some word quiz with lead speaker and audience which may make the seminar even more interesting

It was very helpful and knowledgeable for all the students thank you

NO THANK U SO MUCH THIS WEBINAR

Many such webinars should be organised frequently

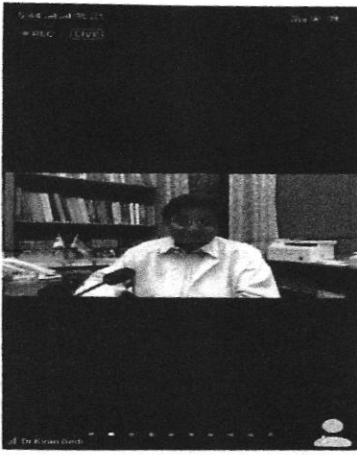
103 responses



- Activity was appreciated by students very much
- The participants learnt many aspects of life

2. Phototgrpaphs

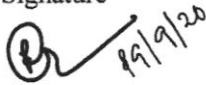





Documents to be maintained –

NO.	PARTICULARS	YES/NO
1	Notice	Y
2	Copy of the proposal	NA
3	Registration form	NA
4	Correspondence with resource person (if applicable)	--
5	Photographs	Y
6	Feedback	y
7	Sample copy of certificate	Y
8	Details of ICT used for Poll	Google form, Zoom meet
9.	Letter from employer/linkage/collaboration	NA
10	Any other (please specify) Pamphlet	y

Signature

 19/9/20

WDC: (Dr. Ruchi Tandon)

  
(Dr. Kakali Lahiri)

Principal

  
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V. K. Krishna Menon College Of Commerce And  
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BHANDUP



TOP

# V.K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

[AFFILIATED TO UNIVERSITY OF MUMBAI & ACCREDITED BY NAAC]  
(MANAGED BY BHANDUP EDUCATIONAL SOCIETY)  
BHANDUP (E), MUMBAI - 400 042.

Phone: 2566 8541 • Telefax : 022 - 2566 1897 • E-mail: vkkmenoncollege@gmail.com

Date \_\_\_\_\_

## Photographs of Facilities in College Campus :

### GIRLS Common Room



### LCR TOILETS



*MyMedis*  
**PRINCIPAL**  
V. K. Krishna Menon College Of Commerce And  
Economics & Sharad Shankar Dighe College Of Science  
BHANDUP (E), MUMBAI- 400 042

# V.K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

[AFFILIATED TO UNIVERSITY OF MUMBAI & ACCREDITED BY NAAC]  
(MANAGED BY BHANDUP EDUCATIONAL SOCIETY)  
BHANDUP (E), MUMBAI - 400 042.

Phone: 2566 8541 • Telefax : 022 - 2566 1897 • E-mail: vkkmenoncollege@gmail.com

Date \_\_\_\_\_



*[Signature]*  
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Economics & Sharad Shankar Dighe College Of Science  
BHANDUP (E), MUMBAI- 400 042

# V.K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

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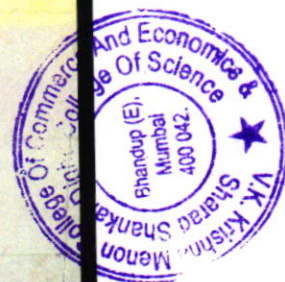
Phone: 2566 8541 • Telefax : 022 - 2566 1897 • E-mail: vkkmenoncollege@gmail.com

Date \_\_\_\_\_

## Photographs of Facilities in College Campus:

### Safety and Security

- Separate washrooms for boys and girls; male and female teaching/nonteaching staff  
Girls Toilet 2<sup>nd</sup> floor LCR , 3<sup>rd</sup> near bio-lab, 4<sup>th</sup> floor, 5<sup>th</sup> floor  
boys Toilet Library exit, 2<sup>nd</sup> floor near UGC room, 4<sup>th</sup> floor, and 5<sup>th</sup> floor



Facilities in College Campus: Safety and Security

*Angledy*

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BHANDUP

# V.K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

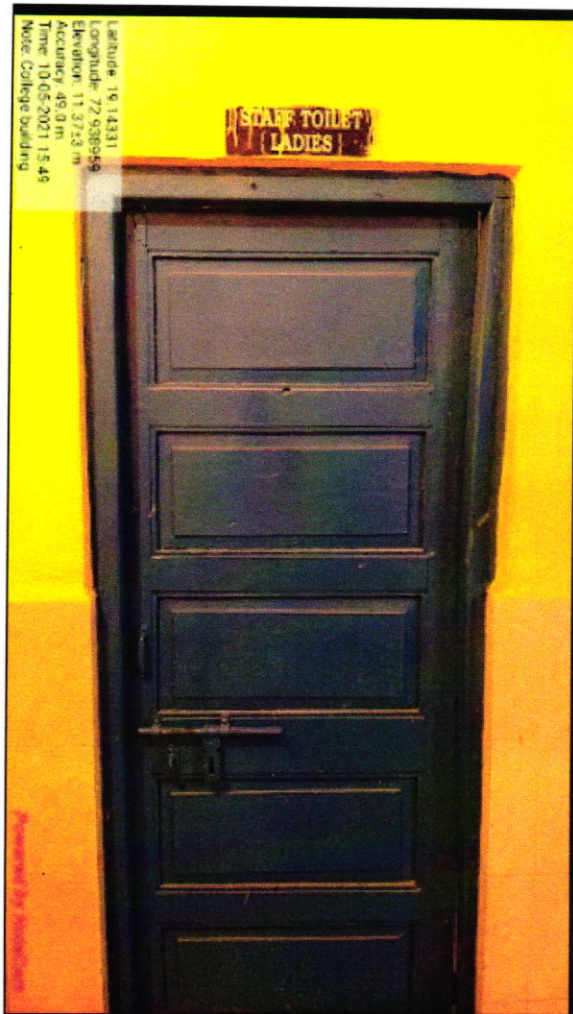
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(MANAGED BY BHANDUP EDUCATIONAL SOCIETY)

BHANDUP (E), MUMBAI - 400 042.

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Date \_\_\_\_\_

## Third Floor Staff toilets



*(Signature)*

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V. K. Krishna Menon College Of Commerce And  
Economics & Sharad Shankar Dighe College Of Science  
BHANDUP (E), MUMBAI- 400 042

*Facilities in College Campus : Safety and Security*

# V.K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

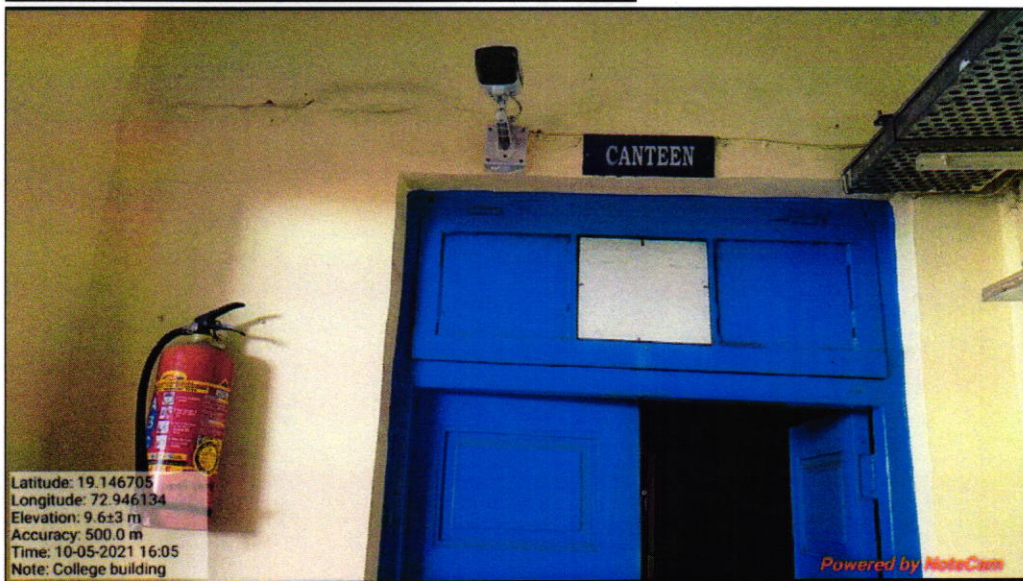
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Phone: 2566 8541 • Telefax : 022 - 2566 1897 • E-mail: vkkmenoncollege@gmail.com

Date \_\_\_\_\_

- *Fire extinguishers on every floor and labs*  
*Fifth floor*



Outside Canteen

Facilities in College Campus : Safety and Security

*(Signature)*  
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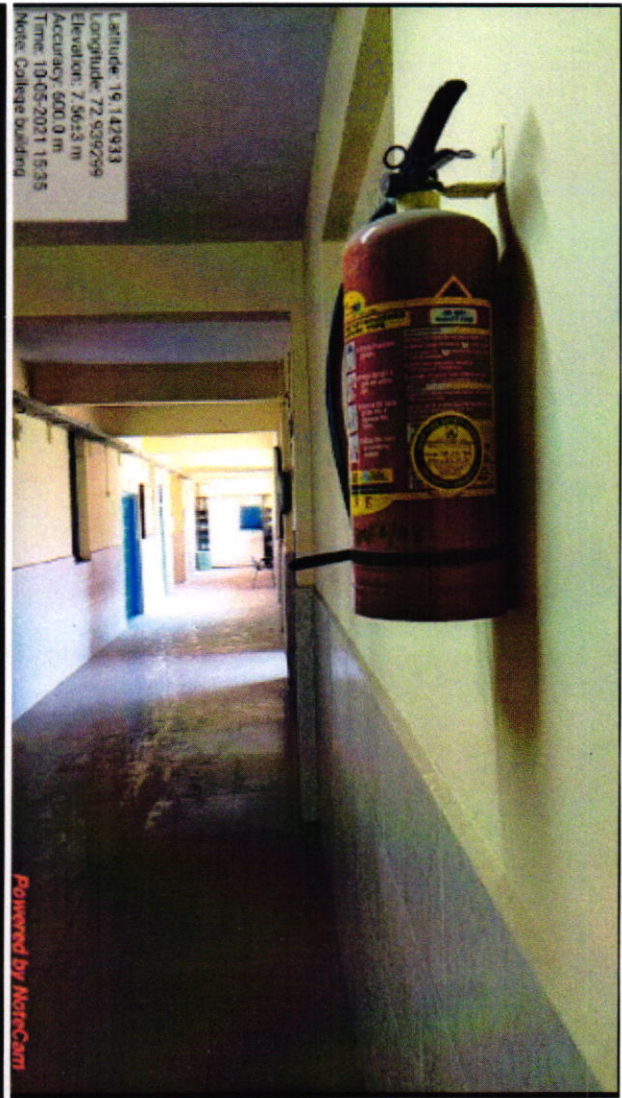
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Date \_\_\_\_\_

- *Fire extinguishers on every floor and labs*  
*First floor* *Second floor*



*Armedy*  
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*Ground floor*



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Facilities in College Campus : Safety and Security

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Date \_\_\_\_\_

- *Dual Exit Gate*



Entrance



*[Handwritten Signature]*

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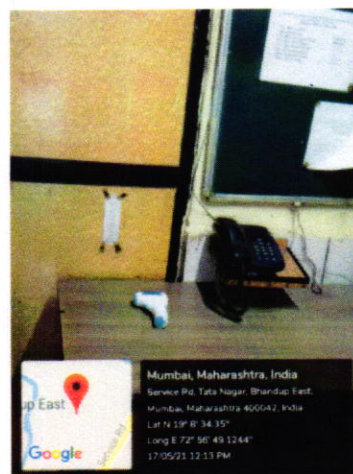
Date \_\_\_\_\_



*Exit*



- *Intercom Facility at the Gate*



Facilities in College Campus : Safety and Security

*Principals*  
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Date \_\_\_\_\_

- *The whole campus in under CCTV Surveillance*

*Podium*



*Canteen*



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Date \_\_\_\_\_

- *The whole campus in under CCTV Surveillance*

Third floor



First Floor



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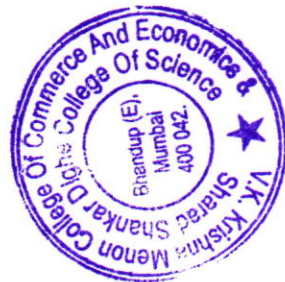
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- *The whole campus is under CCTV Surveillance*

Fourth floor



*hyndia*  
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MUMBAI- 400 042

TOP

Facilities in College Campus : Safety and Security

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**EXTRACT FROM POLICY DOCUMENT**

**CODE OF CONDUCT DISTINCTIVE FOR ALL STAKE HOLDERS**

**2.2 Code of Conducts | Professional Ethics | Duties for teachers, students  
and support staff: -**

**a. Duties of Teacher:-**

- 1) Subject to the supervision and general control of the Management and the Principal, the teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programs, such as Seminars, workshop, Orientation Program and Refresher/ Sher Courses, In-service program, etc. The Management and the Principal shall give the teacher every possible opportunity to do so.
- 2) The teacher shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research, tutorials, University, College and Recognized Institution examinations, and will encourage pursuit of learning in the students.
- 3) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot from the syllabus to him/her, from time to time and shall not ordinarily remain absent from work without intimating the Principal.



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- 4) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University, Management, Principal and shall ensure the interest of the University, College or Recognized Institution. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc. If it is found by the Management that damage or loss has been caused to the College or Recognized Institution or the University by an act of negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.
- 5) In addition to the duties of teaching and allied activities, the teacher shall attend to extracurricular, co-curricular activities organized by the University and College and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.
- 6) The teacher shall help the University and College authorities to enforce and maintain discipline and inculcate good habits among the students.
- 7) The Principal in consultation with the Head or the Senior-most teacher of the Dept. shall distribute the periods in the subject amongst the teachers in the Dept. If any teachers is absent, the Head or the senior most teacher in consultation with Principal must make the arrangement. No class should be left free without permission of Principal.
- 8) The workload of the teacher is 40 hours in a week and there are 180 teaching days in the academic year, distributed equally among the two terms. The direct teaching hours for a teacher are 16 hours per week, i.e. 20 lectures of 48 minutes. The teacher is required to be available in the college premises for at least 5 hours daily. For the remaining hours, the teacher is to attend to consultation by students, guidance, test/internal exam, administration, seminar, co-curricular, extra-curricular and other activities relating to the college.
- 9) Within a week after the beginning of the academic year, every teacher shall prepare and submit his academic program for the year to Principal through



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the Head or senior-most teacher of the Dept. At the end of the year, every teacher shall prepare a report of the work done by him during the year to the Principal through the Head or the senior most teacher. The academic program would include the projects and tutorials.

- 10) The teacher is required to maintain attendance record in every subject of lecture, practical and tutorials of each student in that subject and submit to the Head or senior most teacher of the Dept. every month in the first week for submission to the Principal. The names of the students not attending the lectures, practical and tutorials for the month are to be put up on the Notice Board in the first week of the following month. At the end of the each term, letters to the parents/guardians of the defaulting students (minimum 75% attendance required), warning them are to be issued under the signature of the Principal. Credit is allowed for the days of participation in NCC/ NSS Camps, Intercollegiate, Inter University, State, and National Tournament/Competition on the production of certificate from the organizers.
- 11) All applications including leave applications shall come to the Principal through the Head of the department. The Teachers should not remain absent without prior consent or grant of leave from the Principal. Casual leave shall be evenly distributed during the year.
- 12) Teacher is required to do work in -respect of examination of the university if he fails to do so, it will be treated as misconduct.
- 13) There shall be no collection of any kind in college without the permission of the Management
- 14) The teacher shall not do any malpractice or use unfair means in teaching / examination /administration.
- 15) The teacher shall not take any other employment while in college
- 16) The teacher is to treat the non-teaching staff as colleagues and equal partners.
- 17) The teacher is required to maintain contact with the parents /guardians and send report on students' performance when necessary.



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- 18) The Heads of the dept. must see that the staff in the department remain in their place on duty throughout and wearing uniform.
- 19) All teachers are to adhere to a responsible pattern of conduct, and decent dress expected by the community.
- 20) All teachers are to co-operate and assist in all functions relating to education in college.

**b. Improper Conduct:-**

The teacher shall perform all his/her duties faithfully and will not avoid his/her responsibility. The following lapses would constitute improper conduct on the part of the teacher:

- 1) Failure to perform his/her academic duties such as lecturing, demonstrating, assessing, invigilating, etc.
- 2) Gross partiality in assessment of students, deliberately over/under marking or attempt of victimization on any grounds.
- 3) Inciting or instigating students against other students, colleagues, administration. (This does not interfere with his/her right to express his/her differences on principles in seminars or other places where students are present.)
- 4) Raising or exploiting questions of castes, creed or religion, race or gender in his/her relationships with the students and his/her colleagues and trying to use the above considerations for improvement of his/her prospects.
- 5) Refusal to carry out the decisions of appropriate authorities, officers, administrative and academic bodies of the University. This will not inhibit his/her right to express his/her difference with their policies or decisions, expression, provided that he/ she will not use the facilities or forum of the University, College or Recognized Institution to propagate his/her own ideas or beliefs for or against a particular political party or alignment of political or religious activities.
- 6) Accepting tuitions, conducting/participating in private coaching directly or indirectly or any classes or courses in any manner.



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- 7) Involvement in non-academic activities directly or indirectly such as i) Writing of questions-answers, guides, key, likely questions, cyclostyled or photocopied notes, etc. ii) Undertaking of any office of profit, agency.
- 8) Intoxicating drinks or drugs in force in any area in which he/He/ She may happen to be for the time being; (i) Consume any intoxicating drink or be under the influence of any intoxicating drink or drug during the course of his/her duty; and the performance of his/her duties at any time is affected in any way by the influence of any such drink or drug.

c. **Code of Professional Ethics: -**

- 1) **The teachers and their responsibilities: -** Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/He/ She should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.
- 2) **A teacher shall: -**
  - i. Adhere to a responsible pattern of conduct and demeanour expected of him/her by his/her peers and the community.
  - ii. Manage his/her private affairs in a manner consistent with the dignity of the profession.
  - iii. Seek to make professional growth continuous through study and research, writing and decent conduct.
  - iv. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
  - v. Perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.



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- vi. Co-operate and assist in carrying out functions relating to the educational responsibilities of the College or Recognized Institution and the University such as : assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
  - vii. Participate in extension, co-curricular and extracurricular activities including community service.
- 3) **Teachers and the students: -**
- i. Respect the right and dignity of the student in expressing his/her opinion.
  - ii. Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
  - iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
  - iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
  - v. Inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
  - vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
  - vii. Pay attention to only the attainment of the student in the assessment of merit.
  - viii. Make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
  - ix. Aid students to develop an understanding of our national heritage and national goals, and
  - x. Refrain from inciting students against other students, colleagues or administration.



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**4) Teachers and Colleagues: -**

- i. Treat other members of the profession in the same manner as they themselves wish to be treated,
- ii. Speak respectfully of other teachers and render assistance for professional betterment.
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- iv. Refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,
- v. Be thoroughly social and humane, democratic and rational, towards other teachers.
- vi. Strive at any cost to remove and wash out the local tensions and controversies and disputes.

**5) Teachers and authorities: -**

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- ii. Not undertake any other employment and commitment including private tuitions and coaching classes;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- v. Should adhere to the conditions of contract;
- vi. Give and expect due notice before a change of position is made; and
- vii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in



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view their particular responsibility for completion of academic schedule.

**6) Teachers and nonteaching employees: -**

- i. The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- ii. The teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

**7) Teachers and guardians: -**

- i. The teachers shall try to see that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

**8) Teachers and Society: -**

- i. Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life.
- iii. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- iv. Refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

**d. Heads of Department: -**

- 1) The Head or the Senior-Most Teacher, in consultation with the Principal is to distribute the periods in the Department among the teacher in the subject and to look after the periods, in subject. If a teacher is absent, the head is to make arrangement in consultation with the Principal.



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- 2) In the beginning of each term, every teacher shall prepare the academic program and submit it to the Principal through the Head. At the end of the academic year, the teacher shall prepare a report on the work done by him and submit to the Principal through the Head.
- 3) The principal is given discretion to allow the students to make up 25% shortage in attendance in the 1<sup>st</sup> term due to Bonafide illness, and other sufficient reasons, in the 2<sup>nd</sup> term Only University has the power to condone the attendance deficiency.
- 4) The Principal is to intimate the students the withdrawal of examination forms, 20 days prior to the examination and report of the defaulters is to be sent to the Director, Board of College and University Department three weeks prior to the examination. The University Committee may inspect the attendance record without prior intimation.
- 5) All applications including leave applications from the staff in the department are to be forwarded to the Principal through the Head. Teachers should not remain absent without prior consent or grant of leave.
- 6) The Head and all teachers shall help the Principal to enforce and maintain discipline amongst the students and in absenteeism, late coming classes, loitering, indiscriminate use of mobiles, etc.
- 7) The Head is to get the question papers as prescribed concerning his/her department for the examination and submit the same to the Principal who will make the arrangements for printing the same and do everything with the help of the Head if found necessary.
- 8) The heads of the Science Departments, Gymkhana, Library, Students Council, N. S. S. and all associations or clubs in the collage to see that the required registers and files are properly kept by the staff. Registrar or Superintendent will verify the records with the main records in the office
- 9) Heads of Science Departments, Library, Gymkhana and Students Council are to see that the premises relating to their departments are kept neat and clean by the Non-teaching staff of the department AH teachers are to see that the floor peons keep the lecture halls and verandas and stair cases clean



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and neat and the Heads are to report about the cleanliness on the last day of every month.

- 10) Heads and all teachers are to see that students do not make the lecture halls, corridors, stair cases and other places dirty.
- 11) The Heads must see that the staff in their departments remain in their place of duty throughout and are in the uniform.
- 12) The Heads are to see that budgetary amounts are utilized in time properly.

**e. Duties of the Librarian: -**

- 1) **Working Hours: - 40 Hours in a week.** (Normally it shall be equally divided in to six days week)
- 2) The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well-organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed, catalogued and updated.
- 3) The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
- 4) The Librarian shall always try to bring books, students and scholars together under the conditions which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity.
- 5) The Principal will assign the work to the library staff in consultation with the Librarian from time to time.
- 6) The Librarian is the Head of the Library Department and will look after the administration, purchases and issue of library books, periodicals and other things of the library as decided from time to time.
- 7) The "Advisory Committee for Library" headed by the Principal as Chairperson, Librarian as a secretary, all designated head of the academic departments, students council's General Secretary representing all students of the college as a member/s of the committee and Registrar / superintendent of the college as permanent invitee, will look after the purchases of library items and overall development of the library.



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- 8) Librarian, in consultation with the Principal shall arrange the meetings of the committee and maintain the minutes of the each meeting/s from time to time. (ideally these shall be at-least two meetings in each academic term-one in the beginning and one at the end of year)
- 9) The head of each department will prepare a list of books required for the year in consultation with the teachers of the department and submit the same to the Librarian who will arrange for the said books after approval of the Library Committee and the Chairman of the Management.
- 10) The functional interactive library portal (website) shall be developed (with the help of Computer Science department) and maintained by the Librarian and updated from time to time.
- 11) The Librarian will check the delivery challans if any and the bill with the order placed and after verifying the books pass on the bill to the Principal for payment.
- 12) The Librarian is to see that the books are given the accession number, and arranged according to the subject and class numbers etc. and kept under lock.
- 13) The Librarian will maintain the necessary registers and records such as, Accession Registers, Issue Registers, Registers for furniture and fixtures, Registers for missing and damaged books, Correspondence file, order file, Bill file and other records.
- 14) The Librarian is to see that a daily record of the newspapers, periodicals and other reading room materials is kept.
- 15) The Librarian must properly maintain the syllabus files.
- 16) All the books, journals and periodicals are called back to the library before 1<sup>st</sup> of April every year for stock verification.
- 17) The Librarian and other staff of the library will be responsible for the missing and damaged books, for recovery of the cost at the current price, for depositing the money with the society office and for purchasing the said books to replace the missing and damaged books, and for the entire functioning of the library.



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- 27) The Librarian must see that the door, windows, furniture and fixtures, fans, lights and floor etc. are kept neat and tidy throughout by the Library Attendants.
- 28) The Librarian must see that only the students of the college and staffs are allowed to come and use the library on the strength of a valid Identity card. For others the Principal's written permission must be taken.
- 29) The Assistant Librarian will assist the Librarian in all matters.

**f. Staff Secretary: -**

- 1) Principal shall appoint staff secretary in the beginning of the year

**2) Functions and Responsibility:**

- i. Convening meetings of the staff in academic year (minimum three)
- ii. Preparing Notice, agenda minutes of the meeting in consultation with the principal
- iii. Assisting principal in resolving all matters – academic and nonacademic, related to teaching staff of the college
- iv. Staff room supervision and management
- v. Any other incidental function assigned by the principal
- vi. **Records need to be maintained:** - 1. Working file 2. Minute book 3. Any other

**g. Duties of The Head of the Laboratory: -**

- 1) The Head of all Science Departments are required to prepare yearly or half yearly requirement of each department, in consultation with other teachers in the department and keep the same ready by 20<sup>th</sup> June of every year.
- 2) Each head, -with the help of the office and the laboratory assistant would invite quotations from the manufacturers or suppliers by 30<sup>th</sup> of June of every year.
- 3) After the approval of the quotation and the requirement by the laboratory committee the Principal and Chairman of the management, order for the supplies are to be prepared with the help of laboratory assistant by the respective head. The order is to be given after approval by principal and Chairman.



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- 4) The Delivery Challan and bills are to be checked by the Head of the Department with help of the laboratory Assistant, with the quotation and accept the order. The bills are then to be send to the principal who will arrange for payment.
- 5) Each department head is to see the necessary record namely dead stock register, register for consumable materials, Register of furniture and fixture, Register of damaged and missing thing, correspondence file, and quotation Tiles. Order file, Delivery. Challan and bill file, Yearly stock report file, are maintain by the laboratory assistant and that the articles and things are stored properly under his "supervision.
- 6) On 31<sup>st</sup> March of every year a statement of the articles and materials in stock is to be prepared by each Head with the Help of the Laboratory Staff as mentioned in the Laboratory Committee rules, and send it to the Principal with a copy to the Chairman.
- 7) Principal in consultation with the Head, will assign the duties of the laboratory staff and the Head is required to look after the work in the laboratory.
- 8) For leave, the laboratory staff are to send the application addressed to the principal in advance to the Laboratory Head who will get the position from the office and endorse and sanction of the Principal is to be obtained. If he applies for leave later he must satisfy the Head for not making the application in advance. Otherwise it will be without pay.
- 9) The confidential report of the laboratory attendant and assistant is to be written by the Head of the Laboratory at the end of the year and review by the Principal. All the confidential reports will remain with the principal.
- 10) The muster of the laboratory attendants and assistants of all the laboratories are to be kept in the Chemistry. Head must look-after the muster, report about the absence of the staff to the principal for taking action and arrange for the Principal's signature on the muster at the end of every day.
- 11) The principal in consultation with the Head of the Laboratory Departments will prepare the program for the laboratory works for stall and



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the students for the year and one copy is to be submitted to the chairman before 31<sup>st</sup> July of the Year.

- 12) Report on the functioning of the laboratory, steps taken to recover the damage and the price of the things damage / missing and lost is to be submitted to the Principal with a copy to the Chairman before 31<sup>st</sup> March every year

**h. General Guidelines- (Junior, Senior & Non-Teaching Staff)**

- 1) All invitees from outside to address the students of the college are to get clearance from Principal.
- 2) Any offer of donation in cash or kind, scholarship, awards, prizes or any help made from outside to the college and students, must be addressed to the Chairman of the management. After approval by the Management, the above offers can be availed of.
- 3) Any report to the newspapers by the staff concerning the college must be get approval of the Principal and Management.
- 4) All study tour by the students are normally to be made during vacation. For study tours during working hours, special permission is to be taken.
- 5) All the notices, circulars and letters issued by the college must be signed by the Principal.
- 6) All leave applications including Casual Leave must give sufficient reason, merely giving reason "Personal" will not be sufficient.
- 7) All functions of students and meetings of teachers are to be held after class hours.
- 8) The non-teaching staff can be given privilege leave once in a year with prior sanction and in case of emergency such as death in the family etc. and such other cases, when their presence is an absolute necessity. After getting the privilege leave sanctioned if the/ want to joint before expiry of leave, they should take written permission.



**i. Norms to be Served by the Non-Teaching Staff of the College.**

- 1) Principal, Lecturers, Librarian, Superintendent and Head Clerk are to be addressed by the Junior Staff as Sir or Madam.

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- 2) Senior Clerks, Junior Stenographer, Laboratory Assistants and Clerks to be addressed by the Junior Staff as Mr. or Mrs. or Miss along with their name.
- 3) Library and Laboratory attendants and *Peons* must address each other as Mr. or Mrs. or Miss, along with their name or sir or madam depending upon their age.
- 4) They must be found at the place of work during the office time.
- 5) If they want to leave the place of work, they must take permission of their immediate Head, in Library the Librarian, in Laboratory the-Head of the Department & others of the Superintendent.
- 6) If they want to go out of the college campus, then the permission of the Principal is to be-taken.
- 7) Leave cannot be claimed as of right. For leave, they must write application addressed to the Principal, in advance through their immediate head to the Superintendent and take permission, if they apply for leave, they must satisfy the Principal for not giving application in advance.
- 8) The Registrar / Superintendent is In charge of all non-teaching staff and he /He/ She will also do the allocation of work for them with the approval of Principal.
- 9) The Class IV staff should not sit on the chairs of the office, they should go to the office only there is work.
- 10) When the Management Committee members, Principal, Lectures, Librarian, Superintendent or Head Clerk or the public come to the college, the Library and Laboratory attendants and the peons' are require to stand up when they are sitting to show courtesy.
- 11) The Watchman or the one on duty at the gate is to see that no one enters the college building or the compound except for Bonafide work.
- 12) The Class-IV staff other than Library or Laboratory shall have to work in any one of the three shifts when asked to do so.
- 13) The above are in addition to the prescribed ruled.



j. **Attendance rules for teaching, non-teaching staff maintaining staff muster: -**

- 1) Muster pages must be numbered.

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- 2) Every day the teachers and non-teaching staff must sign the muster and mark the arrival time while coming and mark the departure time while leaving the college, in addition to the biometric attendance.
- 3) At least one day before the beginning of the month, the concerned clerk must write the full name, designation, qualification, date of appointment in the muster category-wise and in the order of seniority.
- 4) Holidays, Sundays etc. should be marked in the beginning of every month.
- 5) After expiry of the reporting time, the Principal or Vice-Principal should put late mark "L", absent mark "A" must be put against the name of the employee, if he/He/ She does not report within one hour after the reporting time.
- 6) Leave remarks should be written against the name of the employee by the concerned clerk on the muster immediately once the leave is sanctioned. In case the employee does not attend duty for the day, as stated above "A" mark must be put and after the casual leave is sanctioned. CL must be marked against the name in the muster.
- 7) Following abbreviations must be used in the muster for the leave.
  - i. Casual Leave - CL
  - ii. Earned Leave - EL
  - iii. Half Pay Leave on Private Affair - HPL
  - iv. Full Pay Leave on Medical Ground - Commuted Leave
  - v. Leave Without Pay - LWP
  - vi. Maternity Leave - ML
- 8) When prior sanction is taken by the employee, leave remarks can be marked even before employee proceeds on leave.
- 9) There should not be any cancellation, over-writing or eraser marks on attendance muster.
- 10) When the employee is on outdoor duty, concerned clerk can mark O. D. against the name. Prior sanction must be token.

**k. Duties of Registrar: -**

- 1) The Registrar shall regulate the work and conduct of the non-teaching staff in accordance with the Act, Rules and Regulations, to assess and evaluate



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their performance and take measures to improve the working of the College subject to the approval of the Principal.

- 2) The Registrar shall be the custodian of records, the common seal and other property of the College.
- 3) The Registrar shall keep the minutes of all the meetings and records of such meetings attended by her as Ex-officio member, Secretary. He/ She is to call the meetings of LMC and all committees with the permission of the Principal regularly. The Registrar shall ensure that the Annual Report of the LMC is sent to the University in April every year as required with a copy to the Management.
- 4) The Registrar shall co-ordinate the work in the college amongst the teaching and non-teaching staff.
- 5) The Registrar shall bring to the notice of the Principal any act of the staff or students if prejudicial to the college or is not in the interest of the institution / College.
- 6) The Registrar shall maintain enquiry service for students, staff and also for visitors to the college regarding courses being conducted, examination and admission rules and such other matters of important nature. He/ She shall maintain a Register for the said purpose.
- 7) The Registrar shall watch over the work of the college Affiliation, staff Recognition and follow procedure for appointments. He/ She shall also watch Accounts, Audit, assessment, work of Maintenance and other Grants and to keep the check on accounts of the College. He/ She shall bring major items of expenditure before LMC, check cash book, ledger and everything of accounts before the signature of the Principal is taken every month in the cash book. He/ She shall place audited statements of accounts before the LMC before submitting to the Government.
- 8) The Registrar shall take stock verification of all articles and -things in the college every year and submit verification report to the Principal and the Management before 30<sup>th</sup> April.



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- 9) The Registrar shall look after the Examination work of College, Board and University and shall ensure smooth conduct of the examination and prepare necessary work distribution chart in this connection.
- 10) The Registrar shall ensure that all circulars, letters and all correspondence concerning senior college and junior college from the University, Government and other sources are entered in the Inward Register, got initialed by the Principal and action is taken on them, He/ She shall maintain a Movement Record Register, send copies of all important documents to the Management and take action on them through the Movement Record Register.
- 11) The Registrar shall take necessary action for getting the staff Muster signed by the Principal every day and for absence and late coming after bringing the same to the notice of the Principal.
- 12) The Registrar shall prepare the Confidential Report of the Non-teaching staff for the year 1<sup>st</sup> April to 31<sup>st</sup> March every year, obtain the review of the Principal and take action on the same as per rules. Confidential Reports shall remain in the custody of the Principal.
- 13) The Registrar shall do the translation work of the Marathi circulars and documents when necessary and a Register shall be maintained for the said purpose.
- 14) The Registrar shall maintain service books and personal files of every teaching and Non-teaching staff.
- 15) The Registrar shall look after the Court cases concerning the college and a Register shall be maintained for the purpose.
- 16) The Registrar shall ensure that the leave applications of the staff are dealt with as per rules.
- 17) The Registrar shall submit an Annual Plan of Action, date wise and month wise in April and Performance Report in March a copy to the Principal every Year.
- 18) The Registrar shall look after the admission work of the Junior and Senior College relating to the office work.



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- 19) The Registrar shall look after the Income Tax work of the junior and Senior College and also the Provident Fund accounts.
- 20) The Registrar is to look after the work of any non-teaching staff in their absence in addition to her work.
- 21) The Registrar shall perform such other duties and powers as are prescribed or as required from time to time by the Principal and Management of the Society.
- 22) The Registrar shall maintain a Book for the visitors to record any complaint or grievances with his/her full details under his/her signature. The complaint or grievance is to be attended and disposed off immediately with the acknowledgement of the Principal and Chairman.
- 23) He/ She shall do the work of the Purchase Committee such as calling the meeting whenever necessary, writing the minutes and looking after the purchases of articles and things for the college as per rules.

**I. Duties of the Superintendent –**

- 1) He shall submit an Annual Plan of the work date wise and month wise in April and Performance Report in March every year to the Principal.
- 2) He shall look after the work of Registrar and Head Clerk in their absence and also to look after the work of any non-teaching staff in their absence in addition to his duties.
- 3) He shall have the overall responsibility of the office pertaining to Junior and Senior College.
- 4) He shall inform the Principal periodically the financial position of the college, prepare and present budget, prepare the Income & Expenditure statement, maintain all accounts and get them audited.
- 5) He shall attend to all the Government scrutiny, inspection and audit.
- 6) He shall be responsible for the proper implementation of financial transaction as per rules and regulations and place the financial position of the college before the CDC and management.
- 7) He shall scrutinize all expenses before recommending for payment. He shall watch the progress of the expenditure and receipts of fees, Government grants in time.



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- 8) He shall carryout any other work entrusted to him by the Principal or the Registrar from time to time.
- 9) He shall place the budget before the CDC before 30<sup>th</sup> April.
- 10) He shall write and complete the cash book, take signature of the Principal at the end of every month for cash and bank balance and complete the ledger up to date immediately.
- 11) He shall finalize the accounts and the accounts statements before 05<sup>th</sup> April for completing the Audit and submit the Accounts Statements to the Joint Director in time and Income c Expenditure account and Balance Sheet to the Management.
- 12) He shall submit the unaudited statement of accounts of Senior and junior College to the Management on or before 5<sup>th</sup> April every year.
- 13) He shall maintain the Stock Register for all articles and things except the library and laboratory to enable the Registrar to finalize the verification and submit the report before 30<sup>th</sup> April.
- 14) He shall help the Registrar in stock verification.
- 15) He shall be the custodian of all the records relating to the accounts and the Registrar would arrange for keeping them within his reach and to his knowledge.
- 16) He shall maintain accounts of NSS, UGC, Past Students, Book Bank Scheme and Extension Education.
- 17) He shall attend Court Cases of the college with Registrar.
- 18) He shall check Stock Register and check Reports.
- 19) He shall help prepare Trial Balance of Junior College.

**m. Duties of the Head Clerk –**

- 1) He shall submit an Annual Plan of the work date wise and month wise in April and Performance Report in March) every year, to the Principal.
- 2) He shall be the overall in-charge of the office pertaining to Junior College.
- 3) He shall look after the Admission work of Junior College (Regular/ Private) and prepare the list of students admitted category wise as per rules. He shall attend to the examination work of the Junior College and



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**Prin. (Mrs.) S. V. Phadnis  
PRINCIPAL**



# V.K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

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HSC (Online form filling of Regular and Ex. / Pvt Students) with the help of Junior Clerk.

- 4) He shall do the Accounts of Junior College, get the signature of the Principal on the last day of every month, on the cash and bank balances and complete the ledger immediately thereafter. He shall prepare the final statements of accounts on or before 05<sup>th</sup> April, get the same audited and send the statement of accounts to the Deputy Director and to the Management.
- 5) He shall prepare the Bio-metric information of Senior College staff of late coming and early going etc. relating to the staff of senior college, Junior College 85 Non-teaching and report to the Principal.
- 6) He shall attend to all the work of Junior College admission, cancellation, refund examinations, results, and private candidates.
- 7) He shall attend to the work concerning the Verification of Caste Certificate, Leaving Certificate, Eligibility correspondence and unfair means of Junior College with the help of other clerks
- 8) He shall maintain Stationery of the college.
- 9) He shall attend to all HSC Board related correspondence work of students and teachers.
- 10) He shall prepare the Junior College Statistical Report Data Capture Report and UDISE Report and send to the Department and Board office.
- 11) He shall maintain Petty Cash Book of Junior College and handle cash.
- 12) He shall look after the duties of Class IV Employees and make adjustment.
- 13) He shall attend to the University and HSC Board Exam Work.
- 14) He shall attend to the Auditor whenever required.
- 15) He shall assist the Registrar in the Stock verification of articles and things in the college.
- 16) He shall do the work of issuing Transcript of the Senior College.
- 17) He shall be responsible for the issue of all Certificate including Mark-Sheet of Senior & Junior College with the help of other clerk, peon.
- 18) He shall prepare the daily lecture report of Senior 85 Junior College from the reports given by peons on the floor and he shall submit the weekly



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report to the Principal & the Management after verification. He shall also notify the non-teaching days separately.

19) He will be responsible & will be the under study of all University, Senior & Junior College examinations work with the help of other clerks and peons.

**n. Duties of Office Clerk: -**

- 1) He shall submit an Annual Plan of the work date wise and month wise in April and Performance Report in March every year to the Principal.
- 2) He shall do the additional work assigned to him by the Principal and Registrar.
- 3) He shall be the in-charge of the office pertaining to senior college.
- 4) He shall do all the Junior College typing work during the year with the help of other clerk.
- 5) He shall do the work in respect of the appointment and approval of appointment of Junior College staff and other work with the help other staff.
- 6) He shall attend to the Provident Fund, LTA and Roaster work of Junior College with the help of other staff.
- 7) He shall attend to the work related to Parents Association and admission work of Junior College students.
- 8) He shall attend to the salary work in respect of Senior / Junior College with the help of other staff.
- 9) He shall prepare Pension papers of Senior / Junior College with the help of other staff.
- 10) He shall maintain Service Books and Pension Files of all Senior / Junior College staff with the help of other staff.
- 11) He shall do the UDISE of Junior College with the help of other staff.
- 12) He shall do the AISHE, Students Roll and MIS with the help of other staff
- 13) He shall prepare girls free ship for Junior college with the help of other staff.
- 14) He shall maintain PF Register up to date and do related work with the help of other staff.



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15) He shall write the staff muster of senior / Junior College & non-teaching staff at the end of the month.

16) He shall be the custodian of Junior College and Senior College result enter the same in the register.

**o. Duties of the Assistant Librarian –**

1) The Principal shall frame the duties of the Assistant Librarian in consulting with Librarian from time to time.

2) The Assistant Librarian shall be the Head of the Department in the absence of Librarian, who will frame the duties of the Library Staff as per the instructions of the Principal and shall be responsible for the work and conduct of the library staff and the security of the articles and things of the library.

3) She has to help the Librarian in all matters and follow the instructions given by the Librarian / Principal from time to time.

4) The Assistant Librarian shall arrange for the books recommended by the committee and approved by the Chairman of the Management.

5) The Assistant Librarian shall check the order, delivery challan and bills and verify the books and pass the bills for payment to the Principal.

6) The Assistant Librarian shall maintain necessary registers and records such as Accession Register, Register for missing, lost, damaged and donated books, correspondence file, order and challan files and other records.

7) She has to help the librarian in respect to library portal (website) data/ information updating / uploading, online applications, etc.

8) The Assistant Librarian shall be responsible for discipline in the library.

9) The Assistant Librarian shall submit the Annual Plan of work in April and Performance Report in March to the Principal every year.

10) She has to look after the subscriptions of Periodicals, Journals, and Newspapers and make the daily records of the same in the SOUL software accordingly, also look after the renewals and new subscriptions, if any.

11) She has to take printouts of Shelf-list cards for all the new books from the SOUL and filed the cards accordingly with the help of Library Attendants.



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- 12) She shall see that all books, newspapers and other things are kept in proper place at all time.
- 13) She shall arrange, if any library staff is absent after consulting the Librarian.
- 14) She has to look after the account of official copies taken from the Xerox machine every day, and submit the detail report at the end of every month to the Librarian.
- 15) She has to keep the track for the access of e-resources, Internet access, CD-ROMs, etc. and maintain the daily records register for the same.
- 16) She shall see that the students do not sit in the library when their lectures are on, should not use mobile phone or keep it switch on, girl students wearing tight dress, makes disturbances etc. should be reported to the Librarian for immediate action.
- 17) To supervise and look after the circulation of books and periodicals to the students and maintain the account for that in SOUL software. The actual issue/ return will be done by the Library Attendants (Physically as well as in SOUL Software); she has to monitor the entire system.
- 18) She has to prepare the report of the students and staff who has not returned the books on stipulated time and submit it to the Librarian for necessary action at the end of every month. Library Clerk shall assist her in preparing the said report.
- 19) She should not use mobile phone while in working hours, unless it is an official work.
- 20) Look after the work assign to the attendance deficiency listed students, maintain the register for the same and allot the work from time to time in consultation with the Librarian.
- 21) She has to assist the Librarian in maintaining all kinds of syllabus files and update the files and make the indexes accordingly.
- 22) She must look after the cleanliness of the entire library, and the breakages of the library equipment, etc., and should report to the Librarian accordingly.



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- 23) She has to assist the Librarian in observation, that the staffs do not leave the place of work without permission, and make an entry in the Movement Register while leaving the working place.
- 24) To do stocktaking at the end of the year, and prepare the list of missing and damaged books, and collect the price of the damaged and missing books as per the instruction of the Librarian and deposit with the society office.
- 25) And any other work assigned by the Principal / Librarian from time to time.

p. **Duties of the Library Clerk –**

- 1) He shall keep an annual plan of the work date wise and month wise in June and submit performance report in April every year to the Principal and Librarian.
- 2) He has been assign the duty in two shifts, and has to report for duty, either in morning time or afternoon time, whichever is assign from time to time by the Librarian in consultation with the Principal.
- 3) To perform the duties assigned to him from time to time.
- 4) He has to issue the Identity/ library membership cards to all students (new and duplicate), accept the fees prescribed for the same and submit the account of the same at the end of the day.
- 5) He has to help the librarian in respect to library portal (website) data/ information updating / uploading, online applications, etc.
- 6) He has to manage the data received through online applications from the library portal and prepare the reports accordingly in consultation with Librarian.
- 7) He has to do the accessioning of newly purchased books as per the direction of the Librarian.
- 8) He has to handle the acquisition module in SOUL software and do the entries accordingly.
- 9) To help the Librarian in all correspondence, in maintenance of delivery challans, journals and bill file and other files, registers and attend all clerical work.



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- 10) He shall maintain the record of books, missing or with pages missing or torn while looking after the circulation of the books to the students and teachers.
- 11) He shall look after the students defaulters submitted to the librarian during the year.
- 12) He shall do the computer work and correspondence during the year, when instructed by the Librarian and Principal.
- 13) He has to look after the Xerox facility and maintain an account of that in the register. And check the collection of amount daily in the evening while going home.
- 14) Look after the all types of money collection done in the library and maintain the account and register for that and submit the daily collection in the college accounts office regularly.
- 15) To keep the track of all various examinations held in the college and collect the question papers and prepare the sets and files and maintain the record of it.
- 16) He shall submit a list of staff and students who had not return the books issued as on 1<sup>st</sup> April before 15<sup>th</sup> April of every year.
- 17) He shall submit the yearly report on missing, damage, and torn books during the year.
- 18) He shall do any additional work assign to him by the Principal / Librarian during the year.
- 19) He shall obey the University rule that no student use the mobile phone or kept it switch on in the library
- 20) He shall keep the daily work book for the work done every day and get signature of the Librarian and Vice-Principal.
- 21) He should not use mobile phone while in working hours, unless it is an official work.
- 22) To do stocktaking at the end of the year and prepare the list of missing and damaged books.
- 23) For leave, application must be addressed to the Principal and given to the Librarian. After the Principal gives the sanction, all leave can be availed.



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The same procedure is followed in other kinds of leave. While leaving the working place due to any reason, he has to make an entry in the Movement Register.

24) To report to the Librarian about the discipline of students in the library, and other matters such as missing and damaged of books.

25) And any other work assigned by the Principal / Librarian from time to time.

**q. Duties of the Laboratory Assistant: -**

1) Assist students and teachers in conducting practical\* and experiments.

2) To maintain Dead Stock Register, Register of Consumable materials\* Breakage Book, Register of Furniture and Fixture and to undertake Physical stock verification of laboratory material on 31<sup>st</sup> March of every year.

3) To assist the Head of department in the purchase and procurement of laboratory materials.

4) To look after the work of laboratory attendants working under him.

5) To assist the Head of the laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.

6) To report about breakage/losses in laboratory to the Head, recover the price and deposit the money to the Head.

7) To report to the Head of the laboratory about discipline inside the laboratory.

8) To ensure that all cupboards, doors, windows and gates are properly closed and kept clean by laboratory attendants.

9) To look after the cleanliness of the laboratory.

10) To attend to such other duties as may be brought to his notice by the Head.

11) For leave, he is to send the application addressed to the Principal in advance through the Head and get it sanction from the Principal. If he applies for leave later, he must satisfy the Head for not making the application in advance. Otherwise, it will be without pay.

12) His confidential Report is to be written by the Laboratory Head at the end of every year and reviewed by the Principal.



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13) To see that he is found at the place of work during office time. If he wants to leave the place of work for any reason, he is to take permission of the Head.

r. **Duties of the Laboratory Attendant: -**

- 1) To clean laboratory and to keep laboratory materials including equipment in proper place and order.
- 2) To render physical assistance to students, teachers and other laboratory staff in movement of laboratory equipment, instruments, chemical and other materials.
- 3) To render assistance to Laboratory Assistant, students and teachers in conducting practical\* and experiments.
- 4) To report about loss of laboratory equipment and other materials to his superiors.
- 5) To open and to lock cupboards, doors, windows and gates of laboratory and clean them and floor with water.
- 6) To attend to delivery of letters connected with laboratory and its staff.
- 7) To keep all the furniture and fixture and everything in the laboratory neat and tidy.
- 8) To attend to such other duties which are assigned to him by the Head.
- 9) For leave, he is to send the application addressed to the Principal in advance through the Head of the department to the office and sanction of the Principal is to be obtained. If he apply for leave later, he must satisfy the Head for not making the application in advance. Otherwise it will be without pay.
- 10) To see that he is found at the place of work during office time. If he wants to leave the place of work for any reason, he is to take permission of the Head.
- 11) His confidential Report is to be written by the Laboratory Head at the end of every year and reviewed by the Principal

s. **Duties of the Library Attendant/s: -**



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- 1) He has to open the library at 07.00 am and should do the dusting work of the Library tables and chairs, counters, etc. and library office area with wet cloth.
- 2) He should keep the library open from 07.30 am and allow the students in the library. He has to issue books to the students and staff.
- 3) He has to see that no students and teachers carry books outside the library without issuing against their name.
- 4) He has to handle the circulation counter and do the issue and return of books to the students and staff
- 5) He should shelve reference books from class numbers 100 to 999; also shelve the text books and books of encyclopedia, dictionary and general cupboards.
- 6) He has to do the Xerox work whenever asked to do so by the authorities.
- 7) He should not use mobile phone while in working hours.
- 8) He has to see that no students and teachers carry books outside the library without issuing against their name.
- 9) He has to do the *data entry work in the SOUL software* of newly arrived books, editing and checking of data entry work of newly arrived books and work done by the other staff and students of other books entries.
- 10) He should not allow any student to enter the reading room with their bags. He has to maintain silence in the reading room and see no student touched the cupboards without his or any library staff's permission.
- 11) He has to keep the library neat and clean, and wash cooler once in a week.
- 12) He has to check whether all the cupboards are locked properly before closing the library.
- 13) He has to keep the files and registers according to their number at their respective place daily before leaving the library.
- 14) For leave, application must be addressed to the Principal and given to the Librarian. After the Principal gives the sanction, all leave can be availed. The same procedure is followed for other kinds of leave. While leaving the



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working place for any reason he has to make an entry in the Movement Register and take the permission of the librarian.

- 15) He shall obey the University rule that no student use the mobile phone or kept it switch on in the library
- 16) And any other work assigned by the Principal from time to time.

## t. Code of Conduct for Students: -

- 1) The following code of conduct is expected from the students.
  - i. **Dress Code:** - Behave, dress and project in dignified and respectable manner
  - ii. **Punctuality:** The students must be regular and punctual to the classes and other co-curricular and extra-curricular activities planned by the Departments/institution
  - iii. **Discipline:** The students must observe discipline. Indiscipline attracts punishment. They must observe self-imposed discipline in all activities, studies as well as others related to their stay in the College / Hostel
  - iv. **Information:** They should read the notices regularly, so as not to miss any important information.
  - v. **Respect:** Their action must reflect respect for the Faculty members and must inculcate a spirit of fellow - feeling and mutual respect among themselves
  - vi. **Behavior in Academic sessions:** They must behave well in the classrooms, laboratories, computing centers, seminar halls, library and other academic and recreation spaces.
  - vii. **Reverence for women:** Male students must not pass undesirable remarks at the female students and woman teachers and must maintain **due** courtesies.
  - viii. **Campus maintenance:** The students must not write on walls etc. or make undesirables sketches on the Walls/Furniture tops/doors or any other place on campus.
  - ix. **Honesty and integrity in examinations:** They should not attempt to copy in any type of evaluations or examinations.



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# V.K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE

[AFFILIATED TO UNIVERSITY OF MUMBAI & ACCREDITED BY NAAC]  
(MANAGED BY BHANDUP EDUCATIONAL SOCIETY)  
BHANDUP (E), MUMBAI - 400 042.

Phone: 2566 8541 • Telefax : 022 - 2566 1897 • E-mail: vkkmenoncollege@gmail.com

Date \_\_\_\_\_

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- x. **No to Drugs:** Drug is a health hazard and students should not take drugs or consume intoxicants. Legal action shall be initiated on the students who are indulged in drug usage
- xi. **Information to parents:** Student shall keep their parents informed regularly about their performance in studies and other problems, if any
- xii. **Anti -Ragging:** Ragging is a crime. Student should not indulge in any form of ragging. Legal action shall be taken on the students who are indulged in ragging
- xiii. **Respecting Diversity:** No student shall be discriminated on the basis of nation, state, religion, caste, creed, language and sex etc.
- xiv. **Ethical attitude:** should comply with ethical code and professional conduct
- xv. **Attendance:** A student will be admitted to a semester examination if he/she has attended regularly the prescribed course of study for the relevant semester and has attended not less than 80% of total number of classes held. This requirement shall be fulfilled separately for each course of study as per the academic regulations.

## 2) Disciplinary Action: -

- i. The student engaged in any prohibited behavior will be issued a warning letter.
- ii. The student engaged in any prohibited behavior may be asked to give an undertaking that he/she shall not indulge in such or any of the prohibited behavior in future.
- iii. A student may be suspended from the institute for violation of any of the provisions of this code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student by the college authority. The student shall lose his/her attendance for the suspended period unless decided/ informed otherwise by the college authority.



Policy Document of V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science, Bhandup (E), Mumbai-42.  
Revised - [info@vkkmenoncollege.edu.in](mailto:info@vkkmenoncollege.edu.in) is Updated on December 2019

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*S. V. Phadnis*

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iv. Restitution implies reimbursement *In terms of money and/or services* to compensate for personal *Injury or loss*, damage/disfiguration to *property of the Institute or any property* kept in the premises of the Institute in *any manner*. The students/group of students may be asked to *compensate for the loss* that has been caused to any person or *property of the institute* or any property kept in the premises of the Institution due to the act of vandalism perpetrated by the students. The *students/group of students* shall also be liable to put in their *service* to restore any loss or damage caused to any property and *thereby bringing* it to its original form if it is possible.


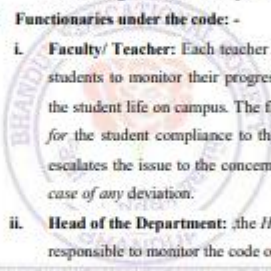
3) **Functionaries under the code: -**

i. **Faculty/ Teacher:** Each teacher as a mentor is allotted a set of students to monitor their progression *and development during* the student life on campus. The faculty counselor is *responsible for the student compliance* to the code of conduct and further escalates the issue to the concerned Head of the Department *In case of any deviation*.

ii. **Head of the Department:** the *Head of the Department* shall be responsible to monitor the code of *conduct of the students in the department* and in case of any deviation *responsible to report to the Principal*

iii. **Principal:** the Head of the Institution is the final authority to maintain the discipline on campus and promote student compliance to code. He refers all cases of deviation or the code to the *disciplinary committee* for address of the issues before taking the final decision on quantum and type of punishment

4) **Right to the Appeal:** The student (s) aggrieved by the action of any authority of the institution under or subordinate to the Principal can appeal to the Principal. The decision of the principal shall be final and binding on the students



Policy Document of V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science, Bhandup (E), Mumbai-42. Email: [info@vkkmenoncollege.edu.in](mailto:info@vkkmenoncollege.edu.in) Updated on December 2021

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- 5) **Undertaking by the students:** The students joining any academic program of the institution will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and in case it is violated, it will be bound by the provisions of this Code
- 6) **Opportunity for hearing:** No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the student (s).
- 7) **Ultimate authority:** For all disciplinary matters related to students, the Principal shall be the ultimate authority as provided herein.
- 8) **Amendments to the code:** The Chairman, Governing Body of the institution shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and teachers of the institution immediately.

**Prin. (Mrs.) S. V. Phadnis**  
PRINCIPAL



# BHANDUP EDUCATIONAL SOCIETY

## V.K.K.MENON COLLEGE

### Counseling report for the year of 2020-2021.

From 14/12/2020 to 30/04/2021

Time – 2 Hours.

- **Procedure-** Since this year is a pandemic year, college remains closed for students & all the lectures were conducted online. Therefore introduction of counselor & new students was also done by online. Mrs. Devaki madam introduced me to FYbcom students & gave me some spare time to interact with SYbcom & TYbcom students. I got help from Mrs. Anupriya madam & Mrs. Shiba madam in interacting with students. Counselor discussed various matters through app.
- **Sessions-** Every session was different. It took minimum 25 to 30 minutes to discuss on different topics such as

1. How to study?
2. How to crack the MCQ exams?
3. How to handle stress in this pandemic time?
4. Career guidance- How to decide it?

Last few minutes were reserved for question-answer session. Students asked many questions like How to be a professor?, How to handle stress at home?, How to manage studies? Etc.

- **Students problems-** I came to know few common problems of students through observation which are mentioned below:

- 1) Lack of motivation
- 2) Career queries
- 3) Family problems
- 4) Personal problems
- 5) Confused about their career
- 6) Lack of concentration
- 7) Fear of English language
- 8) Emotional issues like (love, friendship)



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- 9) Behavioral issues like rigidity, arrogance, anger etc.
- 10) Having no college life
- 11) No friends to talk
- 12) No seriousness about exams
- 13) Increase in addiction (TV and mobile).

❖ **Actual sessions-** Post lockdown, some students were interested to meet personally, for those students, college arranged physical sessions abiding all the rules set by government such as not more than four students, social distancing, mask on etc.

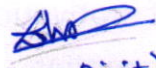
Two sessions were conducted physically & since increased COVID patients, Counselor decided not to call students in college.

In these two sessions students came mainly for stress management, career guidance and to get the treatment on anxiety. Family members were suffering because of Covid19, loss of job or financial crises and therefore students were also suffering.

Counselor used meditation techniques, cognitive therapy. Counselor helped them to look at the positive side and gave them hope to fight back. Counselor increased their faith on themselves, increased their courage, and increased their beliefs.

Counselor also advice them to do regular exercise at home, try to eat healthy food, do not blindly follow social media.

❖ **Conclusion-** physical sessions did not work till end. And therefore this year many students remain unattained. Application was given to college for online programs and session but that did not worked.

  
(S. M. Dixit)

DATE- 08/05/2021

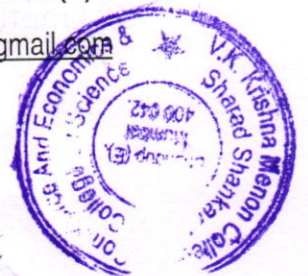
MS. SNEHA M. DIXIT  
COUNSELING PSYCHOLOGIST

Off.:13 /A Pushparekha chs, Astavinayak Marg, Astavinayak Chouk, Kopri Thane (E) 400603

Contact No- 8108328449 / 022-25326178 Email id-[snehamd49@gmail.com](mailto:snehamd49@gmail.com)

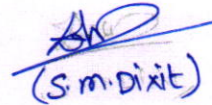
  
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Online Session/Activities in the year of 2020/2021

- ❖ 14/12/2020 Monday-  
Time- 7:20 to 7:50 am TYBCOM "B" division.  
Topic-"Introduction of counselor" & "How to crack the MCQ exam?"  
Time- 8:05 to 8:30 am TYBCOM "C" division.  
Topic-"Introduction of counselor" & "How to crack the MCQ exam?"
- ❖ 15/12/2020 Tuesday  
Time – 8:05 to 8:30 am FYBCOM "A" division  
Topic-"Introduction of counselor" & "How to crack the MCQ exam?"
- ❖ 16/12/2020 Wednesday-  
Time- 9:50 to 10:15 am FYBCOM "B" division  
Topic-"Introduction of counselor" & "How to crack the MCQ exam?"
- ❖ 23/12/2020 Wednesday  
Time- 8:05 to 8:53 am FYBCOM "A" division  
Topic – "How to study, strategies of study?" & "How to handle stress?"  
Time – 9:12 to 9:58 am FYBCOM "B" division  
Topic – "How to study, strategies of study?" & "How to handle stress?"
- ❖ 15/01/2021 Friday  
Time- 8:30 to 8:55 am SYBCOM "B" division  
Topic- "Career guidance"

  
(S.M. Dixit)

DATE- 08/05/2021

MS. SNEHA M. DIXIT  
COUNSELING PSYCHOLOGIST

Off.:13 /A Pushparekha chs, Astavinayak Marg, Astavinayak Chouk, Kopri Thane (E) 400603

Contact No- 8108328449 / 022-25326178 Email id-[snehamd49@gmail.com](mailto:snehamd49@gmail.com)



  
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TOP

V.K.KRISHNA MENON COLLEGE, BHANDUP-EAST, MUMBAI-400 042  
 COMMITTEES FOR THE YEAR 2020 - 2021

VICE PRINCIPAL DR. SEBASTIAN K.A. - OVERALL CO-ORDINATOR (ADMINISTRATION)  
 VICE PRINCIPAL DR. D.D. MOGHE - OVERALL CO-ORDINATOR (NAAC)

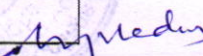
1	<u>Admission Committee</u> F.Y.B.Com.	Convener	1 Dr. (Mrs.) Anuradha K Iyer
		Member	2 Dr.(Mrs) Ruchi T
		Member	3 Mr. Nitin K Kadam
		Office Assistant	4 Dr. S.J. Shastri 5 Mr. Sethumadhavan P
S.Y.B.Com.	Convener	1 Dr.(Mrs.) Sunitha K.K.	
	Member	2 Dr. Sheeba Nair	
	Office Assistant	3 Mr. H.S.Whavle	
T.Y.B.Com.	Convener	1 Mr. Kadam Nitin K	
	Member	2 Dr.(Mrs.) Devakikutty	
	Office Assistant	3 Mr. Krishna Prakasan C	
F.Y.B.Sc. S.Y.B.Sc. T.Y.B.Sc.	Convener	1 Dr. Bibals Ramakrishnan	
	Jt.convener	2 Mr. Chakravarty Ashish G	
	Member	3 Mr.Karpe S.S.	
	Member	4 Dr.(Mrs.) Komal Ayare	
	Office Assistant	5 Mrs. Raya Tarulata 6 Mr. Waghode	
2	Class Teachers F.Y.B.Com.	Division-A	1 Dr. (Mrs.) Anuradha K Iyer
		Division-B	2 Mr. Chakravarty Ashish G
		Division-C	3 Dr.(Mrs.) Ruchi Tandon
S.Y.B.Com.	Division-A	1 Dr.(Mrs.) Sunitha K.K.	
	Division-B	2 Dr.(Mrs.) Devakikutty	
	Division-C	3 Mr. Kadam Nitin K	
T.Y.B.Com.	Division-A	1 Dr. D.D. Moghe	
	Division-B	2 Dr. Sheeba Nair	
	Division-C	3 Dr. Sebastian K.A.	
F.Y.B.Sc. S.Y.B.Sc. T.Y.B.Sc.	Division-A	1 Dr.(Mrs.) Komal Ayare	
	Division-A	1 Dr.(Mrs.) Leena Muralidharan (CZ) 2 Mr. Bhangale P.B.( PC & PM)	
	Division-A	1 Dr.(Mrs.) Kakali L (CHE)	
3	Time-Table Committee	Co-ordinator	1 Dr. (Mrs.) Anuradha K Iyer
		Convener (Science)	2 Dr.(Mrs.) Komal Ayare
		Member	3 Mr. P.B. Bhangale
		Convener (Commerce)	4 Dr.(Mrs.) Devakikutty
		Member	5 Dr.(Mrs.) Sunitha K.K.
		Office Co-ordinator	6 Mr. Whavle H.S. (Science) 7 Mr. Gawde Santosh (Commerce)
4	Magazine Committee	Chief Editor	1 Dr.(Mrs.) Gomathi S
		Editorial Board	2 Dr.(Mrs.) Devakikutty
		Member	3 Dr.(Mrs.) Anuradha K Iyer
		Member	4 Dr.(Mrs.) Sunitha K.K.
		Member	5 Ms. Anjana a
		Member	6 Student Editor





-9	N.S.S.	Programme Officer Jt. Programme Officer Members ..... ..... ..... ..... ..... ..... ..... ..... Office Co-ordinators ..... .....	1 Dr.(Mrs.) Gomathi S 2 Dr.(Mrs.) Sunitha K.K. 3 Mr. Nitin Kadam 4 Dr.(Mrs.) Leena Muralidharan 5 Dr. Nair Sheeba N 6 Dr.(Mrs.) Kakali Lahiri 7 Dr.(Mrs.) Komal Ayare 8 Dr.(Mrs.) Ruchi T 9 Mr. Ashish Chakravarty 10 Dr. Bibals R 11 Dr. Sebastian K.A. 12 Dr. Sachin J Shastri 13 Mr. Bhangale P.B. 14 Mr. Gawde Santosh 15 Mr. Deepak Navalkar 16 Student Representatives
10	Students' Council	Chairman Vice-President Jt. Conveners ..... Members ..... ..... ..... ..... Office Co-ordinators	1 Principal 2 Dr.(Mrs.) Devakikutty 3 Dr.(Mrs.) Kakali L 4 Dr.(Mrs.) Gomathi S.(NSS Prog. Off.) 1 Mr. Nitin K Kadam - (Com. Asso.) 2 Mr. Bhangale P.B. - (Sci. Asso.) 3 Dr.(Mrs.) Komal A( Lit.Circle+Fine Arts) 4 Dr. Ruchi T } Cultural (Music & Dance) 5 Mr. Karpe S.S } 6 Dr. Sebastian K.A. (Intercollegiate) 1 Mr. Deepak S.N. 2 Mr. Sethumathavan P 3 Mr. Waghode R.S. 4 Mr. Muralidharan K.P. 5 Student Representatives
11	Unfair Means Enquiry Committee	Convener Members ..... ..... Office Assistant	1 D.(Mrs.) Sunitha K.K. 2 Dr. Sheeba N 3 Dr.(Mrs.) Leena Muralidharan 4 Mr. Bhangale P.B. 5 Dr.(Mrs.) Deepali D Moghe 6 Mr. Whavle H.S.
12	Library Committee	Convener Secretary	1 Dr. (Mrs.) D. D Moghe 2 Dr. Sachin J Shastri 3 Mr. Deepak S Navalkar 4 General Secretary - Student 5 All Heads to give recommendations for purchases
13	Purchase Committee	Chairman Member of Mngt. Member Secretary	1 Principal 2 Mrs. Sarada P Menon 3 Mr. Nitin Kadam 4 Mr. Deepak S.N.
14	Canteen Committee	Convener Member Office Assistant	1 Dr.(Mrs.) Leena Muralidharan 2 Mr. Prakash Navalkar 3 General Secretary - Student's Council



  
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15	Career Guidance & Placement Cell / Competative Exam. Guidance Committee	Co-ordinator Member ..... ..... .....	1 Dr. Sebastian K.A. 2 Dr.(Mrs.) Gomathi S 3 Mr. Chakravarty Ashish G 4 Mr. Prashant Rajan 5 Ms. Anjana A 6 Dr.(Mrs.) Saloni Bhushan Mr. Nimish J
16	Cooperative Society		1 Dr. Nair Sheeba N 2 Dr.(Mrs.) Sunitha K.K 3 Mr. Nitin K Kadam 4 Ms. Anjana A 5 Mr. Ashish Chakravarty 6 Student Representatives
17	U.G.C. Planning Board (Block Grant) / RUSA Grant	Nodal Officer	1 Dr. Sachin Shastri 2 Dr. (Mrs.) Devaki Kutty 3 Dr. Bibals R 4 Dr. Sebastian K.A. 5 Mr. Ashish Chakravarty 6 Dr. (Mrs.) Kakali Lahiri 7 Mr. Nitin K Kadam 8 Mr. Prashant Rajan 9 Mr. Deepak S Navalkar 10 Mrs. Jyoti S Pillai
18	Standing Committee/ Book Bank / Government Schemes	Chairman Convener ..... ..... Member Secretary	1 Principal 2 Mr. Nitin K Kadam 3 Dr. Komal Ayare 4 Mr. H.S. Whavle 5 Librarian 6 General Secretary - Student's Rep. 7 Asst. G. Secretary - Student's Rep.
19	Nature & Environment Club Bio diversity Committee	Convener	1 Dr.(Mrs.) Komal Ayare 2 Dr.(Mrs.) Kakali Lahiri 3 Mr. Ashish Chakravarty
20	College Grievance Redressal Cell	Chairperson Convener  Member Secretary	1 Principal 2 Dr. Bibals R 3 Dr.(Mrs.) Leena Muralidharan 4 Mr. Nitin K Kadam 5 Mr Rajeevan A
21	Past Students / Parent's Association	Convener Jt.Convener	1 Mr. Chakravarty Ashish G 2 Ms. Anjana Ashokan 3 Mr. Krishnan Jaikumar 4 Dr.(Mrs.) Gomathi S 5 Dr.(Mrs.) Saloni B 6 Dr.(Mrs.) Satya Sebastian 7 Mr. Nitin K Kadam 8 Mr. Prashant Rajan 9 Mr. Deepak S Navalkar 10 Mrs. Jyoti S Pillai 11 Mr. Sethumathavan P 12 Mrs. Darshana H



*[Signature]*  
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2	Research Committee	Convener Member Member Office Co-ordinator Office Assistant	1 Dr. (Mrs.) Leena M 2 Dr. (Mrs.) Anuradha K Iyer 3 Dr. (Mrs.) Valsamma W 4 All HOD's 5 Mr. Deepak S Navalkar 6 Mrs. Jyoti S Pillai
3	Anti-Ragging Squad (Students Discipline) / Sexual Harrasment / Women Grievance Redressal Cell	Convener Member ..... ..... ..... .....	1 Dr. (Mrs.) Leena M 2 Dr.(Mrs.) Anuradha Kumar Iyer 3 Dr.(Mrs.) D.D. Moghe 4 Dr. Sheeba Nair 5 Mr. Karpe S.S. 6 Mr. Nitin K Kadam 7 Mr. Deepak S Navalkar 8 Mrs. Jyoti S Pillai 9 Student Representatives
24	I.Q.A.C.	Chairman Administrator Officers  Teachers  Management Representative Nominees from Local Soc.  Nominee from Students Nominee from Alumini Nominee from Employer/ Industrialist / Stakeholder  Co-ordinator Jt. Coordinator Permanent Invitee	1 Principal 1 Office Superintendent 2 Librarian 1 Dr.(Mrs.) Gomathi S 2 Mr. Nitin K Kadam 3 Dr.(Mrs.) Leena Muralidhran 4 Dr. Sebastian K.A. 5 Dr.(Mrs.) Sunitha K.K. 6 Mr. Chakravarty Ashish G B 1 Mrs. Sarada Menon 1 Dr. Venkataramani 2 Dr.(Mrs.) Parvathy 1 President of Students Council 1 Ms. Anjana A 1 Mr. Ajith Singh 2 Mr. Krishnan J 3 Mrs. Sujata D Zanke 1 Dr. Bibals R 2 Dr. Sheeba Nair 1 Dr. Anilkumar P.C. 2 Dr.(Mrs.) D.D. Moghe 3 Dr.(Mrs.) Anuradha K Iyer 4 Dr.(Mrs.) Kakali Lahiri 5 Dr.(Mrs.) Saloni Bhushan
25	Literary Circle (English & Marathi)	Co-ordinator	1 Dr.(Mrs.) Komal Ayare 2 Dr.(Mrs.) Anuradha K Iyer
26	Women's Development Council	Ex-Officio President Convener Member ..... .....  Lady repres. From NGO Member	1 Principal 2 Dr.(Mrs.) Ruchi Tandon 3 Mr. Nitin K Kadam 4 Dr.(Mrs.) D.D.Moghe 5 Dr. Sheeba Nair 6 Mrs. Divya Menon (BMS) 7 Dr.(Mrs.) Deepa N (CS) 8 Adv. Saraswati Kadam 9 Mr. R.G. Waghode 11 Women's Representative from Students' Council



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27	LIFE LONG LEARNING AND EXTENSION	Convener Member ..... Office Assistant (A/c)	1 Mrs. Valsamma W 2 Dr.(Mrs.) Ruchi Tandon 3 Mr. Karpe S.S. 4 Mr. Deepak S Navalkar 5 Mr. Rajeevan A 6 Student Representatives
28	Seminar Committee	Co-ordinator Convener Joint Convener Member ..... ..... ..... ..... ..... .....	1 Principal 2 Dr.(Mrs.) D.D.Moghe 3 Dr.(Mrs.) Gomathi S 3 Dr. Shastri Sachin J 4 Dr. Bibals 5 Dr.(Mrs.) Leena M 6 Dr. Sebastian K.A. 7 Mr. Chakravarty Ashish G 8 Ms. Anjana A 9 Dr.(Mrs.) Saloni B 10 Mr. Deepak S Navalkar
29	I.P.R. Cell	Convener Member	1 Dr.(Mrs.) Sunitha K.K. 2 Dr.(Mrs.) Ruchi Tandon 3 Mr. Ashish Chakravarty 4 Dr. Sheeba Nair 5 Dr. Sachin Shastri
30	Website Management Committee	Convener	1 Dr. Sheeba Nair 2 Dr.(Mrs.) Saloni B 3 Dr.(Mrs.) D.D.Moghe 4 Mr. Prasanth Rajan 5 Mr. Rajesh Yadav 6 Dr. Sachin Shastri 7 Mr. Deepak S Navalkar
31	Audit Committee AAA, SSS, Energy, Gender, Library Etc.		1 Dr. (Mrs.) Anuradha K Iyer 2 Dr. Sheeba Nair 3 Dr.(Mrs.) Kakali Lahiri 4 Mr. Rajesh Yadav 5 Dr. Sachin Shastri
32	Yoga and Health Club		1 Mr. Karpe S.S. 2 Mr. Bhangale P.B. 3 Dr.(Mrs.) D.D. Moghe 4 Dr. (Mrs.) Anuradha K Iyer
33	E-cell		1 Dr.(Mrs.) Valsamma W 2 Dr.(Mrs.) Sunitha K.K. 3 Dr.(Mrs.) D.D. Moghe 4 Ms. Anjana A
34	Checking of daily worksheet Lecture record and Biometric Record	Commerce Science	1 Dr. Sebastian K .A. (Com) 2 Dr.(Mrs.) Satya S (Sci) 3 Mr. Prakash S Navalkar



*Principally*  
**PRINCIPAL**

35	Gandhian Studies Centre	1 Dr.(Mrs.) Leena Muralidharan 2 Dr.(Mrs.) Ruchi Tandon 3 Dr.(Mrs.) Sunitha K.K. 4 Mr. Nitin K Kadam
36	Group Insurance Committee Convener N.S.S. Prog. Officer Gymkhana Committee	1 Principal 2 Mr. Chakravarty Ashish G 3 Dr. (Mrs.) Gomathi S 4 Mr. Bhangale P.B. 5 President, Students Council
37	Students Support & Progression Cell	1 Dr.(Mrs.) Devakikutty 2 Dr. Sebastian K.A. 3 President, Students Council
38	Core Committee(NAAC)          <b>Invitees</b>	1 Dr. Bibals R 2 Dr. Sheeba Nair 3 Dr.(Mrs.) D.D.Moghe 4 Dr.(Mrs.) Anuradha K Iyer 5 Dr.(Mrs.) Gomathi S 6 Dr. Shastri Schin J 7 Principal 8 Dr. Sebastian K.A. - Vice Principal 9 Mr. Deepak S Navalkar
39	<b>I.C.C.</b>  Presiding Officer Faculty Member Faculty Member Non-teaching member  Students Council  <b>N.G.O. Member</b>	1 Principal 2 Dr. (Mrs.) Leena M 3 Dr. Bibals R 4 Mr. Rajeevan A 5 Mrs. Raya Tarulata Three students representatiaves President, Secretary, Lady representative 8 Adv. Saraswati Kadam

- Dr. Sheeba Nair will be arranging the staff meetings
- Staff Co-ordinator - Dr Bibal Ramakrishnan



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V. K. Krishna Menon College Of Commerce And Economics & Sharad Shankar Dighe College Of Science  
BHANDUP (E), MUMBAI- 400 047

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