



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science
• Name of the Head of the institution	Mrs. Saroj V. Phadnis
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02225668541
• Mobile no	9821162256
• Registered e-mail	info@menoncollege.edu.in
• Alternate e-mail	iqac@menoncollege.edu.in
• Address	Opp. Bhandup Railway Station, Veer Savarkar Marg, Bhandup -(East)
• City/Town	Mumbai-400042
• State/UT	Maharashtra
• Pin Code	400042
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	University of Mumbai				
• Name of the IQAC Coordinator	Dr. Sachin J. Shastri				
• Phone No.	02225668541				
• Alternate phone No.	02225661897				
• Mobile	9223510238				
• IQAC e-mail address	iqac@menoncollege.edu.in				
• Alternate Email address	info@menoncollege.edu.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://menoncollege.edu.in/aqar.html				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://menoncollege.edu.in/PDF/Academiccalendar.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.71	2004	16/02/2004	15/02/2009
Cycle 2	B	2.81	2015	14/09/2015	13/09/2020
Cycle 3	B+	2.63	2022	03/05/2022	02/05/2027
6.Date of Establishment of IQAC	08/07/2004				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	FDP Grant	ICSSR -WRIC	2022	40000
Institutional 1	Workshop / Seminar	ICSSR-WRIC	2023	10000
8. Whether composition of IQAC as per latest NAAC guidelines		Yes		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 		View File		
9.No. of IQAC meetings held during the year		2		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 		Yes		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 		No File Uploaded		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?		No		
<ul style="list-style-type: none"> If yes, mention the amount 				
11. Significant contributions made by IQAC during the current year (maximum five bullets)				
Introduction of 28 Certificate Courses				
National Level Ten Days Online Capacity Building Program on "Advanced Research Methodology" Sponsored by ICSSR-WRC				
State-Level Seminar on "Research Made Simple" Sponsored by ICSSR-WRC				
Workshops on PO-PSO-CO				
Career Advancement Scheme of the Faculties				
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year				

Plan of Action	Achievements/Outcomes
To add more certificate courses	28 certificate courses were introduced during the academic year.
To organize workshops on PO-PSO-CO	Organized a Workshop on 'Writing Learning Outcomes' on 08-08-2022. Seminar on "Outcome Based Education (PO-CO Mapping)" organized by IQAC and Department of BMS on 27-01-2023.
To organize State/National Level Faculty Development Programme on Research Methodology	Organized National Level Ten Days Online Capacity Building Program on "Advanced Research Methodology" organized by IQAC and Department of BAF and Sponsored by ICSSR-WRC from 19-09-2022 to 01-10-2022. 418 participants.
To organize State/National Level Webinar on "How to Write Research Paper"	State Level Seminar on "Research Made Simple" organized by IQAC and Department of BMS, sponsored by ICSSR-WRC on 11-02-2023. 104 participated
To organize sessions on NEP 2020	A Session on "Guidance-cum-Interaction session on the Implementation of NEP 2020" for the Senior College Teachers. Resource person- Dr. Vijay Joshi, Chief Consultant, RUSA - Government of Maharashtra on 10-01-2023. Guidance - cum-Interaction session on the Implementation of NEP 2020" was organized by IQAC and Department of BAF for the senior college teachers on 18-01-2023.
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body	30/03/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
yes	22/12/2023

15. Multidisciplinary / interdisciplinary

The institution is run and managed by Bhandup Educational Society – A Public Charitable Trust set up in the year 1962 with a charitable objective in the field of education. The institution is affiliated with the University of Mumbai and it offers several programmes as per the Choice Credit System [CBCS] pattern. The programmes offered by the institution which provide credit include Bachelor of Commerce (Accountancy), Bachelor of Commerce (Accounting and Finance), Bachelor of Management Studies, Bachelor of Science (Chemistry), Bachelor of Science (Computer Science), Master of Commerce (Advanced Accountancy) and Master of Commerce (Business Management). There are non-credit add-ons and certificate programs/courses offered by the institution which include Tally ERP 9, Advanced Excel, Certified Tax Expert, and Certified Digital Marketing. Courses like Mathematical and Statistical Techniques and Foundation Courses are taught to our commerce and management students which provide integration of knowledge in the fields of science, technology, engineering and mathematics.

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

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

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

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

16.Academic bank of credits (ABC):

As per the National Education Policy, 2020, the Academic Bank of Credit (ABC) allows students to earn academic credits earned from various recognised HEIS so that the degrees from these institutions are recognised. The institution offers several programmes as per the Choice Based Credit System (CBCS). Our institution has been adopting the necessary guidelines for appropriate necessary actions as required by the University of Mumbai for the implementation of ABC. The institution conducts workshops/seminars for the implementation of ABC. Also, the institution has appointed an Officer for the Execution of guidelines given by the University of Mumbai. The institution has MOUs with the University of Mumbai and other educational institutions to offer credit courses to the students as a step towards more Holistic and Multidisciplinary education.

17.Skill development:

As mentioned in the New Education Policy, 2020, to develop holistic individuals, an identified set of skills and values must be incorporated at each stage of learning. A good education system includes courses and projects in the areas of community engagement, environmental education and value-based education.

A good education system imparts knowledge in the field of soft skills (such as communication, discussion and debate), critical life skills (such as financial literacy, digital literacy, commercial literacy, commercial skills, health care, etc.), vocational skills, leadership and management skills, etc.

Several programmes/courses which promote various skills among the students are offered by the institution. Those include Tally ERP 9, Advanced Excel, Certified Tax Expert, Certified Digital Marketing, and Certified Course on Financial Planning.

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

E-Cell, DLLE, NSS, and Co-operative Society help in promoting students to gain experience in the fields of entrepreneurship, community engagement, environmental awareness, commercial literacy, skill development and even health care.

Centre of Gandhian Studies and Action plays a vital role in the development of universal human values which are imparted through

various programmes conducted for the benefit of the stakeholders.

20 Point Code of Conduct which is adopted by the management of our institution forms the base of development of the stakeholders holistically.

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

The institution is in the process of entering into MOUs with more organisations in future for conducting various courses for the students to develop their skills for self-employment.

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

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

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

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

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

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

To preserve and spread Indian culture and tradition, the institution celebrates national festivals and Yoga Day. The institution organises various events (such as traditional day, Mehendi competitions, dance and singing competitions, Marathi bhasha diwas,

Institution motivates students to participate in events and competitions (which spread Indian Culture and Tradition) in other

institutions and at the University of Mumbai.

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

The institution introduced short-term certificate courses in Sanskrit Language, Bhagwad Gita and Yoga.

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

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

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

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

We verify the outcomes by various attainment methods.

IQAC cell of the college organized a Workshop on 'Writing Learning Outcomes' for Senior College Teachers on 08-08-2022 and a Seminar on "Outcome Based Education (PO-CO Mapping)" organized by IQAC and Department of BMS for the senior college teachers on 27-01-2023 to develop a student-centric teaching and learning methodology in which the course delivery, assessment is planned to achieve stated objectives and outcomes, to address the attainment of Programme Outcomes, Program Specific Outcomes and Course Outcomes and to focus on measuring student performance.

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

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

20.Distance education/online education:

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

The programs offered by the institution which provide credit are conducted in traditional education methods.

However, there are non-credit add-ons and certificate programs/courses offered by the institution which include Tally ERP 9, Advanced Excel, Certified Tax Expert, Certified Digital Marketing, and Certified Course on Financial Planning. Few of these courses are offered in an online mode.

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

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

LMS like Google Classroom, YouTube Channels, Google Drive, WhatsApp, Google Forms, etc. were used in teaching-learning activities.

Extended Profile

1.Programme

1.1 281

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

File Description	Documents
Data Template	View File

2.Student

2.1 2035

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 427

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

File Description	Documents
Data Template	View File

2.3 686

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 30

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 48

Number of sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	281
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2035
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	427
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	686
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	30
File Description	Documents
Data Template	View File

3.2	48
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	25
Total number of Classrooms and Seminar halls	
4.2	98.19
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	170
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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

1. Curriculum Planning:

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

FDP, etc.

- Heads of Departments submit Action plans.

2. Curriculum Delivery:

- The Orientation Programme familiarizes students with the curriculum.
- Regular lectures are conducted.
- Teachers maintain Academic Diaries, use Student-centric Methods, undertake CIE and conduct Remedial and Intensive Coaching.
- Asmentors, teachers guide students.
- Values are taught through activities conducted by WDC, NSS, etc.
- Participation in Competitions, Certificate courses and Internships is encouraged.
- Seminars are conducted on various topics.
- The library is automated, with an extensive collection of academic resources.
- Science departments have well-equipped laboratories
- College is the local chapter of NPTEL.

3. Monitoring Mechanism:

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

Academic Audits by Management evaluate teachers' contributions.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2022-23/Criterial/1.1.1.1.pdf

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

IQAC prepares an Institutional Academic Calendar based on the Academic Calendar of the University of Mumbai.

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

Academics & Administration:

- Academic Calendar helps plan an effective curriculum delivery with value education and continuous evaluation. The admission schedule facilitates the smooth initiation of educational programmes.**
- The Examination Committee prepares a schedule for examinations, assessment, moderation, results, revaluation, etc. Departments prepare a timetable for preliminary, practical tests and project work to be held before the semester-end examination. Academic Calendar is used as a reference for reviewing the same.**
- Due to unforeseen developments, changes in the Academic Calendar are communicated to students through official modes.**

Co-curricular & Extracurricular Activities:

- Academic Calendar with dates of significant events such as Gandhi Jayanti,**

Indian Armed Forces: Our Pride, etc., helps plan extracurricular activities that motivate students to showcase their talents.

- The academic calendar projects information regarding public holidays, official vacations and mid-break periods, thus helping staff and students to plan their activities.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2022-23/Criterial/1.1.2.pdf

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

7

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

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

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

28

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

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

881

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

1.3 - Curriculum Enrichment

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

- Cross-cutting issues find ample space in the curriculum, sensitizing students about social issues.
- Some courses enhance professional competencies, while others aim to inculcate general competencies like ethical values and human values, leading to learners' holistic development.
- The institution ensures learners do not lose sight of Values

and Ethics.

- Our Management has adopted 'Bhagwad Gita' as 'Dictionary of Life'.
- Cross-cutting issues with a few related courses and activities are :

Professional Ethics:

- Courses such as Foundation Courses, Advertising, Financial Accountancy, Ethical Hacking, etc., create ethics awareness.

The accountancy department organised an essay writing competition on topics related to ethics.

'Human Values:

- Courses like Indian Ethos in Management, Business Ethics, and CSR inculcate values like Equality, Peace, Honesty, respect, etc.
- The Center of Gandhian Studies and Action organized an International Seminar on the Significance of Gandhi in Contemporary Times.

Gender :

- Courses like Foundation Course, Business Communication, etc, create awareness about treating all genders fairly.
- WDC, in association with NSS & DLLE, organized a Webinar on the theme All Human Rights are Fundamental Rights by PCGT.

Environment and Sustainability:

- Courses like Environmental Studies, Green Technology, etc., focus on these topics.

Nature Club organised a Lecture on 'Green initiatives for a better tomorrow.'

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

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

26

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

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

1301

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2022-23/Criteria1/1.4.1-2FullReport.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2022-23/Criteria1/1.4.2-ATR_CurriculumFeedback-2022-23.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

775

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

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

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

120

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

2.2 - Catering to Student Diversity

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

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

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

Institutional Level Programmes:

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

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

Remedial Coaching provided to academically weaker students.

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

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

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

Motivating learners to participate in competitions viz; PPT making, essay, debate, provides opportunities to learners to showcase their literary knowledge.

Seminars, Workshops, Guest Lectures etc., by Eminent Personalities to enhance the learning experience.

Projects given under Foundation Course help learners to acquire more knowledge on the given topic.

Departmental Level Programmes: Tutorial System: Courses like Mathematics and Business Communication has small batches to pay special attention to slow learner students.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria2/2.2.1_Final.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
2035	30

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution has evolved various student-centric methods to enhance learning experiences. Activities: Tutorials in Business Communication, Mathematical and Statistical Techniques, and Computer Science often use Group Discussions, Quiz Competitions, and Presentations, helping learners understand concepts better. Competitions like Elocutions, essays, PPT presentations, quizzes etc., organized by various departments, provide opportunities to hone their talents. Experts' seminars, workshops, and Guest lectures transcend syllabi and help students understand the world beyond college. Industrial visit helps the students to know the

functioning of the industries. Experiential Learning and Problem Solving. Memorandum Of Understandings with CA Firms provides Internships for Commerce Students. Skill Development Workshops and Value-added Courses provide students with a level playing field when they graduate. Socially relevant activities by NSS and DLLE units are learning experiences in 'Not Me but You' and 'Reach to the Unreached' concepts. Students' significant attitudinal change is palpable due to observing 'Kargil Vijay Diwas' and 'Raksha Bandhan' with Army Jawans. E-cell enrich students' learning experience.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2022-23/Criteria2/2.3.1 Final.pdf

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

All faculty members are trained in using technology for effective teaching and learning. The Classrooms are equipped with LCD projectors and computers for delivery of contents. Google Classroom is used for effective teaching-learning beyond the four walls of the classrooms. It is used to share syllabus, Lecture material, Notes, Assignments and Online quiz using Google form. Students and faculties are encouraged to enroll for MOOCS offered under the SWAYAM platform of the MHRD (MOOC-NPTEL). The College is a recognized local chapter and has a teacher in charge of the facilitation of the program. Physical Infrastructure of ICT enabled tools are a) Desktop: 170, b) Printer: 9, c) Scanners: 3, d) Photocopier: 6, e) LCD projectors: 16 and f) Public address system: 1.

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

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

2.3.3.1 - Number of mentors

30

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

2.4 - Teacher Profile and Quality

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

30

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

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

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

11

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

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

2.4.3.1 - Total experience of full-time teachers

330

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

2.5 - Evaluation Process and Reforms

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

Mechanism of Internal Assessment:

The Internal Assessment at the college level is governed by the rules and regulations specified by the university of Mumbai in its ordinance no 4.102.

It was conducted through offline mode during the academic year 2022-23 after pandemic and a retest was conducted for students who remained absent with genuine reasons.

Students are evaluated through multiple tools such as practical for science programmes and project work for foundation course in BMS, B.COM (A & F), BSC (CS) and M.COM.

Transparency in Internal Assessment

An Examination Committee, consisting of senior members, has been constituted for the smooth conduct of examinations and evaluations.

Teachers explain how the internal examination is conducted in the class, including allocating marks for each type of question

A tentative programme of internal assessment is incorporated into the academic calendar. Notice are displayed on the notice board and College website well in advance

File Description	Documents
Any additional information	View File
Link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria2/2.5.1%20Final.pdf

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

The College conducts all exams as per the rules and regulations laid down by the university of Mumbai. Internal assessment schedules are put up on various platforms like College website and class Whatsapp groups to inform students in advance, reducing grievances. Teachers shared detailed instructions for appearing in the examination with students. Students with genuine reasons were allowed re-examination with the permission of the Principal. All grievances related to Examinations are dealt with as per the guidelines of the University of Mumbai in a fair, transparent and time-bound manner. Unfair Means Committee looks into grievances, if any, and recommends actions wherever necessary. Students given time to time advice by the admin and teaching department for timely suggestion and advice.

File Description	Documents
Any additional information	View File
Link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria2/2.5.2%20Final.pdf

2.6 - Student Performance and Learning Outcomes

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

Programme Outcomes (POs) and Course Outcomes (COs) are reference points in the teaching-learning process. They keep the teacher and the taught on the course, helping them to set a standard of information to be shared and understood.

Learning outcomes for various Programmes and Courses are defined explicitly by the Syllabus Framing Bodies of the University.

Teachers attend workshops organized by the Board of Studies in respective subjects. Members of the Board of Studies unveil and discuss Programme Outcomes and Course Outcomes at such workshops

to enlighten teachers.

Course outcomes also form an integral part of the Policy Document of the institution, which is displayed on the College Website. (<https://menoncollege.edu.in/PDF/Policy%20Guidelines.pdf>)

Copies of the Curriculum of all programmes and courses are available in the library and are supplied to the students on demand.

Teachers discuss the course syllabus with students and make them aware of what to expect from the course and what is expected of them as students. Some of the prescribed textbooks note the objectives and the expected outcomes of the studies, which are conveyed to the students before the

Teaching of the particular course commences.

Link of PO-PSO and CO: <https://menoncollege.edu.in/PDF/PO-PSO-CO.pdf>

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria2/2.6.1%20Final.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

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

Summative Evaluation:

- The institution follows the examination pattern laid down by the University of Mumbai to evaluate the attainment of

prescribed programme outcomes and course outcomes.

- The minimum qualifying marks are 40% in all courses.

Formative Evaluation:

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

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria2/2.6.2%20Final.pdf

2.6.3 - Pass percentage of Students during the year

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

486

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria2/2.6.3.1.pdf

2.7 - Student Satisfaction Survey

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

<https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria2/2.7.1-SSS-22-23.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

1

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

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria3/3.1.3.pdf

3.2 - Innovation Ecosystem

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

The institution stands as a multifaceted hub of academic excellence, fostering innovation, social responsibility, and scholarly pursuits through the integration of three vital components: the Entrepreneurship Cell (E-Cell), the Centre for Gandhian Studies and Action, and the Research Cell. The E-Cell serves as a dynamic platform, igniting the spirit of entrepreneurship among students. It organizes workshops, E-fest and similar programmes, providing a fertile ground for aspiring entrepreneurs to cultivate their ideas into viable ventures. Simultaneously, the Centre for Gandhian Studies and Action embodies the institution's commitment to ethical leadership and social change inspired by Gandhian principles. Through lectures, seminars, and community outreach initiatives, it seeks to instil values of truth, nonviolence, and community service in the academic fabric.

Complementing these endeavours is the Research Cell, a nucleus of intellectual inquiry and academic exploration. It facilitates collaborative research projects, supports faculty and student research initiatives, and disseminates knowledge through publications. This triad of the E-Cell, Centre for Gandhian Studies and Action, and the Research Cell not only enriches the academic landscape but also reflects the institution's holistic approach towards education, encompassing entrepreneurship, ethical leadership, and the pursuit of knowledge for societal betterment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria3/3.2.1.pdf

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

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

3

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria3/3.3.1.pdf
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

1

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

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

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

7

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

3.4 - Extension Activities

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

The institution, under the Department of Lifelong Learning and Extension (DLLE) and the National Service Scheme (NSS), has carved a meaningful niche in community engagement through a spectrum of extension activities. Noteworthy among these initiatives are the impactful blood donation camps that address critical shortages in healthcare facilities. These events serve as a lifeline for those in need, showcasing the institution's commitment to societal well-being. Additionally, community outreach programs focusing on Malaria, AIDS awareness, and environmental protection amplify the institution's influence on public health and environmental sustainability. Through surveys on the status of women, participation in the Pulse Polio campaign, workshops, street plays and door-to-door campaigns, students and faculty actively participate in disseminating vital information, fostering a culture of health consciousness and environmental responsibility.

The DLLE and NSS collaboration exemplifies the institution's

dedication to holistic education, extending beyond traditional classrooms. By addressing pressing issues like healthcare, gender, education, and environmental conservation, these extension activities not only create awareness but also empower communities to make informed decisions. The ripple effect of these endeavours underscores the institution's role as a catalyst for positive change, nurturing socially responsible individuals equipped to make a lasting impact on the world beyond the campus gates.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria3/3.4.1.pdf
Upload any additional information	View File

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

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

1

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

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

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

35

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

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

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

202

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

3.5 - Collaboration

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

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

3

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

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate

houses etc. during the year

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

19

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

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

Locational Advantage:

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

Total Plot Area:

- The college building is on 3762.57 sq.m. of land and has a 4598.7 sq.m. playground for sports and celebrations of national festivals.

Physical Facilities for Teaching:

Sr.

Description

Nos.

1

Classrooms without LCD and LAN facilities

11

2

Classrooms with LCD and LAN facilities

13

3

804 sq. ft. Seminar Hall with LCD FacilitiWiFind WiFi

1

Physical Facilities for Computing:

Sr.

Description

Facilities

1

Computer Laboratory-1

Computers = 55

Printer = 1

Scanner = 1

LAN / Internet

2

Computer Laboratory-2

Computers = 74

Printer = 2

Scanner = 2

LAN / Internet

Physical Facilities for Learning: -

Sr.

Description

Facilities

1

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

Reading

Stacking

InWiFit

Wi-Fi

Printing

Photocopy

2

(Library) - Ext.

Stacking (Books)

3

Science Laboratories

Chemistry

Botany

Zoology

Physics

UGC Network Resource Centre:

Sr.

Description

Facilities

1

UGC NRC (XII Plan)

Server = 1

Computers = 9

Printer = 1

Scanner = 1

LAN/Internet

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria4/4.1.1.pdf

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

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

Facilities for Cultural Activities: -

Facility

Area/Capacity & Location

Features

Auditorium

3400 sq. ft.

(300 persons)

Ground fl.

- Air-conditioned
- Well-equipped with sound system and lighting arrangements.
- It is used for conducting Intra- / intercollegiate cultural fests, music and dance festivals, Prize distribution, and Degree certificate distribution ceremonies.
- Here, guest lectures, seminars, workshops, and programs of the Centre of Gandhian Studies and Action, NSS, DLLE, IPR Cell, and E-Cell are held.

Students' Council Room

80 sq. ft.

Mezzanine floor.

- They are used for Students' Council meetings.

Facilities for Sports:

Facility

Area/Capacity & Location

Features

Playground

4598.7 sq. meter opposite the College

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

Gymkhana

1160 sq. ft.

(On 4th floor)

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

Gymnasium

820 sq. ft.

(On 4th floor)

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

Facilities for Yoga:

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

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria4/4.1.2.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

13

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria4/4.1.3.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

11.19

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

4.2 - Library as a Learning Resource

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

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

The library collection is barcoded, and circulation is done using barcode technology. Three barcode scanners are attached to the computer system at the circulation counter. • Five computer systems, one server, one black and white and one colour printer are provided to the library staff for housekeeping operations. A photocopy / reprographic machine is also available, which is connected to the computer through a networking port with LAN

connection • There are ten computer systems in the e-resource zone, provided to students and staff for internet and e-resources access. The Library Online Public Access Catalogue (OPAC), Through web-OPAC, an intranet LAN connection is made available to its users. They can access books, journal databases, and membership details from here. • Photocopy and printout facilities are provided on payment. • Remote access to e-resources is also given to users through username and password, for N-List and E-books access.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://103.172.157.194/webOPAC/Default.asp x

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

A. Any 4 or more of the above

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

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

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

4.30

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

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

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

273

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

4.3 - IT Infrastructure

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

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

Computers:

The college has around 170 desktop computers in the latest configuration.

In the computer laboratories, Ubuntu is installed.

Internet and Wi-fi Connectivity:

All computers on Campus hCampusimary internet connectivity through a50 Mbps Lease line connected with LAN with a backup line. The campCampuso has a 100 Mbps broadband connection exclusively used in the computer laboratories. Wi-fi connectivity is available at Adv. P. A. Menon Knowledge Resource Centre (Library), Seminar Room, Principal's Cabin, Chairman's Room and UGC Network Resource Centre.

G-suite and Google Classroom subscription: The G-Suite subscription started in the Academic Year 2020-21 due to the COVID-19 pandemic situation and was continued in the year 2022-23 for extra online teaching, learning and College domain registered to educational subscription of G-Suite and Google Classroom continued to serve the institution.

Updating IT Resources:

IT Updation during 2022-2023

Items

QTY

Amount

Computers

15

517500

HP Laptop

01

59500

LED Projectors

04

172160

Konica Printer

01

141600

20 KV Ups 4th Floor

01

459590

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria4/4.3.1&4.3.2.pdf

4.3.2 - Number of Computers

170

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

48.50

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

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

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

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

Maintenance of Academic Facilities:

Class Rooms:

- All classrooms are swept every evening. The support staff washes and cleans them once every three months.

Seminar Room

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

Maintenance of Support Academic Facilities:

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

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

Science Laboratory

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

Read More.....

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2022-23/Criteria4/4.4.2%20-Additional%20Info.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

22

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

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

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

23

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria5/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1039

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1039

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

<p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p>	<p>A. All of the above</p>
--	-----------------------------------

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

19

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

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

5.2.2.1 - Number of outgoing student progression to higher education

73

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

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

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

2

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

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

7

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

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

1. STUDENTS COUNCIL

Student Council is headed by an elected student General Secretary, assisted by an Assistant General Secretary, class Representatives, and nominees. Teachers are inducted into the body to guide the students. Due to the pandemic, online elections were conducted for the posts of General Secretary and Assistant General Secretary. The council team presents a platform for college students to participate in various online competitions.

2. COLLEGE DEVELOPMENT COMMITTEE

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

3. LIBRARY COMMITTEE

The general secretary of the college is co-opted as a library committee member.

4. NATIONAL SERVICE SCHEME

The college's NSS unit consists of a team of students led by a Student Secretary and guided by the Programme office. The NSS team plans and manages activities.

5. DEPARTMENT OF LIFELONG LEARNING & EXTENSION

DLLE encourages students to undertake projects. Students' batches are headed by a student manager who guides the students in the

execution & documentation of projects under the mentorship of teachers.

6. WOMEN'S DEVELOPMENT CELL

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

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria5/5.3.2.pdf
Upload any additional information	View File

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

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

82

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

5.4 - Alumni Engagement

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

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

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

A noteworthy feature of our alumni is the formation of Mennonite 99, which includes a group of 15 alumni from the B Com 1999 batch, continuously contributing to the welfare of the students. Two major initiatives of Mennonite 99 during the year were,

1. "Indian Armed Forces, Our Pride" Program- Celebrating Kargil Vijay Diwas on 26/7/2022 with a lecture by Col T N Unnikrishnan, who, apart from describing the Kargil story, also guided the students on qualifications and qualities required to become Army Officers
2. Award of Scholarships to deserving economically backward students - A cheque of Rs.30,000 was handed over to the Bhandup Educational Society as a scholarship for needy and meritorious students.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria5/5.4.1.pdf
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION: "EDUCATION IS THE MANIFESTATION OF PERFECTION ALREADY IN MAN." **MISSION STATEMENT:** "TAMSOMAJYOTIRGAMAYA"- "FROM DARKNESS TO LIGHT" To mould the youth to love God, serve humanity and help them grow as competent individuals with strength of character, the courage of conviction imbued with qualities of head and heart."
CORE VALUES: The journey of jivatma is described as

"TAMSOMAJYOTIRGAMAYA"(From Darkness to Light). We believe that nature or character inherited by Atman comprises of three Gunas- Satva, Rajo and Tamo Guna. Sublimation of the base nature is possible by adopting BHAGWAD GITA as DICTIONARY OF LIFE. Twenty principles derived from this holy book constitute core values for the stakeholders. Some of these values are Humility, Modesty, Ahimsa or Non-violence, Forbearance, Uprightness, etc. GOALS AND OBJECTIVES: Striving towards sublimation of base nature and manifest perfection in thoughts, words and deeds by adopting the Holy Book "Bhagwad Gita" as Dictionary of Life. Motivating students for continuous personal and professional growth. Instilling strong foundation of moral values and ethical principles to mould them into excellent human resources. Providing a homely environment in institution. Developing good character and personality and become citizens who are assets to society. Strengthening stakeholder's relationships.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria6/6.1.1.pdf
Upload any additional information	View File

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

Decentralization: ? The Principal is the academic and administrative head and all HOD's directly report to her. ? Academic Authority has been decentralized to HOD's. ? Principal plans and implements various activities of the institution with the help of various committees. Various Committees: ? College faculties are acquainted with various administrative and functional areas of various committees. Operational Autonomy to Departments and Teachers: ? HOD has a complete autonomy with regard to planning and implementation of academic activities of his/her department. ? They conduct a meeting at the beginning of each semester to plan completion of syllabus in time. ? HOD monitor lectures of the teachers and give them feedback. ? HOD collect students' feedback about each teacher and orients teachers about their strengths and weaknesses. ? Faculty is free to make use of various teachings aids ? Teachers are encouraged to undertake research projects, attend conferences and present research papers, write books and guide research students.

Participative Management: ? Institution functions on democratic

and participative management principles. All major decisions in the College are taken jointly by the Principal in consultation with the Departmental HOD in periodic meetings incorporating the suggestions made by CDC and IQAC.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria6/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plans are deployed by the concerned committee annually under guidance and supervision of the Principal. Academic Calendar is the primary strategic plan. Time-table is prepared by the timetable committee and displayed. Lecture Plan and Academic Diaries are maintained by each faculty. Examination Committee works as per the guidelines of the UOM for the conduct of examination and declaration of results. Tentative examination dates are reflected in Academic Calendar. The Examination timetable are displayed in advance and results are declared within 45 days. Independent Committees exists for co-curricular activities reporting their plan and activities to the Principal and IQAC. NSS and DLLE Committee plan and implement various extension activities Career Guidance Committee plan and conduct placements drives for the graduating students. IQAC plans various Quality Sustenance and Enhancement activities planned for every year. Perspective Plan: Management in consultation with the Principal, HOD's, CDC and IQAC develop plan for every five years. We strive our best for early implementation.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria6/6.2.1.pdf
Upload any additional information	View File

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

The College follows guidelines and procedures laid down by the Higher Education Department, GOM, UOM and UGC. The Governing body conducts an Annual Academic Audit to evaluate contribution of each teacher. College Development Committee (CDC) consists of Principal, management representatives, teaching and non-teaching staff, students and Statutory members. All college activities are discussed, approved and minuted. Internal Quality Assurance Cell (IQAC) has been set up as per guidelines issued by NAAC to conduct meetings regularly for conducting activities. Departmental Heads plan and implement various activities in coordination with faculties. Institutional Policy Document is prepared and uploaded on the College website as per guidelines of Higher Education Department, Government of Maharashtra, UOM and UGC. This acts guide for academic and administrative activities. This policy document has been classified into four categories as follows: Academic Policy, Administrative Policy, Support System and Format Section. Appointments in Aided Section are made by the Management as per the guidelines of Joint Director, Higher Education Department on merit basis. Service rules, appointment procedures, promotions under CAS, etc. as per the Statutes, Government of Maharashtra and UGC guidelines are strictly followed.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2022-23/Criteria6/6.2.2.pdf
Link to Organogram of the institution webpage	https://menoncollege.edu.in/PDF/College-Organogram.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The College sincerely strives for enhanced and sustained job satisfaction of all the staff members - "The Menon Family", through various welfare measures. Some of these measures are: Non-teaching staff is paid salary in first week of month irrespective of receipt of grants. Service books and other documents of retiring employees are updated and processed on time giving employees timely benefits. Various leaves as per Statute are granted. Medical Leave and Reimbursement are expedited. Management fills-up vacancies of Teaching and Non-teaching Staff in self-finance departments on the basis of aided section. Free accommodation to the non-teaching staff in the premises Payment of medical expenses of non-teaching staff and provision of uniform for Class IV staff. Fruits and Vegetables, which are cultivated in the premises, are distributed amongst the supporting staff. Staff appointed for cleaning the premises is provided with safety materials. Festivals are celebrated together as a family by all staff members. Retiring staff are felicitated.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria6/6.3.1.pdf
Upload any additional information	View File

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

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

0

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

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

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

9

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

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

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

5

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

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

We have a robust, transparent and multi-layered performance appraisal system for staff. IQAC has designed a performance appraisal system. Academic Diaries which is designed by the IQAC are maintained by each teacher, which records their contribution towards teaching, learning and evaluation and co-curricular and extracurricular activities, their participation and presentation of research papers in seminars and conferences, research publications and involvement in extension activities. At the end of the academic year, every teacher is required to submit his or her Academic Diary to the Principal along with an individual Annual Performance Report. The Principal calls mid-term departmental review meetings and year-end meetings of every department and committee. Teachers submit Academic Programme (Plans) and Performance Report (Outcomes) and Non-teaching staff (Class III) submits the Annual Plan of their work. Confidential Reports are prepared as per the Standard Code of the Government of Maharashtra (1985), which are reviewed by the Principal and communicated to the staff in a positive manner Institution strictly follows UGC's PBAS System through internal screening committee. Currently, the College follows the guidelines of the UGC Notification dated 18/07/2018. The College conducts Student Satisfaction Survey, as per the guidelines of NAAC. Feedback on 'Teachers' Quality' and Curriculum are collected.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria6/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Internal Audit: Internal audit is conducted annually by an approved auditor appointed by the Governing Body of Bhandup Educational Society for checking the receipts/payments of college accounts. For the Financial Year 2022-23, Internal Audit is done by Mr. Prasanth Rajan. Internal Audit Report was submitted on - 15th June 2023. **External Audit:** (A) External Audit by the Joint Director, Higher Education, Mumbai: The office of the Joint Director, Higher Education, Mumbai and the Accountant General Office, Mumbai are empowered to conduct statutory audits of the College. Audits carried out by the government through Accountant General and Joint Director, Higher Education, Mumbai, ensure proper maintenance of assets, documents, audited statements, as per the statutes and guidelines. The report is submitted to the government for further consideration. As of now, there are no adverse audit findings/objections. Minor errors through oversight, pointed out by the audit team, are immediately rectified and precautionary steps are taken to avoid recurrence of such errors. (B) External Audit by the Management: The external audit is carried out, on yearly basis, by a firm of Chartered Accountants. For the Financial Year 2022-23, External Audit was done by CA Linisha Jain. External Audit Report was submitted on 24th July 2023.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria6/6.4.1.pdf
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

during the year (not covered in Criterion III)

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

6.03

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

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

The College does not accept any kind of donation from external sources, except contributions made by Alumni. Sources of Mobilization of Financial Resources: The Principal, being the financial head, strategizes for resource mobilization with consent of Governing body of "Bhandup Educational Society" (BES). Sources of Funds are: Students' Fees. Staff Salary of aided section Grant-in-aid received under various Schemes Project Grant from the UOM State Government Scholarships and Freeships. Support and financial assistance from BES Interest Earned Support from philanthropers. Optimum Utilisation of Financial Resources by preparation of annual budget prepared well in advance, after taking into consideration the requirements. Principal presents this budget in CDC meetings. CDC recommends budget for approval. Budget is, reviewed by the Management and approved after making necessary changes. Purchase committee, on advice of Principal and Management, looks after all purchases. Guidelines are laid down in the Comprehensive policy documents which are strictly adhered to. Institution Records all Assets acquired on Stock Register, removing, old and outdated assets periodically. All expenses are subject to strict audit controls annually by the Office of the Auditor General of Maharashtra. Accounts of the institution are audited internally as well as externally.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria6/6.4.3.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In 2022-2023, IQAC, in its meeting held on 24 August 2022, discussed the plan of action for the years 22-23 and planned several activities.

Practice 1:

Implementation of new ERP software/office automation software.

During the year, IQAC planned to introduce a new ERP system for office automation. As part of this, the College signed an MoU with Graduex Software Pvt. Ltd. and decided to subscribe to the Digital Edu ERP software from AY 2023-2024, with the implementation of all student admission processes from AY 22-23.

As described below, the admission process was followed for second-and third-year students aged 23-24 between April 2023 and May 2023.

Activities involved was

1. Online Students Registration and Admission Enquiry System
2. Online documents submitted by students
3. Verification of application and documents by the admission committee
4. Preparing the merit lists for a smooth admission process.
5. Online payment of fees at the time of final admission through a subscribed payment gateway.
6. Payment receipts and fees are generated and registered online through the ERP system.
7. Generation of Roll Call List through Digital EDU ERP.

Practice 2:

Inculcating research culture among the teachers and research students, especially the Post Graduate Students.

The 10-day National Level Faculty Development Program, sponsored by the Indian Council of Social Science Research-Western Regional Instrumentation Centre (ICSSR-WRIC), was held from September 2022 to October 2022. Four hundred eighteen participants registered from all over the country.

The second-level activity was the National Level Seminar on "ResearchMade Simple," which was organized in February 2023. One hundred four participants registered.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria6/6.5.1.pdf
Upload any additional information	View File

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

In 2022-2023, IQAC, in its meeting held on 24 August 2022, discussed the plan of action for the years 22-23 and planned several activities.

Case Study -1:

A workshop on writing learning outcomes (POs, PSOs, and COs) was organised for the college's teaching staff.

The objective of the workshop was to...

- 1.To make the teachers aware of learning outcomes
2. To explain the process of writing learning outcomes -course-wise, Iessonwise.

A total of 31 teachers participated and understood the process of writing learningoutcomes. They were able to write learning outcomes for their subjects as course-wise or lesson-wise.

Case Study 2 - A Session on(Guidance-cum-interaction Session on Implementation of NFIP 2020 The primary objective was.

1. To get acquainted with the NEP 2020 2.'To be familiarised with Government / Affiliating University plans towards its implementation. 3. Teachers need to get ready for the implementation of NEP 2020 in institutions.

27 teachers participated and understood the insights of the NEP 2020 and the process involved in implementing it in institutions

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria6/6.5.2.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://menoncollege.edu.in/PDF/Annual_Report-2022-2023.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender Sensitization in Curricular Activities:

Foundation Course addressed many cross-cutting issues. Various activities related to women were conducted (BOOK REVIEW, SHORT FILM).

Gender Sensitization in Co-Curricular Activities:

Program/Activities on gender equity and sensitization Women's day (8.3.23):

Workshop on Self Defence Women Entrepreneur's Day (19.11.22):

Social AD Making competition. Human Rights Day (10/12/2022):

Street play, Webinar on "All Human Rights are Fundamental Rights"

One day workshop on "FIR to Judgment-Journey of a Criminal Case" (21.12.2022)

Seminar on Gender Equality (24.9.2022)

Seminar on Cyber Security Awareness (29.09.2022 and 30.9.2022)

Health and Hygiene related Activities:

Yoga day celebration (21.6.2022)

Salad Making Competition (9.2.2023)

Survey on Status of Women in community was conducted by our DLLE students under SWS Project Facilities for Women Safety:

? Girls' Common Room with facility of Bed

? CCTV Surveillance in Campus

? Security at the Entry Gate

? Separate washrooms for boys and girls.

? Code of conduct for stakeholders.

? The counsellor was available online for students.

- ? Stress Management Sessions organized.
- ? Internal Complaint Committee (ICC)
- ? Mass oath against ragging and sexual harassment.
- ? Sanitary Napkins facility
- Incineration Chamber in Ladies toilet of LCR

File Description	Documents
Annual gender sensitization action plan	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria7/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria7/7.1.1.pdf

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

B. Any 3 of the above

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

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

Solid Waste Management:

- A Compost Pit was constructed at the backyard of the college campus under the guidance of Ms. Rashmi Joshi, an Environment Consultant in association with MAJHI VASUNDHARA ABHIYAN. Dry leaves, twigs, branches, canteen waste are collected in the pit to generate compost.

- Guest Lectures on 'The waste management for better tomorrow' and 'Green initiatives for better tomorrow'.
- Chemistry Department provides facilities to conduct experiments on a smaller scale which Reduces formation of solid waste. Used Plastic Reagent bottles from laboratories are modified and Reused as containers for several materials. Used Glass chemical bottles are Reused as reagent bottles. Used papers are reused as paper boat for weighing compounds.

Liquid-Waste Management:

The liquid waste disposal system of the College has been developed as per the guidelines of the Municipality. Biomedical waste management: Installation of an incineration chamber in the ladies toilet of ladies common room for proper disposal of sanitary napkins. Waste Recycling System:

- The college has conducted a certificate course on "Best out of Waste".
- Seminar and Competition on Waste Recycling organized. Hazardous Chemicals Management:
- Safety instructions given and videos on "Safety in Chemistry Laboratory" were shown to students.
- Safety Signage displayed in chemistry laboratory.

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

Inclusiveness in Administrative Processes:

? Admissions to all programmes are based on merit.

? All committees have an eclectic mix of gender, cultural,

communal, linguistic and socio-economic diversities.

? Placement Cell provides equal opportunity to all in campus interviews. Integrating Persons with Disabilities:

- Disabled-friendly Campus with a facility of Lift, Toilet etc.
 - Other disabled friendly activities are- providing space for stall by NASEOH (National Society for Equal Opportunities for the Handicapped) a NGO during Funfair, availability of Scribes etc.
- Integrating Minorities and Economically Weaker Sections:

? Being a linguistic minority institution, 50% of the seats at the entry level are reserved for minority community students.

? The College has instituted Need-cum-merit Scholarships for students from economically poor background. Integrating Vernacular Medium Students:

? Soft Skill Development Course (Certificate Course) was an attempt to integrate students from vernacular medium into the mainstream. Promotion of Inclusive Environment:

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

? To inculcate feeling of care, harmony and compassion among students many programs like Gandhi and Ahimsa week, Blood Donation Drive, Health camps, Deaddiction Rally, LAKSHH, Run for Unity, Peace Rally, Youth Stands for Peace workshop, AIDS Rally etc. were organised.

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

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

Celebration of Important Days:

Independence Day Tribute to Tri-colour Flag.

Republic Day Tribute to Tri-colour Flag.

Constitution Day

? Preamble of Indian Constitution reading.

? Seminar on Constitution of India. Founder's Day

? Video on life of our founder chairman Adv. Shri. P.A. Menon sir was telecast.

? KHADI DIWAS Celebration

? Inauguration of '1st Shri P. A. Menon Memorial Lecture Series'
Promotional Activities: Ethical Practices

? Mass oath taking against ragging and sexual harassment.

• Seminar on "Stand Up Against Street Harassment", "Say No to drugs" etc. Human Values

? Seminar on Bhagwat Geeta, Gender Equality, Cyber Security Awareness.

? Self Defence Workshop.

? Activities in class like Thought Sharing, Meditation, Introspection. Environment

• Guest Lectures on Waste Management, Green Initiatives

• Competition of "Best out of Waste"

• Certificate Course on "Best out of Waste" Citizen rights and duties

• Lectures and Workshop on IPR, FIR, Human Rights etc.

• Street Play on Human Rights Activities by NSS, IPR, WDC and DLLE

? Rally to create awareness like HIV/AIDS, Peace March, Road Safety Awareness.

? Drives like Blood Donation Camp, Health Camp, Thalassemia Awareness

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria7/7.1.9.pdf
Any other relevant information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2022-23/Criteria7/7.1.9.pdf

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

A. All of the above

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

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

Commemorative Days Programs/Activities

National Youth Day Essay writing competition on Swami Vivekananda.

Navy Day Seminar By Veteran Lt. Cdr. Bijay Nair.

Marathi Raj Bhasha Divas 1. Essay writing, Poster and Elocution Competitions. 2. Guest speaker guided students about career

opportunities in Marathi Language

Hindi bhasha divas 1. Session on Importance of Hindi Language. 2. Hindi Poem writing competition.

International Women's Day Self Defense Workshop Indian Armed Force-Our Pride 1. Online Quiz. 2. Session by Col. Unnikrishnan. The first part was about his Kargil story and specific movements. He later guided the students who want to become an "Army Officer".

Gandhi Jayanti Celebrated through Week Long Program.

Women's Entrepreneurs Day

Social A D Making Competition.

Human Rights Day Webinar on Basics of Human Rights.

International Yoga Day Yoga

Session for students and staff

Martyrs Day 1. The resource person Mr. Jayant Diwan Sir gave Information about various freedom fighters and how they got recognized for their work. 2. Personality development Camp

National Mathematics day Quiz Competition

Wild life Day A group of DLLE students conducted a survey on Wildlife. The outcome of the survey was presented in front of the class on world wildlife day Science Day Science Rangoli and Cross-word competition

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

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

format provided in the Manual.

Best Practice 1

Title: Igniting Young Minds

Objective:

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

The Context:

The institute has planned its activities, keeping in mind the holistic development of students. We believe this has made our students stronger and self-reliant. The play-way and experiential methods of learning is a proven recipe for easier grasping and retention of difficult concepts. As a responsible institution we have always tried to share this idea with extended Menon family and community around us.

(To Read More Click on the below link)

https://menoncollege.edu.in/PDF/Best_Practices_22-23.pdf

Best Practice - 2

Title: Centre of Gandhian Studies and Action

Objectives of the Practice:

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

The Context:

? Our Founder chairman Advocate P.A. Menonji was an ardent follower of Gandhiji. He not only followed the Gandhian principles of Non-violence, Simplicity, Truth and Faith throughout his life but also ensured that these principles are percolated down to the staff and students of the institutions established by him.

? With an objective to let his acquaintances, including the students and teachers, imbibe the Gandhian principles, he founded the Centre of Gandhian Studies and Action on September 30, 2008.

(To Read More Click on the below link)

https://menoncollege.edu.in/PDF/Best_Practices_22-23.pdf

File Description	Documents
Best practices in the Institutional website	https://menoncollege.edu.in/PDF/Best_Practices_22-23.pdf
Any other relevant information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2022-23/Criteria7/7.2%20Best%20Practices%20Combined.pdf

7.3 - Institutional Distinctiveness

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

Simplicity and Promotion of Human Values

Menon Family

'Menon Family' constitutes of all the stakeholders related to all the three prestigious institutions - V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science, BES's P. A. Menon Junior College and P. A. Menon English High School - run and managed by Bhandup Educational Society (BES). Late Adv. Shri P.A. Menonji, the Founder Chairman, was an ardent follower of Gandhiji. The deep influence of Gandhian philosophy is clearly evident in institutions founded by Him. Each of these institutions is simple and operates on the principles of equality and non-discrimination. Many occasions bring the stakeholders together like a 'Family', creating a feeling of belongingness. Every stakeholder feels proud to be associated with such an institution, which has grown over decades without compromising its values and principles. Our institution has conceived Simplicity by advocating abstinence from all the lustrous and alluring desires in life. In the footsteps of Founder

Chairman Late Adv. Shri P.A Menonji, we strive towards the Gandhian vision of "Simple Living and High Thinking".

(To Read More Click on the below link)

https://menoncollege.edu.in/PDF/Institutional_Distinctiveness_22-23.pdf

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

7.3.2 - Plan of action for the next academic year

1. To introduce new programs viz; M.Sc.(Computer Science) and M.Sc.(Data Science).
2. To introduce ERP Software in the areas of Admission, Attendance, Examination and Results.
3. To introduce Certificate Courses in association with the University of Mumbai.
4. To organize an International Seminar by the Department of Mathematics in association with the University of Mumbai.
5. To organize an International Seminar on Human Rights in association with Maharashtra National Law University (MNLU) & Knowledge Partner Academy for Development and Legal Studies.
6. To organize National Level Ten Days Online Capacity Building Program on "Advanced Research Methodology".
7. To organize an International Conference on Hybrid Mode by the Centre of Gandhian Studies and Action.
8. To organize a National Conference on "Recent Trends in Commerce & Management".