



YEARLY STATUS REPORT - 2020-2021

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

• Financial Status	Grants-in aid				
• Name of the Affiliating University	University of Mumbai				
• Name of the IQAC Coordinator	Dr. Bibals Ramakrishnan				
• Phone No.	02225668541				
• Alternate phone No.	02225661897				
• Mobile	9321567383				
• 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/PDF/AQAR_2019-20%20Online.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.menoncollege.edu.in/PDF/Academiccalender.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
6. Date of Establishment of IQAC			08/07/2004		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	0000	0000	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			View File		

IQAC	
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 	View File
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)	
Training session for online Teaching and Evaluation	
Preparation of Self Study Report for NAAC 3rd Cycle Accreditation Assessment	
Apply for IIQA - NAAC 3rd Cycle Accreditation Assessment	
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
1. Organizing Webinars	National Level Webinar on
2. Online Teaching and Evaluation	Two days training session on LMS/EDMODO for Teaching and Evaluation was organized on June 19-20, 2020
3. International Science Week Celebration	International Science Week Celebration by Department of Chemistry and NSS unit was organized from March 12-16, 2021
4. Skill Enhancement	Teach India Spoken English for Employability with Times of

	India and British Council was organized from February 1 to May 13, 2021 for the B.Sci and B.Com students. 40 students benefitted.
5. Add on programs	Two add on programs were conducted: 1. Campus to Corporate and 2. Digital Marketing
6. Certificate courses under MOU for Vocational / Skill Enhancement	Advanced Excel & English Speaking course and Tally ERP 9 with GST & English Speaking course were conducted
7. For Waste Management	Series of lectures on waste management were conducted by Ms. Rashmi Joshi (Environment Consultant)
8. Guidance Sessions for the NAAC Accreditation Process	Guidance Session for the NAAC Accreditation process was organized for the IQAC committee members and NAAC Criteria incharges and members. Dr. Parvathi Venkatesh, Principal, Don Bosco College, Kurla was the resource persons.
9. Apply for IIQA - NAAC 3rd Cycle Accreditation Assessment	Applied for IIQA - NAAC 3rd Cycle Accreditation Assessment on 27th May, 2021

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	26/02/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	29/01/2022

Extended Profile

1.Programme

1.1	251
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1901
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

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

File Description	Documents
Data Template	View File

2.3	576
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	29
Number of full time teachers during the year	

File Description	Documents
Data Template	View File
3.2	49
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	24
Total number of Classrooms and Seminar halls	
4.2	69.93
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	124
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

- Academic Calendar acts as a reference document for curriculum planning.
- Teachers are allocated workload as per the UGC norms.
- The Time-table Committee prepares the timetable and informs teachers in Departmental meetings.
- Faculties formulate Teaching plans and prepare Instructional Materials.
- Faculties have representation on the BoS and are paper setters at UG and PG levels.
- Department In charges submit Action plan for the following academic year to the Principal.
- Teachers maintain an Academic Diary of their activities.
- Faculties use ICT tools and adopt online teaching methods during the covid pandemic.

- Zoology Dept has organized avirtual field visit for students.
- Intensive, Remedial coaching and mentoring activities are conducted for learners as per requirement.
- Students are encouraged to participate in competitions and internships and enrol in add on/ certificate courses.
- College is the local chapter for NPTEL.
- Performance Report, Syllabus Completion Certificate and Academic Diaryreview the teaching and learning process.
- Analysis of results and stakeholders' feedback on curriculum assessthe course and program outcome attainment.
- Academic Audits by Management evaluates teachers' contributions.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-I/1.1.1.Final.pdf

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

IQAC prepares the Institutional Academic Calendar basedon the Academic Calendar of the University of Mumbai and displays the same on the College Website.

- The academic calendar helps in planning an effective curriculum delivery with continuous evaluation. The admission schedule on the website facilitates the smooth initiation of educational programmes. It ensures syllabus completion as per lesson plans and internal assessment as per the time frame given in the academic calendar.
 - The examination committee prepares the schedule for examinations, assessment, result processing and declaration, as per the University norms and submits the report. Departments prepare timetables for preliminary and practical tests.
 - The academic calendar is used as a reference for planning and reviewing:
 - Formative assessment through tutorials at the departmental level.
 - Students' project work.
 - Academic Calendar mentions a tentative schedule for

significant events such as Gandhi Jayanti, Kargil Vijay Diwas, etc.

- Extra-Curricular Activities that motivate students to project their talents, like musicfestivals or dance festivals, are planned and communicated in advance, helping organizers micro-detail the activity and avoiding clashes.

Academic calendar projects information regarding public holidays, official vacations etc., helping stakeholders to plan personal activities.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-I/1.1.2%20final.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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

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)

5

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

163

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 like Gender Equality, Environment and Sustainability, Human Values, Professional Ethics find ample space in the Programs conducted at the Institute contributing towards sensitizing students about socially relevant issues.

- Some courses enhance professional competencies, while others teach general competencies like values, environmental sensitivity etc., leading to the holistic development of students.
- Our Management has adopted 'Bhagwad Gita' as 'Dictionary of Life', and applying its 20 principles contributes to the culture of the Institution.
- Seminars, Workshops and other initiatives undertaken by Women Development Cell, NSS, DLLE and Nature Clubs supplement the cross-cutting issues integrated into the curriculum.
- Each category of cross-cutting issues with their related courses is as follows.

Professional ethics: Courses such as Advertising, Financial Accountancy, Business Ethics and CSR, Ethical Hacking, Wealth Management etc., create awareness about ethics followed by specific professions.

Human Values:

Courses like Indian Ethos in Management, Business Ethics and CSR and Foundation Course teach values such as Equality, Peace, Accountability, Honesty, Responsibility, Respect for Diversity etc. in the learners.

Gender:

A course like Foundation Course, Business Communication, etc., creates awareness about the importance of treating genders fairly.

Environment:

.Courses like Environmental Studies, Green Technology etc. focus on environmental protection

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

24

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

1240

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://menoncollege.edu.in/PDF/FeedbackAnalysis2020-2021report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://menoncollege.edu.in/PDF/FeedbackAnalysis2020-2021report.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

759

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

65

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 Counsellor to help students resolve personal and academic issues and boost self-confidence.
- Intensive Coaching- Advanced learners are given Intensive Coaching in extra assignments.
- Internship and Innovative Projects by many departments encourage Advanced Learners to take up Internships and Online Courses.
- Seminars, Workshops, Guest Lectures etc., by Eminent Personalities to enhance the learning experience.

Departmental Level Programmes:

- Tutorial System: Courses like Mathematics and Business Communication have small batches to pay special attention to slow learner students.

- **Shared Experience:** In Environmental Studies, students are asked to narrate significant features of their native areas.
- **Peer Learning:** Advanced learners in Computer Science and BMS act as student mentors for slow learners.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-II/2.2.1%20Final.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
1901	29

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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

Activities:

- Tutorials in Business Communication, Mathematical and Statistical Techniques, and Computer Science often use Group Discussions, Quiz Competitions, and Presentations, helping learners understand concepts better.
- Public Speaking through shared experiences in Business Communication eases the teething problems of the new entrants.
- Competitions like Debate, Essay, Story poem presentation, Taboo, Quiz etc., organized by various departments, provide opportunities to hone their talents.
- Experts' seminars, workshops, and Guest lectures transcend syllabi and help students understand the world beyond college.

Experiential Learning and Problem Solving

- Memorandum Of Understandings with CA Firms provide Internships for Commerce Students.
- Skill Development Workshops and Value-added Courses provide students with a level playing field when they graduate.
- Socially relevant activities by NSS and DLLE units are learning experiences in 'Not Me but You' and 'Reach to the Unreached' concepts.
- Students' significant attitudinal change is palpable due to observing 'Kargil Vijay Diwas' and 'Raksha Bandhan' with Army Jawans.
- E-cell and DMR (DAV, MENON & RATNAM), an MOU between local colleges, enrich students' learning experience.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-II/2.3.1%20Final.pdf

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

Academic Year 2020-21 was a pandemic year, and therefore all classes were conducted entirely online. All teachers made extensive use of ICT tools for a practical teaching-learning experience.

- ICT Based Applications used by Teachers: Gmail, WhatsApp Groups, Google Classroom, Google Meet, Google Drive, Shared Google Docs and Google Slides
- Online Teaching, Learning and Evaluation Tools: Many teachers have developed online content and uploaded it on YouTube. Teachers also use Learning Management Systems (LMS) such as Google Classroom, Edmodo, etc. Teachers also use tools for assessment such as Testmoz and Google Forms.
- Online Resources (MOOC-NPTEL): Students are encouraged to enrol for MOOCs offered under the SWAYAM platform of the MHRD. The College is a recognized local chapter and has a teacher in charge of the facilitation of the programme.
- Some representative links are:

Google Classroom Links:

1. FY B Com A:

<https://classroom.google.com/u/0/c/MTIyMzAxMjQxOTMx>

2. TY B Com A:

<https://classroom.google.com/u/0/c/MTM4MTk0NzI4Mzcz>

Physical Infrastructure of ICT Enabled Tools:

Device

Quantity

Desktop Computers

134

Printers

6

Scanners

3

Photocopier

2

LCD projectors

13

Public Address System

1

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

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

2.3.3.1 - Number of mentors

29

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

29

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

16

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

470

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

2.5 - Evaluation Process and Reforms

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

Mechanism of Internal Assessment:

- The internal assessment at the College level is governed by the rules and regulations specified by the University of Mumbai in its Ordinance No. 4.102.
- It is conducted through Online Mode. A retest is conducted for students with genuine reasons for remaining absent for the test.
- Students are evaluated through multiple tools such as practical for Science programmes and project work for Foundation Course, BMS, B.COM(A&F), BSC(CS) and M.Com.

The mechanism for Ensuring Transparency in Internal Assessment (Class Test):

- An Examination Committee, consisting of senior members, has been constituted for the smooth conduct of examinations and evaluations.
- Teachers explain how the internal examination is conducted in the class, including allocating marks for each type of question.
- A tentative programme of internal assessment is incorporated into the Academic Calendar. Notices are displayed on the Notice Board and College website well in advance.
- The Computer Science Department conducts an Online Test using EDMODO. Fair evaluation is ensured through randomized questions and software-generated results, making the whole exercise transparent and robust.

All internal evaluations are done by subject teachers fairly and transparently.

File Description	Documents
Any additional information	View File
Link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-II/2.5.1%20Final.pdf

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

- Due to pandemics and as per university Guidelines, exams, including internal assessment, were conducted online.
- Internal assessment schedules were put up online to inform students in advance, reducing grievances.
- The teachers shared detailed instructions for appearing in the online assessment with students.
- The use of online platforms like EDMODO helped avoid the likely human bias that may creep into the internal assessment process. In the process, it also makes the mechanism transparent and efficient.
- Technical assistance was provided to students promptly through helpline numbers, and the complaints were addressed on a priority basis.
- Students with genuine reasons were allowed reexamination with the permission of the Principal.
- All grievances related to Examinations are dealt with as per the guidelines of the University of Mumbai in a fair, transparent and time-bound manner. Unfair Means Committee looks into grievances, if any, and recommends actions wherever necessary.
- If any student has a genuine grievance regarding internal assessment, the concerned teachers can resolve them at their level, to the student's satisfaction.

File Description	Documents
Any additional information	View File
Link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-II/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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://menoncollege.edu.in/PDF/PO-PSO-CO-2020-21.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 programme outcomes and course outcomes. Some of these outcomes are Quantitative 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 prescribed programme outcomes and course outcomes.
- The minimum qualifying marks are 40% in all courses.

Formative Evaluation:

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

Student progression into higher studies and employment through campus placements is also used to assess programme and course outcomes. The higher the passage, the 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-2020-21/Criteria-II/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

563

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/PDF/Annual%20Report-2020-21.pdf

2.7 - Student Satisfaction Survey

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

<https://menoncollege.edu.in/PDF/SSS-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00.00

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

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

3.1.2.1 - Number of teachers recognized as research guides

3

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-2020-21/Criteria-III/3.1.1.pdf

3.2 - Innovation Ecosystem

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

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

The College has a research centre with ICT facilities available to students and staff.

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

The expected benefits are:

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

Develop a culture of research and entrepreneurship

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-III/3.2.1.pdf

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

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

4

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

3

File Description	Documents
URL to the research page on HEI website	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-III/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

5

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

3.4 - Extension Activities

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

Our extension activities have shifted to online since face-to-face meetings were strictly prohibited. Students were encouraged to

participate in extension activities through awareness programs conducted in webinars and workshops. We have organized many such programs to help students keep themselves healthy and develop their emotional quotient and a positive attitude towards life. NSS and DLLE units had taken the lead when other departments also had their contribution.

Some of the essential programs conducted by

National service scheme (NSS)

Category

Health

Swatch Bharat

Mind watch

Gender

Career

General

Nutrition and diet

Posters made on 'Swacch Bahrat'

Stress management

Women's struggle against violence

Career in Army

Starry nights

First Aid and CPR.

E-waste & Dry Waste Collection drive

Time Management

LGBTQ + Rights in India

A career in Civil Service

Discipline Chemistry around us.

Malnutrition and Obesity Management

Urban Gardening

Disaster Management

Prevention of sexual harassment and 'Gender Equality

Career in Navy

Botany in Daily Life.

Activities conducted by DLLE

1. Video making completion on Women Entrepreneurs

1. Conducting surveys and presenting digitally

1. Quiz on national youth day

1. Documentary show and quiz on water day.

1. Elocution Competition on 70th Year of Republic India

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-III/3.4.1.pdf
Upload any additional information	View File

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

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

0

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

3

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

48

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

1

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 Central Mumbai, adjoining the Bhandup railway station on the Central Line, making it convenient for students and teachers to travel from distant places.

Total Plot Area:

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

Physical Facilities for Teaching:

Sr.

Description

Nos.

1

Classrooms without LCD and LAN facilities

10

2

Classrooms with LCD and LAN facilities

13

3

804 sq. ft.Seminar Hall with LCD Facilities

1

Physical Facilities for Computing:

Sr.

Description

Facilities

1

Computer Laboratory-1

Computers = 36

Printer = 1

Scanner = 1

LAN / Internet

2

Computer Laboratory-2

Computers = 78

Printer = 1

Scanner = 1

LAN / Internet

Physical Facilities for Learning: -

Sr.

Description

Facilities

1

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

Reading

Stacking

Internet

Wi-Fi

Printing

Photocopy

2

(Library) - Ext.

Stacking (Books)

3

Science Laboratories

Chemistry

Botany

Zoology

Physics

UGC Network Resource Centre:

Sr.

Description

Facilities

1

UGC NRC (XII Plan)

Server = 1

Computers = 9

Printer = 1

Scanner = 1

LAN/Internet

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-IV/4.1.1-AQAR-20-21.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.
- We used for conducting Intra- / intercollegiate cultural fests, music and dance festivals, Prize distribution and Degree certificate distribution ceremony.
- Guest lectures, seminars, workshops, programs of "Centre of Gandhian Studies and Action", NSS, DLLE, IPR Cell, E-Cell, are held here.

Students' Council Room

80 sq. ft. Mezzanine fl.

- 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)

- 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-2020-21/Criteria-IV/4.1.2-AQAR-20-21.pdf

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

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-IV/4.1.3-AQAR-20-21.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)

4.40

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 bar-coded, 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 using an intranet LAN connection, is made available to its

users. They can access books and 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	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-IV/4.2.1-AQAR-20-21.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources A. Any 4 or more of the above

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

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

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

2.70

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

55

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

4.3 - IT Infrastructure

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

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

Computers:

The College has a total of 153 Desktop Computers of the latest configuration (124 for academic purposes and 29 for administrative purposes)

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

Internet and Wi-fi Connectivity:

All computers on Campus have internet connectivity through a50 Mbps Lease line connected with LAN. Wi-fi connectivity is available at "Adv. P. A. Menon Knowledge Resource Centre" (Library), Seminar Room, Principal's Cabin, Chairman's Room and UGC Network Resource Centre.

G-suite and Google Classroom subscription: -

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

Updating IT Resources:

IT Updation during 2020-2021

Items

QTY

Amount

RAM

5

11,250.00

Monitor

8

52,000.00

DVD Writer

2

4,200.00

Lapcare 2GB

4

5,000.00

HDD 2TB

1

5,600.00

Mouse

20

7,000.00

Keyboard

20

11,000.00

LCD Wall mount kit

13

18,850.00

HDD 1TB

1

3,835.00

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-IV/4.3.1-AQAR-20-21.pdf

4.3.2 - Number of Computers

124

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)

18.06

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 to grow into strong and resilient individuals- physically, intellectually and spiritually. Keeping this mission in mind, the institution strives to establish and maintain systems and procedures to give the best to its most treasured stakeholders - our students.

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

Maintenance of Academic Facilities:

Class Rooms:

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

Seminar Room

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

Maintenance of Support Academic Facilities:

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

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

Science Laboratory

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

Read More.....

https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-IV/4.4.2_AI-AQAR-20-21.pdf

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-IV/4.4.2_AI-AQAR-20-21.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

27

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

26

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/AOAR/AOAR-2020-21/Criteria-V/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

266

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

266

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

32

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

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

5.2.2.1 - Number of outgoing student progression to higher education

133

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.

0

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)

Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students' representation on different bodies as

per established processes and norms)

Describe the students' representation and engagement in various administrative, co-curricular and extracurricular activities within a maximum of 200 words

1. STUDENTS COUNCIL

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

1. COLLEGE DEVELOPMENT COMMITTEE

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

3. LIBRARY COMMITTEE

The General Secretary of the college is co-opted as a member of the library committee.

4. NATIONAL SERVICE SCHEME

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

5. DEPARTMENT OF LIFELONG LEARNING & EXTENSION

DLLE encourages students to undertake projects. 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 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-2020-21/Criteria-V/5.3.2.pdf
Upload any additional information	View File

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

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

17

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

5.4 - Alumni Engagement

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

The alumni association of our college, though not registered, is very much functional and a throbbing component of our student's lives. There are 1025 enrolled Alumni as of 2020. A few of our Alumni currently serve the institution in the capacity of employees. Some more contributions are as follows:

- Meeting the expense towards hosting the college website and providing technical support.
- Working in an honorary capacity as a governing body member or as a legal adviser.
- Helping in internal audit or TDS calculation using Tally ERP software

A noteworthy feature of our alumni is the formation of Menonite 99, which includes a group of 15 alumni from the BCom 1999 batch, making contributions to the welfare of the students continuously.

The major initiatives of Menonite 99 Group are the following; -

- Kargil Vision- On 26th July 2020, Captain Sudeep Ghosal, who was in action during the Kargil war in 1999, addressed school and college students.
- Award of Scholarships to deserving but economically backward students - Menonite 99 also provides scholarships to deserving but financially backward students. A cheque of Rs.30,000 was handed over to the Bhandup Educational Society as a scholarship to be delivered to needy and meritorious students.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-V/5.4.1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

NATURE OF GOVERNANCE

The 'Vision' and 'Mission' of the College is reflected in every activity and action of the Management.

Since 1965, the Trust has been striving to lead the masses from "Darkness to Light" through its education from school level to the post-graduate level, especially for socially and economically deprived classes and girls.

The following Programmes are being offered to the under graduate and post graduate students:

- B.Com
- B.Com (Accounting and Finance)
- BSc
- BSc (Computer Science)
- BMS
- M.Com (Advanced Accountancy)
- M.Com (Business Management)

The Founder Chairman of the Trust, Adv. Shri P.A. Menon had been highly influenced by Gandhian Philosophy, which is clearly reflected in simplicity, in every activity of the Institution. This legacy is being followed by the present Chairman Smt. Sarada Menon.

Twenty Principles of "Bhagwad Gita" constitute core values for the 'Trust' and the same have been percolated down to the Staff and Students.

The admission process is transparent and purely based on Merit.

The performance standards of the students are quite high with an average pass percentage of around 98%.

The institution through the Centre of Gandhian Studies and Action is working efficiently to imbibe moral values and ethical principles amongst the various stakeholders.

File Description	Documents
Paste link for additional information	https://www.menoncollege.edu.in/NAAC/AQAR/AOAR-2020-21/Criteria-VI/6.1.1.pdf
Upload any additional information	View File

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

Decentralization:

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

institution with the help of various committees.

Various Committees:

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

Operational Autonomy to Departments and Teachers:

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

Participative Management:

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

File Description	Documents
Paste link for additional information	https://www.menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VI/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution effectively deploys strategic plans (for annual goals) and perspective plans (for objectives to be achieved over five years). To highlight case study describing the effective utilization of Strategic plan we have selected use of ICT as a tool. This year under COVID 19-Pandemic condition, all lectures were conducted online using Google Meet Platform and attendance for the lecture was collected by using Extension on google meet . Each topic

was taught using Powerpoint , Excel , Word , One note and ZiteBoard using tools like Pen tablet (serve the purpose of white board and coloured pens). Syllabus, Study material, Notices provided to the students in Google Classroom.

Assignments were given to students in Google Classroom. Class tests/Quiz conducted using Google forms, and Quizze.com. Students were asked to prepare Powerpoint presentations for evaluation of learning

By using ICT tools, teaching and learning was extended beyond the four walls of classroom and further this practice had reduced the use of paper drastically.

It also reduced the time of assessment and analysis of the feedback forms was done automatically.

As per Perspective plan teachers are using ICT and maintaining records for the same.

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

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

The institution effectively deploys strategic plans (annual goals) and perspective plans (for objectives to be achieved over five years). To highlight a case study describing the effective utilization of the Strategic plan, we have selected the use of ICT as a tool.

This year under COVID 19-Pandemic condition, all lectures were conducted online using Google Meet Platform and attendance for the lecture was collected by using Extension on google meet. Each topic was taught using Powerpoint, Excel, Word, One note and ZiteBoard using tools like Pen tablet (serve the purpose of whiteboard and coloured pens). Syllabus, Study material, Notices are provided to the students in Google Classroom.

Assignments were given to students in Google Classroom. Students were asked to prepare Powerpoint presentations for evaluation of learning. Class tests/Quiz conducted using Google forms and Quizziz.com.

Using ICT tools, teaching and learning were extended beyond the four walls of a classroom, and further, this practice had reduced the use of paper drastically.

It also reduced the time of assessment, and analysis of the feedback forms was done automatically.

As per the Perspective plan, teachers are using ICT and maintaining records for the same.

File Description	Documents
Paste link for additional information	https://www.menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VI/6.2.1.pdf
Link to Organogram of the institution webpage	https://www.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 staff through various welfare measures.

- Management ensures that Statutory welfare measures are provided to the staff in timely manner.
- Non-teaching staff is paid salary in first week of month irrespective of receipt of grants.
- Service books are kept up-to-date.
- Documents of retiring employees are updated and processed on time ensuring employees timely retirement benefits.
- Various leaves are granted as per Statute.
- Medical Leave Reimbursement are expedited.
- Vacancies in self-financed departments are filled at par with aided section.
- Accommodation is provided to non-teaching staff in the premises whenever necessary.
- Payment of medical expenses of non-teaching staff, on need basis.
- Provision of uniform for Class IV staff.
- Natural products cultivated in the premises are distributed amongst supporting staff.
- Staff appointed for cleaning the premises is provided with safety materials.
- Festivals are celebrated together as a family by all staff.
- Retiring staff are felicitated.
- In all spears of activities, Guidelines issued by competent authorities are followed to restrict the spread of Coronavirus.
- Google Meet Platform is subscribed to conduct webinars and lectures in an Online Mode.

File Description	Documents
Paste link for additional information	https://www.menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VI/6.3.1.pdf
Upload any additional information	View File

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

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

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

2

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

9

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 for teachers, whereby their contribution to teaching, learning and evaluation of co-curricular and extra-curricular activities are taken on record by the Principal and Management.
- Teachers record their contribution on a daily basis in Academic Diaries designed by IQAC.
- Academic Diaries are checked by the HOD's and Vice-principal periodically
- Periodic meetings are called by Principal.
- Every teacher is required to submit their Academic Diary to the Principal along with Annual Performance Report.

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

- Teachers submit Academic Programme/Plans and Outcome/Performance Report of their work to the Principal through HODs and Non-teaching staff (Class III) submit Annual Plan and Performance Report of their work through their Heads.
- Confidential Report of the staff is prepared and communicated to them in a positive manner.
- Institution strictly follows UGC's Performance-Based Appraisal System through internal screening committee.

Students Satisfaction Survey (SSS)

- The College conducts SSS every year.
- It helps in conducting SWOC analysis.

Feedback through Questionnaire on 'Teachers' 'Quality' & 'Curriculum', is considered and collected.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-VI/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Internal Audit:

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

? For Financial Year 2020-21 it is done by Mr. Prasanth Rajan. Internal Audit Report was submitted on 14-06-2021

External Audit:

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

? The office of the Joint Director is empowered to conduct statutory audits of the College. Audits are carried out by the government through Accountant General and Joint Director to 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 2020-21, External Audit was done by M/S AVD & Associates, Chartered Accountants. External Audit Report was submitted on 29-07-2021.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-VI/6.4.1.pdf
Upload any additional information	View File

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

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

0.55

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 donations from external sources, except contributions made by alumni and philanthropists.

Sources of Mobilization of Financial Resources:

The Principal, being the financial head, strategies for resource mobilization with the consent of the Governing body of Bhandup Educational Society - BES.

Sources of Funds:

- Students' Fees.
- Staff Salary of aided section
- Grant-in-aid received under various Schemes
- State Government Scholarships and Freeships.

- Support and financial assistance from BES
- Interest Earned
- Support from philanthropists.

Optimum Utilisation of Financial Resources is done by preparing the annual budget well in advance, after considering the requirements.

The principal presents this budget in CDC meetings.

CDC recommends a budget for approval.

The budget is reviewed by the Management and approved after making necessary changes.

The purchase committee, on the advice of the Principal and Management, looks after all purchases.

Guidelines are laid down in the Comprehensive policy document, strictly adhered to.

Institution Records all Assets acquired in Stock Register. It also records the removal of old and outdated assets periodically.

Accounts of the institution are subject to audit.

Also, all expenses are subject to strict audit controls by the Office of the Auditor General of Maharashtra.

File Description	Documents
Paste link for additional information	https://www.menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VI/6.4.3.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

TWO DAYS TRAINING SESSION ON ONLINE TEACHING AND EVALUATION:

- Two days of a training session on online Teaching and Evaluation was conducted on 19th and 20th June 2020, directed to provide working knowledge on two online software - Google Meet and EDMODO.

- Day 1: A session was conducted by CA Krishnan Jaikumar on "Online Lecture delivery through Google Meet" so that faculties could cope with online teaching Mode and implementation of virtual classroom
- Day 2: A session was conducted by Dr Saloni Bhushan on EDMODO so that Teaching staff could make groups, upload notes, submit assignments quizzes and Conduct Exams on this software in their daily teaching activity on the Online platform.

GUIDANCE SESSION FOR NAAC ACCREDITATION PROCESS:

- A guidance session on the documentation process, preparation of SSR and other allied matters related to NAAC Accreditation was conducted on 17th February 2021 for all staff.
- The Objectives of the session: To Streamline the documentation process, ascertain that we are on the right path concerning our NAAC Preparation and disseminate knowledge of the processes involved in NAAC activities and clarify the difficulties involved in the preparation.
- The session was conducted by Dr Parvathi Venkatesh, Principal of Don Bosco College.

File Description	Documents
Paste link for additional information	https://www.menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VI/6.5.1.pdf
Upload any additional information	View File

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

Case Study 1 : Teaching-learning Process of Chemistry Department

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

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

- Learning process is monitored through Lesson Plan and Action plan accordingly
- Time table is prepared and adhered to by the teachers for smooth conduct of

Lectures

- Teachers record their lecture records in their academic diary which is periodically monitored by the Head of the department.
- Individual performance report is collected at the end of the year for evaluation of

Teachers methods and activities during the year in accordance to the format prescribed by IQAC .

- Department performance is monitored through the overall report prepared by Head of the Department in accordance to the format prescribed by IQAC.

Case Study 2: Student Progression of Chemistry Department

Student Progression is an area of immense interest in our scheme of improvement.

As a sample case study signifying IQAC involvement in Students progression we have highlighted significant methodologies adopted to identify, develop interest , evaluate and monitor students performance of Chemistry Department.

Identification :

- Tests are conducted periodically to identify slow learners and advanced learners.
- Results of these test are evaluated to classify the students

Developing Interest:

- Use of ICT tools are made to create visual effects to increase students involvement and enhancing their understanding skills
- Various Activities are designed specifically for Students to develop interest in the subject.

Evaluation.

- Students' progress is continuously monitored through various

evaluation methods which includes Intensive Teaching & Remedial Coaching wherein the focus is to identify the weakness of students during learning and thereby Remedial steps are taken. IQAC

Monitoring

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

File Description	Documents
Paste link for additional information	https://www.menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VI/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%20Report-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender Sensitization in Curricular Activities:

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

Gender Sensitization in Co-Curricular Activities:

Programme/Activity on gender equity and sensitization

Women entrepreneur's day on November 19, 2020, through video-making competition.

On January 26, 2021, Elocution Competition titled Gender justice and Society: A review of the last 70 years of the Republic of India.

Online survey to find the status of women under pandemic situations and their safety/security.

- Webinars

1. Ecofeminism on Women's day
2. Valiant and Victorious: Conversation with Smt. Smriti Irani.
3. How to remain fearless under all circumstances: Conversation with Dr Kiran Bedi.

Facilities for Women Safety:

- Provisions for Safety and Security:
 - G-Suite Education subscription with the enhanced security option.
 - Secured G-Classrooms for students with registered e-mail ID.
 - Only teachers (HOST) had security controls of G-meet.
 - Girls' Common Room
 - CCTV Surveillance in Campus
 - Security at the Entry Gate
 - Separate washrooms for boys and girls.
 - Code of conduct for stakeholders.
- Counselling:

- The counsellor was available online for students.
- Two Stress Management Sessions organized.
- Internal Complaint Committee (ICC)

File Description	Documents
Annual gender sensitization action plan	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-VII/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-VII/7.1.1.pdf

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

B. Any 3 of the above

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

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

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

Solid Waste Management:

- Ms Rashmi Joshi, a Waste Management Consultant, delivered a lecture on compost-making and kitchen gardening on December 5, 2020.
- Chemistry Department and NSS organised two days lecture on 'Chemistry around us and its safe handling' on March 12, 2021, and March 16, 2021.
- WDC and Environmental Science Department organised a workshop

on urban gardening on March 10, 2021.

Liquid-Waste Management:

The liquid waste disposal system of the College has been developed as per the guidelines of the Municipality.

E-waste Management:

The botany department and Nature club organised a lecture by Ms Rashmi Joshi on January 28, 2021, to sensitise students about E-waste management.

Waste Recycling System:

- Compost Making Project to convert biodegradable wastes of College into manure for the college garden.
- The foundation course "Best out of Waste" project was conducted to sensitise students about recycling.
- WDC and Environmental Science Department organised a video making competition on Recycling on March 20, 2021.

Hazardous Chemicals Management:

- Online safety instructions and videos on "Safety in Chemistry Laboratory" were shown to students.

Safety Signage is displayed on the walls in the 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 B. Any 3 of the above

and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

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

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

A. Any 4 or all of the above

5.

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:

- **Admission Process:** Admissions to all programmes are based on merit without discrimination.
- **Committees:** All committees have an eclectic mix of gender,

cultural, communal, linguistic and socio-economic diversities.

- **Campus Placements:** Placement Cell provides equal opportunity to all students to face campus interviews.

Integrating Persons with Disabilities (PwD):

- The Campus is disabled-friendly with a facility of Lift, Levelled Floors, Toilet, facility of Wheel Chair, etc.

Integrating Minorities and Economically Weaker Sections:

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

Integrating Vernacular Medium Students:

- Online Spoken English for Employability Course attempted to integrate students from the vernacular medium into the mainstream.
- Sometimes, teachers use Hindi or Marathi in class to make these students understand complex concepts.

Promotion of Inclusive Environment:

- **Celebration of National Festivals:** Celebration of Independence Day, Republic Day and Birth Anniversaries of great leaders etc., to inculcate the spirit of 'Unity in Diversity'.

First Aid, AIDS Awareness program was organized to teach the feeling of care and compassion among students.

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

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

Celebration of Important Days:

Independence Day

(15 August)

Hoisted Indian National Tri-colour is obeying the rules and regulations of COVID-19.

Republic Day

(26 January)

The day was celebrated in the College, obeying the rules and regulations of COVID-19.

Constitution Day

(26 November)

All readout the Preamble to the Constitution. In collaboration with Kalsekar College, Menon College had organised a webinar to educate students and staff about the Constitution of India.

Founder's Day

(4 October)

The day we celebrated by lighting the lamp, garlanding Shri P. A. Menon sir's photograph and sharing memories.

Activities Organised to Promote Constitutional Values:

Promotion of Ethical Practices

The IPR Cell organised seminars and quizzes to create awareness and sensitise students on ethical practices w.r.t Patent Laws, RTI, Copyright, etc.

Promotion of Human Values

Thought The Chemistry department conducted sharing Activity to create a positive approach in students. Student Council has organised a PPT competition on COVID-19.

Awareness about Environment

Programs on ecosystem and biodiversity etc. were conducted online.

Activities by NSS, WDC and DLLE

To make students socially responsible citizens, many programs were organised like: Awareness on World Cancer Day, First AID, Drug Abuses, Workshop on Social entrepreneurship etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VII/7.1.9.pdf
Any other relevant information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VII/7.1.9.pdf

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

A. All of the above

4.

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

Following national and international commemorative days were celebrated through respective activities:

Commemorative Days

Programs/Activities

National Youth Day

Quiz competition on Swami Vivekananda.

World Cancer Day

Awareness Webinar by Dr Uma Gunge.

Marathi Raj Bhasha Divas

Online guest lecture by Mr Ishant Sangamnerkar about the richness of the language.

World Water Day

Video screening, quiz and poster competitions on the importance of water.

NSS Day

Webinar on 'Ideal NSS volunteer' by Mr Ashish Chakravarty.

National Science Day

Lecture on 'Starry Night' by Dr Prajith Chandran.

International Women's Day

Webinar on Ecofeminism by Dr Deepa Chozikhunnath.

International Sparrow day

Essay, posters, slogans and poems are written on sparrows to raise awareness and protect them.

Kargil Vijay Diwas

Online interactive session with an ex-Army Personnel who has participated in Kargil War.

International Tiger Day

Poster competition on 'Save Tiger - Save Nature'.

International Elephant Day

Online poster making activity on 'Importance of Elephant and the need to save them'.

Gandhi Jayanti

A Webinar on Gandhian Philosophy.

Reading Inspirational Day

The birth anniversary of Dr Abdul Kalam was celebrated online to create interest in reading among students.

Women's Entrepreneurs day

Videos were making competition on successful women entrepreneurs and Screening to all students.

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

7.2 - Best Practices

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

Best Practice 1 Title: "Igniting Young Minds" Objectives of the Practice: 1. To focus on fun way and application-based teaching-learning for inquisitive school children. 2. To empower students to make informed choices about career. 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 the Menon family and community. This year too, we have endeavored to continue with the activities, although on online platform due to the pandemic. The Practices: Highlights of some of the activities: Celebration of National Festivals: The institution celebrates occasions like Independence Day, Republic Day, Gandhi Jayanti, Founder's Day etc. as one family. During such celebrations we always make special efforts to keep school children in the forefront, to give them an opportunity to manifest their latent talent and to strengthen their confidence in self. This year under COVID-19 pandemic restriction, all programs could not be conducted in usual manner. Keeping in mind the SOP of Maharashtra Government, school students joined all these programs online. Kargil Vijay Diwas: 'The child is the future of a nation'. Our institution has pledged to sensitize our students at a very young age towards patriotism and the sacrifices made by our soldiers. To institutionalize this concept, we, along with our ex-students (Menonite 99), came up with the idea of celebrating Kargil Vijay Diwas, in our institution, since 2008. School students actively participate in this program online. On this day army official, Captain Sudeep Ghoshal was invited to inspire our students through

his online motivational speech and power point presentation on various careers in Army. As an IQAC initiative, WDC, jointly with Hema Foundation, Indian Development Foundation (IDF) organised series of interactive sessions with famous personalities to inspire our school and college students, they are namely: ? Online Conversation with Renowned actor Mr. Dilip Joshi "Jethha Bhai Dil Se" on Sunday, December 20, 2020 at 7:30 pm. Mr. Sumeet Kabra, Director RR Global Interviewed Mr. Dilip Joshi about his achievements, failures and his motivations. Students from many Colleges participated in this program. The program was very inspiring and interesting. The speakers humor put additional amusement to it. Each participant got a E-certificate. ? Online Conversation with Union Minister Smt. Smriti Irani (Hem Shekhar-Valiant and Victorious) on Sunday, November 29, 2020 at 6:30 pm. The well-known speaker shared her life experiences, her journey from an ordinary girl to TV actress to the honorable Minister. The program was very motivating and insightful. ? Online Conversation with Grandmaster Vishwanathan Anand on Sunday, November 1, 2020 at 5 PM. The conversation was about the skills a sports person carries, the attitude towards failures and victories, how to face challenges with good spirit. Under the stress full COVID condition this webinar was really inspiring and motivating. Each participant got an E-certificate. ? Online Conversation with Dr. Kiran Bedi (Governor of Puducherry) 'Recreating Imagination- How to remain fearless under all circumstances' on Thursday, September17, 2020 at 5 PM. This activity inspired students with the life experience of Dr. Kiran Bedi. She shared experiences of her childhood, her journey to become an IPS officer, her major career break through etc. which were very motivating. Each participant got an E-certificate. Outcome: We assume that the whole process of involving School Students in various activities and programmes enlightened young minds and helped them to choose the right career path. Evidence of Success: Feedback from participants is Excellent. The on-going nature of these activities speaks about its success. Certificates are issued to successful students. Photographs, Attendance, Reports, etc. are other evidences. Problems Encountered: Since many of these programmes are being organized by the institution online, each activity is well planned and equally well implemented without any major problem. Some technical glitches have been encountered but are taken care off. Resources Required: Volunteers, Resource Person, College Infrastructure, internet, Computers, online meet platforms. 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. The Practice: With an intension to achieve its objectives, the Centre is organizing several activities every year. Even2020-21 was not an exception; but keeping in mind the SOP of COVID 19, by Maharashtra Government only few activities could be conducted. These activities are: Celebration of Gandhi Jayanti ? This year Gandhi Jayanti was celebrated in hybrid mode, i.e. partially offline and partially online. ? The program commenced by garlanding the photo of Bapu and lighting the lamp by all the dignitaries present in the seminar hall. ? On Gandhi Jayanti the chief guest Dr. Ravikant Sangurde, Professor of S. K. Somaiya College; Senate and Managing Committee Member of University of Mumbai, spoke on lessons to be learnt from Gandhiji's life, including simplicity and adherence to truth. Remembering P.A. Menon Sir ? On October 4, 2020, in the memory of our honourable founder chairman Adv. Shri. P.A. Menon Sir, rich tributes were paid to our Founder by many speakers. They shared their insights and valuable personal experiences with him. ? The guest speakers were Dr. N. Radhakrishnan from Indian Council of Gandhian Studies and Prof. K. Venkatramani, Former Registrar D. Y. Patil University. ? Many managing committee members, staff and students of Senior College, P.A. Menon Junior College and P. A. Menon English High School participated whole heartedly in the program. ? Like Gandhi Jayanti this programme was also conducted in hybrid mode, i.e. partially offline and partially online. Evidence of Success: ? Active participation from all teachers and students in the program. ? Photographs, Attendance etc. are other evidences. Problems Encountered: The Centre has been successfully operating since last 13 years and had been headed by Advocate P.A. Menonji, Founder Chairman, himself. Therefore, every activity of the Centre was meticulously planned and executed without any problem. Resources Required: Resource Person, College Infrastructure, internet, Computers, online meet platforms.

File Description	Documents
Best practices in the Institutional website	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/IQAC/7.2-Best_Practices_AQAR-2020-2021.pdf
Any other relevant information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VII/7.2.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

MENON FAMILY

'Menon Family' includes all the institutions' stakeholders managed by the Bhandup Educational Society.

Adv. Shri P. A. Menon, the Founder Chairman - of the Karta of the Menon Family, was an ardent follower of Gandhiji. This legacy is being followed by the present Chairperson Smt. Sarada Menon.

To propagate Gandhian Philosophy and its importance among the stakeholders Centre of Gandhian Studies and Action was founded in the year 2008.

Management Philosophy/Commitments

Staff welfare during the pandemic period

- Few staff members were allowed to stay in the institution's premises and were taken care of.
- Salary is always paid in time.
- Online webinars are conducted.
- Staff members are encouraged to participate in online webinars.
- The training was provided to staff regarding the newly subscribed G-Suite Education for the efficient conduct of online lectures.

Students' Welfare during the pandemic period

- Educational, financial assistance is provided to needy students.
- Utmost care is taken to ensure that all the eligible students can appear for online examinations.
- Online activities for the students are conducted.

Development of college

- The pandemic period was efficiently utilised to renovate further and upkeep the college premises.
- In all spears of activities, Guidelines issued by competent authorities are followed to restrict the spread of Coronavirus.

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

- Academic Calendar acts as a reference document for curriculum planning.
- Teachers are allocated workload as per the UGC norms.
- The Time-table Committee prepares the timetable and informs teachers in Departmental meetings.
- Faculties formulate Teaching plans and prepare Instructional Materials.
- Faculties have representation on the BoS and are paper setters at UG and PG levels.
- Department In charges submit Action plan for the following academic year to the Principal.
- Teachers maintain an Academic Diary of their activities.
- Faculties use ICT tools and adopt online teaching methods during the covid pandemic.
- Zoology Dept has organized avirtual field visit for students.
- Intensive, Remedial coaching and mentoring activities are conducted for learners as per requirement.
- Students are encouraged to participate in competitions and internships and enrol in add on/ certificate courses.
- College is the local chapter for NPTEL.
- Performance Report, Syllabus Completion Certificate and Academic Diaryreview the teaching and learning process.
- Analysis of results and stakeholders' feedback on curriculum assesses the course and program outcome attainment.
- Academic Audits by Management evaluates teachers' contributions.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-I/1.1.1.Final.pdf

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

IQAC prepares the Institutional Academic Calendar based on the Academic Calendar of the University of Mumbai and displays the same on the College Website.

- The academic calendar helps in planning an effective curriculum delivery with continuous evaluation. The admission schedule on the website facilitates the smooth initiation of educational programmes. It ensures syllabus completion as per lesson plans and internal assessment as per the time frame given in the academic calendar.
 - The examination committee prepares the schedule for examinations, assessment, result processing and declaration, as per the University norms and submits the report. Departments prepare timetables for preliminary and practical tests.
 - The academic calendar is used as a reference for planning and reviewing:
 - Formative assessment through tutorials at the departmental level.
 - Students' project work.
 - Academic Calendar mentions a tentative schedule for significant events such as Gandhi Jayanti, Kargil Vijay Diwas, etc.
 - Extra-Curricular Activities that motivate students to project their talents, like music festivals or dance festivals, are planned and communicated in advance, helping organizers micro-detail the activity and avoiding clashes.

Academic calendar projects information regarding public holidays, official vacations etc., helping stakeholders to plan personal activities.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-I/1.1.2%20final.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum

B. Any 3 of the above

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

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)

5

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

163

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 like Gender Equality, Environment and Sustainability, Human Values, Professional Ethics find ample space in the Programs conducted at the Institute contributing towards sensitizing students about socially relevant issues.

- Some courses enhance professional competencies, while others teach general competencies like values, environmental sensitivity etc., leading to the holistic development of students.
- Our Management has adopted 'Bhagwad Gita' as 'Dictionary of Life', and applying its 20 principles contributes to the culture of the Institution.
- Seminars, Workshops and other initiatives undertaken by Women Development Cell, NSS, DLLE and Nature Clubs supplement the cross-cutting issues integrated into the curriculum.
- Each category of cross-cutting issues with their related courses is as follows.

Professional ethics: Courses such as Advertising, Financial Accountancy, Business Ethics and CSR, Ethical Hacking, Wealth Management etc., create awareness about ethics followed by

specific professions.

Human Values:

Courses like Indian Ethos in Management, Business Ethics and CSR and Foundation Course teach values such as Equality, Peace, Accountability, Honesty, Responsibility, Respect for Diversity etc. in the learners.

Gender:

A course like Foundation Course, Business Communication, etc., creates awareness about the importance of treating genders fairly.

Environment:

.Courses like Environmental Studies, Green Technology etc. focus on environmental protection

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

24

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

1240

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://menoncollege.edu.in/PDF/FeedbackAnalysis2020-2021report.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
---	---

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://menoncollege.edu.in/PDF/FeedbackAnalysis2020-2021report.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

759

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

65

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 Counsellor to help students resolve personal and academic issues and boost self-confidence.
- Intensive Coaching- Advanced learners are given Intensive Coaching in extra assignments.
- Internship and Innovative Projects by many departments encourage Advanced Learners to take up Internships and Online Courses.
- Seminars, Workshops, Guest Lectures etc., by Eminent Personalities to enhance the learning experience.

Departmental Level Programmes:

- Tutorial System: Courses like Mathematics and Business Communication have small batches to pay special attention to slow learner students.
- Shared Experience: In Environmental Studies, students are asked to narrate significant features of their native areas.
- Peer Learning: Advanced learners in Computer Science and BMS act as student mentors for slow learners.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-II/2.2.1%20Final.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
1901	29

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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

Activities:

- Tutorials in Business Communication, Mathematical and Statistical Techniques, and Computer Science often use Group Discussions, Quiz Competitions, and Presentations, helping learners understand concepts better.
- Public Speaking through shared experiences in Business Communication eases the teething problems of the new entrants.
- Competitions like Debate, Essay, Story poem presentation, Taboo, Quiz etc., organized by various departments, provide opportunities to hone their talents.
- Experts' seminars, workshops, and Guest lectures transcend syllabi and help students understand the world beyond college.

Experiential Learning and Problem Solving

- Memorandum Of Understandings with CA Firms provide Internships for Commerce Students.

- Skill Development Workshops and Value-added Courses provide students with a level playing field when they graduate.
- Socially relevant activities by NSS and DLLE units are learning experiences in 'Not Me but You' and 'Reach to the Unreached' concepts.
- Students' significant attitudinal change is palpable due to observing 'Kargil Vijay Diwas' and 'Raksha Bandhan' with Army Jawans.
- E-cell and DMR (DAV, MENON & RATNAM), an MOU between local colleges, enrich students' learning experience.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-II/2.3.1%20Final.pdf

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

Academic Year 2020-21 was a pandemic year, and therefore all classes were conducted entirely online. All teachers made extensive use of ICT tools for a practical teaching-learning experience.

- ICT Based Applications used by Teachers: Gmail, WhatsApp Groups, Google Classroom, Google Meet, Google Drive, Shared Google Docs and Google Slides
- Online Teaching, Learning and Evaluation Tools: Many teachers have developed online content and uploaded it on YouTube. Teachers also use Learning Management Systems (LMS) such as Google Classroom, Edmodo, etc. Teachers also use tools for assessment such as Testmoz and Google Forms.
- Online Resources (MOOC-NPTEL): Students are encouraged to enrol for MOOCs offered under the SWAYAM platform of the MHRD. The College is a recognized local chapter and has a teacher in charge of the facilitation of the programme.
- Some representative links are:

Google Classroom Links:

1. FY B Com A:
<https://classroom.google.com/u/0/c/MTIyMzAxMjQxOTMx>
2. TY B Com A:

<https://classroom.google.com/u/0/c/MTM4MTk0NzI4Mzcz>

Physical Infrastructure of ICT Enabled Tools:

Device

Quantity

Desktop Computers

134

Printers

6

Scanners

3

Photocopier

2

LCD projectors

13

Public Address System

1

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

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

2.3.3.1 - Number of mentors	
29	
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	
29	
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	
16	
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

470

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

2.5 - Evaluation Process and Reforms

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

Mechanism of Internal Assessment:

- The internal assessment at the College level is governed by the rules and regulations specified by the University of Mumbai in its Ordinance No. 4.102.
- It is conducted through Online Mode. A retest is conducted for students with genuine reasons for remaining absent for the test.
- Students are evaluated through multiple tools such as practical for Science programmes and project work for Foundation Course, BMS, B.COM(A&F), BSC(CS) and M.Com.

**The mechanism for Ensuring Transparency in Internal Assessment
(Class Test):**

- An Examination Committee, consisting of senior members, has been constituted for the smooth conduct of examinations and evaluations.
- Teachers explain how the internal examination is conducted in the class, including allocating marks for each type of question.
- A tentative programme of internal assessment is incorporated into the Academic Calendar. Notices are displayed on the Notice Board and College website well in advance.

- The Computer Science Department conducts an Online Test using EDMODO. Fair evaluation is ensured through randomized questions and software-generated results, making the whole exercise transparent and robust.

All internal evaluations are done by subject teachers fairly and transparently.

File Description	Documents
Any additional information	View File
Link for additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-II/2.5.1%20Final.pdf

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

- Due to pandemics and as per university Guidelines, exams, including internal assessment, were conducted online.
- Internal assessment schedules were put up online to inform students in advance, reducing grievances.
- The teachers shared detailed instructions for appearing in the online assessment with students.
- The use of online platforms like EDMODO helped avoid the likely human bias that may creep into the internal assessment process. In the process, it also makes the mechanism transparent and efficient.
- Technical assistance was provided to students promptly through helpline numbers, and the complaints were addressed on a priority basis.
- Students with genuine reasons were allowed reexamination with the permission of the Principal.
- All grievances related to Examinations are dealt with as per the guidelines of the University of Mumbai in a fair, transparent and time-bound manner. Unfair Means Committee looks into grievances, if any, and recommends actions wherever necessary.
- If any student has a genuine grievance regarding internal assessment, the concerned teachers can resolve them at their level, to the student's satisfaction.

File Description	Documents
Any additional information	View File
Link for additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-II/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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://menoncollege.edu.in/PDF/PO-PSO-CO-2020-21.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 programme outcomes and course outcomes. Some of these outcomes are Quantitative 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 prescribed programme outcomes and course outcomes.
- The minimum qualifying marks are 40% in all courses.

Formative Evaluation:

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

Student progression into higher studies and employment through campus placements is also used to assess programme and course outcomes. The higher the passage, the 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-2020-21/Criteria-II/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

563

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/PDF/Annual%20Report-2020-21.pdf

2.7 - Student Satisfaction Survey

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

<https://menoncollege.edu.in/PDF/SSS-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00.00

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

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

3.1.2.1 - Number of teachers recognized as research guides

3

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/AOAR/AOAR-2020-21/Criteria-III/3.1.1.pdf

3.2 - Innovation Ecosystem

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

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

The College has a research centre with ICT facilities available to students and staff.

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

The expected benefits are:

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

Develop a culture of research and entrepreneurship

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-III/3.2.1.pdf

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

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

4

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

3

File Description	Documents
URL to the research page on HEI website	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-III/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

5

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

3.4 - Extension Activities

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

Our extension activities have shifted to online since face-to-face meetings were strictly prohibited. Students were encouraged to participate in extension activities through awareness programs conducted in webinars and workshops. We have organized many such programs to help students keep themselves healthy and develop their emotional quotient and a positive attitude towards life. NSS and DLLE units had taken the lead when other departments also had their contribution.

Some of the essential programs conducted by

National service scheme (NSS)

Category

Health

Swatch Bharat

Mind watch

Gender

Career

General

Nutrition and diet

Posters made on 'Swacch Bahrat'

Stress management

Women's struggle against violence

Career in Army

Starry nights

First Aid and CPR.

E-waste & Dry Waste Collection drive

Time Management

LGBTQ + Rights in India

A career in Civil Service

Discipline Chemistry around us.

Malnutrition and Obesity Management

Urban Gardening

Disaster Management

Prevention of sexual harassment and 'Gender Equality

Career in Navy

Botany in Daily Life.

Activities conducted by DLLE

1. Video making completion on Women Entrepreneurs

1. Conducting surveys and presenting digitally
1. Quiz on national youth day
1. Documentary show and quiz on water day.
1. Elocution Competition on 70th Year of Republic India

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-III/3.4.1.pdf
Upload any additional information	View File

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

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

0

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

3

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

48

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

1

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 Central Mumbai, adjoining the Bhandup railway station on the Central Line, making it convenient for students and teachers to travel from distant places.

Total Plot Area:

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

Physical Facilities for Teaching:

Sr.	Description

Nos.

1

Classrooms without LCD and LAN facilities

10

2

Classrooms with LCD and LAN facilities

13

3

804 sq. ft.Seminar Hall with LCD Facilities

1

Physical Facilities for Computing:

Sr.

Description

Facilities

1

Computer Laboratory-1

Computers = 36

Printer = 1

Scanner = 1

LAN / Internet

2

Computer Laboratory-2

Computers = 78

Printer = 1

Scanner = 1

LAN / Internet

Physical Facilities for Learning: -

Sr.

Description

Facilities

1

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

Reading

Stacking

Internet

Wi-Fi

Printing

Photocopy

2

(Library) - Ext.

Stacking (Books)

3

Science Laboratories

Chemistry

Botany

Zoology

Physics

UGC Network Resource Centre:

Sr.

Description

Facilities

1

UGC NRC (XII Plan)

Server = 1

Computers = 9

Printer = 1

Scanner = 1

LAN/Internet

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-IV/4.1.1-AQAR-20-21.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.
- We used for conducting Intra- / intercollegiate cultural fests, music and dance festivals, Prize distribution and Degree certificate distribution ceremony.
- Guest lectures, seminars, workshops, programs of "Centre of Gandhian Studies and Action", NSS, DLLE, IPR Cell, E-Cell, are held here.

Students' Council Room

80 sq. ft. Mezzanine fl.

- 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)

- 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-2020-21/Criteria-IV/4.1.2-AQAR-20-21.pdf

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

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-IV/4.1.3-AQAR-20-21.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)

4.40

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 bar-coded, 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 using an intranet LAN connection, is made available to its

users. They can access books and 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	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-IV/4.2.1-AQAR-20-21.pdf

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

A. Any 4 or more of the above

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

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

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

2.70

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

55

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

4.3 - IT Infrastructure

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

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

Computers:

The College has a total of 153 Desktop Computers of the latest configuration (124 for academic purposes and 29 for administrative purposes)

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

Internet and Wi-fi Connectivity:

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

G-suite and Google Classroom subscription: -

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

Updating IT Resources:

IT Updation during 2020-2021

Items

QTY

Amount

RAM

5

11,250.00

Monitor

8

52,000.00

DVD Writer	
2	
4,200.00	
Lapcare 2GB	
4	
5,000.00	
HDD 2TB	
1	
5,600.00	
Mouse	
20	
7,000.00	
Keyboard	
20	
11,000.00	
LCD Wall mount kit	
13	
18,850.00	
HDD 1TB	
1	
3,835.00	

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-IV/4.3.1-AQAR-20-21.pdf

4.3.2 - Number of Computers

124

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)

18.06

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 to grow into strong and resilient individuals- physically, intellectually and spiritually. Keeping this mission in mind, the institution strives to establish and maintain systems and procedures to give the best to its most treasured stakeholders - our students.

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

Maintenance of Academic Facilities:

Class Rooms:

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

Seminar Room

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

Maintenance of Support Academic Facilities:

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

- A Library Advisory Committee with a Librarian as Secretary of the Committee looks after the requirements of the

library.

- Library staff (Assistant, peons) are assigned duties for the smooth functioning of the library.

Science Laboratory

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

Read More.....

https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-IV/4.4.2_AI-AQAR-20-21.pdf

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-IV/4.4.2_AI-AQAR-20-21.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

27

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

26

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/AOAR/AOAR-2020-21/Criteria-V/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
266	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
266	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
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	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

32

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

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

5.2.2.1 - Number of outgoing student progression to higher education

133

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.

0

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)

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

Describe the students' representation and engagement in various administrative, co-curricular and extracurricular activities within a maximum of 200 words

1. STUDENTS COUNCIL

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

1. COLLEGE DEVELOPMENT COMMITTEE

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

3. LIBRARY COMMITTEE

The General Secretary of the college is co-opted as a member of the library committee.

4. NATIONAL SERVICE SCHEME

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

5. DEPARTMENT OF LIFELONG LEARNING & EXTENSION

DLLE encourages students to undertake projects. 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 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-2020-21/Criteria-V/5.3.2.pdf
Upload any additional information	View File

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

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

17

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

5.4 - Alumni Engagement

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

The alumni association of our college, though not registered, is very much functional and a throbbing component of our student's lives. There are 1025 enrolled Alumni as of 2020. A few of our Alumni currently serve the institution in the capacity of employees. Some more contributions are as follows:

- Meeting the expense towards hosting the college website and providing technical support.
- Working in an honorary capacity as a governing body member or as a legal adviser.
- Helping in internal audit or TDS calculation using Tally ERP software

A noteworthy feature of our alumni is the formation of Menonite 99, which includes a group of 15 alumni from the BCom 1999 batch, making contributions to the welfare of the students continuously.

The major initiatives of Menonite 99 Group are the following; -

- Kargil Vision- On 26th July 2020, Captain Sudeep Ghosal, who was in action during the Kargil war in 1999, addressed school and college students.
- Award of Scholarships to deserving but economically backward students - Menonite 99 also provides scholarships to deserving but financially backward students. A cheque of Rs.30,000 was handed over to the Bhandup Educational Society as a scholarship to be delivered to needy and meritorious students.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-V/5.4.1.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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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

NATURE OF GOVERNANCE

The 'Vision' and 'Mission' of the College is reflected in every activity and action of the Management.

Since 1965, the Trust has been striving to lead the masses from "Darkness to Light" through its education from school level to the post-graduate level, especially for socially and economically deprived classes and girls.

The following Programmes are being offered to the under graduate and post graduate students:

- B.Com
- B.Com (Accounting and Finance)
- BSc
- BSc (Computer Science)
- BMS
- M.Com (Advanced Accountancy)
- M.Com (Business Management)

The Founder Chairman of the Trust, Adv. Shri P.A. Menon had been highly influenced by Gandhian Philosophy, which is clearly

reflected in simplicity, in every activity of the Institution. This legacy is being followed by the present Chairman Smt. Sarada Menon.

Twenty Principles of "Bhagwad Gita" constitute core values for the 'Trust' and the same have been percolated down to the Staff and Students.

The admission process is transparent and purely based on Merit.

The performance standards of the students are quite high with an average pass percentage of around 98%.

The institution through the Centre of Gandhian Studies and Action is working efficiently to imbibe moral values and ethical principles amongst the various stakeholders.

File Description	Documents
Paste link for additional information	https://www.menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VI/6.1.1.pdf
Upload any additional information	View File

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

Decentralization:

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

Various Committees:

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

Operational Autonomy to Departments and Teachers:

- HOD has a complete autonomy with regard to planning and implementation of academic activities of his/her department.

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

Participative Management:

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

File Description	Documents
Paste link for additional information	https://www.menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VI/6.1.2.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution effectively deploys strategic plans (for annual goals) and perspective plans (for objectives to be achieved over five years). To highlight case study describing the effective utilization of Strategic plan we have selected use of ICT as a tool. This year under COVID 19-Pandemic condition, all lectures were conducted online using Google Meet Platform and attendance for the lecture was collected by using Extension on google meet . Each topic was taught using Powerpoint , Excel , Word , One note and ZiteBoard using tools like Pen tablet (serve the purpose of white board and coloured pens). Syllabus, Study material, Notices provided to the students in Google Classroom.

Assignments were given to students in Google Classroom. Class tests/Quiz conducted using Google forms, and Quizee.com. Students were asked to prepare Powerpoint presentations for evaluation of learning

By using ICT tools, teaching and learning was extended beyond the four walls of classroom and further this practice had reduced the use of paper drastically.

It also reduced the time of assessment and analysis of the feedback forms was done automatically.

As per Perspective plan teachers are using ICT and maintaining records for the same.

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

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

The institution effectively deploys strategic plans (annual goals) and perspective plans (for objectives to be achieved over five years). To highlight a case study describing the effective utilization of the Strategic plan, we have selected the use of ICT as a tool.

This year under COVID 19-Pandemic condition, all lectures were conducted online using Google Meet Platform and attendance for the lecture was collected by using Extension on google meet. Each topic was taught using Powerpoint, Excel, Word, One note and ZiteBoard using tools like Pen tablet (serve the purpose of whiteboard and coloured pens). Syllabus, Study material, Notices are provided to the students in Google Classroom.

Assignments were given to students in Google Classroom. Students were asked to prepare Powerpoint presentations for evaluation of learning. Class tests/Quiz conducted using Google forms and Quizziz.com.

Using ICT tools, teaching and learning were extended beyond the four walls of a classroom, and further, this practice had reduced the use of paper drastically.

It also reduced the time of assessment, and analysis of the feedback forms was done automatically.

As per the Perspective plan, teachers are using ICT and maintaining records for the same.

File Description	Documents
Paste link for additional information	https://www.menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VI/6.2.1.pdf
Link to Organogram of the institution webpage	https://www.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 staff through various welfare measures.

- Management ensures that Statutory welfare measures are provided to the staff in timely manner.
- Non-teaching staff is paid salary in first week of month irrespective of receipt of grants.
- Service books are kept up-to-date.

- Documents of retiring employees are updated and processed on time ensuring employees timely retirement benefits.
- Various leaves are granted as per Statute.
- Medical Leave Reimbursement are expedited.
- Vacancies in self-financed departments are filled at par with aided section.
- Accommodation is provided to non-teaching staff in the premises whenever necessary.
- Payment of medical expenses of non-teaching staff, on need basis.
- Provision of uniform for Class IV staff.
- Natural products cultivated in the premises are distributed amongst supporting staff.
- Staff appointed for cleaning the premises is provided with safety materials.
- Festivals are celebrated together as a family by all staff.
- Retiring staff are felicitated.
- In all spears of activities, Guidelines issued by competent authorities are followed to restrict the spread of Coronavirus.
- Google Meet Platform is subscribed to conduct webinars and lectures in an Online Mode.

File Description	Documents
Paste link for additional information	https://www.menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VI/6.3.1.pdf
Upload any additional information	View File

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

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

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

2

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

9

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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 for teachers, whereby their contribution to teaching, learning and evaluation of co-curricular and extra-curricular activities are taken on record by the Principal and Management.
- Teachers record their contribution on a daily basis in Academic Diaries designed by IQAC.
- Academic Diaries are checked by the HOD's and Vice-principal periodically
- Periodic meetings are called by Principal.
- Every teacher is required to submit their Academic Diary to the Principal along with Annual Performance Report.

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

- Teachers submit Academic Programme/Plans and Outcome/Performance Report of their work to the Principal through HODs and Non-teaching staff (Class III) submit Annual Plan and Performance Report of their work through their Heads.
- Confidential Report of the staff is prepared and communicated to them in a positive manner.
- Institution strictly follows UGC's Performance-Based Appraisal System through internal screening committee.

Students Satisfaction Survey (SSS)

- The College conducts SSS every year.
- It helps in conducting SWOC analysis.

Feedback through Questionnaire on 'Teachers' 'Quality' & 'Curriculum', is considered and collected.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-VI/6.3.5.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Internal Audit:

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

? For Financial Year 2020-21 it is done by Mr. Prasanth Rajan. Internal Audit Report was submitted on 14-06-2021

External Audit:

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

? The office of the Joint Director is empowered to conduct statutory audits of the College. Audits are carried out by the government through Accountant General and Joint Director to 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 2020-21, External Audit was done by M/S AVD & Associates, Chartered Accountants. External Audit Report was submitted on 29-07-2021.

File Description	Documents
Paste link for additional information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-VI/6.4.1.pdf
Upload any additional information	View File

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

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

0.55

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 donations from external sources, except contributions made by alumni and philanthropists.

Sources of Mobilization of Financial Resources:

The Principal, being the financial head, strategies for resource mobilization with the consent of the Governing body of Bhandup Educational Society - BES.

Sources of Funds:

- Students' Fees.

- Staff Salary of aided section
- Grant-in-aid received under various Schemes
- State Government Scholarships and Freeships.
- Support and financial assistance from BES
- Interest Earned
- Support from philanthropists.

Optimum Utilisation of Financial Resources is done by preparing the annual budget well in advance, after considering the requirements.

The principal presents this budget in CDC meetings.

CDC recommends a budget for approval.

The budget is reviewed by the Management and approved after making necessary changes.

The purchase committee, on the advice of the Principal and Management, looks after all purchases.

Guidelines are laid down in the Comprehensive policy document, strictly adhered to.

Institution Records all Assets acquired in Stock Register. It also records the removal of old and outdated assets periodically.

Accounts of the institution are subject to audit.

Also, all expenses are subject to strict audit controls by the Office of the Auditor General of Maharashtra.

File Description	Documents
Paste link for additional information	https://www.menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VI/6.4.3.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

TWO DAYS TRAINING SESSION ON ONLINE TEACHING AND EVALUATION:

- Two days of a training session on online Teaching and Evaluation was conducted on 19th and 20th June 2020, directed to provide working knowledge on two online software - Google Meet and EDMODO.
- Day 1: A session was conducted by CA Krishnan Jaikumar on "Online Lecture delivery through Google Meet" so that faculties could cope with online teaching Mode and implementation of virtual classroom
- Day 2: A session was conducted by Dr Saloni Bhushan on EDMODO so that Teaching staff could make groups, upload notes, submit assignments quizzes and Conduct Exams on this software in their daily teaching activity on the Online platform.

GUIDANCE SESSION FOR NAAC ACCREDITATION PROCESS:

- A guidance session on the documentation process, preparation of SSR and other allied matters related to NAAC Accreditation was conducted on 17th February 2021 for all staff.
- The Objectives of the session: To Streamline the documentation process, ascertain that we are on the right path concerning our NAAC Preparation and disseminate knowledge of the processes involved in NAAC activities and clarify the difficulties involved in the preparation.
- The session was conducted by Dr Parvathi Venkatesh, Principal of Don Bosco College.

File Description	Documents
Paste link for additional information	https://www.menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VI/6.5.1.pdf
Upload any additional information	View File

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

Case Study 1 : Teaching-learning Process of Chemistry Department

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

- The Governing Body and IQAC have institutionalized a mechanism for Periodic and Annual Review.
- Departmental meetings are conducted periodically and minuted.
- Teachers report their academic and non-academic activities in their Academic Diary.
- Learning process is monitored through Lesson Plan and Action plan accordingly
- Time table is prepared and adhered to by the teachers for smooth conduct of

Lectures

- Teachers record their lecture records in their academic diary which is periodically monitored by the Head of the department.
- Individual performance report is collected at the end of the year for evaluation of

Teachers methods and activities during the year in accordance to the format prescribed by IQAC .

- Department performance is monitored through the overall report prepared by Head of the Department in accordance to the format prescribed by IQAC.

Case Study 2: Student Progression of Chemistry Department

Student Progression is an area of immense interest in our scheme of improvement.

As a sample case study signifying IQAC involvement in Students progression we have highlighted significant methodologies adopted to identify, develop interest , evaluate and monitor students performance of Chemistry Department.

Identification :

- Tests are conducted periodically to identify slow learners and advanced learners.
- Results of these test are evaluated to classify the students

Developing Interest:

- Use of ICT tools are made to create visual effects to

increase students involvement and enhancing their understanding skills .

- Various Activities are designed specifically for Students to develop interest in the subject.

Evaluation.

- Students' progress is continuously monitored through various evaluation methods which includes Intensive Teaching & Remedial Coaching wherein the focus is to identify the weakness of students during learning and thereby Remedial steps are taken.IQAC

Monitoring

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

File Description	Documents
Paste link for additional information	https://www.menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VI/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%20Report-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender Sensitization in Curricular Activities:

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

Gender Sensitization in Co-Curricular Activities:

Programme/Activity on gender equity and sensitization

Women entrepreneur's day on November 19, 2020, through video-making competition.

On January 26, 2021, Elocution Competition titled Gender justice and Society: A review of the last 70 years of the Republic of India.

Online survey to find the status of women under pandemic situations and their safety/security.

- Webinars

1. Ecofeminism on Women's day
2. Valiant and Victorious: Conversation with Smt. Smriti Irani.

**3. How to remain fearless under all circumstances:
Conversation with Dr Kiran Bedi.**

Facilities for Women Safety:

- **Provisions for Safety and Security:**
- G-Suite Education subscription with the enhanced security option.
- Secured G-Classrooms for students with registered e-mail ID.
- Only teachers (HOST) had security controls of G-meet.
- Girls' Common Room
- CCTV Surveillance in Campus
- Security at the Entry Gate
- Separate washrooms for boys and girls.
- Code of conduct for stakeholders.
- **Counselling:**
- The counsellor was available online for students.
- Two Stress Management Sessions organized.
- Internal Complaint Committee (ICC)

File Description	Documents
Annual gender sensitization action plan	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VII/7.1.1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VII/7.1.1.pdf

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

B. Any 3 of the above

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

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

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

Solid Waste Management:

- Ms Rashmi Joshi, a Waste Management Consultant, delivered a lecture on compost-making and kitchen gardening on December 5, 2020.
- Chemistry Department and NSS organised two days lecture on 'Chemistry around us and its safe handling' on March 12, 2021, and March 16, 2021.
- WDC and Environmental Science Department organised a workshop on urban gardening on March 10, 2021.

Liquid-Waste Management:

The liquid waste disposal system of the College has been developed as per the guidelines of the Municipality.

E-waste Management:

The botany department and Nature club organised a lecture by Ms Rashmi Joshi on January 28, 2021, to sensitise students about E-waste management.

Waste Recycling System:

- Compost Making Project to convert biodegradable wastes of College into manure for the college garden.
- The foundation course "Best out of Waste" project was conducted to sensitise students about recycling.
- WDC and Environmental Science Department organised a video

making competition on Recycling on March 20, 2021.

Hazardous Chemicals Management:

- Online safety instructions and videos on "Safety in Chemistry Laboratory" were shown to students.

Safety Signage is displayed on the walls in the 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

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

A. Any 4 or all of the above

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:

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

Integrating Persons with Disabilities (PwD):

- The Campus is disabled-friendly with a facility of Lift, Levelled Floors, Toilet, facility of Wheel Chair, etc.

Integrating Minorities and Economically Weaker Sections:

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

Integrating Vernacular Medium Students:

- Online Spoken English for Employability Course attempted to integrate students from the vernacular medium into the

mainstream.

- Sometimes, teachers use Hindi or Marathi in class to make these students understand complex concepts.

Promotion of Inclusive Environment:

- **Celebration of National Festivals:** Celebration of Independence Day, Republic Day and Birth Anniversaries of great leaders etc., to inculcate the spirit of 'Unity in Diversity'.

First Aid, AIDS Awareness program was organized to teach the feeling of care and compassion among students.

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

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

Celebration of Important Days:

Independence Day

(15 August)

Hoisted Indian National Tri-colour is obeying the rules and regulations of COVID-19.

Republic Day

(26 January)

The day was celebrated in the College, obeying the rules and regulations of COVID-19.

Constitution Day

(26 November)

All readout the Preamble to the Constitution. In collaboration with Kalsekar College, Menon College had organised a webinar to educate students and staff about the Constitution of India.

Founder's Day

(4 October)

The day we celebrated by lighting the lamp, garlanding Shri P. A. Menon sir's photograph and sharing memories.

Activities Organised to Promote Constitutional Values:

Promotion of Ethical Practices

The IPR Cell organised seminars and quizzes to create awareness and sensitise students on ethical practices w.r.t Patent Laws, RTI, Copyright, etc.

Promotion of Human Values

Thought The Chemistry department conducted sharing Activityto create a positive approach in students. Student Council has organised a PPT competition on COVID-19.

Awareness about Environment

Programs on ecosystem and biodiversity etc. were conducted online.

Activities by NSS, WDC and DLLE

To make students socially responsible citizens, many programs were organised like: Awareness on World Cancer Day, First AID, Drug Abuses, Workshop on Social entrepreneurship etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-VII/7.1.9.pdf
Any other relevant information	https://menoncollege.edu.in/NAAC/AOAR/AOAR-2020-21/Criteria-VII/7.1.9.pdf

<p>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</p>	<p>A. All of the above</p>
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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

<p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p> <p>Following national and international commemorative days were celebrated through respective activities:</p> <p>Commemorative Days</p> <p>Programs/Activities</p> <p>National Youth Day</p>

Quiz competition on Swami Vivekananda.

World Cancer Day

Awareness Webinar by Dr Uma Gunge.

Marathi Raj Bhasha Divas

Online guest lecture by Mr Ishant Sangamnerkar about the richness of the language.

World Water Day

Video screening, quiz and poster competitions on the importance of water.

NSS Day

Webinar on 'Ideal NSS volunteer' by Mr Ashish Chakravarty.

National Science Day

Lecture on 'Starry Night' by Dr Prajith Chandran.

International Women's Day

Webinar on Ecofeminism by Dr Deepa Chozikhunnath.

International Sparrow day

Essay, posters, slogans and poems are written on sparrows to raise awareness and protect them.

Kargil Vijay Diwas

Online interactive session with an ex-Army Personnel who has participated in Kargil War.

International Tiger Day

Poster competition on 'Save Tiger - Save Nature'.

International Elephant Day

Online poster making activity on 'Importance of Elephant and the need to save them'.

Gandhi Jayanti

A Webinar on Gandhian Philosophy.

Reading Inspirational Day

The birth anniversary of Dr Abdul Kalam was celebrated online to create interest in reading among students.

Women's Entrepreneurs day

Videos were making competition on successful women entrepreneurs and Screening to all students.

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

7.2 - Best Practices

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

Best Practice 1 Title: "Igniting Young Minds" Objectives of the Practice: 1. To focus on fun way and application-based teaching-learning for inquisitive school children. 2. To empower students to make informed choices about career. 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 the Menon family and community. This year too, we have endeavored to continue with the activities, although on online platform due to the pandemic.

The Practices: Highlights of some of the activities: Celebration of National Festivals: The institution celebrates occasions like Independence Day, Republic Day, Gandhi Jayanti, Founder's Day etc. as one family. During such celebrations we always make special efforts to keep school children in the forefront, to give them an opportunity to manifest their latent talent and to strengthen their confidence in self. This year under COVID-19 pandemic restriction, all programs could not be conducted in usual manner. Keeping in mind the SOP of Maharashtra Government, school students joined all these programs online.

Kargil Vijay Diwas: 'The child is the future of a nation'. Our institution has pledged to sensitize our students at a very young age towards patriotism and the sacrifices made by our soldiers. To institutionalize this concept, we, along with our ex-students (Menonite 99), came up with the idea of celebrating Kargil Vijay Diwas, in our institution, since 2008. School students actively participate in this program online. On this day army official, Captain Sudeep Ghoshal was invited to inspire our students through his online motivational speech and power point presentation on various careers in Army. As an IQAC initiative, WDC, jointly with Hema Foundation, Indian Development Foundation (IDF) organised series of interactive sessions with famous personalities to inspire our school and college students, they are namely: ? Online Conversation with Renowned actor Mr. Dilip Joshi "Jethha Bhai Dil Se" on Sunday, December 20, 2020 at 7:30 pm. Mr. Sumeet Kabra, Director RR Global Interviewed Mr. Dilip Joshi about his achievements, failures and his motivations. Students from many Colleges participated in this program. The program was very inspiring and interesting. The speakers humor put additional amusement to it. Each participant got a E-certificate. ? Online Conversation with Union Minister Smt. Smriti Irani (Hem Shekhar- Valiant and Victorious) on Sunday, November 29, 2020 at 6:30 pm. The well-known speaker shared her life experiences, her journey from an ordinary girl to TV actress to the honorable Minister. The program was very motivating and insightful. ? Online Conversation with Grandmaster Vishwanathan Anand on Sunday, November 1, 2020 at 5 PM. The conversation was about the skills a sports person carries, the attitude towards failures and victories, how to face challenges with good spirit. Under the stress full COVID condition this webinar was really

inspiring and motivating. Each participant got an E-certificate. ? Online Conversation with Dr. Kiran Bedi (Governor of Puducherry) 'Recreating Imagination- How to remain fearless under all circumstances' on Thursday, September 17, 2020 at 5 PM. This activity inspired students with the life experience of Dr. Kiran Bedi. She shared experiences of her childhood, her journey to become an IPS officer, her major career break through etc. which were very motivating. Each participant got an E-certificate. Outcome: We assume that the whole process of involving School Students in various activities and programmes enlightened young minds and helped them to choose the right career path. Evidence of Success: Feedback from participants is Excellent. The on-going nature of these activities speaks about its success. Certificates are issued to successful students. Photographs, Attendance, Reports, etc. are other evidences. Problems Encountered: Since many of these programmes are being organized by the institution online, each activity is well planned and equally well implemented without any major problem. Some technical glitches have been encountered but are taken care off. Resources Required: Volunteers, Resource Person, College Infrastructure, internet, Computers, online meet platforms. 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. The Practice: With an intension to achieve its objectives, the Centre is organizing several activities every year. Even 2020-21 was not an exception; but keeping in mind the SOP of COVID 19, by Maharashtra Government only few activities could be conducted. These activities are: Celebration of Gandhi Jayanti ? This year Gandhi Jayanti was celebrated in hybrid mode, i.e. partially offline and partially online. ? The program commenced by garlanding the photo of Bapu and lighting the lamp by all the dignitaries present in the seminar hall. ? On Gandhi Jayanti the chief guest Dr. Ravikant Sangurde, Professor of S. K. Somaiya College; Senate and Managing Committee Member of University of Mumbai, spoke on lessons to be learnt from Gandhiji's life, including simplicity and adherence

to truth. Remembering P.A. Menon Sir ? On October 4, 2020, in the memory of our honourable founder chairman Adv. Shri. P.A. Menon Sir, rich tributes were paid to our Founder by many speakers. They shared their insights and valuable personal experiences with him. ? The guest speakers were Dr. N. Radhakrishnan from Indian Council of Gandhian Studies and Prof. K. Venkatramani, Former Registrar D. Y. Patil University. ? Many managing committee members, staff and students of Senior College, P.A. Menon Junior College and P. A. Menon English High School participated whole heartedly in the program. ? Like Gandhi Jayanti this programme was also conducted in hybrid mode, i.e. partially offline and partially online. Evidence of Success: ? Active participation from all teachers and students in the program. ? Photographs, Attendance etc. are other evidences. Problems Encountered: The Centre has been successfully operating since last 13 years and had been headed by Advocate P.A. Menonji, Founder Chairman, himself. Therefore, every activity of the Centre was meticulously planned and executed without any problem. Resources Required: Resource Person, College Infrastructure, internet, Computers, online meet platforms.

File Description	Documents
Best practices in the Institutional website	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/IQAC/7.2-Best_Practices_AQAR-2020-2021.pdf
Any other relevant information	https://menoncollege.edu.in/NAAC/AQAR/AQAR-2020-21/Criteria-VII/7.2.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

MENON FAMILY

'Menon Family' includes all the institutions' stakeholders managed by the Bhandup Educational Society.

Adv. Shri P. A. Menon, the Founder Chairman - of the Karta of the Menon Family, was an ardent follower of Gandhiji. This legacy is being followed by the present Chairperson Smt. Sarada Menon.

To propagate Gandhian Philosophy and its importance among the stakeholders Centre of Gandhian Studies and Action was founded in the year 2008.

Management Philosophy/Commitments

Staff welfare during the pandemic period

- Few staff members were allowed to stay in the institution's premises and were taken care of.
- Salary is always paid in time.
- Online webinars are conducted.
- Staff members are encouraged to participate in online webinars.
- The training was provided to staff regarding the newly subscribed G-Suite Education for the efficient conduct of online lectures.

Students' Welfare during the pandemic period

- Educational, financial assistance is provided to needy students.
- Utmost care is taken to ensure that all the eligible students can appear for online examinations.
- Online activities for the students are conducted.

Development of college

- The pandemic period was efficiently utilised to renovate further and upkeep the college premises.
- In all spears of activities, Guidelines issued by competent authorities are followed to restrict the spread of Coronavirus.

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 celebrate Dr A. P. J. Kalam's birthday as 'Reading

Inspirational Day' with activities.

2. To celebrate Gandhi Jayanti week more elaborately with speeches, activities etc.
3. To conduct a workshop on the assessment of Programme attainment outcomes.
4. To conduct workshops on conducive work environments in educational institutions.
5. To conduct State/National Level Seminar/Webinar related to NAAC Accreditation of HEI.
6. All other activities/initiatives began in the previous years.
7. To conduct State/National Level Seminar/Webinar on the upcoming New Format for AQAR.
8. To conduct a Seminar / Workshop on Stress Management for teaching and non-teaching staff.