SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

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

OPP. BHANDUP RAILWAY STATION, VIR SAVARKAR MARG, BHANDUP-(EAST), MUMBAI
400042
http://www.menoncollege.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

July 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

The **Bhandup Educational Society** has been striving to lead the masses from **'Darkness to Light'** through its ever-expanding domain of education from the **school level to the post-graduate level**.

Major Milestones

Year	Details
1962	Bhandup Educational Society (BES)
1965	B. E. S. English High School
1982	V. K. Krishna Menon Degree College (Commerce)
1983	B. E. S. Junior College of Commerce and Science
	(Renamed as P. A. Menon Junior College of Commerce and Science - **2019**)
1992	V. K. Krishna Menon Degree College (Science)
2004	NAAC Assessment and Accreditation 1st Cycle (Grade B)
2005	B. Sc. (Computer Science) and M. Com. (Advanced Accountancy)
2008	Centre of Gandhian Studies and Action
2009	Bachelor of Management Studies (BMS)
2010	NAAC Assessment and Re-accreditation 2nd Cycle (Grade B)
2019	Proposal for Academic Audit submitted to the Affiliating University
2019	Proposal for NIRF was submitted
2020	B. Com. (Accounting & Finance) and M.Com. (Business Management)
2021	Submission of SSR to NAAC for 3rd Cycle

Major Highlights of the Institution

Permanent Affiliation (Aided Section) - University of Mumbai

Streams - Commerce and Science

No. of Aided Programmes Offered - UG-2

No. of Self-financed Programmes Offered - UG-3, PG-2

No. of Certificate Courses Offered - 10

No. of Add-on/Value Added Courses Offered - 3

Linguistic Minority (Malayalam) - 2008

Students Strength (2020-2021) -1899

Average Enrolment - 90.95%

Facilitator of Girls' Education: Gender Ratio (Girls to Boys) - 3:2

Full-time Teachers (Aided) - 21

Full-time Teachers (Unaided) - 12

Teachers with Ph. D. - 17

Teachers with PG Recognition - 7

Teachers Recognized as Research Guide – 3

Average Teaching Experience of Full-time Teachers -15 Years

Students: Full-time Teachers Ratio - 50: 1

Admission Policy - Open to All Purely on Merit

Average Pass Percentage - Around 90%

Campus Area - 3762.57 sq. mt.

Playground Area - 4598.7 sq. mt.,

Built-up Area - 80,000 sq. Ft.

Infrastructural Facilities

Well-lit Classrooms

Air-conditioned Auditorium & Gymnasium

Gymkhana

Laboratories

Seminar Hall

Canteen and Sports Ground

Adv. P. A. Menon Knowledge Resource Centre

Fully Automated with ILMS-SOUL-2.0

More than 34000 Reference Books

Around 4000 Textbooks

60 E-Books (Perpetual Access)

60 Serials Subscription

N-List Consortia Subscription

17 Newspapers

Average 105 Daily Footfalls

Students: Computer Ratio - 11: 1

Vision

The vision and mission of the institution are derived from our ancient scriptures and the voluminous work of Swami Vivekananda.

VISION

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

Mission

MISSION STATEMENT

"???? ?? ?????????? " – "FROM DARKNESS TO LIGHT"

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

CORE VALUES

The journey of *jivatma* is described as "???? ?? ??????????" (From Darkness to Light). We believe that the nature or character inherited by *Atman* comprises of three *Gunas – Satva, Rajo and Tamoguna*. Sublimation of the base nature is possible by adopting **BHAGWAD GITA** as **DICTIONARY OF LIFE**. Twenty principles derived from this holy book constitute core values for the stakeholders. Some of these values are Humility, Modesty, Ahimsa or Non-violence, Forbearance, Uprightness, etc.

GOALS AND OBJECTIVES

- To strive towards sublimation of base nature and manifest the perfection in thoughts, words and deeds by adopting the Holy Book "*Bhagwad Gita*" as Dictionary of Life.
- To motivate students for continuous personal and professional growth.
- To instil a strong foundation of moral values and ethical principles to mould them into excellent human resources.
- To provide a homely environment in the institution.
- To develop good character and personality and become citizens who are assets to the society.
- To strengthen stakeholder's relationships.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Value-driven management committed to the education of socially and economically deprived classes, especially of Girls.
2. Ethical work culture instilled by Late, Adv. Shri. P. A. Menon (Founder) based on Gandhian Philosophy and Bhagwad Gita has percolated down to all stakeholders.
3. Locational advantage due to proximity to Railway Station and connectivity to the Eastern Express Highway.
4. Highly qualified, student-centric, research-oriented and experienced teaching staff and skilled non-teaching staff.
5. Robust infrastructure, classrooms with ICT facility, fully automated Adv. P. A. Menon Knowledge Resource Centre (Library), green campus, well-equipped laboratories and gymkhana, fully air-conditioned gymnasium, seminar room and auditorium.

Institutional Weakness

1. Being an affiliated institution, the College has limited flexibility with respect to curriculum design and its delivery.

2. First-generation learners with limited financial capacity restrict institution's ability to introduce industry-sponsored professional courses.
3. Poor placements and lack of focussed industry collaborations due to mismatch between the industry requirements and learning outcomes.
4. Lack of Research Centre due to absence of PG programmes in Science disciplines, resulting from poor demand for the Programmes.
5. Lack of inter-disciplinary and trans-disciplinary programmes as envisaged by the New Education Policy (NEP).

Institutional Opportunity

1. Academic Autonomy post-NAAC, proximity to railway station and large campus area offer opportunity for starting new courses.
2. Starting professional programmes, viz., L.L.B., B.Ed., Pharmacy, Hospitality Management, Tourism and Travel Management, etc.
3. Possibility of academic collaborations with large industries, viz., Godrej, Adani Energy, Asian Paints, etc. in proximity.
4. Mumbai, being commercial capital of India, offers condusive environment for lucrative placements to Commerce Graduates.
5. Well-equipped laboratories and qualified teaching staff provide opportunities of applied research in related disciplines.

Institutional Challenge

1. Competition from autonomous institutions in the vicinity poses a challenge to the survival of traditional programmes offered by the College.
2. Stoppage of Non-salary Grants since 2004-2005 and limited sources of revenue have resulted in huge financial burden on the Management.
3. Dwindling teaching and non-teaching staff in Aided Section due to superannuation and non-issue of NOC by the Government for filling-up of the vacant posts.
4. Providing lucrative placements to the students completing traditional non-competitive programmes of the University.
5. Rising materialism and increasing commercialization pose a challenge in imbibing cherished Gandhian values among the students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

1.1. CURRICULUM DESIGN & DEVELOPMENT

- The College is **affiliated with the University of Mumbai** and **offers UG and PG programmes** under **CBCS pattern** in **Commerce and Science streams**.
- The College offered **10 Certificate Courses** and **3 Add-on Programs** of which some of which are in collaborations with various external agencies.

- **4 teachers** are **members of the BoS, University of Mumbai** and **BoS of various Autonomous Colleges**.
- Senior teachers have contributed to the open resources, viz., **NPTEL and MOOCs** for the benefit of the students and faculties.
- **100% of faculty is involved in Board of Examination & Evaluation activities**, viz paper setting, assessment, revaluation/ moderation, and practicals etc.

1.2. CURRICULUM PLANNING & IMPLEMENTATION

- **Academic Calendar** is prepared and displayed on the College website. **Time-table** is prepared by **Time-table Committee** considering the **workload as per the UGC norms**.
- Faculties attend **syllabus revision workshops, formulate objective-driven teaching plans** and prepare i**nstructional materials**.
- **Moral and Ethical values are inculcated** through activities of **'Centre of Gandhian Studies and Action', WDC and NSS**.

1.3. CURRICULUM ENRICHMENT

- Teachers use **Bridge Courses, Remedial Coaching, Mentoring, Field Visits, Project Work, Internships, ICT Tools, Blended Learning**, etc. to enhance teaching effectiveness.
- **Continuous Internal Evaluation** through **assignments, surprise tests, quiz, science practical, project work** etc. is undertaken.
- **Workshops and guest lectures** are conducted, **participation in exhibitions, competitions and Internships** is encouraged and i**ndustry and field visits** are organized.

1.4. CURRICULUM MONITORING & REVIEW MECHANISM

- **Lectures** as per the timetable and **co-curricular and extra-curricular activities** as per the programme schedule are **monitored by the respective Heads and Vice-principal**.
- **Performance Report, Syllabus Completion Certificate and Academic Diary** review the teaching, learning and evaluation.
- **Result analysis** is done program wise, course wise and presented in staff meetings for evaluation and action.
- **Feedback from students and other stakeholders** on **'Teachers Quality', 'Curriculum', Infrastructure, Principal, Library, etc.** is collected, analysed and follow-up action is taken.
- **Result Analysis** is undertaken and **PTA** is organized to give feedback on students' performances and **the Management** undertakes **Academic Audit of Staff annually.**

Teaching-learning and Evaluation

2.1 STUDENTS ENROLLMENT AND PROFILE (2015-2020)

- **Average Annual Enrolment =** 90.95%.
- Average Percentage of seats filled for reserved category = 54.27
- **Girls to Boys Ratio** = 3:2.

2.2 CATERING TO STUDENT DIVERSITY

Institutional Level Strategies to Bridge Learning Gap:

1. Bilingual Mode of Instructions for vernacular medium students.
2. Mentoring and Remedial Coaching.
3. Counselling Sessions and Intensive Coaching.
4. Barrier-Free Environment and special coaching for Persons with Disabilities.
5. Safety and Security for girls.
6. Scholarships for SC, ST and OBC.

Departmental Strategies to Bridge Learning Gap:

1. Bridge Course.
2. Tutorial System.
3. Shared Experience.
4. Peer Learning.

2.3 TEACHING-LEARNING PROCESS

- **Students: Teachers Ratio =** 50: 1.

- **Participative Methods**– public speaking, shared experiences, tutorials, skits, GDs, presentations, science exhibitions, etc.
- **Experiential Learning (Problem-Solving) methods**– Live trading sessions, internships, field visits, workshops, etc.
- **Innovative strategies**– POGIL Method, 'Fastest Programmer First' Method, 'Rate Yourself' Method and 'I Love Reading' Sessions.

- **Learning Management Systems (LMS)**– MOOC-NPTEL (SWAYAM), Google Classroom, Edmodo, etc. and **Assessment Tools**– Testmoz and Google Forms.

2.4 TEACHERS PROFILE AND QUALITY

- **Filled Posts : Sanctioned Posts Ratio =** 0.86 : 1
- **Teachers with Ph. D. = 44.03**%.
- **Average Teaching Experience =** 14.85 years.
- **Research paper published** = **74 Minor Research Projects** = **5** and **Research Papers presented** = **2** during the last 5 years.

2.5 EVALUATION PROCESS AND REFORMS

- **Continuous Internal Evaluation (CIE)** as per **University Ordinance 4.102.**
- **Innovative modes of internal examinations**– Group Projects, Street Play, PowerPoint, Posters, Field Visits or Survey Reports, etc.
- **Resolution of Exam-related Grievances**– Double-check (moderation), providing a photocopy of answer books and revaluation.

2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

- **Average Passing %** = 89.36% (Much higher than University Average)
- **Evaluation of the attainment of POs, PSOs and COs** thorough Formative and Summative Assessment, Result Analysis, Academic Audit, Students Progression, Campus Placements, Feedback and Students Satisfaction Survey.

Research, Innovations and Extension

3.1- Resource Mobilization for Research (2015-2020)

- **Grants received from Government and Non-governmental Agencies for Research Projects** = 1.61 Lakhs
- **Teachers Recognized as Research Guides** = 9.09% (3 Teachers)
- **Number of Minor Research Projects** = 5.

3.2- Innovation Ecosystem

- The institution has established **Research Cell, Entrepreneurship Cell, Adv. P.A. Menon Knowledge Resource Centre** and **Gandhian Study and Research Centre** for creation and transfer of knowledge.
- **Number of Workshops/Seminars on Research Methodology, IPR and Entrepreneurship organized** = 10.

3.3- Research Publication and Awards (2015-2020)

- **Number of Ph. D. Students Registered** = 5.
- **Number of Research Papers Published in Peer-Reviewed or UGC Listed Journals** = 18.
- **Number of Books and Chapters in Edited Volumes/Books Published and Papers Published in National/International Conference Proceedings** = 26.
- Number of Research Papers Published other than UGC notified journals = 30
- Papers presented in conferences = 2.

3.4 Extension Activities

- **Extension Activities by National Service Scheme (NSS)** – Blood Donation Camps, Tree Plantation Drives, Adoption of Village, Seven Days Residential Rural Camp and Help during Natural Calamities.
- **Extension Activities by Department of Lifelong Learning and Extension (DLLE)** – Status of Women in Society Project (SWS), Population Education Club (PEC), Industry Oriented Project (IOP), Career Project (CP), Udaan Festival and National Polio Drive.
- **Departmental Level Extension Activities:** Various departments take up social issues through Poster presentations, PPTs, Street plays and Field projects.
- **Number of Awards and Recognitions Received for Extension Activities** = 35.
- **Number of Extension and Outreach Programs conducted by the Institution through NSS/DLLE/Departments** = 225.
- **Average Percentage of Students Participating in Extension Activities** = **16.7%.**

3.5 Collaborations (2015-2020)

- **Number of Collaborative activities for Research, Faculty Exchange, Student Exchange/**

Internship = 27.

- **Number of functional MoUs with Institutions, Other Universities, Industries, Corporate Houses etc.** = 19.

Infrastructure and Learning Resources

4.1 Physical Facilities

- **Convenient Location** adjoining to Bhandup railway station
- **Campus:** 3762.57 sq. m.
- **Playground:** 4598.7 sq. m.
- **Built-**up Area: 80,000 sq. ft.
    - **Teaching:** 23 classrooms and one Seminar Hall (13 classrooms have LCD Projectors, LAN facility)
    - **Computing:** 2 Computers Labs having 114 (36 + 78) computers, 2 (1 + 1) printers, 2 (1 + 1) scanners and LAN and internet facility
- **Science Laboratories:**
    - Chemistry Lab: 3183 sq. ft.
    - Botany Lab: 1597 sq. ft.
    - Zoology Lab: 1540 sq. ft.
    - Physics Lab: 1344 sq. ft.
- **UGC Network Resource Centre:** Established under XII Plan (528 sq. ft.) having 1 Server, 9 Computers, 1 Printer, 1 Scanner and LAN/Internet facility
- **Facilities for Cultural Activities, Sports, Games (indoor, outdoor), Gymnasium, Yoga, etc.**
- Air-conditioned Auditorium: 3400 sq. ft. (Capacity = 300 persons)
- Students' Council Room: 80 sq. ft.
- Playground (Outdoor Games): 4598.7 sq. meter.
- Gymkhana (Indoor Games): 1160 sq. ft.
- Gymnasium: 820 sq. ft.
- Training-cum-certificate Course in Yoga
- **Average Annual Expenditure for Infrastructure Augmentation:** INR 20.97 Lakhs p.a.

4.2 Library as a Learning Resource

- **Fully automated using Integrated Library Management System (ILMS)** since 2005
- **ILMS Software:** SOUL 2.0
- **Average Annual Expenditure on Books and Journals (2015-2020) =** INR 6.65 Lakhs p. a.
- **Average Daily Footfalls (2015-2020)** = 105
- **Adv. P.A. Menon Knowledge Resource Centre:** 3400 sq. ft. and **Stacking Room** 685 sq. ft.
- **Timing:** 8.00 am to 8.00 pm.
- **Reading Room Capacity:** 160 students
- **Text Books: around 4000**
- **Reference Books: More than 34000**
- **Periodicals:** 60
- **E-Books:** 60
- **INFLIBNET N-List Subscription**
- **E-Resource Zone:** 10 Computers with Internet/Wi-Fi and LAN

- **Braille Software** for disabled students
- Students' Orientation, Reading Inspiration Day, Book Exhibition

4.3 IT Infrastructure

- Number of Computers: 153, Printers: 11, Scanners: 7, Sound Systems: 27 and Projectors: 15
- **Licensed Softwares:** Windows 8.1 Operating Systems: 50, MS Office: 15 and MS SQL: 5
- **Internet Bandwidth:** 50 Mbps.
- **Student–Computer Ratio:** 11:1

4.4 Maintenance of College Infrastructure

- **Average Expenditure on Maintenance of Academic and Physical Facilities (2015-2020):** 45.45
- **AMC** for Photocopier, Pest Control, Intercom, Electrical Maintenance, Fire Extinguisher, CCTV, Lift, Air-conditioner, Water Purifier and General Maintenance.

Student Support and Progression

5.1. STUDENTS SUPPORT MECHANISM

A well-structured mechanism exists for students' progression. Students are represented on statutory and non-statutory committees.

- **Average Number of Students benefited by Government Scholarships/Freeships (2015-2020)** = 56 students p.a. and by **Institutional Scholarships/Freeships (2015-2020)** = 14 students p.a.
- **Capacity Building and Skills Enhancement Programmes:**
  - **Soft Skills Development Programmes:** 52
  - **Language and Communication Skills:** 2
  - **Life Skills:** 45
  - **ICT/Computing Skills:** 5
- **Average Number of Students benefitted by Guidance for Competitive Examinations and Career Counselling (2015-2020)** = 215 students p.a.
- **Grievance Redressal Mechanism, Anti-ragging Cell and Internal Complaint Committee** exits. No serious grievance has been reported.

5.2. AVERAGE PERCENTAGE OF STUDENTS PROGRESSION TO HIGHER EDUCATION: 20%

5.3 Student Participation and Activities

- Ample opportunities are provided to students for their holistic development through planning and organising various programmes under the guidance of the teachers.
- **Number of Activities Organised (2015-2020):** 306.
- **Number of Students Participated**: About 9500.
- Students are represented on Students' Council**,** CDC**,** IQAC**,** Anti-ragging Committee**,** WDC**,** NSS**,** DLLE**,** Library Advisory Committee, Sports Council.
- **Average Number of Sports and Cultural Events/Competitions organized during (2015-2020):** 60 pa

5.4 Alumni Engagement

- Alumni Association, though not registered, is very much functional and active, with 1025 enrolled Alumnus (2020).
- It contributed by organising workshops/seminars, helping placements, providing scholarships, hosting college website, contributing to NSS activities, providing legal services, helping internal audit and donating books.
- **Total Alumni Contribution (2015-2020):** Rs. Rs.4,07,102.

Governance, Leadership and Management

6.1 Institutional Vision and Leadership

- Fulfilling vision of leading masses **"from Darkness to Light"** by offering education to **socially and economically deprived classes and girls**.
- Influence of **Gandhian Philosophy** on the Founder Chairman, **Adv. Shri P.A. Menonji** is reflected in **institutional simplicity. Twenty Principles** of *"Bhagwad Gita"* constitute **core values**.

Although, the Principal is the Head, all institutional **activities are fully decentralised** to the Heads and Committees, who operate **through active participation of the staff and students**.

6.2 Strategy Development and Deployment

- **Deployment of Strategic Plans for achieving annual goals** and **Perspective Plan for achieving long-term development plans**.
- **Institutional Policy Document** covering appointments, promotions, service rules, etc. is based on the guidelines of **Higher Education Department**, **Government of Mumbai, University of Mumbai** and **UGC**.

E-governance is used in the Administration, Finance and Accounts, Student Admission and Support and Examination.

6.3 Faculty Empowerment Strategies

- Management honours teachers' achievement and reimburses fees of conferences. Non-teaching staff is provided free accommodation, medical reimbursements, employment to deserving persons from families, safety accessories to cleaning staff, medical check-up, yoga and meditation workshops and felicitation of retiring staff.
  - **Number of Professional Development Programmes Organized by the Institution - 10**

Number of Online/face-to-face FDP attended by Faculty - 20

6.4 Multi-layered Performance Appraisal System for staff.

- Continuous Performance Appraisal by IQAC.
- Academic-Administrative Audit.
- PBAS and Student Satisfaction Survey (SSS).

- Feedback.
- Internal audit by internal auditor and external audit by the office of the Joint Director, HE, Mumbai and the AG Office, Mumbai. There are no major audit objections.

6.5 Internal Quality Assurance System

Some of the IQAC initiatives (2015-2020):

- **Teaching-Learning and Evaluation:** Academic Calendar, Standardizing Documentation Process, Feedback, Certificate Courses, Collaborations, E-Cell, Curriculum Enrichment Programs and Innovative Teaching Techniques.
- **Co-curricular and Extra-curricular Activities:** Inter-collegiate Lakshh Festival, Establishment of Well-equipped Gymnasium and Biometric Attendance System.
- Number of workshops and seminars on quality enhancement were organised by IQAC.
- Other Initiatives includes **ICT-enabled Classrooms, Fire Audit, Energy Audit, Structural Audit, Installing Solar Energy Panels and Rain Water Harvesting.**
- The proposals for AAA and NIRF have been submitted.

Institutional Values and Best Practices

7.1. GENDER SENSITIZATION

We genuinely believe that educating a girl child is tantamount to educating the whole family, which eventually fosters gender inclusion and equity.

44 Gender Sensitization programmes organised by WDC, DLLE, NSS and Students' Council.

Workshops – Self Defence, Skill Development- KAUSHAL, Legal Awareness.

Guest Lectures - Nutritional Diet, Health & Wellbeing, Gender Issues, Film Shows etc.

Facilities - CCTV surveillance, Girls Common Room-cum rest room, Sanitary Pad Facility, ICC, etc. Counselling Facility.

7.2. ENVIRONMENT SUSTAINABILITY

Awareness

Study Tours, Tree Plantation, Swatchh Bharat Abhiyan, Paper Bag Making Workshop, Exhibitions, Guest Lectures, Competitions, Digitized Assignments, Research Papers etc.

Waste Management

Application of 3-R Principles, Management of Solid, Liquid and e-Waste, Management of Hazardous Chemicals, Waste Recycling

Water Conservation System

Rain Water Harvesting, Construction of Tanks and Bunds and Maintenance of Water Distribution System

Use of Alternative Energy

Solar Energy

Green Campus

Landscaping, restricted entry for vehicles, plastic free campus, green cultivation, etc.

Audits

Green Audit

7.3. BARRIER FREE ENVIRONMENT & INTEGRATION

- Disabled-friendly, barrier free environment– **Ramps/Lifts, Disabled-friendly Washrooms, Signage including Tactile Path, Lights, Display Boards and Signposts, Braille Software, Human Assistance, Wheel Chair, Reader and Scribe.**
- **Sensitising** Teachers and Students **about the special needs of Persons with Disabilities** through workshops/lectures.
- **Products made by differently-abled students from NASEOH, an NGO,** are displayed and sold during Fun Fair.

7.4. INTEGRATION OF SOCIALLY BACKWARD, ECONOMICALLY WEAKER AND MINORITY STUDENTS

- **Book Bank Facility** for SC/ST students.
- **Committee for Welfare of Backward Classes**.
- **Need-cum-merit Scholarships** for economically weaker students.

7.5. HUMAN VALUES, PROFESSIONAL ETHICS AND INCLUSIVENESS

- Inclusive environment is evident from transparent admission process, presence of students on committees, student-centric teaching and extension activities, involvement of NGOs
- Celebration of **National and International Commemorative Days**
- **Code of Conduct** for Stakeholders
- Celebration of **Kargil Vijay Diwas** since 2010

7.6. BEST PRACTICES

- **Centre of Gandhian Studies and Action**– Regular programmes to propagate 'Gandhian Philosophy' are conducted and celebration of 150th Birth Anniversary of Gandhiji for a week.
- **Igniting the Young Minds**– Unique project which allows the staff and students to reach out to neighbouring schools and share expertise.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	V. K. KRISHNA MENON COLLEGE OF COMMERCE AND ECONOMICS AND SHARAD SHANKAR DIGHE COLLEGE OF SCIENCE
Address	Opp. Bhandup Railway Station, Vir Savarkar Marg, Bhandup-(East), Mumbai
City	Mumbai
State	Maharashtra
Pin	400042
Website	http://www.menoncollege.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Saroj Vasant Phadnis	022-25668541	9821162256	022-2566189 7	info@menoncolleg e.edu.in
IQAC / CIQA coordinator	Bibals Ramakrishna n	0251-2209159	9321557383	0251-220916 0	bibalsr@gmail.co m

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority letter with translation.pdf
If Yes, Specify minority status	
Religious	
Linguistic	Malayalam Language
Any Other	

Establishment Details	
Date of establishment of the college	19-06-1982

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	04-05-1998	View Document
12B of UGC	25-02-2008	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Opp. Bhandup Railway Station, Vir Savarkar Marg, Bhandup-(East), Mumbai	Urban	0.9297	7157.4

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	HSC	English	60	59
UG	BCom,Commerce	36	HSC	English	1080	1080
UG	BSc,Chemistry	36	HSC	English	360	137
UG	BSc,Computer Science	36	HSC	English	360	194
UG	BMS,Management Studies	36	HSC	English	240	235
PG	MCom,Commerce	24	Graduation	English	80	12
PG	MCom,Commerce	24	Graduation	English	160	120

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				10				20
Recruited	0	0	0	0	2	8	0	10	5	6	0	11
Yet to Recruit				0				0				9
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				12
Recruited	0	0	0	0	0	0	0	0	3	9	0	12
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				50
Recruited	33	4	0	37
Yet to Recruit				13
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	6	0	0	6
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	7	0	1	5	0	15
M.Phil.	0	0	0	0	1	0	0	0	0	1
PG	0	0	0	0	0	0	4	1	0	5

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	3	6	0	9

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	2	0	0	2

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	727	6	0	0	733
	Female	1029	5	0	0	1034
	Others	0	0	0	0	0
PG	Male	47	0	0	0	47
	Female	85	0	0	0	85
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	13	13	10	6
	Female	14	16	19	17
	Others	0	0	0	0
ST	Male	1	0	0	0
	Female	2	0	0	1
	Others	0	0	0	0
OBC	Male	62	56	41	42
	Female	92	88	88	74
	Others	0	0	0	0
General	Male	329	341	346	304
	Female	566	586	631	567
	Others	0	0	0	0
Others	Male	221	231	163	174
	Female	350	374	360	405
	Others	0	0	0	0
Total		1650	1705	1658	1590

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
250	258	260	264	265

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	5	5	5

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1650	1705	1658	1590	1614

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
370	370	370	370	370

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File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
537	472	488	494	458

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
31	35	35	34	32

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
40	41	39	38	37

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 24

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
96.41	90.39	109.45	67.81	60.66

4.3

Number of Computers

Response: 124

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The Institution is affiliated to the University of Mumbai and follows the curriculum designed by the BoS and approved by the Academic Council.

1. Curriculum Planning:

- **Academic Calendar** acts as reference document for curriculum planning which is displayed on the College website.
- Teachers are allocated **workload as per the UGC norms**.
- Time-table Committee prepares the timetable and the same is communicated to the faculty in Departmental meetings.
- Faculties **formulate objective driven Teaching Plan** and prepare **Instructional Materials**.
- Faculties have **representation on the BoS** and **contribution to MOOC**. They have **published books** and have **attended syllabus revision workshops** organized by the BoS.
- **Heads of the Departments submit Action plan** in advance for the following academic year to the principal.

2. Curriculum Delivery:

- **Orientation Programme** familiarizes the new entrants with institutional values, teaching-learning and evaluation process and co-curricular and extra-curricular activities.
- Lectures and practicals are conducted as per the time-table. Teachers maintain an **Academic Diary** of their daily activities.
- Faculties use **Student-centric Methods (Participative, Problem solving, experiential learning, ICT tools etc.)** to add value to teaching and learning.
- **B.Sc. Computer Science laboratory is LINUX based**, which enriches students' learning experience and makes them industry ready.
- **Continuous Internal Evaluation** through **assignments, surprise tests, quiz, science practical, project work** etc. is undertaken.
- **Remedial and Intensive Coaching** offered to slow learners and advanced learners and **Bridge Courses** to enable students to adapt to new courses.
- **Certificate Courses and Value-added Courses** are offered to develop multi-disciplinary skills of students.
- **Moral and Ethical values are inculcated** through activities of **'Centre of Gandhian Studies and Action', Women Development Cell and National Service Scheme**.
- Under **Mentorship Programme** students are assigned a mentor, who provides guidance and counseling to the students.
- Participation in **Exhibitions, Competitions and Internships** is encouraged to develop creativity

and skillsets of the students.

- **Workshops and Guest lectures** are conducted to give learners extensive exposure on various topics.
- **Industry and Field Visits** are organized to provide real world exposures to students.
- **Library is automated** with a large collection of academic resources which cater to the needs of the curriculum.
- Science departments have **well-equipped laboratories** to enable students to gain first hand learning experience.
- The College, **recognizing the importance of MOOC, has become a local chapter for NPTEL**.

3. **Monitoring Mechanism:**

- **Lecture delivery** as per time-table **is monitored by Heads of the Department, Vice-principal and the Principal**.
- **Performance Report, Syllabus Completion Certificate and Academic Diary** review the teaching, learning and evaluation.
- **Result analysis** is done program wise, course wise and presented in staff meetings for evaluation and action.
- **Feedback** on **Faculty, Library, Office Administration and Principal** from students is analyzed and outcomes are used to improve the system.
- **Feedback on curriculum** collected from stakeholders is analyzed **to assess the attainment of course and program outcome.**
- **Parent Teachers Meeting** is organized to give feedback on students' performances.
- **Academic Audit by Management** evaluates the contribution of faculties in curricular, co-curricular and extra-curricular activities.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

IQAC prepares the **Institutional Academic Calendar** on the basis of the **Academic Calendar of the University of Mumbai** which outlines the terms, vacations and mid breaks.

Annual Academic Calendar is an integral component of the **College Website, displayed on Notice Board** and also **available in Library** to make students and other stakeholders aware about the plan of action for the Academic Year. The major components of the Institutional Academic Calendar are curricular, co-curricular and extra-curricular activities.

Academic Calendar acts as a ready reckoner. It serves as an information source that helps in smooth planning and execution of programmes at the college level.

- **Academics & Administration:**
  - Academic Calendar helps in planning and effective curriculum delivery with value education and continuous evaluation. Admission schedule on the website facilitates smooth initiation of academic programme. The Institute ensures syllabus completion as per the plans (lesson plans and internal assessment plans), in accordance with the time frame given in the Academic Calendar.
  - Examination committee prepares the schedule for the conduct of examinations (Internal and external), assessment, result processing and declaration, moderation, revaluation as per the University norms. Departments prepare time table for preliminary and practical examinations, to be held before the semester end examination, as per the slots given in the Academic Calendar.
  - Academic Calendar is also used as a reference for planning and reviewing:
    - Formative assessment through assignments, tutorials, test series, PowerPoint presentations etc., at departmental level.
    - Students' project work, by the project guide.
  - Any change in the Academic Calendar due to unforeseen developments is communicated to the students and staff through official modes. During Covid 19 pandemic, viva, internal tests, Practical exams and semester-end examinations were conducted online as per the guidelines issued by the Board of Examinations and Evaluation (BoEE), University of Mumbai. Notices to this effect were communicated to students through website.

- ·**Co-curricular & Extra-curricular Activities:**
  - Academic Calendar mentions tentative schedule for the significant co-curricular and extra-curricular activities Major library events like **'Reading Inspiration' Day, 'Book Exhibition'** are planned in advance. Dates and days of Major national events such as **Gandhi Jayanti, Kargil Vijay Diwas, Constitution Day, Martyrs' Day, Republic Day, Independence Day, etc.** observed by the institution are noted in the Academic Calendar.
  - Extra-Curricular Activities that motivate students to explore and project their talents and skills such as **music festival, dance festival, annual sports day, annual college day, fun fair, prize distribution and intercollegiate festival "*LAKSHH*"** are planned and communicated well in advance, which helps the organizers in micro detailing of the activity by avoiding clashes.
  - In addition to yearly academic programme schedule, our Academic Calendar also projects information regarding public holidays, official vacation and mid break period, thus helping staff and students to plan their personal activities in advance.

  The Academic Calendar is thus a **'Go To'** manual for all the stakeholders.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following

academic bodies during the last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2 Academic Flexibility

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

Response: 100

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

Response: 5

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 4

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	0	0	0

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 1.39

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
51	66	0	0	0

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

1.3 Curriculum Enrichment

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

Response:

- While preparing our students for life's challenges, the institution takes care to ensure that they do not lose sight of **Moral and Cultural Values and Professional Ethics.**

- Cross–cutting issues like **Gender Equality, Environment and Sustainability, Human Values and Professional Ethics** find ample space in the University Programs conducted at the Institute. This component contributes towards sensitizing students about socially relevant issues.
- While addressing these issues, our institute equips students with an **understanding of Self and Society, prepares them with a broader view of Life and inculcates a sense of Social Responsibility**.
- Some courses enhance professional competencies, while others aim to inculcate general competencies like social and ethical values, human values, environmental sensitivity etc., thereby leading to the holistic development of students.
- Our **Management has adopted 'Bhagwad Gita' as 'Dictionary of Life'** and the application of its 20 principles contributes to the culture and tradition of the Institution.
- **'Center of Gandhian Studies and Action'** conducts activities to disseminate knowledge of the life, thoughts, values and ideals of Mahatma Gandhi.
- **Seminars, Workshops, Lectures on Gender issues and Women Empowerment** initiatives undertaken by **Women Development Cell**, activities of the **NSS**, **Department of Lifelong Learning and Extension (DLLE) and Nature Club**, supplement the cross-cutting issues integrated into the curriculum.
- Each category of cross cutting issues with their related courses and major activities are as follows:

Professional Ethics:

- **Professional Ethics** is concerned with the standards and moral conduct that govern a profession and its members. **Courses such as Foundation Course, Advertising, Financial Accountancy, Conflict and Negotiation, Research Methodology in Business, Business Ethics and CSR, Ethical Hacking, Wealth Management and Organizational Development** create awareness about ethics followed by specific professions.
- **IPR Cell** organized a **'5 days IPR Workshop'** on understanding **Intellectual Property Rights (IPR).**

Human Values:

- Human values are virtues that guide human behavior. Some of the human values that are integrated into the curriculum are **Justice, Equality, Peace, Harmony, Accountability, Transparency, Honesty, Responsibility, Respect for Diversity in Religion, Culture, Gender etc.** Courses like **Indian Ethos in Management, Business Ethics and CSR and Foundation Course** inculcate these values in the learners.
- **'Center of Gandhian Studies and Action'** organized **'Gandhi Week'** which included various activities focused on values like **Non-violence, Peace and Tolerance**.

Gender :

- Gender equality means fairness of treatment for all genders, according to their respective needs. Course like **Foundation Course**, which is a compulsory course for all programmes, .Business Communication, etc also creates awareness about importance of treating all genders fairly.
- **WDC, NSS & DLLE conducted 'Yuvak-Yuvati Mela'** to sensitize students towards gender equality.

Environment and Sustainability:

- Many courses focus on the environmental and sustainability aspect as it is one of most challenging issues facing mankind. **Courses like Environmental Studies, Foundation Course, Green Technology etc.** focus on these topics.
- **Chemistry Department** conducted a **'Two-Day State Level Workshop on "Microscale Techniques in Chemistry"**, emphasizing the need for minimalistic use of chemicals during practicals for environment sustainability.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View Document](#)
Any additional information	[View Document](#)

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0.39

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 12.61

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 208

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: A. All of the above

File Description	Document
Any additional information (Upload)	[View Document](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View Document](#)
URL for stakeholder feedback report	[View Document](#)

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1.Feedback collected, analysed and action taken and feedback available on website
2.Feedback collected, analysed and action has been taken
3.Feedback collected and analysed
4.Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 91

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
622	710	684	676	675

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
740	740	740	740	740

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 32

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
97	80	135	122	158

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

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

Response:

Strategies for the Assessment of the Learning Levels of the Students:

The institution identifies slow learners and advanced learners at the entry-level on the basis of their **scores at the qualifying examination.** Thereafter, the learning levels of students are continuously monitored through the following:

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

- **Institutional Level Programmes to bridge learning gap:**
  - **Orientation Programme:** Orientation for new entrants familiarizes them with the vision, mission and values of the institution and teaching-learning and evaluation practices.
  - **Bilingual Mode of Instructions:** As many students are from vernacular medium, the medium of instruction is sometimes **bilingual** to boost their confidence and give them freedom of expression.
  - **Mentoring System:** Under **'Mentoring System',** the mentor holds informal meetings of his/her mentees, discusses their problems invite suggestions and guide them.
  - **Parents Meeting:** After declaration of result of the First Semester, parents are invited to collect the grade cards. This is an opportunity to discuss the performance, general conduct and attendance of their wards. The college counsellor also conducts a session with the parents.
  - **Remedial Coaching: Remedial Coaching** is provided to academically weaker students based on their performance in Semester-End Exams. Most students are benefited from this.
  - **Counselling Sessions: Confidence Building Sessions** are conducted by a Qualified Counsellor to help students to accept their limitations, resolve their personal and academic issues and boost self-confidence.
  - **Intensive Coaching:** Advanced learners are given **Intensive Coaching** in the form of extra assignments, university question papers, question banks and quiz contests to give them additional practice.
  - **Field / Industrial and Institutional Visits: Field / Industrial and Institutional** visits are organised by many departments to give real-life exposure and practical experience to students.
  - **Internship and Innovative Projects:** Many departments encourage the Advanced Learners to take up **Internships** and **Online Courses** or join **innovative projects** during vacations.
  - **Seminars, Workshops, Guest Lectures: Seminars, Workshops and Guest Lectures** by **Eminent Personalities and Academicians** are organised to enhance the learning experience.

- **Departmental Level Programmes to Bridge Learning Gap:**
  - **Tutorial System:** Courses like **Mathematical and Statistical Techniques** and **Business Communication** have **Tutorial System** with small batches of students to pay special attention to slow learners.
  - **Bridge Course: Bridge Course** is conducted for learners, who have not opted for Mathematics in standards XI and XII to bridge gaps between the curriculum at Higher Secondary level and UG level.
  - **Shared Experience:** In **Environmental Studies**, geographical concepts are taught by asking students to narrate significant features of their native areas.
  - **Peer Learning:** Advanced learners in **Computer Science** and **BMS** act as **student mentors** for slow learners. Separate lecture slots are assigned, attendance taken, and follow-up is done to assess the outcome.
  - **Skits** in **Environmental Studies, Quiz, Ad-MAD** and **Stock-Mock** in **BMS, Games** and **Public Speaking** for confidence building**,** in **Business Communication, Group Discussions** in **Commerce and Computer Science** and **Math Puzzles, Math Quiz** and celebration of **National Mathematics Day** by **Department of Mathematics.**

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

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

Response: 53.23

File Description	Document
Any additional information	[View Document](#)

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

Response:

The institution has evolved various student-centric methods to enhance learning experiences. Most of the admitted students are first-generation learners. Many of them have shown a significant improvement in their performance at the graduation level. The **institutional results** have been much higher than the average success rate of the University at **between 85 to 90%** every year.

Participative Activities:

- **Public Speaking** through **shared experiences in Business Communication**, **inter-classroom activities in BMS,** or **fun learning where country locations are taught** by identifying hosts of

cricket matches on the **mobile,** ease the teething problems of the new entrants.

- **Tutorials** in **Business Communication** and **Mathematical and Statistical Techniques** and **Computer Practical** often make use of **Skits**, **Group Discussions**, **Quiz Competitions and Presentations,** helping learners to understand concepts better.
- **Fun Fair** and **Science Exhibition** boost team-building among students. Numerous stalls, science projects and poster exhibitions allow students to sell and exhibit their culinary and creative skills.
- **Process Oriented Guided Inquiry Learning (POGIL)** method by **Chemistry Department,** uses self-managed teams that employ the instructor as a facilitator of learning, rather than as a source of information.
- **'Fastest Programmer First'** organized during **Computer Practicals,** tests the speed of students' programming capabilities. Likewise, **'Rate Yourself'** helps a student to know, where he stands vis-à-vis a topic.
- Competitions like **Debate, Essay, Story writing, Taboo, Quiz** organized by the **Literary Circle,** provide opportunities to hone their talents.
- **LINUX**, an open-source software, imbibes the culture of open-source learning in students of **Computer Science**, giving them a competitive edge as a programmer.
- **BMS Department** has devised **'I Love Reading'** Sessions to inculcate the much-forgotten art of reading, and discussing the reading material.
- **Seminars, Workshops** and **Guest lectures by** experts transcend the syllabi and help students understand the world beyond college.

Experiential Learning and Problem Solving

- **Accountancy Department** encourages student's participation in **'Live Trading Sessions'** to learn the functioning of stock market.
- A visit to the **RBI** was organized by **Economics Department**, to explain the operations of monetary policy.
- **MOUs with CA Firms** have opened up avenues of **Internships** for **Commerce Students**. The **BMS and Computer Science Departments** also encourage their students to intern with companies.
- **Field and Institutional Visits** have been the forte of **Science, Computer Science and BMS Departments**. Students get to watch and learn, which makes textbook jargon and concepts easier to assimilate.
- **Skill Development Workshops** and **Value-added Courses** provide students with a level playing field when they step out of college.
- In the **IAPM** course, students visit nearby post offices to understand their Schemes and invest in them, if possible, to gain practical knowledge.
- Socially relevant activities by **NSS and DLLE** units are learning experiences in **'Not Me but You'** and **'Reach to the Unreached'** concepts.
- A major attitudinal change is palpable, in students, as a result of observing '**Kargil Vijay Diwas' and 'Raksha Bandhan'** with the **Army Jawans**.
- Our latest ventures like the **E-cell** and **DMR (DAV, MENON & RATNAM),** an MOU between local colleges enrich the students' learning experience.

File Description	Document
Upload any additional information	**View Document**
Link for additional information	**View Document**

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

All teachers make extensive use of ICT enabled tools for effective teaching-learning process.

Physical Infrastructure of ICT Enabled Tools:

- **Public Address System:** It is used to play the National Anthem just before the first lecture every morning and making important announcements.
- **LCD Projectors:** LCD projectors are installed in 13 classrooms and Seminar Hall, which are used to engage students in interactive teaching-learning sessions.
- **Other Devices:**

S. No.	Device	Location	Quantity
1.	Desktop Computers	4th Floor Computer Laboratory	78
		2nd Floor Computer laboratory	36
		UGC-NRC	10
		Library	10
1.	Printers	4th Floor Computer Laboratory	3
		UGC-NRC	1
		Library	2
1.	Scanners	4th Floor Computer Laboratory	1
		UGC-NRC	1
		Library	1
1.	Photocopier	UGC-NRC	1
		Library	1

Students have access to the above resources subject to certain procedures.

- **ICT Based Applications used by Teachers:** Teachers make extensive use of several applications such as **Gmail, WhatsApp Groups, Google Classroom, MOODLE, Google Drive, Shared Google Docs and Google Slides** to be connected with students. Additional resources such as **Powerpoint Presentations** and **Class Notes** are shared using these applications.

- **Online Teaching, Learning and Evaluation Tools:** Many teachers have developed online content and uploaded it on **YouTube.** Teachers also make use of **Learning Management Systems (LMS)** such as **Google Classroom, Edmodo**, etc. Teachers also use tools for assessment such as **MOODLE, Testmoz and Google Forms**. Some representative links are:

Department of Accountancy

1. **Testmoz for Online Quiz:**

Link:

testmoz.com/3494856
Passcode: 1234

2. **YouTube**

Video on Fire Insurance Claims uploaded in the YouTube -https://youtu.be/qfCE1PB9s_M

Department of Law

1. **Google Classroom**

https://classroom.google.com/c/MTQ4ODkzMDQzMzFa?cjc=r63jfqv

2. **Youtube link:**

https://youtube.com/channel/UCN4lDr3zsXfnEBm6JdSFqUA

Online Resources (MOOC-NPTEL): Students are encouraged to enroll for MOOCs offered under the SWAYAM platform of the MHRD. The College is a recognized local chapter and has a teacher in charge for the facilitation of the programme. This programme was initiated in 2019-20 and met with a good response from students. Students who fulfilled all the conditions were awarded certificates of merit. Six students received certificates of merit from NPTEL.

- **Library e-resource zone:** The e-resource zone in the library has 10 Computers equipped with wifi, This is available for the exclusive use of students from 08.00 am to 8.00 pm on all working days. Teachers encourage the students to use these facilities, especially for project work.

- **E-resources:**

- Teaching staff in various departments use E-resources such as **E-books (60 in number)** and **E-journals (more than 1500 through INFLIBNET N-List Subscription)**.
- **B.Sc. (Computer Science) Lab** is **LINUX**-based which is open-source software. Knowledge of LINUX is a very desirable skill for the industry, as it improves employability. opportunities. The department conducts Online Test and prepares result using **MOODLE**.

Online Teaching-Learning and Evaluation: During the pandemic (from March 2020), all teaching and learning has moved online. This has ensured that teachers are constantly thinking about the ideal ways to engage learners. Therefore, the system is very ready to adapt to the Blended Mode of learning as per the latest UGC guidelines.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

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

Response: 53:1

2.3.3.1 Number of mentors

Response: 31

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 85.71

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 37.79

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

31-03-2022 01:58:00

2019-20	2018-19	2017-18	2016-17	2015-16
15	14	13	12	09

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 14.16

2.4.3.1 **Total experience of full-time teachers**

Response: 439

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

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.**
- **The assessment is assigned 25% weightage per subject per semester at the undergraduate level and 40% weightage at the post-graduate level.**
- **It also consists of marks for Class Attendance, Class Participation and Discipline**. It is mandatory for student to secure a minimum 40% marks in order to qualify in internal examination.
- It is conducted through **Offline and Online Modes.** It also prepares students for the summative assessment.

- **Retest is conducted for students with genuine reasons for having remained absent for the test.**
- Students are evaluated through multiple tools such as practical for Science programme and project work for Foundation Course, BMS and M.Com.

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 evaluation.
- **The Principal, as the Chief Conductor of Examinations**, chairs all meetings pertaining to examinations and guides committee members.
- **Tentative programme** of internal assessment is incorporated in the **Academic Calendar**. **Notices** are displayed on the **Notice Board and College website**, well in advance.
- Internal Exam for each programme is centrally conducted by the Examination Committee with proper seating arrangement and appointment of one **Invigilato**r for a batch of **60 students**.
- Teachers set **Two Sets of Question Papers** and submit them to the Examination Committee in **sealed envelopes**. The Examination Committee Chairperson randomly selects one set for the Exam.
- The Examination Committee makes the required copies of Question Papers in a **highly secured room** provided for the same, which has a **CCTV camera installed for 24X7 surveillance**.
- **Computer Science Department** conducts Online Test using **Moodle**. To ensure fair evaluation and curb malpractices, the questions are randomized. Responses are auto-submitted on completion of stipulated time. Results are generated by the software immediately, making the whole exercise more transparent and robust.
- All internal evaluations including class tests, projects, assignments, viva, presentations etc. are done by subject teachers at their own level in fair and transparent manner.

Mechanism for Redressal of Examination Related Grievances:

- If any student has a genuine grievance regarding internal assessment, the concerned teachers resolve them at their level, to the satisfaction of the student.

Institutional Level Initiatives for Enriching Internal Assessment:

- In Foundation Course, students are assigned **Group Projects** on various cross cutting issues, presented in the form of **Street Play, Power Point Presentations, Posters or Survey Reports.**
- For courses with tutorials, students are assessed through **fun learning** like **presentations, group discussion etc.,** which help to improve their thinking abilities and communication skills.
- Computer Science Department has tried the **'Rate Yourself'** feedback method, where students rated themselves on month-wise improvements in learning levels.
- For **practical** courses, experiments are performed and recorded in the journal by learners and evaluated by concerned teachers, based on experimental skills, results, journal submission and attendance.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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

Response:

All grievances related to the Internal and External Examination are dealt with as per the guidelines of the University of Mumbai in fair, transparent and time-bound manner.

Mechanism to Deal with External Examination Related Grievances:

There is a three-tier system for preventing and dealing with grievances related to the External Examination:

Level 1 - Efforts to Prevent Examination Related Grievances:

The College takes several preventive measures to minimize grievances through robust planning and its execution.

- **Examination Committee:** An Examination Committee, headed by the Principal, has been constituted for the smooth conduct of Examinations. It functions strictly as per the guidelines of the University.
- **Examination Schedule:** All examinations are planned in advance and are reflected in the Academic Calendar. Notices related to examination, its time-table, seating arrangement, supervision chart etc.are displayed on notice board.
- **Students Orientation:** Students are informed about the examination process in Orientation Programme and also by subject teachers in the class. Consequences of indulging in various forms of malpractices during examinations are also conveyed to them.

Level 2 - Efforts to Minimize Assessment Related Grievances:

The College follows double check system using technology for assessment as per Univeristy guidilines to reduce assessment related grievances.

- **Centralised Assessment:** The College has a system of Centralised Assessment. Answer Papers of the Final Year Examination of UG programmes and all examinations of PG programmes have special codes to hide the identity of the examinee and promote transparency in the assessment.
- **Online Assessment:** Answer papers of the final year examination of UG programmes and all examinations of the PG programmes are scanned and uploaded in the software by University. Teachers from across state can assess these papers using log-in ID and password allotted to them.
- **Moderation:** There is a system of 100% moderation of answer papers of students who fail examination by 10% of the total marks and those who secure more than 60% of the total marks in any course. From the remaining, i.e. those securing marks between 41% to 59%, 10% of the papers are moderated.

Level 3 - Means of Dealing with Evaluation Related Grievances:

The College has had very few cases of evaluation related grievances during the last five years. The following are the provisions to deal with them:

- **Photocopy:** A student can apply for a photocopy of his assessed answer book, if he is not satisfied with marks assigned to him in particular course(s). The photocopy is supplied to the student on demand within stipulated time period.
- **Revaluation:** A student can also apply for revaluation of his paper. The original marks are masked, and the paper is re-evaluated. If there is deviation of more than 10% in re-assessment, then the candidate is awarded the revised mark.

A student may apply for a photocopy and/or revaluation, of his assessed answer book.

Mechanism to Deal with Internal Examination Related Grievances:

- If any student has a genuine grievance regarding internal assessment, the concerned teachers can resolve them at their level, to the satisfaction of the student.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

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.

Response:

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

The learning outcomes for various Programmes and Courses are specifically defined by the Syllabus Framing Bodies of the University, in some courses. **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)

Teachers attend workshops organised by the Board of Studies in respective subjects. The members of the Board of Studies unveil and discuss the Programme Outcomes and Course Outcomes at such workshops to enlighten teachers on the same.

The **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 as well as what is expected of them as students. Some of the prescribed textbooks have a note on the

objectives and the expected outcomes of the courses, which are conveyed to the students before teaching of the particular course commences.

Career Counselling unit of the College provides information about various career options available to the students on the completion of Programme as per the skill sets developed by the Programme.

Placement Cell of the College organises special placement drives for students in association with the corporates.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Past link for Additional information	[View Document](#)

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

Response:

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

Summative Evaluation:

- The institution follows the examination pattern laid down by the University of Mumbai to evaluate the attainment of the prescribed programme outcomes and course outcomes.
- Prior to AY 2016-17, the University followed 25 (Internal): 75 (External) pattern of evaluations. From AY 2016 -17 the University introduced 100 marks external assessment for the first-year students of Commerce and Science, except for Foundation Course in which 25:75 pattern continued. Subsequently, this was extended to the second and the third-year.
- The Computer Science & BMS students continue to follow the old pattern of 25:75 and M. Com the 40:60 pattern.
- The minimum qualifying marks are 40% in all courses.

Formative Evaluation:

- Teachers use a variety of innovative methods to engage the students in learning. Business Communication and Environmental Studies courses encourage Fun learning through Group Discussions, Shared Experiences, subject related skits. Commerce and Accountancy Departments organize Quiz and interactive sessions with guest speakers. In the course of Business Law, short films are screened followed by debates and discussions. Department of Chemistry has introduced POGIL. Peer Learning strategies are adopted by the Department of Mathematics and Statistics, BMS and Computer Science. Various departments adopt the experiential learning method

by taking students for field visits.

Result Analysis:

Learning outcomes are also evaluated though Syllabus Completion by teachers and Academic Audit conducted by the Management.

- **Syllabus Completion Certificate:**The syllabus completion certificate submitted by teachers to the Principal at the end of the each term helps to map the academic responsibilities fulfilled by teachers.
- **Academic Audit:** The system of Academic Audit by the Management is a unique instituional feature. Academic Audit mainly evaluates teachers on the basis of their contribution to the institutional development.

Student progression is another method employed to study the attainment of programme and course outcomes. Higher the progression, better is the achievement of learning objectives.

Year	2019	2018	2017	2016	2015
Number of outgoing student progression to higher education	158	32	47	174	75
Total number of students in the final year	534	483	480	499	458
% per year	29.58	6.63	9.79	34.87	16.38

Campus Placements:

Employability is one of the important objectives, which is assessed on the basis of number of students placed though campus placements.

Year	2019	2018	2017	2016	2015
Number of students benefitted by career counselling.	267	237	193	198	182

Number of students placed.	62	38	31	31	84
Total no of students in the final year	534	483	480	499	458

Feedback on Curriculum:

The College seeks feedback on curriculum from various stakeholders. The outcome of such feedback is conveyed to the Board of Studies, to bring about suitable improvements, as per the expectations of the stakeholders.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 89.36

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
512	400	431	453	397

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
537	472	488	494	458

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View Document</u>
Upload any additional information	<u>View Document</u>
Paste link for the annual report	<u>View Document</u>

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.61

File Description	Document
Upload database of all currently enrolled students (Data Template)	<u>View Document</u>

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 1.61

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0.45	0.30	0.86	0

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

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

Response: 9.68

3.1.2.1 **Number of teachers recognized as research guides**

Response: 3

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 11.11

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	1	3	0

3.1.3.2 Number of departments offering academic programes

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	9	9	9

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Any additional information	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

The institution has created an eco-system for innovations and has taken a number of initiatives for transfer of knowledge.

Eco-system for Innovations:

1. **Adv. P.A. Menon Knowledge Resource Centre: The centre has more than 38,000** books, **60** e-books and subscription to **60** journals.The centre has membership of N-List subscription also. This large resource caters to the research requiremet and transfer of knowledge of both students and staff.
2. **Centre for Gandhian Studies and Action:** Institution has established a Centre for Gandhian Studies and Action in association with the Indian Council of Gandhian Studies, New Delhi, to commemorate, Centenary of the Satyagraha Movement and the silver anniversary of the V. K. Krishna Menon College. The center is planned to develop gradually as a forum for study, research and outreach activities by involving students, staff and the community in order to propagate Gandhian ideology. The objectives are,
    1. To open a library of books, periodical and journals that have a direct bearing on the ideals associated with Gandhi.

2. To arrange academic discussions, seminars, symposiums, conferences of different types to disseminate Gandhian ideals, particularly those related to character building, national unity, communal harmony, Swaraj, Sarvodaya, etc.

3. **Research Cell:** Three teachers are recognized as Guides by the University of Mumbai. Dr. Leena Muralidharan, Department of Zoology has **4** students pursuing their research under her. Dr. Deepali D. Moghe, Department of Commerce, has **2** students pursuing their research under her. Dr. Gomathi Shridhar, Department of Chemistry is a recognized guide in the subject of Chemistry. The College faculties have published **44** research papers in international and national level journals of repute, of which **18** publications are in UGC listed journals. The faculties have completed **5** minor research projects during the period of the last five years.

4. **Entrepreneurship Cell:** Entrepreneurship is the key to economic development. With this understanding, the college has set up an Entrepreneurship Cell (E-cell) to inculcate and nurture entrepreneurial skills among students. It is a student- run activity guided by teachers and management. E-Cell organizes various activities such as motivational sessions, workshops, entrepreneurial interface, internships, industrial visits, seminars and e-fest. The Cell organized the following activities since its inception in 2019:

Name of the Activity	Number of Participants	Date
Workshop on Foreign Education -Career Opportunities Abroad with Education Pathway	69	15-02-2020
E-fest	33	24-01-2020
Start-up event	24	28-09-2019
Seminar on 'Entrepreneurship'	30	27-08-2019
Technology in Entrepreneurship	58	26-07-2019
Preparatory Training for competitive Examinations	76	23-03-2019

We consider this as the first step in the formation of an incubation center.

5. Student's Projects: M. Com students complete their projects and research committee guides them. We are providing ICT facilities to students for completing their projects. B Com Foundation Course, BSc (Computer Science) and BMS students do their projects with the ICT facilities provided through incubation center (Research committee). We have formed Research Centre in Biology laboratory on 3rd floor, where 3 Computers along with LAN cum internet facilities and printing facilities are provided for students.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 4

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	0	0	0	0

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during last 5 years	[View Document](#)
Any additional information	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1.67

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 5

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 3

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
Any additional information	[View Document](#)
URL to the research page on HEI website	[View Document](#)

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.54

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
7	7	3	0	1

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)
Any additional information	[View Document](#)

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.72

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 last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3	2	0	7	12

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

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 last five years.

Response:

We aim to develop students' emotional quotient and a positive attitude towards life, through interaction with the real world with the help of various activities organized by NSS, DLLE and other departments.

1. National Service Scheme (NSS)

- **Blood Donation**: Blood Donation Camps are organized twice a year in association with government hospitals. Thalassemia Screening is conducted for all third-year students. A free

counseling session is arranged for all detected thalassemia minors.

- **Tree Plantation**: Our students have made spirited efforts towards conservation of the environment, by joining hands with **Hariyali**, an NGO, for this noble cause. A Tree Plantation drive is organized every year.
- **Adoption of Village**: Our NSS unit conducts various awareness programs in Chamunda Nagar, the adopted area, to sensitize the local community on social and health-related issues. This helps create a feeling of responsibility towards a selected community.
- **Rural Camp**: A 7-Day residential camp is organised every year in adopted village by NSS Unit. Students are exposed to village life and experience the real problems and needs of Indian villages.

Day	Activity
1	Arrival and Introduction to villagers, Informative sessions
2	Cleaning the premises, visit to village, survey about the specific needs of villagers
3, 4 & 5	Construction activity such as soak pit making. Awareness on cleanliness, removal of superstitions, importance of education, primary healthcare etc.
6	Visit to nearby school, health centre, orphanage or girls' hostel, distribution of materials viz. foodgrains, blankets, clothes etc.
7	Feedback, valedictory function and pack-up.

- **Help during Natural Calamities:** Our NSS volunteers have contributed in kind, whenever our country has faced calamities. They have also ensured that their help reaches the needy as and when required.

2. Department of Lifelong Learning and Extension (DLLE)

- **Status of Women in Society project (SWS)**: Using a pre-set questionnaire, students survey 50 women between 14-40 years age. The critical analysis based on family norms and socio-economic status helps to understand the impact of education on women.
- **Population Education Club (PEC)**: This project is undertaken to sensitize the community on current social issues such as global warming, pollution, e-waste management, water harvesting, etc., through various activities.
- **Industry Oriented Project (IOP)**: Under this project, students work for 150 hours in industry or in College Office, Library, Chemistry Labs and Computer Labs. It is a non- remunerative project. This helps to enhance students' employability skills.
- **Career Project (CP)**: Students research about a novel career opportunity, interview a prominent personality from that field and prepare and display charts for the benefit of other students. This creates awareness about various career opportunities.
- **Udaan Festival:** To showcase the talents and to sensitize the society, DLLE University Cell organizes the 'Udaan' festival every year. DLLE volunteers participate in various activities during the festival. In AY: 2018-19 and AY: 2019-20, our College hosted 'Udaan Festival' in its premises.
- **National Polio Drive:** In AY: 2018-19, our students volunteered and participated in the National Polio Drive.

3. Departmental Activities:

Various departments take up social issues through Poster presentations, PPTs, Street plays and Field projects.

File Description	Document
Upload any additional information	[View Document]
Paste link for additional information	[View Document]

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	[View Document]
e-copy of the award letters	[View Document]
Any additional information	[View Document]

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 43

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
13	10	3	9	8

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 18.86

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 last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
449	339	276	234	256

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 4

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	0	0	0	0

File Description	Document
e-copies of related Document	[View Document](#)
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document](#)
Any additional information	[View Document](#)

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 19

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

2019-20	2018-19	2017-18	2016-17	2015-16
17	2	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 4 - 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.

Response:

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

Locational Advantage:

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

Total Plot Area:

- The College building stands on the land admeasuring **3762.57 sq. mts.** It has a playground admeasuring **4598.7 sq. mts.**, which is being used for sports activities and celebration of National Festivals.

Physical Facilities for Teaching:

- There are 23 classrooms and 1 seminar hall which are well ventilated with the necessary infrastructure.
- The sound system is fixed in bigger classrooms and teachers are provided with collar mikes, to facilitate proper audibility.
- Visiting faculty lectures are conducted in seminar hall and auditorium which have fixed LCD Projector and sound system.

Sr.	Description	Floor	Nos. & Area	Capacity
1	10 Classrooms without LCD and LAN facilities	1	1 classroom (528 sq.ft.)	60
		2	2 classrooms (1070 sq.ft. each)	120 each
			1 classroom (1500 sq.ft.)	120
			1 classroom (828 sq.ft.)	60
		3	3 classrooms (1070 sq.ft. each)	120 each
		4	1 classroom (820 sq.ft.)	60

			1 classroom (1070 sq.ft.)	120
2	13 Classrooms with LCD and LAN facilities	1	1 classroom (1070 sq.ft.)	120
		2	1 classroom (1070 sq.ft.)	120
		3	1 classroom (528 sq.ft.)	60
			1 classroom (1072 sq.ft.)	120
		4	1 classroom (1070 sq.ft.)	120
			1 classroom (808 sq.ft.)	60
			1 classroom (837 sq.ft.)	60
			1 classroom (837 sq.ft.)	60
		5	4 classroom (528 sq.ft.)	60 each
			1 classroom (1182 sq.ft.)	140
3	1 Seminar Hall with LCD Facilities	1	804 sq. ft.	60

Physical Facilities for Computing:

- There are 2 computer laboratories in the College which are used for practicals for Computer students.

Sr.	Description	Floor	Facilities	Area
1	Computer Laboratory-1	2	Computers = 36 Printer = 1 Scanner = 1 LAN / Internet	813 sq,ft,
2	Computer Laboratory-2	4	Computers = 78	1188 sq. ft.

31-03-2022 01:58:16

				Printer = 1	
				Scanner = 1	
				LAN / Internet	

Physical Facilities for Learning: -

Sr.	Description	Facilities	Floor	Area	Utility
1	Adv. P. A Menon Knowledge Resource Centre (**Library**)-**Main**	Reading Stacking Internet Wi-Fi Printing Photocopy	1	3400 sq. ft.	• Timing = 8.00 am to 8.00 pm on working days. • Reading Room Seating Capacity = 160 • Print Collection = more than 38000. • Periodicals = 60
2	Adv. P. A Menon Knowledge Resource Centre (**Library-ext**)	Stacking (Books)	Gr.	685 sq. ft.	• INFLIBNET N-List Subscription • E-Books = 60 • E-Resource Zone = 10 Computers with Internet / Wi-Fi and LAN
3	Science Laboratories	Chemistry	Gr.	3183 sq. ft.	• Laboratories are equipped with all necessary infrastructure
		Botany	3	1597 sq. ft.	
		Zoology	3	1540 sq. ft.	
		Physics	3	1344 sq. ft.	

UGC - Network Resource Centre:

Sr.	Description	Facilities	Floor	Area	Utility
1	**UGC - NRC**	Server = 1 Computers = 9 Printer = 1 Scanner = 1 LAN/Internet	2	528 sq. ft.	• Open for faculties and students. • Timing = 8.00 am onwards on working days

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

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

Facilities for Cultural Activities: -

Facility	Area/Capacity & Location	Utility
Airconditioned Auditorium	3400 sq. ft. - Area (300 persons - capacity) Ground floor.	- It is air-conditioned and well-equipped with a sound system and lighting arrangements. - Intra-college and inter-collegiate cultural fests, music and dance festivals, prize distribution and Degree certificate distribution ceremony take place. - Guest lectures, demonstrations, workshops, seminars related to Centre of Gandhian Studies and Action and programs of NSS and DLLE are held.
Students' Council Room	80 sq. ft. Mezzanine floor.	Planning of Students' Council activities.

Facilities for Sports:

Facility	Area/Capacity & Location	Utility
Playground	4598.70 sq. meter Opposite to College.	- Playground facilitates outdoor games like cricket, kho-kho, kabaddi, etc. - Intra-college and/or intercollegiate sports events are organised here.
Gymkhana	1160 sq. ft. (On 4th floor)	- Gymkhana provides access to indoor games like chess, carrom, table tennis etc. - Various inter-college/intra-college competitions by the Sports Committee are organized here.
Gymnasium	820 sq. ft.	A fully air-conditioned gymnasium with the necessary equipments is made

(On 4th floor)	available to students and staff throughout the year.

Following facilities are available for sports/games:

Indoor Games: -

Items	Quantity
TT TABLES	6
TT NET	15
TT NET STAND	6
TT BALL	159
TT BAT	13
CARROM BOARD	16
CARROM STAND	10
CARROM COINS	12 sets
CARROM LIGHT	13
STRIKER	16
BORIC POWDER (BOX)	5
CHESS SETS	5
WOODEN BOARD	2
CHESS CLOCK - TIMER	2

Outdoor Games: -

PARTICULARS	Quantity
FOOTBALL	3
GLOVES	9 pairs
VOLLEYBALL	8
VOLLEY BALL NET	4
HANDBALL	11
THROWBALL	5
BOXING HAND GLOVES	2
BOXING HEAD GUARD	3
BOXING FOCUS PAD	2

BOXING CHEST GUARD	2
BOXING WRIST BAND	4
BOXING TEETH GUARD	4
SHOT PUT (BOYS 3, GIRLS 2)	5
DISC THROW (2KG- 2, 1.5 KG-2,1KG-5)	14
JAVELIN	15
RELAY BATONS	36
HAMMER THROW	2
MEASURING TAPE	5
CLAPPER	3
WEIGHING MACHINE	1
AIR FOOT PUMP	1
CRICKET BATTING PAD	8
CRICKET WICKET KEEPER PAD	3
CRICKET THIGH PAD	2
CRICKET ELBOW GUARD	1
CRICKET CHEST GUARD	2
CRICKET BATTING GLOVES	3 PAIRS
CRICKET WK GLOVES	2 PAIRS
CRICKET BALL	2
CRICKET BAT	15
CRICKET STUMPS	7 SET
CRICKET HELMET	8

Gymnasium Infrastructure:

PARTICULARS	Quantity
TREADMILL	3
SPIN BIKE	4
HAMMER STRENGTH	1
PULLDOWN (MULTI)	1
PREACHER BENCH	1
CURL MACHINE	1
ABS MACHINE	1
SEATED LEG PRESS (CURL)	1

PEC DECK (POWER BACK)	1
FOREARMS MACHINE	1
PREACHER MACHINE	1
FLAT BENCH (BARBELL)	1
INCLINE/DECLINE BENCH	1
HIPTIDYSTER WEIGHT	1
BARBELL STEEL ROD	4
IRON ROD	3
CURLEBAR (ZIC ZAC)	1
DUMBELLS RACK	1
WEIGHT TREE	1
DUMBELLS SET (10 KG, 15 KG,20 KG)	6
ROUND PLATE WEIGHT	7
STEEL PLATE WEIGHT (2.5 KG)	2
PUSH BAR PAIR	1

Facilities for Yoga:

The College organized a training program cum certificate course on Yoga for students.Yoga mats are given during the program.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 58.33

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 24.55

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
21.67	24.79	28.24	14.49	15.57

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

Adv. P. A. Menon Knowledge Resource Centre - Our Library

The treasure house of Knowledge

Our Library, situated in the North-East direction of the college has quite a friendly and serene ambience. The students entering the Library experience a peaceful atmosphere with absolute silence maintained all over. Our Librarian and Assistant Librarian along with the supporting staff ensures that a friendly atmosphere is created in the Library and the students settle down peacefully.

The Adv. P. A. Menon Knowledge Resource Centre (Library) is computerized using SOUL 2.0 [Software developed by the INFLIBNET Centre, an Inter-University Centre (IUC), UGC].

- Name of ILMS software:- **SOUL 2.0**
- Nature of automation (fully or partially): - **Fully Computerized**
- Version: - **2.0**
- Year of Automation: - **2005**

- The library collection is bar-coded and circulation is done using bar-code technology. Three barcode scanners are attached to the computer system at the circulation counter. Students are trained during the orientation programme in the Library and now they are able to use it without any help. Our Library staff monitors and directs the students accordingly. The students are happy to make their presence felt in the library by marking their attendance.
- Five computer systems, one server, one black and white and one colour printer are provided to the library staff for regular operations. A photocopy / reprographic machine is also available, which is connected to the computer through a networking port with a 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 intranet LAN connection, is made available to its users. Our faculties and students can access books and journal databases and membership details from here. They can login and use the software to obtain the required materials and information with no time limit. Students can browse the internet to get the required details for academic and non-academic purposes also.

- Photocopy and printout facilities are available.

- Remote access to e-resources is also given to users through username and password, for N-List and E-books access.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

    1. e-journals
    2. e-ShodhSindhu
    3. Shodhganga Membership
    4. e-books
    5. Databases
    6. Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 6.65

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
7.28	10.04	4.24	5.85	5.82

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

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

Response: 6.07

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

Response: 102

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

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

Computers:

- The College a total of 153 Desktop Computers of the latest configuration. In order to keep computers updated, the following new computers with latest version have been purchased during the last five years:

Sr. No.	Particulars	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
1	Computers	35	22	13	--	10

Printers:

- The College a total of 11 **Printers**. The following table shows new printers purchased during the last five years:

Sr. No.	Particulars	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
1	Printers	1	1	1	2	2

Scanners:

- The College a total of 7 **Scanners** standalone as well as inbuilt in printers. The following table shows new scanners purchased during the last five years:

Sr. No.	Particulars	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
1	Scanners	2	1	---	1	---

Sound System:

- The College a total of 27 **Sound Systems** used in the teaching-learning process. The following table shows new sound systems purchased during the last five years:

Sr.	Particulars	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016

No.						
1	Sound Systems	24	---	---	---	2

Projectors:

- The College a total of 15 **Projectors**. The following table shows new projectors purchased during the last five years:

Sr. No.	Particulars	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
1	Projectors	10	---	3	--	1

IT Accessories:

- The College regularly purchases IT accessories to keep its IT resources updates. The following table shows new IT accessories purchased during the last five years:

Sr. No.	Particulars	2019-2020	2018-2019	2017-2018	2016-2017	2015-2016
1	Computer Accessories (DVD Writers, Keyboards, Mouse, Microphone. Etc.)	13	48	3	6	25

Licensed Softwares:

The management has an ethical practice of using licensed software in all its institutes. The details of licensed software at the disposal of the College are as under:

Sr. No.	Particulars	Quantity
1	Windows 8.1 Operating Systems	50
2	MS Office	15
3	MS SQL	5

In computer laboratories, we have installed the Linux operating systems and Ubuntu, which is free and open-source software.

Internet and Wi-fi Connectivity:

All computers in Computer Labs, Library, UGC Network Resource Centres and Office have 100% internet connectivity through **50 Mbps Lease line connected with LAN to all computers**. 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.

Integrated Library Management System (LMS):

Adv. P.A. Menon Knowledge Resource Centre (Library) is computerised with **SOUL 2.0 Integrated Library Management System**, developed by INFLIBNET and connected with it for various services. It has subscribed to N-list consortia which is updated from time to time.

Updating IT Resources:

All computers and IT resources are regularly upgraded with necessary hardware and software requirements.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 13.31

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

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

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 45.45

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

2019-20	2018-19	2017-18	2016-17	2015-16
44.39	37.42	54.03	30.09	27.95

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

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.

Response:

'Systems and processes are essential to keep the crusade going' – Simon Sinek

Established Systems and Procedures for Maintaining and Utilizing Physical, Academic and Support Facilities:

The vast infrastructure, installations and equipment of the 3762.57 sq. meter college campus are essential to create the right environment for 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.

Normally, **departments, staff and students** register their maintenance requirements, through the respective committee conveners, with the Principal, who attends to all such requirements promptly in consultation with the Management.

Maintenance of Academic Facilities:

Class Rooms:	• There are 23 classrooms and 1 Seminar Hall in the College. These are well ventilated. • Classrooms are swept every evening. Once in three months, they are washed and cleaned by the **Support Staff**. • Electrical fittings in classrooms are looked after by a **Licensed Electrician** whenever required
Seminar Room	• Air-conditioner in the Seminar Room is maintained through the **Annual Maintenance Contract (AMC)**.

	• The electrical fittings and fixtures as well as sound system and mikes are maintained by a **Licensed Contractor**.

Maintenance of Support Academic Facilities:

Adv. P. A. Menon Knowledge Resource Centre (Library):	• **'Library Advisory Committee'** headed by the Principal as Chairperson, all Head of the Departments, Students Council General Secretary, Registrar/Superintendent of the college as a member and Librarian as a Secretary of the Committee looks after the overall development of the library. • The Principal in consultation with the Librarian assigns the duties of all library staff for the smooth functioning of the library. The duties of the staff are supervised by the Librarian. • **Library Attendants** looks after the cleanliness of the library, it is swept regularly and washed once in a fortnight. • **Stock Verification** of the library collection is done as per the rules and outdated books are withdrawn as per the policy framed for the same. • The damaged books and loose issues of journals are bound on regular basis. • **Pest Control** measures are carried out at regular intervals.
Science Laboratory	• Four science laboratories (Chemistry, Botany, Physics and Zoology) are used for practical/s throughout the time. • These are managed and monitored by **Laboratory Assistants**, under the guidance of the head of the department. • **Laboratories Assistants** with the help of **Laboratory Attendants** manages the regular administration and practical schedule. • A **Stock Register** is maintained by the laboratory assistant and is updated on a day-to-day basis. • Laboratory attendants are assigned the duty to keep the laboratory neat and clean throughout the time. They regularly sweep/clean the laboratory. • At the end of the year, the laboratory assistant prepares the list of breakages and damaged items.He also prepares the list of required items for the upcoming year so that the practicals can be conducted without any hassles. • The laboratory equipment/s are repaired from time to time and the broken items are replaced with a new one, as and when required. • **AMCs** are given, wherever necessary.
Computer Laboratories:	• Two computer laboratories are used for computer practical/s and other computing work. • These laboratories are managed and monitored by **Laboratory Assistants**, under the guidance of the head of the department.

	• **Laboratory Assistants** with the help of **Laboratory Attendants** manage the regular administration and practical schedule. • A **Stock Register** is maintained by the laboratory assistants and is updated on a day-to-day basis. • **Laboratory Attendants** are assigned the duty to keep the laboratory neat and clean throughout the time. • The **Laboratory Assistants** are trained in repairing and maintaining the computer systems and other accessories. • Both the computer laboratories are air-conditioned. • All the air-conditioners in the computer Laboratories are maintained by a designated company appointed through the **Annual Maintenance Contract (AMC)**.
Examination Room	• The CCTV camera is fixed in the examination room. • Photocopy machines, computers and printers are provided and maintained by the support staff regularly.

Maintenance of Other Facilities:

Gymkhana/Gymnasium:	• **Support Staff** is assigned duty to look after the day-to-day working of gymkhana and gymnasium, which is supervised by the **Sports Committee in charge**. • Boards and tables meant for indoor games in the gymkhana and equipment in the gymnasium are regularly cleaned and maintained by a peon assigned for the job. • **Regular mopping** of the gymkhana and gymnasium is done. • A **Register** is maintained to note down equipment being used by students, in order to avoid any misuse.
Playground:	• The College playground has been **fenced** to prevent damage to the ground by animals and anti-social elements. • Ground levelling and removing overgrowth are done by our **Support Staff**.

Common Spaces:

• Trust Office • College Office • Principal's Chamber • Staff Common Room • Committee Rooms • Boys Common Room • Girls' Common Room • Yoga Room • Canteen • Wash Rooms	• All common spaces are swept and mopped every day.

Safety and Security -

Utilization	Maintenance
- CCTVs are installed at all prime locations inside and around the campus. - At the entrance, support staff, assisted by a lady attendant, is on duty during the working hours of the college. - During post working hours, security of the premises is handled by an external agency. - Fire extinguishers have been installed at prime locations on all floors and laboratories.	- AMC/s are given for CCTVs and Fire extinguishers. - A register is kept to record the name, purpose and time of the entry of outsiders. - Duty list is prepared for supporting staff.

Annual Maintenance Contract (AMC):

Sr. No.	Description	Party's Name
1	Photocopier	DL Technologies, Volcano Systems
2	Pest Control	Manas Pest Control
3	Intercom	News Telecommunication
4	Electrical Maintenance	Suresh Kumar (Licensed Electrician)
5	Fire Extinguisher	Deep Fire Safety
6	CCTV	Suresh Plastics
7	Lift	Kohinoor Elevators
8	Air Conditioner	Easy Cool Services
9	Water Purifier	M.R. Services
10	General Maintenance includes Repair, Labour, Painting, Plastering, Plumbing work	Different Parties

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 3.46

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2019-20	2018-19	2017-18	2016-17	2015-16
47	36	48	71	80

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.87

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2019-20	2018-19	2017-18	2016-17	2015-16
17	8	8	20	18

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File Description	Document
Upload any additional information	<u>View Document</u>
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	<u>View Document</u>

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

     1.**Soft skills**
     2.**Language and communication skills**
     3.**Life skills (Yoga, physical fitness, health and hygiene**)
     4.**ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<u>View Document</u>
Any additional information	<u>View Document</u>
Link to Institutional website	<u>View Document</u>

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 13.08

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
267	237	194	197	181

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<u>View Document</u>
Any additional information	<u>View Document</u>

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

    1.**Implementation of guidelines of statutory/regulatory bodies**
    2.**Organisation wide awareness and undertakings on policies with zero tolerance**
    3.**Mechanisms for submission of online/offline students' grievances**
    4.**Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 8.04

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
12	38	28	30	83

File Description	Document
Upload any additional information	[View Document](#)
Self attested list of students placed	[View Document](#)
Details of student placement during the last five years (Data Template)	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 90.5

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 486

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 60

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations***, etc.***)) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	1	0	2

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	0	2

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

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 9

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) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	2	3	3	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

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

Response:

1) STUDENTS COUNCIL: The apex body of the students is the Student Council whose members are constituted every year, headed by an elected student General Secretary, assisted by an Assistant General Secretary, along with Class Representatives and nominees. The Fine arts and literary circle and cultural circle teacher and student coordinators play major role in organizing competitions. The council team creates a platform for college students to participate in various competitions. Events like Annual Day, prize distribution ceremony, rangotsav, music and dance festivals attract large crowds and the team gets hands on experience in event management and team spirit. The team also coordinates with our junior college and school, to organise a grand Funfair. **LAKSHH**- the inter-collegiate fest, holds a special place of pride in student engagement. It is a platform where student bodies come together, build a team and take pride in hosting inter college competitions. All activities begin with notice drafting and spirited announcements in classes. Tasks handled by students include inviting judges for competition, arranging stationery, tables etc for events, coordination with authorities for venue arrangement, back stage management, stage announcements which are interspersed with comedy to regale the audience, ensuring receipt of certificates

and trophies for winners etc. Students, through zealous participation, learn strategies for good leadership & organisation.

2) COLLEGE DEVELOPMENT COMMITTEE: CDC is set up in AY: 2017-18, as per Section 97(1) of the Maharashtra Public Universities Act, 2016. CDC includes members of the Management, Principal, General and assistant General Secretaries of Student council, members of teaching and non-teaching staff. Students participate in the meetings regularly. The proposal for organising intercollegiate festival '*LAKSHH*' was mooted by the student representatives in CDC meetings.

3) LIBRARY ADVISORY COMMITTEE: General Secretary of Student Council is co-opted in the Library Advisory Committee, which is a statutory body. He participates in meetings, recommends books, helps in the annual book exhibition and maintaining general discipline, whenever required.

4) SPORTS COUNCIL: The Sports Secretary and the committee of student members, under the guidance of teacher-in-charge, plans & organises various indoor, outdoor games, annual sports event and sports event of '*LAKSHH*', the inter-college festival.

5) NATIONAL SERVICE SCHEME: The NSS unit of the college consists of a team of students led by a Student Secretary. Under the guidance of the Programme Officer, activities on health & hygiene, environment, gender equity, education etc are planned and managed by NSS team.

6) DEPARTMENT OF LIFELONG LEARNING & EXTENSION (DLLE): DLLE encourages students to undertake projects that provide a rich learning experience. Students are grouped into batches, headed by a student manager, who guides the students in execution & documentation of projects, under the mentorship of teacher-in-charge.

7) WOMEN'S DEVELOPMENT CELL (WDC): WDC also witnesses active involvement of teachers & student volunteers in undertaking activities related to gender equity, health and hygiene of girls, skill development etc.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 26.4

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
29	33	27	23	20

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

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

Response:

The Alumni Association of our college is very much functional and a throbbing component of our students' lives. There are 1025 enrolled Alumni as of the year 2020. The contribution of the alumni has played a significant role in the overall development and attitudinal change in our students, making them self-motivated and responsible community. Members of the alumni are involved in conduct of workshops, seminars and getting companies for the purpose of placements. Several of them have contributed towards the scholarship endowment fund which is becoming larger and larger. A few of our Alumni currently serve the institution in the capacity of employees. Some more contributions are as follows:

- Providing services like hosting the college website and providing technical support for the same.
- Contributing in NSS activities like sapling making, tree plantations, blood donation drives, etc.
- Working as honorarary members of Governing Body, of Trust and as Legal Advisor.
- Conducting Internal Audit, helping in TDS calculations and other professional advisory in the field of accounting and taxation.
- Donation of books to school and college library.
- Noteworthy feature of our alumni is formation of Menonite 99, which includes a group of 15 alumni from the BCom 1999 batch.
- The major initiatives of Menonite 99 Group are the following; -

o **Vision Kargil** - To inculcate the spirit of patriotism and brotherhood, Menonite 99 Group, celebrates 'Kargil Vijay Diwas' every year. Programmes such as interaction with army servicemen, seminars on careers in Defence, film shows, etc are organised to make our students aware of the contribution of our armed forces to the national security. Along with college students, students from BES School also participate in this program.

o **Celebration of Raksha Bandhan** - This activity aims at developing the spirit of a bigger family, embracing Jawans into the fold. Our girl students visit Army Cantonment at Colaba every year and tie *rakhis* to our jawans.

o **Award of Scholarships to meritorious but economically backward students** - Menonite 99 also provides scholarships to meritorious but economically backward students. There are 19 beneficiaries in last 5 years.

A Grand Alumni Re-Union '**BACK TO COLLEGE**' was organized on February 8, 2020, with participation of 210 alumni, across batches from 1986 batch onwards. The day witnessed an evening filled with enthusiasm and nostalgia. After a long gap, our alumni found their seats back in the classrooms where they spent most of the wonderful moments of their youth. The programme was packed with welcoming address, entertainment, felicitations and sumptuous dinner. Music and dance lovers entertained themselves on the beats of music till late evening. Parting moments were painful and with a promise of regular meetings henceforth, alumni parted with a heavy heart.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)	
Response: E. <1 Lakhs	
File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 6 - 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

Response:

VISION

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

MISSION STATEMENT

"???? ?? ??????????? " – "FROM DARKNESS TO LIGHT"

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

CORE VALUES

The journey of *jivatma* is described as *"???? ?? ???????????"* (From Darkness to Light). We believe that nature or character inherited by *Atman* comprises of three *Gunas – Satva, Rajo and Tamoguna*. Sublimation of the base nature is possible by adopting *BHAGWAD GITA* as **DICTIONARY OF LIFE**. Twenty principles derived from this holy book constitute core values for the stakeholders. Some of these values are Humility, Modesty, Ahimsa or Non-violence, Forbearance, Uprightness, etc.

GOALS AND OBJECTIVES

- To strive towards sublimation of base nature and manifest the perfection in thoughts, words and deeds by adopting the Holy Book "*Bhagwad Gita*" as Dictionary of Life.
- To motivate students for continuous personal and professional growth.
- To instil a strong foundation of moral values and ethical principles to mould them into excellent human resources.
- To provide a homely environment in the institution.
- To develop good character and personality and become citizens who are assets to the society.
- To strengthen stakeholder's relationships.

NATURE OF GOVERNANCE

- The '**Vision**' and '**Mission**' of the College is reflected in every activity and action of the Management.
- The Trust has been striving to lead the masses from **"Darkness to Light"** through its ever-expanding domain of education from **school level to the post-graduate level**, especially for **socially and economically deprived classes and girls**. The Trust made a humble beginning in 1965 with a School named BES English High School. In 1982, Degree college (Commerce), in 1983 Junior College (Commerce and Science) and in 1992 Degree College (Science) were started.

B.Sc. (Computer Science) and M.Com. (Advanced Accountancy) were started in 2005 followed by BMS in 2009 and B.Com. (Accounting and Finance) and M.Com. (Business Management) in 2020.

- 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.**
- **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 of the institution is transparent, based on Merit **without any discrimination of caste, creed and faith**.
- Through its **56 years** journey, the Trust has mainly catered to the **educational needs of socially and economically weaker sections and girls.** Most of the students are **first-generation learners** and **60% of them are Girls.**
- Although the institution **admits first generation learners and operates with simplicity**, its **performance standards are quite high with an average pass percentage of around 90% every year.**
- 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	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

Decentralization and culture of Participative Management do exist in our college.

Decentralization:

- The Principal is the academic and administrative head and all Heads of the Departments directly report to her.
- Academic Authority has been fully decentralized to the heads of the Departments who plan and implement various academic activities with the help of teaching and non-teaching staff through consensus in their meetings.
- Principal plans and implements various administrative and co-curricular and extra-curricular activities of the institution with the help of various committees, which consists of members from teaching staff, non-teaching staff and student's community at large.

List of Committees:

- College Development Committee (CDC)
- Internal Quality Assurance Cell (IQAC)
- Grievance Redressal Cell / Internal Complaint Committee (ICC)

- Anti-ragging Squad
- Students Council
- UGC Planning Board (Block Grant) / RUSA Grant
- Standing Committee / Book Bank / Government Schemes
- Admission Committee
- Time-Table and Workload Committee
- Attendance Committee
- College Examinations cum Result Committee
- Unfair Means Enquiry Committee
- National Service Scheme (NSS)
- Department of Life Long Learning and Extension (DLLE)
- Women Development Council (WDC)
- IPR Cell
- E-Cell
- Magazine Committee
- Sports Council
- Library Committee
- Purchase Committee
- Canteen Committee
- Career Guidance and Placement Cell
- Students' Consumer Cooperative Society
- Nature and Environment Club
- Past Students / Parents Association
- Research Committee
- Literary Circle
- Website Management Committee
- Audit Committee
- Yoga and Health Club
- Gandhian Studies Centre
- Students Support & Progression Cell

While working in these committees, the College faculty get acquainted with various administrative and functional areas.

Operational Autonomy to Departments and Teachers:

- The Head of the Department has a complete autonomy with regard to the planning and implementation of academic activities of his/her department.
- He/she conducts a meeting at the beginning of each semester to plan the completion of syllabus in various subjects in time.
- He/she also monitors the lectures of the teachers in his/her department and gives them feedback.
- He/she collects the students' feedback about each teacher and orients teachers about their strengths and weaknesses on one-to-one basis.
- The faculty has the freedom to set question papers and assess answer books as per the guidelines of the University of Mumbai.
- The faculty is free to make use of teachings aids, LCD Projectors, Internet, lecture notes, PPTs, industrial and field visits, nature trails, etc.
- Teachers are encouraged to undertake research projects, attend conferences and present research

papers, write books and guide research students.

Participative Management:

The 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 Heads in the periodic meetings incorporating the suggestions made by CDC and IQAC. The various levels of participative management are:

- Decisions at the level of the Principal in consultation with the Head of Departments.
- Decisions at the level of Departments in consultation with the teaching faculty.
- Decisions pertaining to students in consultation with the Students' Council.
- Decisions pertaining to Class III and IV employees in consultation with the Registrar/Superintendent.
- Decisions pertaining to admissions, examinations, etc. in consultation with their respective Committees.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The institution effectively deploys strategic plans (for annual goals) and perspective plans (for objectives to be achieved over five years).

Strategic Plan:

Strategic Plans are deployed for each functional area on annual basis by the concerned committee under the guidance and supervision of the Principal.

Teaching-Learning:

- **Academic Calendar** is the primary strategic plan for annual academic, co-curricular and extra-curricular activities.
- **Time-table** is prepared by the timetable committee and displayed and **Lecture Plan** and **Academic Diaries** are maintained by each faculty.

Evaluation:

- **Examination Committee** works as per the guidelines of the University of Mumbai for the conduct of examination and declaration of results.
- Tentative examination dates are reflected in the **Academic Calendar, the Examination timetable** is displayed well in advance and **results are declared within 45 days of the conclusion of the examination**.

Co-curricular Activities:

- **Independent Committees** for co-curricular activities plan and implement their respective activities and report to the Principal and IQAC.

Extension Activities:

- **NSS and DLLE Committee** plan and implement various extension activities in consultation with the students and report to the Principal.

Research and Collaborations:

- **Research Committee** motivates faculty to prepare and submit proposals for research projects and prepare, present and publish research papers.

Placements:

- **Career Guidance and Placement Cell/Competitive Exam. Guidance Committee** plan and conduct placements drives for the graduating students.

Quality Sustenance and Enhancement Initiatives:

- **IQAC** plans various **Quality Sustenance and Enhancement activities to** be undertaken every year**.**

Perspective Plan:

Perspective Plan is a long-term plan prepared by the Management in consultation with the Principal, Head of Departments, College Development Committee and IQAC every five years. **Highlights of the Perspective Plan - 2015-2020**:

Proposals	Status
Academics: - To start new undergraduate and postgraduate courses.	- Self-financed courses, viz. B.Com. (Accounting and Finance) and M.Com. (Business Management) to be started from the A.Y. 2020-2021. - 13 Certificate Courses and Add-on Programs

• To introduce Short Term, Value Added and Skill-Based Certificate Courses.	were introduced.
Research and Collaborations: • To start Research Centre. • To motivate faculty to involve in research. • To sign MOUs with external agencies.	• In Process • 18 publications in UGC Listed Journals, 26 in conference proceedings including one book and Five Research Projects. • Seventeen MOUs have been entered into by the institution.
Digitization: • To boost digitization in various departments, laboratories, examinations, administrative and financial activities.	• Admission, Students Records, Accounts (Tally ERP 9 Software), Examinations, Library (Soul 2.0 Software), Attendance (Biometric) and Internet Facility (50 Mbps leased line).
Eco-friendly Campus: • To take initiative for the development of an eco-friendly campus.	• Green Audit is conducted. • An MOU with Ms Rashmi Joshi (An Environment Consultant) for waste management projects.

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response:

The College follows guidelines and procedures laid down by the Higher Education Department, GoM, University of Mumbai and UGC from time to time.

Link to Institutional Organogram

https://menoncollege.edu.in/PDF/College-Organogram.pdf

Governing Body:

The Governing body of "Bhandup Educational Society" is the Apex decision-making body.

Management conducts an Annual Academic Audit to evaluate the contribution of each teacher to the overall institutional development.

Principal and Vice-Principal:

The Principal is the Academic, Administrative and Financial Head of the Institution.

She is assisted by the Vice-Principal in carrying out various academic and administrative functions.

College Development Committee (CDC):

CDC consist of Principal, representatives from the Management, teaching and non-teaching staff, students and others as per statute.

All college activities are broadly discussed, approved and documented in the minutes of its meetings.

Internal Quality Assurance Cell (IQAC):

IQAC has been set up as per the guidelines issued by NAAC, with the objective of bringing about qualitative improvements in the College.

Regular meetings are conducted and proceedings are minuted and documented for undertaking various activities.

Departmental Heads and Faculty Members:

Departmental Heads plan and implement various activities with the help of faculty members.

Librarian and Library Staff:

The library is headed by the Librarian who is assisted by Assistant Librarian, Clerks and attendants.

Office Administration – Registrar and Staff

The Registrar takes care of the administrative functions of the college. She is assisted by Superintendent, Head Clerk, Senior Clerks, Stenographer, Junior Clerks and Other supporting staff.

All administrative related works including Board, University and Government-related matters are taken care of by the Office.

Committees

Various committees are formed with Teaching Staff as conveners and members. Some committees also include non-teaching staff and students.

The effectiveness of various committees is evaluated through their Annual Reports.

Institutional Policy Document:

It has been prepared on the basis of guidelines of the Higher Education Department, Government of Maharashtra, University of Mumbai and University Grants Commission.

Institutional Policy Document, uploaded on the College website, acts as a ready reckoner while carrying out academic and administrative activities.

This policy document has been classified into four categories as follows:

- **Academic Policy** - Guidelines pertaining to curricular and co-curricular activities.
- **Administrative Policy** - Guidelines pertaining to strategic planning, finance, maintenance, purchase, performance appraisal and welfare schemes for the staff.
- **Support System** - Guidelines pertaining to Library Services, Extension Activities, Students' and Sports Councils, Students' Consumer Co-operative Society, Grievance Redressal System, WDC.
- **Format Section** - Guidelines for preparation of various reports for students, staff and general activities.

Appointments and Service Rules:

- **Appointments** on the teaching posts and non-teaching posts in Aided Section are made by the Management as per the guidelines of the **Joint Director, Higher Education, Mumbai Region, purely on merit basis**.
- **Service rules, appointment procedures, promotions under CAS, etc. as per the Statutes, Government of Maharashtra and UGC guidelines** are strictly followed.
- **Service rules of the teaching and non-teaching staff in the self-financed department** are guided by similar principles.

File Description	Document
Upload any additional information	[View Document](#)
Link to Organogram of the Institution webpage	[View Document](#)
Paste link for additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support

4.Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

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

Statutory Welfare Measures for Teaching and Non-teaching Staff:

Statutory welfare measures are the rights of the staff and the Management ensures that they are given to them on time without any delay.

- **Non-teaching staff is paid salary in the first week of the month, irrespective of the receipt of Salary Grant**. This employee-friendly gesture shows the caring approach of our management.
- **Service books and other documents of retiring employees are updated and processed on time** to enable them to receive various retirement benefits like GPF, Pension, Gratuity etc. in time.
- **Proposals for promotion are processed quickly.** PBAS formats are collected annually by IQAC. Duty leaves are granted for Orientation and Refresher Courses, participating in seminars/ conferences etc., as per Statute.
- **Casual Leaves, Earned Leaves, Maternity leaves, Medical Leave, Leave Travel Concession etc.** are granted to the staff as per Statute.
- Issues related to **Medical Leave and Reimbursement** are expedited at the college level and forwarded to the concerned authority promptly.

Management Initiated Welfare Measures for Teaching and Non-teaching Staff:

- The Management fills up vacancies of **Teaching and Non-teaching Staff in self-financed departments on the basis of same Principles as that of aided section**.
- The **staff in Self-financed Departments are given salary in the first week of every month**. They are given the benefit of **various leaves** as per the Statue. **PF benefits** are given to these staff.
- Honouring and felicitating **teaching and non-teaching staff for their academic and other career-related achievements** during the annual day celebration.
- **Preference in employment to the deserving and fully qualified ex-students and wards of the staff**.
- **Free accommodation to the non-teaching staff** in the premises till they are settled in life.
- **Payment of medical expenses** of non-teaching staff and provision of **uniform** for Class IV staff.
- Deserving **Siblings, Relatives, Spouse or Children of employees are given preference in employment** in various sections of the institution.
- **Fruits, vegetables and Coconuts** cultivated in the premises are distributed amongst the supporting staff.
- **Non-teaching staff participating in intercollegiate sports and cultural events** are provided with **T-Shirts and sports shoes**.
- **Staff appointed for cleaning** the premises is provided with safety materials like **hand-gloves, face masks and other accessories**.
- **Medical checkup camps, Lectures on scientific breathing (*Brahmavidya*), Yoga and Meditation workshops, etc.** are organised for staff.
- **Festivals like Independence Day, Republic Day, *'Onam'*, *'Dussehra'*, etc. are celebrated together as a family** by all staff members.
- During Gandhi Jayanti celebration, **books on the life and philosophy of Gandhiji are given to each and every staff**.
- **Hygienic canteen facility** is provided at a **subsidized rate** to staff and students.
- **Retiring staff are felicitated** for their fruitful long-term service in the institution.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 15.65

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
5	6	3	6	6

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2

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

2019-20	2018-19	2017-18	2016-17	2015-16
6	3	0	0	1

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 10.02

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

2019-20	2018-19	2017-18	2016-17	2015-16
11	2	1	1	1

File Description	Document
Upload any additional information	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

We have a robust, transparent and multi-layered performance appraisal system for teaching and non-teaching staff

Continuous Performance Appraisal System developed by the IQAC:

The IQAC has designed a performance appraisal system for teachers, whereby their contribution to teaching, learning and evaluation and co-curricular and extra-curricular activities is documented and taken on record by the Principal and Management.

- Teachers record their contribution to teaching, learning and evaluation and co-curricular and extra-curricular activities on daily basis in Academic Diaries designed by the IQAC.
- Academic Diary also includes details of their participation and presentation of research papers in seminars and conferences, research publications and involvement in extension activities.
- Academic Diaries are checked by the Head of the Department and Vice-principal periodically.
- Mid-term departmental review meetings and year-end meetings are called by the Principal for critically evaluating the performance of all departments and committees.
- At the end of the academic year, every teacher is required to submit their Academic Diary to the Principal along with an individual Annual Performance Report.

Academic Audit (Teaching Staff):

- Teachers submit **Academic Programme (Plans)** and **Performance Report (Outcomes)** on their work to the Principal through their respective Heads, which is then forwarded to the Academic Audit Committee.
- **Academic Programme** consists of teaching, special coaching, consultation and guidance, adult education, extension activities, admission work, attendance, administrative work and other co-curricular and extra-curricular activities.
- **Performance Report** covering above aspects along with **Result Analysis, Minutes of Committee** and **Departmental Meetings** and **Documentary Evidences** in support of their claims is submitted to the Principal.
- Academic Audit Committee scrutinizes the Reports and gives feedback to individual teachers and Heads in a positive manner

Administrative Audit (Non-teaching Staff):

- Non-teaching staff (Class III) submits **Annual Plan** of their work through their Heads (for Office Staff-Superintendent, Library-Librarian and Laboratories-HoDs).
- They maintain **Daily Work Book,** which is checked by their Heads/Registrar/Vice-principal.
- At the end of the year, they submit the **Annual Performance Report** along with the **Daily WorkBook**.
- **Registrar** prepares the **Confidential Reports** as per the **Standard Code of the Government of Maharashtra (1985),** which are reviewed by the Principal and communicated to the staff in a positive manner along with suggestions for improvements.

Performance-Based Appraisal System (PBAS):

- The UGC has laid down certain mandatory requirements for the promotion of teaching staff, which are documented annually in PBAS forms.

- The institution strictly follows UGC's PBAS System for the teaching staff since 2010. Currently, the College follows the guidelines of the UGC Notification dated 18/07/2018.

- An internal screening committee has been set up for an initial screening of PBAS and supporting claims.

Student Satisfaction Survey (SSS):

- The College conducts a Student Satisfaction Survey (SSS) every year, as per the guidelines of NAAC.
- The Survey provides important inputs for conducting SWOC Analysis in a realistic manner.

Feedback through Questionnaire:

Feedback on **'Teachers' Quality',** obtained from the students, is shared with individual teachers for improvements.

Feedback on **'Curriculum',** collected from various stakeholders, is forwarded to the respective BOS, University of Mumbai for consideration during syllabus revision.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

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.

- **Financial Year 2015-16**

Done by Mr. Prasanth Rajan. Internal Audit Report was submitted on 20.06.2016

- **Financial Year 2016-17**

Done by Mr. Prasanth Rajan. Internal Audit Report was submitted on 02.06.2017

- **Financial Year 2017-18**

Done by Mr. Prasanth Rajan. Internal Audit Report was submitted on 21.06.2018

- **Financial Year 2018-19**

Done by Mr. Prasanth Rajan. Internal Audit Report was submitted on 03.06.2019

- **Financial Year 2019-20**

Done by Mr. Prasanth Rajan. Internal Audit Report was submitted on 31.08.2020

External Audit:

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

- The office of the Joint Director, Higher Education, Mumbai and the Accountant General Office, Mumbai are empowered to conduct statutory audits of the College. Audits carried out by the government through Accountant General and Joint Director, Higher Education, Mumbai, ensure proper maintenance of assets, documents, audited statements, as per the statutes and guidelines. The report is submitted to the government for further consideration.
- However, for the Financial Years from 2015-16 to 2019-20, an audit by the office of the Joint Director Higher, Education, Mumbai and the Accountant General office, Mumbai is yet to be conducted.
- 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.
- **Financial Year 2015-16:**

External Audit was done by M/S Shankar and Kapani, Chartered Accountants and External Audit Report was submitted on 29.07.2016.

- **Financial Year 2016-17:**

External Audit was done by M/S Hiren Parekh and Associates, Chartered Accountants and Audit Report was submitted on 30.06.2017.

- **Financial Year 2017-18:**

External Audit was done by M/S AVD and Associates, Chartered Accountants and Audit Report was submitted on 19.07.2018 (Aided Section) and on 24.07.2018 (Self-Finance Section).

- **Financial Year 2018-19:**

External Audit was done by M/S AVD and Associates, Chartered Accountants and Audit Report was submitted on 19.06.2019.

- **Financial Year 2019-20:**

External Audit was done by M/S AVD and Associates, Chartered Accountants and Audit Report was submitted on 03.09.2020.

Utilisation Certificates and Audited Accounts with respect to UGC Grants and University of Mumbai:

The College has submitted the audited utilisation statements certified by Chartered Accountant in respect of Research Grants, Book Bank Schemes, NSS etc. from **University of Mumbai** and Grants received towards General Development Assistance, IQAC etc. from **UGC**.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

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

Response: 6.16

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

2019-20	2018-19	2017-18	2016-17	2015-16
5.31	0.25	0.20	0.20	0.20

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)
Any additional information	[View Document](#)
Annual statements of accounts	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The College does not accept any kind of donation from external sources, except the contributions made by alumni as gratitude towards their institution.

Sources of Mobilization of Financial Resources:

The Principal, being the financial head, strategizes for resource mobilization with the consent of the Governing body of **"Bhandup Educational Society"**. The main sources of funds for the College are:

- Students' Fees.
- Staff Salary of aided section disbursed by the Department of Joint Directorate Collegiate Education, Government of Maharashtra.
- Grant-in-aid received from State and Central Government (UGC) under various Schemes and Projects
- Research project grant from the University of Mumbai (disbursed to the concerned researcher)
- State Government Scholarships and Freeships (disbursed to the concerned students)
- Support and financial assistance from "**Bhandup Educational Society**"
- Interest earned on savings bank accounts and fixed deposits
- Support from philanthropers.
- Other Miscellaneous income sources.

Optimum Utilisation of Financial Resources:

- The annual budget is prepared well in advance, after taking into consideration the requirements submitted by the respective Heads of the Departments.
- The Principal presents the budget in CDC meetings. After discussion and necessary corrections, CDC recommends the budget for approval.
- The budget is, then, reviewed by the Management and approved after necessary changes, if required.
- The purchase committee, under the guidance of the Principal and Management, looks after all purchases of the college.
- Guidelines are laid down for purchases in the Comprehensive policy document and are strictly adhered to by the Committee.
- All assets acquired by the institution are recorded on the Stock Register. At the same time, old and outdated assets are disposed off periodically.

- All the expenses are subject to the strict audit controls annually by the Office of the Auditor General of Maharashtra.
- The accounts of the institution are audited internally as well as externally.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

IQAC, since its inception in 2004, has been striving for quality assessment, up-gradation and accreditation. Some of its activities of the last five years are:

Quality Sustenance and Enhancement in Curriculum Transaction and Delivery:

IQAC has taken the following initiatives to enrich the teaching-learning experience of both teachers and students.

- **Academic Calendar**: IQAC, through its meticulously structured Academic Calendar, assists all teachers, departments and committees in smooth scheduling and implementation of their activities.
- **Standardizing Documentation Process:** IQAC prepared many standardised formats for documentation. For example, activity proposals, annual activity reports, students' feedback, MOU's, etc.
- **Feedback System**: IQAC seeks feedback from stakeholders like students, parents, employers and alumni on various aspects such as teachers' quality, syllabus, college infrastructure, library, principal, etc.
- **Action Report on Feedback:** The Heads share and counsel teachers on their respective feedback. Suggestions on curriculum are submitted to the Board of Studies, University of Mumbai.
- **Value-Added and Skill-Based Courses:** IQAC has encouraging faculties and the departments to introduce certificate, value-added, skill-based, short-term courses. The details are available on the College Website:

https://menoncollege.edu.in/certificatecourses.html

- **Collaborations and Industry Initiatives**: IQAC has been instrumental in creating an ecosystem for nurturing the talents and skills of students through a number of MOUs during the last five years. Details of MOU's are attached as a case study.

- **Establishment of E-Cell:** E-Cell, established in 2018-19 at the instance of IQAC, conducted a number of activities to develop the entrepreneurial skills of students. The list of activities is displayed on the college website.
- **Curriculum Enrichment Programs:** E-waste management, gender equity, ecology and environment conservation, skill development, etc promoted by IQAC helps in integrating relevant cross-cutting issues into the curriculum through departmental activities.
- **Innovative Teaching Techniques:** Through formal and informal meetings of the faculty, IQAC has stressed the need for exploring innovative, experiential learning tools and techniques in addition to conventional chalk and talk method.

Quality Sustenance and Enhancement in Co-curricular and Extra-curricular Activities:

- **Inter-collegiate Lakshh Festival:** Grand intercollegiate festival – Lakshh, organised since 2018, is a joint initiative of IQAC, CDC and Students' Council to give a vent to students' creative abilities.

- **Establishment of Well-equipped Gymnasium:** IQAC mooted the idea of a well-equipped fully air-conditioned gymnasium to enable students and teachers to keep themselves fit and healthy
- **Biometric Attendance System:** It helps the proper recording of the working duration of the staff. (Is it used for students as well?)

Quality Sustenance and Enhancement Workshops organised by IQAC:

- A number of workshops and seminars on quality enhancement were organised by IQAC during the last 5 years.
- A detailed list of workshops and seminars is available on the college website.

https://menoncollege.edu.in/iqac.html

Other Initiatives for Quality Sustenance and Enhancement:

- **IQAC Recommendations to the Governing Body:** Some important recommendations of the IQAC, which have been accepted and implemented:

- ICT-enabled Classrooms,
- Fire Audit,
- Energy Audit,
- Structural Audit,
- Installing Solar Energy Panels,
- Rain Water Harvesting, etc.

- **List of suggestions by IQAC and its implementation status:** Follows the link:

https://menoncollege.edu.in/iqac.html

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

The Governing Body and IQAC, have institutionalized a mechanism for **Periodic and Annual Review**.

Teaching-Learning Processes:

- **Departmental Meetings:** Departmental meetings are conducted periodically and minuted to review interim as well as annual progress of academics, departmental activities and learning outcomes.
- **Continuous Evaluation:** Students' progress is continuously monitored through class tests, assignments, preliminary examinations, questionnaire sessions etc.
- **Academic Diaries**: Teachers report their academic and non-academic activities in Daily Dairies, which are checked by the Head of the Departmens and Vice-principal periodically.
- **Syllabus Completion Certificate:** On completion of syllabus, teachers submit a Syllabus Completion Certificate, countersigned by Head of the Department.

Structures and Methodologies of Operations:

Structures and methodologies for operations are evaluated as under.

- **Feedback:**
  - Feedback on **'Teachers' Quality'** obtained from the students, is shared with individual teachers for improvements.
  - Feedback on **'Curriculum',** collected from various stakeholders, is forwarded to the respective Board of Studies for consideration during syllabus revision.

The Management conducts Academic and Administrative Audits annually.

- **Academic Audit:**
  - **Academic Programme** consists of teaching, special coaching, consultation and guidance, adult education, extension activities, admission work, attendance, library work, office work and other co-curricular and extra-curricular activities.
  - **Performance Report** covering above aspects along with **Result Analysis, Minutes of Committee** and **Departmental Meetings** and **Documentary Evidences** in support of their claims is submitted to the Principal.
  - Academic Audit Committee scrutinizes the Reports and gives feedback to individual

- teachers and Heads in a positive manner.
    - Teachers submit **Academic Programme (Plans)** and **Performance Report (Outcomes)** on their work to the Principal through their respective Heads, which are then forwarded to the Academic Audit Committee.
- **Administrative Audit:**
    - Non-teaching staff submits **Annual Plan** of their work through their Heads (for Office Staff-Superintendent, Library-Librarian and Laboratories-HoDs).
    - They maintain **Daily Work Book,** which is checked by their Heads/Registrar/Vice-Principal.
    - At the end of the year, they submit the **Annual Performance Report** along with the **Daily WorkBook**.
- **Registrar** prepares the **Confidential Reports** as per the **Standard Codes of the Government of Maharashtra (1985),** which are reviewed by the Principal and communicated to the staff in a positive manner along with suggestions for improvements.

Learning Outcomes:

Learning outcomes are evaluated as under:

Non-statutory Methods:

- **Result Analysis:** Course-wise and program-wise Result Analysis is undertaken post Semester Examinations to assess the level of the performance of students and efficacy of learning outcomes.
- **Students Satisfaction Survey (SSS):** The College conducts SS Survey every year as per the guidelines of the NAAC, which provides important inputs for conducting SWOC Analysis.

Statutory Methods:

- **Statutory Reports:** Teachers submit the following Statutory Reports every year for evaluation:

- **PBAS Forms** as per **VI Pay GR (30/06/2010)** and **VII Pay GR (18/07/2018)** along with supporting documents.
- **D2 Form** as per the **Statute 422** of **the University of Mumbai**.
- **Self-appraisal Form** as per the **Higher Education Department, Government of Maharashtra**.

Teachers' performance is evaluated based on the above Reports by the Head/Principal and the Management. Also a **Confidential Report** is prepared and communicated to the teacher in a positive manner along with suggestions for improvements.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

The Institution is dedicated to the cause of Education, especially girl students and from socially and economically deprived classes. The female to male ratio of students in the institution is about 3:2.

Gender Sensitization in Curricular Activities:

Foundation Course in various programmes addresses many cross-cutting issues. Students conduct skit, surveys, organize street plays and poster-making competitions on issues related to women as a part of project work for the course. These facilitate learning through field activities, which has a greater impact.

Gender Sensitization in Co-Curricular Activities:

List of various programmes which were organized on gender equity and sensitization:

Academic Year	Programme/Activity
2015-16 2016-17 2017-18 2018-19 2019-20	• **'Safety and Hygiene Survey'** is conducted by girl students under the purview of **WDC**, which includes Safety and Hygiene Audit of Ladies Washrooms, Ladies Common Room and other spaces. • A report with suggestions for improvements is prepared and submitted to the Principal.
2016-17 2017-18 2018-19 2019-20	• **"Yuvak Yuvati Mela"** organized in collaboration with **AKSHARA CENTRE and Maharashtra State Council for Women Welfare**, host many activities on **Gender Equity,** which inspire the youth to give serious thought to gender-related issues. • In 2018-19, our college received the **Best Documentation Award** from among 23 participating colleges.
2018-19 2019-20	• **'Lakshh'**, an Intercollegiate Cultural and Sports Fest, includes **Elocutions, Group Dances, Street Plays, Poster Presentations and PPT Competitions,** on Gender Equity. • **Chess, Carrom, Neon Carrom and Stock Mock** were organized for girls' participants.
2018-19 2019-20	• The College was a host for **'UDAAN'**, an intercollegiate festival of the **Department of Life Long Learning and Extension (DLLE), the University of Mumbai,** in which hundreds of students from 18 colleges had participated.

	• Students presented **Street Plays and Posters** on Gender Equity
2018-19	• **"Kaushal",** a skill development course was organized by WDC from 13/10/2018 to 22/10/2018 to develop the entrepreneurial skills of girls. • The course was successfully completed by 24 candidates.
2018-19 2019-20	• In AY: 2018-19, IQAC instituted the award for **"Outstanding Contribution to Gender Equity",** to the student making the best contribution to the cause of Gender Sensitisation.
2015-2016, 2018-2019	• Workshops on Self Defence by Grand Master Radhika Jhaveri for Girls were arranged by the **National Service Scheme (N.S.S.)** unit and WDC of the college. In the year AY: 2018-2019, 57 participants and in the year AY: 2015-2016, 125 participants were benefitted.

Facilities for Women Safety:

1. **Provisions for Safety and Security:**

- Girls' Common Room.
- CCTV Surveillance in and around the college Campus.
- Security Personnel at the Entry Gate (1 Male and 1 Female).
- Two peons on each floor to monitor the discipline.
- Sanitary napkins facility in Common Room.
- Separate washrooms for boys and girls.
- Code of conduct for all the stakeholders.
- Presentable Dress Code.
- Compulsory wearing of I-Card by staff and students.
- Meetings with Parents.

2. **Counselling:**

- Counselling Facility by a Certified Psychologist and Counsellor.
- Stress Management Sessions by Counsellor before the examination.
- **Internal Complaint Committee (ICC)**
- No grievance received by the ICC so far.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Link for annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Solid Waste Management:

Application of 3R's Principles - **R**educe, **R**ecycle and **R**euse for management of solid wastes. The College has a formal **MOU** with Ms **Rashmi Joshi a Waste Management Consultant,** under which **the** following activities were conducted.

- **Waste Management Awareness Session** on 17.6.19 for students and on 22.6.19 for community people.
- **Seed ball making workshop** on 29.7.2019
- Demonstration on **'Organic Farming'** on 24.2.2020.

Chemistry Department organized a **Two Days State Level Seminar on "Microscale Techniques in Chemistry"** highlighting various techniques of minimizing the harmful effect of chemicals on the environment, which are being now applied by all departments.

- Encouraging experiments on a smaller scale **Reduces** the generation of solid wastes.
- Reusing **Plastic Reagent bottles** and **Glass Chemical bottles** from laboratories as containers for materials.
- Disposing off **Filter paper/cotton** and other **biodegradable waste** into a pit in the campus.

Adv. P. A. Menon Knowledge Resource Center follows 3R's principle:

- **Old newspapers** are **Reused** for making paper bags.
- **Damaged Reference Books** and **Old Issues of Academic Journals** are **bound** and preserved.

The **NSS unit** carried out activities on waste management.

- In AY: 2016-17 a session on **"Waste Management"** by **Solid Waste Management Consultant** was organized.
- In AY: 2017-18 a few NSS Volunteers were trained in **Waste Management** by **Keshav Shrusti,** who then trained others through a seminar on 23.8.17.

Liquid-Waste Management:

The internal liquid waste disposal system of the College has been developed as per the guidelines of the Municipality. Through this system, liquid waste is discharged in the centralized liquid waste disposal system of the Municipality for treatment and safe disposal.

E-waste Management:

- The College has a formal MOU with Ms **Rashmi Joshi, a Waste Management consultant** for the collection of e-wastes.
- E-waste awareness program, through poster exhibitions and seminars, was organized for students, teachers and non-teaching staff.

Waste Recycling System:

- Segregating and converting **Organic Waste**s into **Manure by Composting** and **disposing off Inorganic Wastes** through **Municipal Service.**
- **Botany Department** undertook **Compost Making Project** for conversion of bio-degradable wastes into manure for the garden plants.
- **Partly used papers** are **Reused** for rough work
- **Used envelopes** are **Reused** by making pasting slips.
- **Paper Bags** are made from **Old Newspapers** and distributed to the local shopkeepers.
- **Workshops** on **Cloth-bag Making** from **old T-shirt**s and **Notebook binding** from unused papers of used notebooks were conducted.
- **"Best out of Waste"** competition was organized to sensitize students about the importance of recycling.

Hazardous Chemicals Management:

Hazardous chemical samples are either not provided to the students for experimentation or preventive measures are taken while handling them.

- Safety instructions are given to the students and they are permitted in the laboratory only with a lab coat and proper footwear.
- Only safer experiments are given to prevent exposure to hazardous solvents and gases.
- **Material Safety Data Sheet (MSDS)** and **Safety Symbols** are displayed on the wall at various places in the chemistry laboratory.

- Chemical bottles are numbered and labelled with chemical names and a chart showing the same is displayed on each table.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: C. 2 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

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

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for 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**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)
Details of the Software procured for providing the assistance	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

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 500 words).

Response:

Our institution takes numerous initiatives in providing an inclusive environment to the students.

Inclusiveness in Administrative Processes:

- **Admission Process**: Admissions to all programmes are based on merit without any 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 and Drinking Water facilities for PwD, facility of Wheel Chair, etc.
- Teachers and Students are sensitized about the special needs of Persons with Disabilities through various workshops and lectures.
  - Products made by differently-abled students from **NASEOH,** an **NGO, are** displayed and sold during Fun Fair.

Integrating Socially Backward Classes:

- Under **Book Bank Facility**, a complete set of books is issued on a returnable basis to SC/ST students.
- **Committee for Welfare of Backward Classes** orient students about various scholarship schemes of the Government.

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 communities.
- The College has instituted **Need-cum-merit Scholarships** for students from an economically poor background.

Integrating Vernacular Medium Students:

- **Spoken English for Employability Course** was an attempt to integrate students from the vernacular medium into the mainstream.
- Teachers occcassionally use **Hindi or Marathi** language in the class in order to make students understand complex concepts.

Promotion of Inclusiveness Environment:

- **Celebration of National Festivals:** Celebration of Independence Day, Republic Day and Birth and Death Anniversaries of great leaders like Mahatma Gandhi, Swami Vivekananda A.P.J. Abdul Kalam etc. to inculcate the spirit of **'Unity in Diversity'.**
- **Camps and Workshops: Health Camps, Eye Check-up Camps, Blood Donation Camps, Thalassemia Testing Camps, AIDS Awareness Activities** and **CPR Workshops** are organized to inculcate the feeling of care and compassion among students.
- **Yoga and Meditation: 'Yoga'** and **'Meditation'** were introduced with the objective of making students more mindful and sensitive so that they can practice tolerance and inclusiveness in different aspects of their lives.
- **Traditional Day:** Student Council organizes traditional days to celebrate the attire of states to which the students belong, highlighting variations in the costumes in different regions of the country.
- **Lakshh**: An Inter-collegiate Festival - Lakshh is organized with a view to develop team spirit among students and inculcate the qualities of tolerance and harmony towards competitors.
- **DLLE and NSS:** DLLE and NSS units organise many extension activities such as '**Peace Rally'** and '**Run for Unity'** to evoke a sense of Peace and Harmony among students.
- **Motivational Lectures: Motivational Lectures** are organized to develop a positive perspective among students towards society. For e.g.:
    - A lecture by **Swami Amartyananda** from **Ram Krishna Mission** on 4.08.2016 organized by the Department of Law.
    - A Lecture on **Value-based Education** by **M.G. Radhakrishnan** on 31.08.2016 organized by NSS.
    - A Motivational lecture by **Dr. Radhakrishanan Pillai** (Author of the Book **Corporate Chanakya**) organized by **Gandhian Study Center** on 5.10.2019.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Celebration of Important Days:

To sensitize the students and staff of the Institution towards the constitutional obligations, human values, rights, duties and responsibilities of citizens, following days are celebrated:

Independence Day (15 August)	The College celebrates Independence Day every year by hoisting National Flag. Students give speeches, perform street plays and sing patriotic songs.
Republic Day (26 January)	Republic Day is celebrated every year on the College playground with great fervor and fanfare. March-past, Drill and Lezim are the distinctive features of this day.
Constitutional Day (26 November)	The Preamble to the Constitution is read out by all. Department of Law organizes video screening and guest lectures to spread awareness about the Constitution.
Social Justice Day (20 February)	Various social issues like poverty, gender inequality, unemployment, human rights violations, untouchability etc. are addressed through various platforms on this day.
Founder's Day (6 October)	To pay homage to our founder **Shri V.K.Krishna Menon**, we commemorate the day in our college by lighting the lamp, garlanding his photograph and sharing memories.

Following are some of the activities conducted to promote human values, rights, duties and responsibilities of the citizens:

Voters' Awareness Programme	NSS Unit organized **Voter's Awareness Program,** whereby the eligible students were encouraged to apply for **Voters' Card**. **Voter's Awareness Rally** and E**ssay Competition on Voting Rights** were also conducted.
Constitutional Responsibilities	As a part of Constitutional Responsibilities, the College premises is provided during elections to be used as a polling booth during elections Also, a room has been allotted for Voters EPIC card registration periodically. College staff is made available for election duties.

Promotion of Ethical Practices	The **IPR Cell** organized series of workshops and seminars to create awareness and to sensitize students on ethical practices.
Awareness about LGBT and Transgenders	Issues related to **LGBT and Transgenders** find place in project work for **Foundation Course**. This helps in channelizing students' thoughts towards constitutional rights and duties generally not discussed in the syllabus.
Awareness about Environment	**Tree Plantation Drives, Cleanliness Drive, Anti-plastic Campaign and awareness programme** related to ecosystem and biodiversity etc. were conducted within and outside the campus.
'Shramdan' (Voluntary Services) in Villages	The **NSS Unit** organizes **Seven Day Residential NSS Camp** in small villages situated in Raigad district, where students undertake a number of activities such as construction of soak pit, shramdan, rally to spread awareness, street play, distribution of old clothes, chocolate, note-books and pencil.
Sensitivity about Orphans	Becoming sensitive and being grateful for what one has are lessons learnt by our students during their visit to and interactions with children from **"VATSALAYA" - An Orphanage** near our college.
Anti-ragging Campaign	**Anti-ragging Committee** organizes anti-ragging campaigns and ensures that all the students are administered oath of "**No Ragging**". Ragging is strictly banned in our college.
Activities by NSS, WDC and DLLE	To make students socially responsible citizens, the **NSS, WDC and DLLE** organize programs on the issues like: • Importance of Ethics (Presentation) • Plight of Senior Citizens (Street Play) • Gender Equity (Games during Yuvak Yuvati Mela)

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)
Link for any other relevant information	[View Document](#)

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.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
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 Document](#)
Code of ethics policy document	[View Document](#)
Any other relevant information	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Institute observes the following National and International commemorative days, events and festivals:

National Youth Day (12th January)	Birth Anniversary of Swami Vivekanand is celebrated by remembering life of Swami Vivekananda and his values.
Martyrs' Day (30th January)	To commomorate the Death Anniversary of Mahatma Gandhi, two minutes silence is observed.
Marathi Raj Bhasha Divas (27th February)	The Birth anniversary of Poet Vishnu Vaman Shirwadkar (Popularly known as *Kusumagraj*) is observed by showcasing the richness of the local language through various literary competitions.
National Science Day (28th February)	To mark the discovery of the **Raman Effect** by Indian Physicist **Sir C.V. Raman,** National Science Day is celebrated by Science Departments.
International Women's Day (8th March)	This day is observed, with fun and frolic, to celebrate and appreciate the contribution of women members of "**Menon Family",** towards the development of the institution.
World Environment Day (5th June)	Our NSS students and teachers along with an Ex-NSS Volunteer who is associatee with **Hariyali**, an NGO, organize Tree Plantation Drive.
International Yoga Day Celebration (21st June)	Different programs like yoga and meditation, in collaboration with **Ambika Yoga Kutir**, an NGO, are organized for students and staff.
Kargil Vijay Diwas (26th July)	Since 2010, Army Officers are invited on this day to motivate students through their speeches. At times, students have also performed patriotic street plays.
International Tiger Day (29th July)	The message of "Save Tiger - Save Nature" was beautifully depicted through face paintings, essays, presentations and skits on the occasion.
Salam Kalam	The NSS unit offered a tribute to the former President, Dr. A.P.J. Kalam

(8th August)	through a documentary on his life and contributions.
Hindi Bhasha Diwas (14th September)	The Day is celebrated marking the declaration of the Hindi language as an official language of the Union Government of India.
Right to Information Day (28th September)	An official from Kanjurmarg police station addressed the students and gave a brief outline of important provisions of the Act on 28th September 2018.
Gandhi Jayanti (2nd October)	Gandhi's soulful bhajans are the focal point of the celebration. Staff members are felicitated by giving a book on Gandhi, which is followed by a cleanliness drive.
Reading Inspirational Day (15th October)	Adv. P. A. Menon Knowledge Research Centre celebrates the birth anniversary of Dr. Abdul Kalam by displaying books to create interest in reading among students.
National Vigilance Day (10th October)	'The Integrity Pledge' from the Central Vigilance Commission was read out to the students, who pledged to maintain vigilance and integrity, in their lives.
World AIDS Day (1st December)	It is observed through street play, rallies, seminars, blood donation camps etc. During AY: 2015-16 and AY: 2016-17, the NSS unit organized week-long programs.
National Mathematics Day (22nd December)	The Birth Anniversary of Dr. S. Ramanujan is celebrated by the Mathematics Department by organizing several activities.

File Description	Document
Link for Geotagged photographs of some of the events	[View Document](#)
Link for any other relevant information	[View Document](#)
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document](#)

7.2 Best Practices

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

Response:

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:

'**Change is inevitable, Growth is optional**'.

To grow as an individual, one must embrace, and adapt to, change. 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 tried to share this idea with extended Menon family and the community.

The Practices:

Highlights of some of the activities:

Celebration of National Festivals: The institution celebrates occasions like **Independence Day, Republic Day, Gandhi Jayanti etc.** as one family. During such celebrations, it makes 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.
Kargil Vijay Diwas: '**The child is the father of 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 a group of 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. On this day army officials are invited to inspire our students through their motivational speeches and power point presentations on various careers in Army. To pay tribute to the martyrs, during some years our students performed street plays.
Fun-fair and Science Exhibition: A vibrant and festive atmosphere pervades the college during **Fun-fair** and **Science Exhibition**. School children eagerly look forward to these events and participate enthusiastically, involving even their families. Fun-fair is managed totally by our college students, right from registration, allotment and arrangement of stalls, publicity among students and general management. This is a celebration of our students' entrepreneurial skills. Fun-fair coincides with Science Exhibition where models and posters made by our school and college students are displayed and explained to the visitors. All the stalls are judged on pre-set criteria and awards are presented on prize distribution day.
Display of Products made by Differently-abled Students:

An exceptional feature of fun-fair is the participation of **NASEOH (National Society for Equal Opportunities for the Handicapped)** an NGO which work with differently-abled students. Items like clay pots, jute bags, cloth bags, jute files, confectionaries etc., prepared by such students are displayed and sold here. We assume that this inclusiveness perhaps plays a small part in encouraging these special students to unravel their latent talents.

Igniting the Young Minds:

Igniting the Young Minds is an experiment, on the part of our teachers, to invite the school students to the curious and exciting world of pedagogy.

Science departments stimulated the imagination of students through experiments like the golden spangles test, fire on wet paper, existence of light, candle see-saw, sound energy using scale and electromagnetism. Magnified specimens of algae and fungi gave them a peek into the exciting microscopic world. Thrilling games like pipetting out, puzzles and fallacies helped to tickle their brain.

Commerce department introduced aptitude test, TED talk, Spell-O-Fun, Quiz on Economics, team-building exercise, career prospect in Mathematics and Accountancy to the students.

Activities of WDC:

WDC organized events like ear-ring making, clay modelling, self- defence workshop for our girls etc. where school girls were invited to participate.

Under **'Health and Hygiene'** program, WDC also conducted seminars, exclusively for school girls, on 'Good Touch-Bad Touch', menarche and workshop for mother-daughter bonding.

We assume that the whole process has made our students intensely aware of their privileges. They have made attempts, in their own small ways, to spread the flame of curiosity.

Following are some of the activities conducted by college students for school students.

Shanivari Vidnyanvari:

Our college collaborated with **Marathi Vidnyan Parishad** for project **Shanivari Vidnyanvari** under which students volunteered for two-day training program. They then visited Marathi or semi English medium schools choice, on Saturdays, to teach science to class VI and VII students through interesting experiments.

Computer Literacy Project

Under **Computer Literacy project**, our college collaborated with BMC school at Bhandup village.

Ten student volunteers from T.Y.B.Sc. Computer Science taught school students the fundamentals of computer.

Samutkarsh Abhyasika Project:

Our **NSS volunteers** have pledged to **teach underprivileged students** of Bhandup village in a fun-n-learn manner

During 2015, they participated in a ten-day camp to teach children shlokas, painting, craft, yoga, rhymes, songs an

Again in 2018, two students volunteered to work with children in one abhyasika in Bhandup, for a mo 'Samutkarsh Abhyasika Project'.

Understanding and Expressing Mathematics with Modelling:

A seminar on **'Understanding and Expressing Mathematics with Modelling'** was conducted by Mathematics D in collaboration with Homi Bhabha Centre for Science Education,TIFR.

Our college students were given practical exposure of mathematical concepts, through puzzles, fallacies and g students then shared these concepts with junior college students and students of standards IX and X, in a fun interactive way. A purely theoretical and difficult subject matter, thus, was converted into a more interactive a theme.

Outcome:

We believe that the whole process of involving School Students in various activities and programmes enlighten their young minds and help them to choose the right career path.

Evidence of Success:

Feedback from participants was Excellent. The ongoing nature of these activities speaks about its success. Certificates are issued to successful students.

Problems Encountered:

Since many of these programmes are being organized by the institution over longer period of time, each activity is well planned and equally well implemented without any major problem.

Resources Required:

Volunteers, Resource Person, College Infrastructure, MOUs, Printing Facility, Photocopy, Camera, Stationary, Computers, Decorative Items and Flex Banners.

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 30/09/2008.**

The Practice:

With an intension to achieve its objectives, the Centre organizes several activities.

Some of these activities are as under:

Celebration of Gandhi Jayanti Every Year

- **Speeches** on lessons to be learnt from Gandhiji's life, including simplicity and adherence to truth are delive occasion.
- Rendition of Gandhiji's **Hymns**, followed by **cleaning of the campus** by staff and students are the highligh day.
- **Books on life and philosophy of Gandhiji** are given to all staff members to commemorate the event.

Celebration of 150th Birth Anniversary of Ba and Gandhi:

The Nation celebrated 150th Birth Anniversary of Ba and Mahatma Gandhi in the year 2019. The College 'Gandhi Week' from 30/09/2019 to 7/10/2019.

A number of programmes were organised during the celebration to propagate the Gandhian Philosophy.

Date	Programme
30/09/2019	Workshop titled **'Igniting the Young Minds'**. This programme integrated the School Students to the exciting world of learning through va way and experiential methods of learning devised by the College teachers with an intent them choose the right career path.
1/10/2019	**An Inter-collegiate Elocution Competition** on 'Principles of *Bhagwad Gita*'. 17 students from various colleges participated and benefitted from this program because sub the base nature is possible by adopting **Bhagwad Gita** as dictionary of life.
2/10/2019	**Gandhi Bhajan** and **Campus Cleaning.** Gandhi Jayanti was celebrated through lighting the lamp, devotional songs and speeche members were felicitated with a book of Gandhiji titled 'All Men are Brothers' to re-establish in the values laid down by the Father of the Nation. The event was followed with camp activities. The programme concluded by singing the National anthem.
3/10/2019	**Free Eye** and **Dental Check-up camp.** Centre for Gandhian Studies and Action in association with Lions Club organized this camp and college students of the institution. Total 172 students benefitted from this camp.
4/10/2019	Unveiling of Bust of **Adv. Shri. P. A. Menon Sir.** In memory of Honourable Founder Chairman of Bhandup Educational Society, BES Junior Commerce and Science, BES Schools and college library were renamed as **P. A. Men College of Commerce and Science, P. A. Menon English Schools and Adv. P. Knowledge Resource Center** respectively.
5/10/2019	**Guest Lecture** by **Dr. Radhakrishnan Pillai**, Author of the book - '*Corporate Chanakya*'. He mesmerised the audience with his speech about the relevance of Gandhian ideology in

	economy. He also explained Chanakya's seven secrets of leadership which he has menti[...] famous book - '***Corporate Chanakya***'. **Guest Lecture** on **'Gandhiji's Vision for India and its Reflections in Indian Constituti[...] Anand Raut.** The speaker quoted some examples from Indian constitution which reflects Gandhiji's [...] persons who are in the last row of the society.
7/10/2019	**Intercollegiate Essay/Poster/PPT Competition** on **'Mahatma Gandhi - A Journali[...] Editor'.** Total 31 students from various colleges participated in this event.

One Day State Level Seminar:

Seminars on '**Young India looks at Gandhi'** for Students and '**Gandhi's Interpretation of Bhagwad Gita as a [...] of Life'** for Teachers were organised in association with **Indian Council of Gandhian Studies, New Delhi** on 21/[...]

A total of 21 students and 6 teachers from different colleges presented papers during these seminars.

Seminar on **'Promotion of Self-employment under Prime Minister Employment Generation Program'** in [...] with **Khadi and Village Industries Commission (KVIC) and Ministry of Micro and Medium Enterprises, G[...] of India** was organised on 20/2/2020. 114 participants benefitted from the seminar.

Other Activities:

- Debate Competition on **'Is Gandhian Ideology/ Philosophy relevant for Rural Industrialization?'** was [...] in association with **Khadi and Village Industries Commission (KVIC)** on 17/02/2020. Total 10 students [...] college participated.
- Essay Competition on the topic **'Weapons of Gandhiji: Truth and Non-violence'** was organised in assoc[...] **Khadi and Village Industries Commission (KVIC)** on 18/02/2020. Total 24 students from school active[...] participated in the competition.
- **Eye Check-up camp** was organized for the community people in collaboration with Navdrshti Seva Sansth[...] on 22/9/2019 and total 102 people were benefitted.
- **Session on '*Brahmavidya*'**, an ancient system of Yoga and Philosophy, by Mrs. Leela Nair was organised [...] members on 9/9/2019 in association with *Brahmavidya Sadhak Sangh*.
- Visit to **Mani Bhavan**, a museum on the life history of Mahatma Gandhi was arranged in 2018 to make stu[...] experience Gandhiji.
- A 45 days **'Yoga and Meditation Course'** with **Ambika Yog Kutir** was offered to students which benefit[...] students**.**
- **"Kaushal",** a skill development course was organized jointly with WDC from 13/10/2018 to 22/10/2018 to [...] entrepreneurial skills and to promote self-reliance among girls. The course was completed by 24 students.
- **Guest lecture and film screening** on Gandhian values were organised on 5/10/2019 and 23/12/2019 by NS[...]

Memorandum of Understanding (MOUs)/Collaborations with External Agencies

The Centre collaborated with a number of government and non-government agencies in order to enable the [...] Gandhian Studies and Action' achieve its objectives in true sense. Some of the (MOUs)/Collaborations with t[...] agencies in organising various programmes are as under:

- MOU with Ambika Yog Kutir for Yoga and Meditation courses.

- Collaboration with Khadi and Village Industries Commission (KVIC).
- Collaboration with Brahmavidya Sadhak Sangh.
- Collaboration with Lions Club.
- Collaboration with Navdrshti Seva Sansthan, Panvel.

Evidence of Success:

- Active participation from teachers and students in various Competition, Seminars, Courses, Visits and Guest Lectures.
- 27 research papers were presented during the State Level Seminar.
- Feedbacks from the participants.

Problems Encountered:

The Centre has been successfully operating since last 13 years and had been headed by Advocate P.A. Menonji, Founder Chairman. Therefore, every activity of the Centre was meticulously planned and executed without any problem.

Resources Required:

MOUs with other institutions for organising various activities of the Centre.

File Description	Document
Link for any other relevant information	[View Document](#)
Link for Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Concept of "MENON FAMILY"

'Menon Family' constitutes all the stakeholders of its four prestigious institutions - V. K. Krishna Menon College of Commerce and Economics and Sharad Shankar Dighe College of Science, P. A. Menon Junior College of Commerce and Science and P. A. Menon English Schools – operating under the umbrella of Bhandup Educational Society (BES).

Adv. Shri P. A. Menonji, the Founder Chairman, was an ardent follower of Gandhiji. The deep influence of Gandhian philosophy is clearly evident in every institution founded by Him. These institutions

operate on the Principles of simplicity, equality and non-discrimination. **He nurtured them with his full-time presence on the campus and creating a family-like atmosphere for all stakeholders.** He used to counsel students and staff, whenever approached.

Many occasions like **Onam, Saraswati Pooja, International Women's Day, Fun-fair, Science Exhibition etc.** bring stakeholders of all these institutions together like a 'Family', creating a sense of belonging. **Every stakeholder feels proud to be associated with our institution, which has grown over decades without compromising its values and principles.**

Vision and Mission:

- Institutional Vision and Mission are highly influenced by the teachings of **Mahatma Gandhi, Swami Vivekananda, Sri Ramkrishna Paramhans** and **the Principles of Bhagwad Gita.**
- Our Founder Chairman **Advocate P. A. Menonji's entire life was a Saga of selfless service**. He cherished the principles of 'Truth' and 'Non-Violence' throughout his life.
- With the Mission **"???? ?? ???????????? - *(FROM DARKNESS TO LIGHT)"*,** He radiated love and warmth to one and all those who came in His contact. He advised everyone **to think positive and to learn to share after accepting what was barely needed for the soul to exist**.
- He not only preached but also practised Gandhian Philosophy in his day-to-day life. He founded the **Centre of Gandhian Studies and Action in 2008** to propagate Gandhian Philosophy and its importance among stakeholders.

Core Values:

- "Being an instrument in the hands of God" and with the vision "*EDUCATION IS THE MANIFESTATION OF PERFECTION ALREADY IN MAN"*, **Adv. Shri P. A. Menonji,** founded Bhandup Educational Society for spreading education to everyone, irrespective of social and economic status.
- The institution believes that **every human being is born with a certain potential for excellence,** which in the right environment blossoms into worthy human beings.

Management Philosophy and Commitments

- The Management believes that **God exists in every human being** and by respecting the God in another person, you get God's blessings.
- Our institution has adopted the Holy Book '*Bhagwad Gita'* as Dictionary of Life. **Twenty principles** derived from this holy book constitute the core values of the institution.
- **Our Founder Chairman** used to be present on the campus throughout, to take care of the institution. The Management considers 'Education', **not as an instrument of creating Wealth but of creating 'Stakeholders'**.
- With **Founder Chairman Advocate P. A. Menonji's** divine blessings and support, the legacy continues with our present Chairman **Smt. Sarada Menon**.

Centre of Gandhian Studies and Action:

- The institution through the **Centre of Gandhian Studies and Action** is working efficiently to **imbibe moral values and ethical principles among stakeholders**.
- The Centre organises **Debates and other Competitions, Visits, Seminars, Workshops, Guest**

Lectures, etc. for the promotion of Gandhian Philosophy.

Simple Appearance and High Performance:

- Though simple in appearance, the institution has a high **average success rate of around 90% every year**.
- **Most of our students prefer to go for higher studies** in order to create strong theoretical foundations for themselves.
- Students are encouraged to wear simple and decent dresses. Female Staff have to wear saree.

Students' Welfare:

- **The fee structure prescribed by the University is strictly followed**.
- **Need-cum-merit Scholarships** have been instituted by the Management to support economically weaker students.
- Teachers take initiative to empower **special students and slow learners** to provide them with a level playing ground.
- Ex-students are provided employment on the basis of their calibre to bring about their professional development.
- **Book Bank Facility, Standing Committee Setup, Freeship/Scholarship** etc. are provided to the **SC/ST and OBC students.**
- Various programmes such as **health camps, cleanliness drives, visit to orphanages, environment awareness etc.** are organised to create awareness and sensitize our students.
- In spite of **not getting** a **non-salary grant** since 2004, the institution has provided the best infrastructural facilities.
- **No donation**, in cash or kind for admission is accepted by the institution.

Teachers' Welfare:

- **Staff members** from different states of the country demonstrate **'Unity in Diversity'**.
- **Staff members are treated equally**. No employee has left the job due to a **disagreement** with the Management.
- **Smt. S.V. Phadnis** is one of **the longest-serving Principals among all affiliated colleges under the University**. This speaks a lot about the Management's Family-like Approach.
- Management's unique practice of conducting an **Academic Audit of all staff is a highly positive exercise** undertaken with an objective to bring about qualitative improvements.

The welfare of Non-teaching Staff:

- **Most of the employees join very young and work till superannuation.**
- **Free accommodation** and **medical support** are provided to the **non-teaching staff**.
- Deserving and qualified **spouses or children of employees are provided employment**.
- **Children of employees** are given **preference in admission**.
- **Fruits and vegetables** cultivated in the premises are distributed to the supporting staff.

Zero Litigations:

- Due to **transparent and perfect management**, our institution is free from litigations.

Strong Alumni Support:

- Our **Alumni** do support the institution by having a sense of gratitude towards their '*Guru'* and '*Vidyalaya'*.
- Due to the conducive environment provided by the institution, our **Alumni do believe in giving back to society.**

Stress on Education of Girls:

- Management believes in giving preference to females in education and employment.
- **The high female to male ratio** in all programmes is the unique feature of the institution.

The 'Trust' has created a **family-like atmosphere** in the institution with Management standing firmly by Staff Members and Students not only in the matters pertaining to the College but also in case of their individual and personal issues. Because of the **family-like atmosphere** and supportive management, all the stakeholders follow the concept of **"All for One and One for All".**

File Description	Document
Link for any other relevant information	[View Document](#)
Link for appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

https://menoncollege.edu.in/PDF/Perspective_Plan-20-25.pdf

Concluding Remarks :

Our founder chairman Late Adv. Shri P. A. Menon was an ardent follower of Gandhiji and was inspired by Swami Vivekananda's philosophy. Over the years, he had imbibed many qualities which Gandhiji thought were essential for a 'Realized Life'. Qualities like simplicity, transparency and aloofness towards material wealth were visible to whoever came in contact with him.

Some unique practices of the college are eloquent testimony of such values.

College has a Centre of Gandhian Studies and Action for propagating ideals of Mahatma. We, as an institution, refrain from accepting donations of any kind. Higher ratio of female students and teaching staff in the institution, is a matter of pride for us.

Academic Audit by the management is a unique practice of holding a mirror, figuratively speaking, to the stakeholders to realize their strengths and limitations.

Our teachers maintain 'Academic Diary', another unique practice, allowing them to have a look at their activities and modify actions when required. It also serves as a record, for future reference.

Keeping in tune with the requirements of our students, several student centric activities such as certificate, value added courses, internships, field visits, collaborations, career guidance seminars, campus placements and many more were introduced in last five years. Creation of E- Zone, Kaushal workshop, Yoga Certificate course, public speaking course, Lakshh, Udaan Intercollegiate festivals offered ample opportunity for their personality development.

Our participation in extension activities too indicate willingness on the part of the institution to go the extra mile, for the benefit of society. Vision Kargil, Raksha Bandhan and many more inclusive practices followed by our college make us stand apart with head held high in patriotic fervor.

Consistency in good results is another feather in the cap of the institution. which could be made possible due to dedicated team of our staff members.

MANTRA of Dedication, **D**iscipline and **D**etermination helped us move steadily on the path of success since 1882 as we firmly believe in the dogma…**SLOW** and **STEADY** ultimately **WINS** the **RACE**

Keeping GOD as witness, we at Menon Family will firmly steer ahead upholding our values and principles.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	**Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years** 1. **Academic council/BoS of Affiliating university** 2. **Setting of question papers for UG/PG programs** 3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses** 4. **Assessment /evaluation process of the affiliating University** Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above Remark : As per clarification documents provided by HEI option 1,2 and 4 are considered, DVV input is recommended accordingly.
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>7</td><td>5</td><td>1</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>2</td><td>2</td><td>0</td><td>0</td><td>0</td></tr></table> Remark : As per clarification documents provide by HEI. there are few add on programs are coming under regular programs based on that DVV input is recommended accordingly.
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>714</td><td>184</td><td>4</td><td>0</td><td>0</td></tr></table> Answer After DVV Verification : <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr></table>

51	66	0	0	0

Remark : As per add on programs selected (Advanced Excel Course Campus to Corporate Careers Program Certified GST Expert course Certified Hardware & Networking Engineers course in 2019 and Advanced Excel Course Campus to Corporate Careers Program Certified GST Expert course Certified Hardware & Networking Engineers course Basic Mathematics for FYBCOM SP students Spoken English for Employability Yoga and Meditation Course Year 4(2018-19) Name of Add on /Certificate programs offered Skill development program KAUSHAL Understanding and Expressing Mathematics with modeling Employability Skills training program 2018) based on that total count of the students has been taken. DVV input is recommended accordingly.

1.3.2	**Average percentage of courses that include experiential learning through project work/field work/internship during last five years** 　1.3.2.1. **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years** 　　Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16 | 　　|---------|---------|---------|---------|---------| 	22	22	21	21	23 | 　　Answer After DVV Verification : 	2019-20	2018-19	2017-18	2016-17	2015-16 | 　　|---------|---------|---------|---------|---------| 	1	1	1	1	1 | 　Remark : As per the clarification received from HEI, DVV input is recommended.
1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year** 　1.3.3.1. **Number of students undertaking project work/field work / internships** 　Answer before DVV Verification : 1100 　Answer after DVV Verification: 208 　Remark : As per clarification documents provided by HEI. DVV input is recommended accordingly.
2.1.1	**Average Enrolment percentage (Average of last five years)** 　2.1.1.1. **Number of students admitted year-wise during last five years** 　Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16	 	---------	---------	---------	---------	---------	 	622	710	682	676	675	

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
622	710	684	676	675

2.1.1.2. **Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
740	740	740	740	740

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
740	740	740	740	740

Remark : As per clarification documents provided by HEI. DVV input s recommended accordingly.

2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)** 2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
97	80	88	82	79 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
97	80	135	122	158 | Remark : As per clarification documents provide by HEI(Based on the data provide in Excel), DVV input is recommended accordingly
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2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)** 2.3.3.1. Number of mentors Answer before DVV Verification : 33 Answer after DVV Verification: 31 Remark : As per clarification documents provided by HEI, DVV Input is recommended accordingly.

2.4.2	**Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

2.4.2.1. Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
17	18	17	15	11

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
15	14	13	12	09

Remark : As per clarification documents provide by HEI(only certificates are counted of PHD). DVV input is recommended accordingly.

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

2.4.3.1. Total experience of full-time teachers
Answer before DVV Verification : 490
Answer after DVV Verification: 439

Remark : As per clarification documents provided by HEI. DVV input is recommended accordingly.

3.1.3	**Percentage of departments having Research projects funded by government and non government agencies during the last five years**

3.1.3.1. Number of departments having Research projects funded by government and non-government agencies during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	1	3	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	1	3	0

3.1.3.2. Number of departments offering academic programes
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	4

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
9	9	9	9	9

Remark : As per clarification documents provide by HEI Dvv. input is recommended accordingly

3.2.2	**Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years** 3.2.2.1. **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
6	4	0	0	0 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
4	0	0	0	0 | Remark : As per clarification documents provided by HEI. DVV input is recommended accordingly.
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3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years** 3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.** Answer before DVV Verification: 	2019-20	2018-19	2017-18	2016-17	2015-16
8	5	3	2	0 | Answer After DVV Verification : | 2019-20	2018-19	2017-18	2016-17	2015-16
7	7	3	0	1 | Remark : As per clarification documents provided by HEI. DVV input is recommended accordingly.

3.3.3	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

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 last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5	2	0	1	18

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
3	2	0	7	12

Remark : As per clarification documents provided by HEI, DVV input is recommended accordingly.

3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4	7	5	9	10

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

3.4.3.1. Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
92	61	15	34	23

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
13	10	3	9	8

Remark : Only those activity is counted where the activity is for the community not for their own students. Based on that DVV input is recommended.

3.4.4 — **Average percentage of students participating in extension activities at 3.4.3. above during last five years**

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 last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
654	367	115	93	154

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
449	339	276	234	256

Remark : Total no of count is based on the activity considered in 3.4.3. DVV input is based on that only.

3.5.1 — **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
23	4	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
4	0	0	0	0

Remark : As per clarification documents provide by HEI Dvv input is recommended accordingly

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4.2.4 — **Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**

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

Answer before DVV Verification : 105

Answer after DVV Verification: 102

Remark : DVV recommended input is provided based on the previous document provided by HEI, as the document provided by HEI as clarification has sign seal of other college which could not be considered.

5.1.4	**Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**
	5.1.4.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
267	237	193	198	182

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
267	237	194	197	181

Remark : As per clarification documents provided by HEI, DVV input is recommended accordingly.

5.2.1	**Average percentage of placement of outgoing students during the last five years**
	5.2.1.1. **Number of outgoing students placed year - wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
62	38	32	31	84

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
12	38	28	30	83

Remark : As DVV partner has asked to provide appointment letter but HEI has not provided the same for asked students. DVV input is recommended on prorate basis.

5.2.3	**Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**
	5.2.3.1. **Number of students qualifying in state/ national/ international level examinations**

(eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations*, etc.*)) year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	0	2

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	1	0	2

5.2.3.2. **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
52	54	54	70	69

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
29	33	27	23	20

Remark : As per clarification documents provided by HEI, DVV input is recommended accordingly.

5.4.2	**Alumni contribution during the last five years (INR in lakhs)** Answer before DVV Verification : B. 4 Lakhs - 5 Lakhs Answer After DVV Verification: E. <1 Lakhs
6.3.2	**Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years** 6.3.2.1. **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
6	7	4	6	6

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5	6	3	6	6

Remark : As per clarification documents provided by HEI, DVV input is recommended accordingly.

6.3.4	**Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).** 6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
13	3	2	1	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
11	2	1	1	1

Remark : As per clarification documents provided by HEI, DVV input is recommended accordingly.

6.5.3	**Quality assurance initiatives of the institution include:** 1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements** 2. **Collaborative quality intitiatives with other institution(s)** 3. **Participation in NIRF** 4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above Remark : As per supporting documents provided option 1,2 & 3 are considered.
7.1.2	**The Institution has facilities for alternate sources of energy and energy conservation**

measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per clarification documents provide by HEI Dvv input is recommended accordingly

7.1.5	**Green campus initiatives include:**

Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Answer before DVV Verification : A. Any 4 or All of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per the documents provided by HEI option 1 & 4 are considered.

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
250	258	260	268	265

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
250	258	260	264	265

2.2	**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
157	157	157	157	157

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
370	370	370	370	370

2.3	**Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
534	483	480	499	458

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
537	472	488	494	458

3.1	**Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
33	37	37	36	34

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
31	35	35	34	32

3.2	**Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
42	43	41	40	39

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
40	41	39	38	37

4.3	**Number of Computers** Answer before DVV Verification : 153 Answer after DVV Verification : 124