



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		SMT. MITHIBAI MOTIRAM KUNDNANI COLLEGE OF COMMERCE AND ECONOMICS
Name of the head of the Institution		Dr. CA. Kishore Peshori
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02226495230
Mobile no.		9324350028
Registered Email		principal@mmk.edu.in
Alternate Email		iqac@mmk.edu.in
Address		Smt. MMK College of Commerce & Economics, Vidyasagar Prncipal K.M. Kundnani Bandra Campus, Adv.Nari Gursahani road, T.P.S III, Off Linking Road, Bandra(W), Mumbai- 400050
City/Town		Mumbai
State/UT		Maharashtra

Pincode	400050																														
2. Institutional Status																															
Affiliated / Constituent	Affiliated																														
Type of Institution	Co-education																														
Location	Urban																														
Financial Status	Self financed and grant-in-aid																														
Name of the IQAC co-ordinator/Director	Mrs. Chippy Susan Bobby																														
Phone no/Alternate Phone no.	02226000831																														
Mobile no.	9892369834																														
Registered Email	principal@mmk.edu.in																														
Alternate Email	iqac@mmk.edu.in																														
3. Website Address																															
Web-link of the AQAR: (Previous Academic Year)	https://www.mmk.edu.in/wp-content/uploads/2021/11/Revised-and-Final-AQAR.pdf																														
4. Whether Academic Calendar prepared during the year	Yes																														
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.mmk.edu.in/wp-content/uploads/2021/08/ACADEMIC-CALENDAR-19-20.pdf																														
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>A</td> <td>3.20</td> <td>2017</td> <td>02-May-2017</td> <td>01-May-2022</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.29</td> <td>2011</td> <td>08-Jan-2011</td> <td>07-Jan-2016</td> </tr> <tr> <td>1</td> <td>B++</td> <td>2.85</td> <td>2004</td> <td>03-May-2004</td> <td>01-May-2009</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	3	A	3.20	2017	02-May-2017	01-May-2022	2	A	3.29	2011	08-Jan-2011	07-Jan-2016	1	B++	2.85	2004	03-May-2004	01-May-2009
Cycle	Grade	CGPA	Year of Accrediation	Validity																											
				Period From	Period To																										
3	A	3.20	2017	02-May-2017	01-May-2022																										
2	A	3.29	2011	08-Jan-2011	07-Jan-2016																										
1	B++	2.85	2004	03-May-2004	01-May-2009																										
6. Date of Establishment of IQAC	09-Jun-2005																														

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Separate Orientation Programmes for each Under	05-Jun-2019 1	4500

[View File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dept. Of Accountancy	Minor project	Mumbai University	2019 365	65000

No Files Uploaded !!!

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

New Mission and Vision Statements. International Economics Convention and Short Term Course for Teachers on E Filing and governance ? Inauguration of the Accountancy Museum Construction of state of the art Conference rooms Commencement of online teaching in March 2020 post lockdown.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes				
To have an Accountancy Museum in the College	Accountancy Museum was inaugurated on 24th Dec 2019				
View File					
14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="116 463 796 510">Name of Statutory Body</th> <th data-bbox="798 463 1476 510">Meeting Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="116 512 796 560">Governing body , HSNC Board</td> <td data-bbox="798 512 1476 560">30-Jun-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing body , HSNC Board	30-Jun-2021
Name of Statutory Body	Meeting Date				
Governing body , HSNC Board	30-Jun-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	21-Jan-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Yes, the college has a Management Information System (MIS) in place. . It helps in improving the efficiency of the college. The lists of activities done through MIS are as follows: ? SMS gateway to send important notifications to different stakeholders of the college. ? Upgradation of the college website with special importance to MIS. ? Communication of important information to all stakeholders through website and conventional notices. ? Use of SLIM system in college library for better management. ? Open door policy for the students to meet higher authorities for better governance. ? Planning and Development: Various information pertaining to academic and nonacademic activities conducted in the college are displayed in the college website for the information of all the stakeholders. Regular meetings are scheduled by the principal to plan the list of activities that needs to be organized by the college. Every head of department and the course coordinator</p>				

needs to prepare the plan of action for the next academic year. Administration: ?The administration activities in the college are mostly automated and efforts are being taken to achieve full automation. ?The college has installed a new biometric system for recording attendance of all teaching and nonteaching members in the college. ?The administration staff pays the university fees through online mode and within the stipulated time. ?The irregular students are intimated on deficiency in their attendance via SMS and record of the same is maintained. ?Time table and academic calendar are uploaded on the website. Finance and Accounts: ?College uses Tax Base TDS for Income Tax Calculation of College Employee online return file. ?Online Professional Tax Return File. ?The college has kept record of inventory of fixed assets ?A proper mechanism for the cash flow has also been drafted. ?College uses Tally ERP software for Entering Voucher, Receipts, Fees Details and Student Name wise entry. ?MKCL is software of University of Mumbai for data entry of enrolment eligibility and examination work related to students. It helps the college in generating the hall tickets, invoices, mandates of the entire degree college. Student Admission and Support: ?The admission committee is formed to conduct the smooth functioning of the admissions of the students. The committee downloads circulars, notifications related to first year admissions to various undergraduate courses from Mumbai University site. ?The relevant admission related circulars and notifications are displayed on the college website and on the notice boards for the benefit of all stake holders. ?The link for obtaining online admission form specifying college and course opted for, is also provided on the college website. Examination: ?The information relating to examinations is put up on college website for the benefit of students. ?Exam schedule for regular and A.T.K.T. exams is displayed on the college website. ?Students are also informed about A.T.K.T. exams, dispatch of hall tickets, mark sheets from time to time through SMS and Whatsapp on

their registered mobile phones.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

To ensure effective implementation of the curriculum, we have well planned Academic plans decided and developed by the faculty in their respective subjects. At the same time, individual Teaching Diary is given to all faculty at the beginning of the year to furnish details pertaining to lectures and other curriculum related work conducted during college hours. Further Academic Calendar is prepared every year for the smooth flow of curriculum. Monthly Departmental meetings are conducted, whereby each faculty decides and develops their subjects' related plans as per the directives of the Head of the Departments, in order to evaluate effective implementation of teaching plans, follow up action is taken in the monthly department meetings. As per the directives of the University in respective Board of Studies or Associations, lectures are given in the time table to the subject faculty as per their workload. Similarly, a time table committee is created to meet specific requirements of extra lectures as well as to adjust the lectures in case of absence of a particular faculty member. Infrastructure facilities such as overhead projectors, mike system is installed in each class room for effective delivery of curriculum. At the same time, easy access to technology for teachers at different places such as computer in the staff room, separate computer room for faculty in library and departmental laptop; enabled them for effective curriculum delivery. Our college was invited to develop and design the syllabus for new courses to be run by the newly formed HSNC University. Accordingly, in Jan 2020, our college presented the prospective syllabus for a certificate course in Foreign trade practices and Procedures. The Curriculum for this was designed by the department of Commerce of MMK College and submitted to the HSNC University. The University also has linkages with Lincoln University, Malaysia, where our college participated in an FDP programme. The Resource person was Dr. Ameya Bhaumik, from Lincoln University. Principal Dr. CA. Kishore Peshori designed a Moodle programme on the subject of direct Taxes for TYBCom students. Regular Online Lectures for Post Graduate Classes, Revision Lectures for Self-Financed Courses, Online Practice Tests etc. resulted in efficient Curriculum delivery even during the National Lock Down Period. Most of our teachers participated in the Online Faculty Development Programmes to enhance their future Curriculum Delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate course in International Trade and Business	NIL	26/05/2020	7	90 students completed this course which would help them in acquiring jobs in the industry	Better understanding of international trade and Business to enable them to work in the Corporate world.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	N.A	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	90	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Soft Skills training	13/01/2020	20
SWAYAM (Digital Marketing)	05/11/2019	12
Digital marketing (Global Business School Online)	15/04/2020	107
Certificate course in International Trade and Business	26/05/2020	90
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BMS	BMS	25
BCom	BFM (Marketing & Finance)	3
BA	BAMMC	8
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The feedback mechanism enables us to bring improvement in administration. We obtain feedback formally and informally from alumni, parents, employers, Industries, Academic Peers and Community at different platforms such as PTM, Alumni Meet and Placement Cell meetings etc. from time to time. Feedback helps us to improve on certain core areas of institution such as Infrastructure, administration, governance, teaching-learning process, library etc. Feedback obtained on teaching staff has resulted in better teaching learning experience by use of more technology such as projectors in classrooms and other different innovative methods of learning. Library open access system is also a result of feedback analysis. Administration and Governance has also improved in desirable manner, due to the feedback obtained about counter timings, allocation of duties, admission process, examination scheduling, documentation etc. Thus, effective feedback system has been immensely useful for all stakeholders of the institution in terms of better development and easy effective delivery of tasks at various levels and departments.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	FYBCOM	720	858	714
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2904	149	27	Nil	4

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
27	27	14	26	2	12
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

1. The College offers a safe place to students where they feel able to share their interests and goals. They are offered support by listening to their aspirations and problems and their talent is nurtured constantly through co-curricular and extracurricular activities and personal guidance given by teachers. 2. Mentoring is done at two

levels: A. Teacher 1. Each class has a Class - Teacher. 2. The College conducted induction program for First Year students on the following topics: a) Introduction of college b) Various college committees c) Various activities conducted by the college and faculty members d) Examination pattern 3. Faculty members guide Third Year students about specialized subjects and career opportunities in specialized subjects. 4. Organisation of Skill Development Workshops and online certificate courses for the employability enhancement of the students. Example 1) the first online certificate course for our college students launched by the Department of Business Economics, Certificate Course in Economics of International Trade and Business. 2) Under the Swayam platform promoted by UGC, fourteen students completed a three months certificate course on 'Basics of Digital marketing' 3) during the lockdown eighty two students from Degree College completed a certificate course on Digital marketing in April 2020 and this course was offered by GlobSyn Business School online at minimal fee of Rs1 /-. 4) On 16th May 2020 the department of Commerce BMS in association with Pearl Academy organized a national webinar for students on topic of Entrepreneurship Skill Development. 5) BMM Department students were given tips and tricks on how they should be interview ready. The seminar was conducted by Ms. Bobby Rathod from Endurance International Group. 6. Advice and need based mentoring is done on academic and personal issues of the students. Teachers monitor and guide students from socially disadvantaged groups and special populations. Teachers are accessible to students whenever they have any difficulties. One to one mentoring as well as group mentoring is done as and when required by them. 7. Student counseling and career counseling are available on the campus. Counsellors solve the problems students experience in their personal or professional lives. They create a warm climate, practice listening skills and are non-directive. On an average 30-60 students approach the student counselor for help. 8. Scholarships are offered to bright students to motivate them to perform better.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3053	27	1:113

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	24	1	Nil	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	00	Nil	00
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	2C00141	2	16/03/2020	14/07/2020
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college being affiliated to the University of Mumbai, adheres to structure, syllabus and evaluation system prescribed by the university. The subject contents and type of evaluation system to be followed are disseminated to students at the commencement of the year in orientation lectures conducted by the college additionally the academic calendar also helps the students to gain valuable insights into various activities. Semester end exams are held as per schedule given by university, the evaluation is mostly ESE (End Semester Examination), in subjects like Foundation course and Computer systems and applications projects are assigned to students to sharpen their research orientation, and weightage of marks is 25 are allocated for project evaluation and viva, this helps in CIE of students, The evaluation is done by respective course teacher and results are declared and displayed on the college notice board within stipulated time limit prescribed by University, students are free to discuss their query with concerned subject teachers. Our students are encouraged to participate in literary and debating events, national youth parliament, paper presentations, workshops and seminars. Participation in Sports, NSS and other co curricular activities has increased student's skills. Industrial visits for aided BCom course have infused the much needed practical orientation to the theoretical discourses students are encouraged to give reports on the visit to the institution. Certificate course on E-Commerce and GST have benefited students to get a thorough understanding of the subject. Student feedback is considered an integral part of institutional development. The regular parents and teacher meet gives them a idea on performance of their wards . Remedial Classes are conducted for the slow learners, absentees.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college prepares an annual academic calendar after discussions and deliberations with faculty members and the same is displayed on the college website for information of all stakeholders. Academic activities like examinations, for BCom aided and self financed Courses are conducted by University and dates are announced by university. Exposure to cultural and extension activities increases the social orientation of the students, provisional dates are worked out and the same is allocated in the calendar. Various skill development seminars are organized by the college to give students much needed practical orientation and help them in deciding on right career options, these seminars are part of academic calendar conceptualization .

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.mmk.edu.in/wp-content/uploads/2021/09/Program-Outcome-Criterion-2-new.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
2C00145	BCom	BCom	597	530	88.77

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.mmk.edu.in/wp-content/uploads/2021/10/SSS-2019-20.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	Mumbai University	0.65	0
Any Other (Specify)	0	NIL	0	0
International Projects	0	NIL	0	0
Students Research Projects (Other than compulsory by the University)	0	NIL	0	0
Projects sponsored by the University	365	Mumbai University	0.65	0
Total	365	Mumbai University	0.65	0

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
'Fundamentals of Research Writings'	Dept. of Commerce and IQAC	03/06/2020
Mental Calculations	BMS	08/06/2020
International Economics Convention,	Dept. of Economics	14/12/2019
"Impact Of Global Scenario On Financial Markets"	BMS	13/07/2019
"Block Chain And Finance Technology used in financial markets"	BMS	16/07/2019
'Importance of Innovation'	BMS	25/07/2019
impact of news on stocks -visit to NSE	BMS	30/07/2019
A session on 'Capital Markets' - VISIT TO SEBI	BMS	01/07/2019

"Recycling of fast fashion brands"	BMS	09/08/2019
'Artificial Intelligence'	BMS	07/01/2020
'Corporate Communication'	BMS	10/02/2020
Technical analysis of Financial Markets	BFM	17/02/2020
Personal Financial Planning	BFM,BMS ,BBI	20/02/2020
"Digital Marketing"	BAMMC	22/07/2019
"How to Crack Interviews".	BMS	19/08/2019
"Gandhi: An Untold Story"	BAMMC	29/01/2020
"Kala Ghoda Art Festival"	BAMMC	18/02/2020
"Colors of Life"	BAMMC	20/02/2020
"Transmedia"	BAMMC	25/02/2020
"Direct Marketing Festival"	BAMMC	28/02/2020
Seminar on Investors Awareness Programme amp Spreading of Financial Literacy	BBI	07/02/2020
Career Based Workshop	BBI	15/02/2020
Certificate Course in GST	BBI	09/09/2019
Share a smile	BMS	26/01/2020
'Impact of COVID-19 on Indian Economy'	BMS ,BFM	13/05/2020
'Digital Now-Learn How'	BMS	20/05/2020
'Entrepreneurship Skill Development'	BMS	16/05/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Research project titled "Banking for Divyang"	Dr.CA. Kishore S. Peshori	Avishkar inter university Research convention, Univ. of Mumbai	31/01/2020	Research(in Commerce, Management and Law)
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce, Accounts, Economics, Business Communication	9	6.2
International	Commerce, Accounts, Economics, Business Communication	10	6.83
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chapters in edited volumes/books	Nil
Books	6
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Forensic Accounting a Multidimensional Approach to Investigating Frauds and Scams	Dr. CA Kishore S. Peshori	International Journal of Multidisciplinary Approach Studies, 2(3).	2019	0	Smt. CHM College of Arts, Commerce and Science, Ulhasnagar	3
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	NIL

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	27	4	45
Presented papers	2	7	Nil	Nil
Resource persons	Nil	1	1	2

No file uploaded.

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
RUN FOR UNITY	UNIVERSITY OF MUMBAI	1	6
RESIDENTIAL CAMP	ZILLA PARISHAD SCHOOL, KHATIVALI, VASIND	4	25
STREET PLAY	COLLEGE LEVEL	1	50
BHAJJAN SANDYA	UNIVERSITY OF MUMBAI	1	20
BOTTLE FOR CHANGE ACTIVITY	BISLERI COMPANY, ANDHERI	2	50
BOOK HANDI	CULTURAL UNIT OF COLLEGE	2	100
FLOOD RELIEF CAMP (KOLHAPUR SANGLI)	COLLEGE LEVEL	2	50
CPR TRAINING PROGRAMME	HOLY FAMILY HOSPITAL	2	50
BLOOD DONATION THALASSEMIA	J. J. MAHANAGAR GOVERNMENT BLOOD BANK	4	50
BANDRA EDUCATIONAL AND RECREATIONAL PROJECT	NAVJEEVAN VIDYA MANDIR, BANDRA (EAST	4	50

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
UTKARSH (STATE-LEVEL SOCIO-CULTURAL	TROPHY (BEST COORDINATION IN DANCE AS A TEAM)	NSS UNIT, D.H.T.E., GOVT. OF MAHARASHTRA K.B.	1

COMPETITION)		CHAUDHARY NORTH MAHARASHTRA UNIVERSITY	
BLOOD DONATION	346 UNITS OF BLOOD COLLECTED. CERTIFICATE AWARDED AS RECOGNITION	J. J. MAHANAGAR GOVERNMENT BLOOD BANK	50
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
SOCIAL AWARENESS RIDE COMPETITION	KPB HINDUJA COLLEGE	PRESENTED MODEL ON SEXUAL HARRASSMENT IN OFFICE MODEL ON DISASTER MANAGEMENT (WON BEST MODEL AWARD)	1	4
WATER LITERACY	UNIVERSITY OF MUMBAI	SEMINAR	1	2
CPR ACTIVITY	HOLY FAMILY HOSPITAL	HEART MARSHAL PRACTICAL TRAINING	1	20
TALK ON ENVIRONMENTAL PROBLEMS IN MUMBAI	CLARA'S COLLEGE	SEMINAR	1	4
FLOOD RELIEF MATERIAL SEMINAR	WILSON COLLEGE	SEMINAR	1	5
AIDS AWARENESS (WADALA)	MDAACS	TRAINING PROGRAMME	1	2
BHATARI SOCIO- CULTURAL PROGRAMME	SYDENHAM COLLEGE	PARTICIPATED IN NSS FEST (WON FIRST PRIZE IN RANGOLI)	1	10
DISASTER PREPAREDNESS CAMP	UNIVERSITY OF MUMBAI	UNIVERSITY LEVEL DISASTER PREPAREDNESS TRAINING PROGRAMME	1	2
AVISHKAR EVENT	UNIVERSITY OF MUMBAI	VOLUNTEERED IN THE EVENT	1	10
SWACHTA ABHIYAN	UNIVERSITY OF MUMBAI	CLEANLINESS (CAMPUS OF UNIVERSITY OF MUMBAI)	1	20

[View File](#)

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Short Term Course (STC) on E-filing and Governance	21	UGC HRDC AND UNIVERSITY OF MUMBAI	6
FDP on GST organized by Smt. M.M.K College along with Western India Regional Council of ICAI and University of Mumbai	125	Western India Regional Council of ICAI	1

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	0

No file uploaded.

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
WIRC of I.C.A.I	12/03/2020	to provide quality integrated training to students who are pursuing C.A. in a cost effective manner.	1500

No file uploaded.

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
9.5	15

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
------------	-------------------------

Existing	104	2	104	3	2	22	8	10	34
Added	0	0	0	0	0	0	0	10	0
Total	104	2	104	3	2	22	8	20	34

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

20 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
55	61.8	8	7.77

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing physical ,academic and support facilities - laboratory, library, sports complex, computers, classrooms- 1. Physical facilities:- The Institution has yearly Annual Maintenance Contract (AMC) with respect to water coolers, pest control etc. Stakeholders are encouraged to report any issues so that AMC contractor can be called for the same. 2. Academic related facilities : The College has subscribed to various official softwares like Microsoft, library software etc. AMC with respect to projector, LCD, Library maintenance is also in place. Uninterrupted internet is ensured. Computer Lab is maintained by having a dedicated technical engineer for AMC. 3. Support Facilities: a. Computer Laboratory: IT teacher in consultation with IT AMC personnel, faculty and students place the requirements before the Registrar and Principal of the college for further action. b. Library: The College has one of the richest collection of books and e-books. Various library softwares are subscribed from time to time, and the renewal of the same is done. The Library has a browsing centre and also photo copy machine which is covered under AMC. c. Sports complex: The College is situated in the heart of Mumbai city. Indoor sports is organized in well maintained Gymkhana. Equipment in Gymkhana are maintained under AMC. College uses handball court of next door sister institution , We also hire various quality playgrounds for sports such as football, hockey etc. d. Computers: Office, computer labs, staff room, SFC departments, VPs office, Library has computers connected with internet and printers. AMC is in place for computers. College has computers and laptops which is used with projector for which AMC is placed. e. Classroom: Head-Class IV employee is given the duty of looking in to cleanliness and any other maintenance required relating to electricity, fan, tube lights, benches, black boards/ smart board etc. The college has taken special efforts to reduce the carbon footprints and reduce electricity bill by replacing normal tube lights with LED. The College has also installed electrical equipment outside each class so that the entire electricity to the class can be switched off when not required in order to save electricity. Time to time inspection of equipment is undertaken and they are

replaced wherever required.

<https://www.mmk.edu.in/wp-content/uploads/2021/09/Information-to-be-uploaded-on-college-website-for-Criteria-IV-2019-20.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Govt. scholarship, free ship for reserve category students	93	261148
Financial Support from Other Sources			
a) National	NIL	Nil	0
b) International	NIL	Nil	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Teaching	28/01/2020	100	Department of Mathematics and Department of Economics
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Chartered Accountancy	40	40	12	12
2019	Company Secretary	20	20	2	2
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Media.net	25	6	Aashiana Estate Consultants	1	1
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	50	BCom, BA, BBI, BMS	Commerce	Smt. MMK College of Commerce and Economics	M Com
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
SET	1
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural - PUBG Tournament	National	60
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	BRONZE MEDAL -JUDO Univ. of Mumbai	National	1	Nil	142/B	Arjun Gupta
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

As per the guidelines issued by the Government of Maharashtra elections for student council will be held from the academic year 2019-20. However, there are many committees which have been formed where there is active student's representation. a) Library committee b) Anti-ragging committee c) Gymkhana

committee d) NSS e) Literary and debating society f) Women's development g) Student's seminar committee Meetings are held on regular basis and students help in organising various events.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

49275

5.4.4 – Meetings/activities organized by Alumni Association :

A grand farewell was organised by the Alumni Association to felicitate and honour Principal Dr. A.C. Vanjani, on account of his retirement. .This programme was held on 31st July 2019.It was attended by many Alumni members , former Principals , Trustees and other Board members .

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

- The Principal, being the head of the institution, looks after the academic and administrative work of the college. There are two Vice principals appointed to assist the Principal, one for academic and one for administrative work. - Policies and plans are initiated at the meeting of LMC and IQAC. The composition of the IQAC ensures decentralization and participative management in academic activities. The IQAC has been constituted as per the guidelines of the University of Mumbai which consists of the Principal as the chairperson, Vice-Principals, teachers, Office administrative staff, members of local society, Nominee from the student community, Alumni representative Parent representative. Various academic committees are being formed, headed by the chairperson as senior teachers and faculty members for smooth conduct of various activities. Each committee is given the freedom to schedule its activities during the academic year such as Examination, Sports, NSS, Cultural, Research, etc., the report of each committee is submitted to the respective criterion committee which is headed by Senior teachers and faculty members. The report of each criterion is discussed in the respective criterion meeting with the Principal. and IQAC-Coordinator. In the IQAC meeting,, the AQAR of the previous year is discussed with all members and suggestions are encouraged from each member and the same is communicated to various committee in-charge for implementation. . The Principal interacts with HODs of various departments, Course coordinators, and individual faculty to improve work coordination. ?The Administrative Vice-Principal looks after the administrative activities of the college. The Principal has appointed a qualified Chartered Accountant as Statutory Auditor for interim audits of accounts and the audit report is discussed with the Management. The Administrative Audit of the college is conducted to evaluate the efficiency and effectiveness of the various administrative procedures. Each committee prepares a financial budget for various activities and the budget is submitted to the Accounts department. The structured feedback received from all the stakeholders regarding the facilities and infrastructure development of the college is also discussed in the IQAC

meeting for implementation. The office administration of the college is headed by the Registrar. The registrar holds regular meetings with the non-teaching staff. They are encouraged to discuss the issues related to the office work and solve their problems.. To bring about an upgradation in the skill component of non teaching staff, they are regularly encouraged to participate in various workshops to learn new soft wares for administrative work.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	? Curriculum is designed by the University of Mumbai , ? Our faculty are also part of curriculum development committees at the university level. ? Faculty members participate in various curriculum development workshops and seminars organized by Board of Studies, University of Mumbai. ? The college had also organized syllabus revision workshops for B.com, BMS BAF courses in the current academic year. ? Our faculty member is also Academic Council member in the University of Mumbai.
Teaching and Learning	? Each classroom of our institution is well equipped with LCD Projectors and Mike facility. All the faculty members are encouraged to use innovative methods in teaching. Each departmental head is allotted a laptop which is used by them and the members of the department for teaching purpose. The college also has the Wi-Fi facility on the campus. ? The College conducts regular Orientation programs for students at UG and PG level. ? Identifying slow learners and giving them additional lectures (i.e. remedial coaching) for improving their academic performance. ? Intensive lectures are also organized for bright students so as to bring about further improvements in their results in university examinations. ? The College also conducts industrial visits for students so that they get practical perspective of the learning process adopted in the classrooms. ? Our college library is well equipped with books, magazines, journals and e-resources which help the students in enhancing their knowledge and developing their skills. ? The College also prepares the academic calendar, teaching plan, time table,

tentative exam schedules etc. and notify the same well in advance to all the stake holders. ? Guest lectures are organized by the college with the industry people so that the students can gain more practical knowledge. ? Students are asked to prepare and give presentations on various topics in the area of Economics, Finance, Management etc. to cultivate the habit of research, team work and presentation skills among the students. ? The college has also installed a smart board to promote innovative method of teaching among the faculty.

Examination and Evaluation

? The examination committee is constituted as per the University norms with members from teaching faculty and the administrative staff. The Principal is the chief conductor for the exams and the Vice principal is the joint chief conductor. The members of the examination committee act as the senior supervisors for the exams. ? The college conducts exams as per the university schedule. The process of examination is decided well in advance and circulated among the staff and suggestions are welcomed by the examination committee for any correction required. ? The time table is displayed on the notice board and website so that the students get sufficient time for preparation. ? Hall tickets are issued to students for all examinations so as to mask the identity of students and promote unbiased evaluation. ? The rules relating to the conduct of examinations, assessment, moderation, revaluation, photocopy, gracing are followed as per the latest university circulars. ? To promote unbiased evaluation of answer sheets, each subject head is asked to provide the names of five subject experts for moderation purposes. The Principal and the examination committee select the name of one subject expert out of the names provided after taking in to consideration their respective expertise. ? The consolidated marsheet is thoroughly verified by the examination committee, heads of various departments and self-financing coordinators. ? The results are declared on time and according to the rules prescribed by the university. ? Mark sheets are distributed to students

	with their CGPA.
Research and Development	<p>? The college has a Ph.D. Research Centre in the subject of Commerce (Business Administration) and has also applied for various other courses. ? 01 of our faculty has submitted Ph.D thesis in 2019-20 and 03 of our faculty are pursuing Ph.D. ? Four of our faculty have completed their Minor Research projects which were sanctioned by the University of Mumbai. ? Our Teaching staff are motivated to take part in workshops, seminars and conferences and are given required duty leaves and financial support for participating in these research activities. ? Our College acknowledges the achievements of Ph.D. awardees on the annual day function and through the College magazine.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>We have a well stocked library which is used by faculty members and the students to enhance their knowledge. In 2019-20, we have added 245 books (which accounted for Rs.90,757) including textbooks and reference books to augment existing resources. Subscription to periodicals and NLIST were continued. The library also has a media room for the teachers to prepare teaching aids. The media room has two computers with internet facility along with a printer and scanner. LCD projectors are placed in all the Classrooms for conducting ICT enabled lectures by the faculty.. CCTVs are also positioned in every classroom, every floor, library and near the main gate. LCD Televisions are also placed on the Ground floor of the campus for news updates. The college had one conference room, which was renovated this year. In 2019, a new conference hall with State of the art facilities was constructed and is being used for Seminars and guest lectures.</p>
Human Resource Management	<p>? Recruitment is strictly done according to University of Mumbai, Maharashtra Government and UGC guidelines. ? In A.Y. 2019-20, our faculty attended the following courses for upgrading their skills: Refresher Courses - 02, Faculty Development Programme - 01, Short Term Course - 03. ? Institution also ensures the welfare of non-teaching staff by motivating them to improve their academic</p>

qualifications by providing necessary support. ? Job rotation of administrative staff is done to ensure that they should be familiar with the various functions of administration. Similarly, teaching staff are also given opportunities to work in various committees. ? The Institution has helped the qualified teachers of self-financing courses in getting approval from University of Mumbai and providing them salary under 6th pay. ? The college also follows CAS promotion norms for the teaching staff. ? Pay slip is received on monthly basis by the staff. ? Proper leave rules are being followed by the college. ? Open door policy is practiced by our principal for effective and quick functioning of the college. ? Senior non-teaching staff members are felicitated on the annual day for their meritorious service and contribution to the college management.

Industry Interaction / Collaboration

? The Placement cell of the college organizes campus placement by leading companies. ? In the year 2019-20, 41 students of our institution were placed through placement cell in leading companies such as Media.Net, Endurance International, Vito India, P3 Architectural solutions, ICICI Prudential Life Insurance, Motilal Oswal Financial Services, Chola General Insurance (Murugappa Group), GIA OMLP2P. ? In addition to in-house faculty, professionals from industry also engage lectures for self-financing courses. ? Internships for students are facilitated by the institution. ? In 2019-20, our college organized industrial visits such as BSE, SEBI etc. for the students of aided and non-aided courses. ? The college also has collaboration with various institutes like Pearl academy and ICWA. ? The college also has appointed a career counselor for the betterment of the students.

Admission of Students

? College follows the admission procedure specified by the University for Minority institutions. Rules prescribed by the university relating to the sports quota are also implemented. ? The college has successfully computerized the admission process. ? The admission committee is

constituted every year by the principal with members from the teaching faculty as well as administrative staff. The duties of the committee are appraised. ? The committee finalizes in house admissions before determining the number of seats that are available for display through merit lists. ? The merit lists are prepared by the committee according to the availability of seats and are displayed on the notice board as well as on the college website. ? The merit lists are prepared and displayed on the date and time given by the university. ? After the display of merit list, admissions of the students are taken by verifying their original documents by the members of the admission committee. ? After completion of admission process, student enrolment forms are completed and the details are sent to the university with in specified dates. ? The college maintains year-wise record of student database.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Various information pertaining to academic and non-academic activities conducted in the college are displayed in the college website for the information of all the stakeholders. Regular meetings are scheduled by the principal to plan the list of activities that needs to be organized by the college. Every head of department and the course coordinator needs to prepare the plan of action for the next academic year.
Administration	? The administration activities in the college are mostly automated and efforts are being taken to achieve full automation. ? The college has installed a new biometric system for recording attendance of all teaching and non-teaching members in the college. ? The administration staff pays the university fees through online mode and within the stipulated time. ? The irregular students are intimated on deficiency in their attendance via SMS and record of the same is maintained. ? Time table and academic calendar are uploaded on the website.
Finance and Accounts	? College uses Tax Base for Income Tax Calculation of College Employee

online return file. ? Online Professional Tax Return File. ? College uses Tally ERP software for Entering Voucher, Receipts, Fees Details and Student Name wise entry. - Effective cash flow mechanism has been drafted -Systematic record of inventory of Fixed Assets is kept ? MKCL is software of University of Mumbai for data entry of enrolment eligibility and examination work related to students. It helps the college in generating the hall tickets, invoices, mandates of the entire degree college.

Student Admission and Support

? The admission committee is formed to conduct the smooth functioning of the admissions of the students. The committee downloads circulars, notifications related to first year admissions to various undergraduate courses from Mumbai University site. ? The relevant admission related circulars and notifications are displayed on the college website and on the notice boards for the benefit of all stake holders. ? The link for obtaining online admission form specifying college and course opted for, is also provided on the college website

Examination

? The information relating to examinations is put up on college website for the benefit of students. ? Exam schedule for regular and A.T.K.T. exams is displayed on the college website. ? Students are also informed about A.T.K.T. exams, dispatch of hall tickets, mark sheets from time to time through SMS and Whatsapp on their registered mobile phones.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Prof. Shailkumari Gupta	1 day Workshop of Mathematics DBT, National College	NIL	400
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for

teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	e-filling and Statutory Compliance s to Tax Laws	Nil	18/12/2019	24/12/2019	19	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course	1	07/06/2019	29/06/2019	21
Short Term Course	3	18/12/2019	24/12/2019	7
Orientation Course	1	20/01/2020	08/02/2020	20
FDP	8	20/04/2020	25/04/2020	6
Refresher course	1	29/05/2019	12/06/2019	14
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	4	Nil	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Health check up, Doctor on call facility, Reimbursement of Medical expenditure as per Government guidelines ,Staff quarters for Principal ,Credit-Co-operative Society , Library facility, Pantry for Staff ,Maternity leave for Aided and Un-	Health check up, Doctor on call facility, Reimbursement of Medical expenditure as per Government guidelines ,Staff quarters, ,Credit-Co-operative Society, Admission and fees concession facility for staff's children ,Pantry facility, Advance Salary	Best student award, T-shirts provided to NSS volunteers, Scholarships: , Group Insurance: ,Book Bank Scheme: - Books purchased for book-bank scheme)

aided staff ,Admission and fee concession facility for children of our staff, financial support to attend conferences and seminars, advance salary paid to staff, sixth pay salary for qualified unaided staff, we promote staff to be on BOS of HSNC University, LTC facility,.

on 1st of every month, ,Advance Festival salary.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

To ensure transparency and accuracy in financial reporting, the college has initiated a healthy practice of conducting internal audit w.e.f. 2015-16, and this complemented with the mandatory external financial audit. External financial audit of A.Y. 2019-20 has been conducted.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Sponsorship from College Management, Ex-teaching , Non-teaching and present staff	75900	Scholarship provided to students and awards for best Non- teaching staff
View File		

6.4.3 – Total corpus fund generated

1680244

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Internal Committee appointed by Principal
Administrative	No	NA	Yes	Internal Committee appointed by Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The college has an unstructured parents teachers association.- Parents are always informed on the performance of their wards through regular communications regular meetings with the parents of attendance defaulters ensure that parents keep track of their child's progress. • It is a practice to conduct regular orientation programmes for all the F.Y, S.Y T.Y level students of Aided and self-financing courses.The purpose is to explain the course

structure and other activities conducted in the college like syllabus, exam paper patterns and various rules regulations of the college etc. • Orientation programme for TYBcom students was conducted online to enable them to understand Microsoft Teams software and process of online lecture delivery during lockdown.

6.5.3 – Development programmes for support staff (at least three)

Upgrading the skills of all staff members is of paramount importance to the institution. The non-teaching staff members are motivated and supported by the Institution to upgrade their skills on rotation basis. ? Participation of Non-Teaching Staff in workshops/seminars such as: (I) MKCL - 04 (II) Attended Workshop/Seminar on SC/ST and Pension - 01 (III) AISHE/MIS - 02 (IV) Best Practices in Office Administration - 02 (V) Workshop on college affiliation - 02 VI - Workshop on NAAC- 2 ? Non-teaching employees are provided with loan facilities, festival advance, uniforms, advance salary, fee concession for their children etc. ? In 2019-20, advance salary 80,000 Rs /- and festival advance 540,000 Rs /- were provided to the Support Staff. ? Employees children are given priority in admission to courses in the college as part of employee welfare initiative.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Post accreditation initiatives adopted by the institution are as follows: Soft Skill Training course: As a part of the development of skills for placements for students of the graduation year, the college conducted a soft skill training course for 4 days in the month of January 2020 . With the support of Mr.Yagnesh Bhatt , who is a soft skills trainer, 20 students were groomed for group discussions, personal interviews handling tricky questions during interviews . Certification was given to all the students who attended the sessions participated in the course. Soft skill development During the lockdown in the month of May 2020, we conducted an online training course in Soft skills development. This session was open to all students across the city was conducted through Google meet. 600 students registered for the program learnt how to give interviews through video conferencing. Swayam Our institution has taken initiative to encourage our students to enhance their academic knowledge and exposure to e-learning skills by enabling them to register for certificate courses such as "Basics of Digital marketing" hosted on the Swayam platform (UGC) during the academic year 2019-20.12 students have successfully completed the course and received the certificates .

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Launch of ACE online journal Vol 1	14/12/2019	14/12/2020	14/12/2020	20
2019	Hosted the WIRC-ICAI Career	11/09/2019	11/09/2019	11/09/2019	800

	Counselling programme				
2019	Regular meetings of IQAC and criterion wise meetings throughout the year .	28/08/2019	28/08/2019	21/01/2020	20
2019	Swayam-Course in digital marketing	08/08/2019	08/08/2019	31/10/2019	12
2020	Soft Skills training	13/01/2020	13/01/2020	15/01/2020	20
2019	International Economics Convention	14/12/2019	14/12/2019	17/12/2020	70
2019	Inauguration of the Accountancy Museum	24/12/2019	24/12/2020	24/12/2020	100
2019	New Vision and Mission Statement	14/12/2019	14/12/2019	14/12/2019	5000
2019	Short term Course	18/12/2019	18/12/2019	24/12/2019	21
2020	Certificate course in International Trade and Business	26/05/2020	26/05/2020	31/05/2020	90
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
"HUMAN RIGHTS IN INDIAN CONSTITUTION" by Dr. Rashmi Oza, Professor, Department of	14/01/2020	14/01/2020	35	15

Law, University of Mumbai.				
"MENTAL HEALTH ISSUES IN TODAY'S YOUTH" by Dr. Lata Das, Centre for Lifelong Learning, Tata Institute of Social Science, Mumbai	24/02/2020	24/02/2020	30	20
"ROLE OF NUTRITION IN WOMEN'S HEALTH" by Dr. Kitty Rathod	09/03/2020	09/03/2020	65	35
"SUPERCHARGE YOUR LIFE" by LifeStyle Success Coach Ms. Natasha Advani (Webinar)	03/07/2020	03/07/2020	720	480
Awareness Programme for Primary Prevention of Sexual Violence	30/09/2019	30/09/2019	60	35

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. LED Lights have been installed at majority of the places in campus. 2. TREE PLANTATION 3. Paperless Admin Work 4. Green and Energy Audit (Proposed) 5. E-waste collection Drive 6. Cashless Payments

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	12
Provision for lift	Yes	3
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	1
Rest Rooms	Yes	Nil
Scribes for examination	Yes	2
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	20/09/2019	1	BLOOD DONATION DRIVE	LIFE SAVING INITIATIVE	55
2019	1	1	04/12/2019	1	HEART MARSHALS	LIFE SAVING INITIATIVE	20
2020	1	1	18/01/2020	1	FINANCIAL INCLUSION	FINANCIAL AWARENESS	35
2019	1	1	14/08/2019	1	SWACH BHARAT ABHIYAAN	CLEANLINESS DRIVE	50
2020	1	1	30/01/2020	1	BOTTLES FOR CHANGE INITIATIVE	PLASTIC FREE CAMPUS AND LOCALITY	50

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
CODE OF CONDUCT FOR STAFF	29/05/2019	Code of conduct for teachers- 1.A teacher shall comply with provisions of the Act, Statutes, Ordinances and Rules from time to time. 2.Teacher shall engage the classes and regularly and punctually. 3.A teacher shall help the principal to enforce the discipline amongst students. 4.A teacher shall perform any other extracurricular activity assigned to him. 5.Completing syllabus on time. 6.To guide the students for career opportunities.
College Prospectus	11/06/2019	FOR STUDENTS https://www.mmk.edu.in/wp-content/uploads/2020/07/Prospectus-book_compressed.pdf (Page

no.44) Code of Conduct for attending online lectures Attendance: ?Students have to log in to their class with their password ?Faculty will track the students' activities online and they will be marked present accordingly. Code of conduct for Microsoft Team Classes: Students have to strictly adhere to following code of conduct while attending lectures online:

Preparation ?DO NOT attempt to enter the class fraudulently by using other students' identity ?DO NOT attempt to attend the lecture that is not part of your regular lecture. ?DO NOT share your class meeting Ids with anyone.

Participation ?Student should not involve in offensive or inappropriate language/ obscenities/ Verbal or physical abuse / intimidation, harassment, or threatening/ ragging in any form of communication ?Students have to arrive for the lecture on time.

?Students should attend the lecture properly groomed and dressed.

?Student's full face must be visible in the camera frame. ?Student should not chat among themselves while attending lecture.

?Student should attend lecture with courtesy and respect. Disciplinary Action for Unacceptable Behaviour: ?Strict disciplinary action (amounting to suspension/ cancellation of admission) will be taken if students are found involved in unacceptable behaviour ?Disruptions to

a class will lead to the removal of the student from the session.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
CONSTITUTIONAL WEEK	26/11/2019	30/11/2019	45
MOMENT OF CALM AND DAY OF FORGIVENESS	02/08/2019	02/08/2019	2000
MEATLESS DAY	25/11/2019	25/11/2019	500
BLOOD DONATION DRIVE	20/09/2019	20/09/2019	500
RUN FOR UNITY	31/10/2019	31/10/2019	5
NSS RESIDENTIAL CAMP (Self-Discipline, Tolerance, Adaption, Leadership Quality)	13/01/2020	19/01/2020	33
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

BOTTLES FOR CHANGE in Collaboration with Bisleri International Ltd.
COMPOSTING- (PROPOSED)
E-WASTE BIN
WASTE SEGREGATION
RECYCLING OF USED ANSWER PAPERS
PLASTIC FREE CAMPUS
POWER SAVER ELECTRIC EQUIPMENTS
TREE PLANTATION DRIVES

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES - 1.Promotion of Sports: The college is known for its excellence and dedicated efforts in making sports popular among students. Undoubtedly , Sports is always an essential component of liberal education. Smt. MMK College is committed to inspire, encourage and empower young students towards sports. Sports provides students with much more than stronger and fitter body. We believe that sport has a huge impact on positive self-esteem. The aim is to nurture confidence, social skill, ambitions, team work and ability to deal with setbacks. The college coached many students and is a strong believer in the values and skills which sport can generate. The college has been organising various sports events for the last so many years. The College has produced many international and national level sports persons. MMK sports expanded its boundaries to international and national level and day by day raising its popularity by producing super heroes in sports like international hockey Asian gold medallist Viren Rasquinha, International shooting commonwealth gold medalist Sameer Ambedkar, International Lawn tennis player Hadin Bawa and

Armaan Bhatia. The Football team of MMK College has been winning tournaments at national level. The chess tournament is held in our college annually. Several medals have been won at the National level in Judo, Taekwondo, Wushu. Lawn Tennis and medals in Hockey for both Men and Women. Intercollegiate Sports events like Chess tournament, football tournament and Khel Mahotsav were organised during the current year in which more than two hundred students participated. Facilities Available: ?The College has a separate sports room which has a Professor In charge. ?The Sports Room has been renovated and has the facilities such as computer, internet, printer and scanner. ?The Sports Room also has an Indoor Gym with State of Art Treadmills. ?There is a multi-purpose gym installed in the sports room and dumbbells. ?The Boys Common Room in the College has table tennis, carom and chess. Due to space constraint the college has been sharing the Multipurpose Basket Ball Court and Badminton Court with National College, our sister institution.

2.Eco-friendly environment
Bottles for Change aims to create awareness among citizens about the importance of plastic recycling. When plastic is thrown in waste, it ends up in the sea, ocean, drains, river etc. and causes pollution. Since it has value even after use, it needs to be cleaned, collected and sent directly for recycling. Through this initiative, we ensure channelizing all kinds of used clean plastic for recycling thus ensuring a greener, cleaner environment. We received phenomenal response from students for this activity. The NSS unit of our College contributed more than 220 Kg of plastic bottles for this initiative in 3 separate collection drives by Bisleri Company. The entire plastic waste collected, is sent for scientific recycling and several products are made from it such as clothes, buckets, seating table, pillows etc. E- Waste Collection drive- Department of EVS of our College organizes E-Waste collection drives in association with Environmental Consultant Smt. Rashmi Joshi. College collects around 100 kg of E-Waste every year and send it for scientific recycling. This is a small step by EVS department to support environmental sustainability. The college has kept dedicated E-Waste bin in the college premises provided by Municipal Corporation of Greater Mumbai. Tree Plantation- The NSS UNIT of MMK College conducts tree plantation drives every year during the monsoon season. The volunteers go to nearby area of Mumbai suburban and plant the trees during the month of July-August every year. This activity is compulsory activity of NSS department. NSS unit takes the lead in making the surrounding green and carbon free. Recycling of Used papers- The College administration takes lead in giving used papers for proper recycling every year. This helps in keeping environment clean and saving hundreds of trees.

3.Staff Welfare: MMK College has made several provisions (Employee benefits) for their staff including teaching and non-teaching staff. Teaching Staff - MMK College has dedicated staff room for teachers with Computers and Air conditioners. Health check up, Doctor on call facility, Reimbursement of Medical expenditure as per Government guidelines, Staff quarters for Principal, Credit-Co-operative Society, Library facility, Pantry for Staff, Maternity leave for Aided and Un-aided staff, Admission and fee concession facility for children of our staff, financial support to attend conferences and seminars, advance salary paid to staff, sixth pay salary for qualified unaided staff, we promote staff to be on BOS of HSNC University, LTC facility. Admin and Support staff - Health check up, Doctor on call facility, Reimbursement of Medical expenditure as per Government guidelines, Staff quarters, Credit-Co-operative Society, Admission and fees concession facility for staff's children, Pantry facility, Advance Salary on 1st of every month, Advance Festival salary.

4.Institutional Linkages: In order to strengthen the bonds between Academia and Industry, the College has signed MoUs with several reputed institutes such as ICAI, Pearl Academy and Assocham, which help our students to interact with the industry. We have organised career counseling programmes for CA aspirants in which 800 students participated. On 12th March 2020, An MoU was signed between WIRC ICAI and MMK College. The purpose of this activity was to provide quality integrated

training to students who are pursuing C.A. in a cost effective manner. 1500 students participated in various training and counseling sessions and benefited from the programmes. 5.Retaining Students through student support: The College provides scholarship to the needy students if they are facing financial problems. The College also provides them instalment facility in terms of fees payment. Thus, necessary steps have been taken by the college to help them to retain in the college. Similarly, Sports students are also provided huge support in terms of sports scholarships every year. Special quota for students in sports category in admissions ,.Best student award, T-shirts provided to NSS volunteers, Scholarships: , Group Insurance: ,Book Bank Scheme, where books are provided to the needy students.

.....

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.mmk.edu.in/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our College is a Premier institution of learning, providing Undergraduate and Postgraduate Education in Commerce and Economics .We also provide doctoral degree in Commerce ,specializing in Accountancy, Management and International Business. The mission of the college is to kindle intellectual curiosity among students and motivating them to attain academic excellence. We also motivate faculty towards continuous upgradation of knowledge and delivery of teaching. We foster Indian values through culture, care, compassion, creativity and collaboration through our portals. Our institute is the highest NAAC Accredited institute in Bandra Suburb. We cater to students from mixed background right from affluent to poor class. Majority of the students belongs to Middle Class families and MMK is home for them. We provide education to all without any bias and prejudices. Our college is one of the best for commerce graduate of nearby areas. We also cater many students from Mahim and Dharavi area, providing education to these students is like uplifting one family from downtrodden class such noble work has been done over the last 60 years. We plan to have many skill based courses in order to enhance the employability of our students. Our leadership believes in Skill Oriented Education and working tirelessly to achieve this goal.

Provide the weblink of the institution

<https://www.mmk.edu.in/>

8.Future Plans of Actions for Next Academic Year

?The College plans to start with various new initiatives for the next academic year. The College has proposed to start UGC granted B.Voc courses in Finance, Taxation, Media and Wealth management . ?The College has decided to take several environmental friendly initiatives like conducting energy and green audit , portable compost pit for biodegradable waste, rain-water harvesting etc. . ?We plan to propose cashless or electronic transactions for various payments. ?We plan to buy Braille software for visually impaired Divyang students. ?To strengthen Industry-Academia linkages by having Collaborations with various institutions of National and international repute and signing of more MOUs and collaborative activities with them. ?The College aims to provide schemes by which students earn while they learn .Digitisation of the library is also what the college aims at and the efforts are on to carry out this procedure. •To Enrich Curriculum by making academic programs with blended learning that will have an experiential focus to lead start ups -To provide better health and hygiene

facilities -To improve canteen facilities -To improve on our best practices like E- waste management and Heart Marshalls to render help in emergency --to improve relationship with students and their parents through increased involvement of parents -Efforts are on to enable more social media coverage for the various activities of the college -To make students self reliant and independent by providing training in NET/SET for Aspiring students - CA/ACCA for Aspirants in Accountancy - Digital Marketing for Aspirants in Commerce -Training for CAT/CET for Management Students -Permission from NCPSL(MHRD) for Online Sindhi Course. -Improving on Mentoring programmes including Remedial coaching for student -Developing of E- Content -To organise online and Campus cultural mega events. -To adopt various measures for the safety of our staff and students Post- covid period -To revive the Alumni Association and involve them more in the building up of the institution and also in enhancing its brand image. -To improve on Women care and facilities for the disabled through the formation of an Inclusive cell. -To encourage learning through open Course learning of Inflibnet, Coursera and Swayam online platforms -Planning of arrangements for the Diamond Jubilee celebrations of the college in 2021