

DATA VERIFICATION AND VALIDATION (DVV)

POLICY DOCUMENT

As Education is supreme of all riches and virtues Bharat Ratna Dr. Babasaheb Ambedkar, the founder Chairman of the institution had a vision and mission “to empower young women and men, especially the underprivileged as responsible citizens through holistic education.”

The main objective and the Goal of the College is to provide good education and to focus on overall development of the students by providing various skill development programs for better job prospects as we also admit students with minimum passing marks. Hence, students who are academically weak can take training in skill development courses. And also the college conducts various programmes to be proactive, goal-oriented and become professionally competent and responsible citizen.

Maximum students of our college are from middle class and lower middle class and they cannot afford to pay the full fees at the time of admission. The college admits students with half payment of fees and remaining amount can be paid before the semester exams.

Education to all is our motto. Hence the admission is also given to those students who have minimum passing percentage and who could not get an admission in other colleges in Mumbai. The proportion of such students is very high in our college. But it should be noted that many of our students have passed with flying colours i.e. with 60% and above in their third year of graduation. And we think it is our achievement which reflects our mission. To give the new vision of dignity, self-respect, Self-reliance and self-dignity are the part of our mission. Maximum students are earners and learners. The mission the college is to enable the students a successful career and work adaptability in culturally diverse global society duly imbued with ethics and morals. The institutional strategic/ perspective plan is effectively deployed:

1. Curriculum Development:

The institution has taken several initiatives to ensure effective curriculum delivery, the Principal, Vice-principal, departmental heads and the IQAC ensures quality across all the programmes offered in the college. To achieve excellence in education, the institution ensures timely preparation of academic calendar and time-table, distribution of workload, availability facilities and periodic assessment and review. Circulation of information regarding curriculum through the **prospectus** that contains all necessary information regarding programs and curriculum are uploaded on website. Timetables are prepared in advance before each session and are posted on the college website, enabling students to attend class right from the beginning of the academic session.

Teachers of each subject follow the syllabus prescribed by the University of Mumbai and the college has conducted online lectures' during pandemic. There are two semesters in each academic year. During pandemic, all lectures were conducted in online mode on the google meet platform. Official google meet links were created for each class. Teachers completed their syllabus before the examination. Teachers have conducted extra online lectures to give extra coaching to weak students. The teaching diary is maintained by the teachers. Teachers have

~~arranged online revision lectures for the students before the exam of each semester. Notes are available on the college website for the students. Teachers have attended Workshops related to their subject. Orientation lectures for the F. Y. B.Com. Students have been arranged by each subjects' department to introduce the syllabus. Teachers use PowerPoint presentations for more clarity of the topic.~~

Admission of Students: Admission is processed as per the prescribed schedule of the University of Mumbai. Preadmission registration on the website of the university as well as on the college website is required to take admission. College follows the rules and regulations of the Government reservation policy and displays three merit lists of admission as per the schedule prescribed in the university circular. As per the vision, everybody should get an education, and economically weak students can get admission initially after paying half of the prescribed fees. Thus, admission is given on an instalment basis to economically backward class students. The college office section uses CIMS software for the admission process that is to collect fees and to prepare roll calls. Students can pay their fees online and offline model

2. Teaching & Learning:

Lecture method is used in classroom teaching, however other teaching aids like Maps, Globe, sample of bills, vouchers, and agreements are used for practical understanding of the students. PowerPoint presentation, group discussion is also conducted. Tutorials are regularly conducted in the subject of Business communication, Mathematical Statistical Techniques where difficulties of students are solved. Special lecture series and remedial coaching is also conducted. English Digital Lab has been installed for better learning. Teachers attend workshops and syllabus revision and share their views for the development of curriculum.

Teachers taught through the google meet platform during **pandemic**, questions are asked by the teachers to the students during the lecture. Online Group discussion has been arranged among the students in the google classroom. PowerPoint Presentation was used by the different departments to make the lecture effective. The Environment Studies department uses maps' and globe to analyse the concepts. Sample of Bills and Vouchers are used by the Accountancy department to soften the concepts. Different types of Agreements are used by the Business Law department to explain the concepts. Budgets of Central and State Government are discussed with the students by the Business Economics Department. A Special Spoken English class is arranged for the students by the Business Communication department. Teachers have arranged special revision lectures for the students and teachers have contributed to it by presenting their online PPTs. Tutorials are conducted online mode in the subjects of Business communication and statistical technique.

Departmental plans

At the commencement of the Academic year, the HOD of each department conducts meetings wherein the syllabus and results of the previous semester are discussed. Allocation of workload is finalized in case of new recruits. The HOD delegates among the faculty members of the departments various activities planned for the academic year. The departmental calendar also includes proposed Guest lecture, Seminars, Workshops, project work and other academic activities for the session. Lecture plans, teaching diaries, Syllabus completion reports are prepared by department gives clear indication to complete the curriculum in time. Lecture notes, PPTs, Question banks, E-content, etc. are provided to the students.

Examination and Evaluation:

As per the University Circular, the institution implemented revised programmes based on CHOICE BASED CREDIT and GRADING SYSTEM (CBCS) from the academic year 16-17. The new pattern is applicable to all Under Graduate degree and Post Graduate degree programme. The examinations for Internal Assessment, Practical Examination and Semester End Examinations for the Semesters I to IV shall be processed by college.

Examination Committee prepares the examination schedule for conducting college examinations according to the Mumbai University Schedule and regulations governing examinations. The Examination Committee conducts meetings with the Principal to finalize their schedules. Exam dates are announced through notices. The faculty follows the criteria laid down by University while evaluating students. The syllabus and question paper pattern is communicated to the students in the beginning of the year by the respective subject teacher in our orientation programme and it is also displayed in our college website. In the Foundation Course subject, assignments (project) are given to the students and under Self Financing courses, class test is conducted. The answer papers are assessed by the teachers and the moderators from other colleges are invited. The result is analysed and shared.

The college has used Crest design software to conduct online exams for first, third & fifth semester examinations during the pandemic period

Exams were conducted online. Examination papers were taken from respective subject paper setters by the examination section which were then sent to the service provider education. Technology Solutions to host the examination. The service provider then gave the marks of students of individual subject which were then processed by examination section after the marks entry was done by the respective subject teachers. Result was declared by examination section.

Research Development: Teachers are motivated toward research. Teachers have published their papers in different journals and books. Teachers are reimbursed for their participation in workshops and seminars where they publish their articles. Research Development Cell motivates students for research. Ph.D. research centre is in the college which fulfils the needs of research scholars and facilities like the internet, photocopies are provided to the researchers/Scholars in the college.

Library, ICT and Physical Infrastructure / Instrumentation: The library fulfils the need of teachers and students. New books are added as per the recommendation of the teachers and students.

* Book Bank facility is available to the student. The library has subscribed to the membership of the British council, American Library, and INFLIBNET. The college has 7 ICT-enabled classrooms where LCD Projector, Screen Internet connection is available. Teachers use the PowerPoint presentation for a better understanding of the topic. A Free Wi-Fi facility is available.

* The college has Assembly Hall which is used by the student council and cultural association for organizing various programs.

* The College gymkhana has a sport hall which is used for indoor games. There are separate gymnasiums for Boys and girls. The college has well-maintained ground where outdoor games are played.

Human Resource Management: The teachers have been appointed as per the workload. They are encouraged to participate in Seminars, workshops, orientation programs, Refresher courses, and Faculty Development Programmes. As per the UGC norms, Duty leave is sanctioned to the teachers for the above-maintained programs. Participation fees for seminars and workshops are

reimbursed to the teachers. Various committees are allotted among the teachers to complete the given academic and extracurricular activities. Examination committee, On-screen Marking Committee, TDS, N.S.S., N.C.C., student's council and Cultural Committee etc.

Industry Interaction / Collaboration: The College has collaborated with Techno serve agencies, RBL-GTT, NSFDC, Citi Bank, and Kotak, which have conducted employability training programs for the students during the lockdown period. Kotak has conducted an employability program under Business Correspondent Business facilitator. Citi Bank has conducted an employability program under Business Facilitator scheme. RBL-GTT has conducted an employability program under Soft Skill and Financial Market and Corporate Readiness. Techno serve agency has conducted employability program under Job readiness scheme. A number of students have participated in these programs and many students have got suitable placements.

In the beginning of every academic year, different committees have been constituted comprising of faculty members of the college to guide and help the students and also to cater to the requirement of the students. The college functions smoothly under various committees like college development committee (CDC), IAQC and committees pertaining to curricular and co-curricular activities.

The main objective of our institute is to give opportunities to all and to motivate the students belonging to economically backward section as they do not get enough opportunity to update their knowledge and explore their skills in various fields.

Under CSR programs various companies provide placement opportunities to the students those who perform well and also to the average students according to their skills. Free training programmes are conducted. Awareness programme are conducted intermittently to give practical knowledge in the field of career development to the students.

Placement cell constantly provide opportunities to the students by arranging programmes like skill development, personality development and placement drives. During pandemic placement cell conducted online skill development programmes and provided job opportunities to the students as per the rules and regulations of the university. The college diligently works to uplift the students and secure their future prospect.




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