Policy Document for Bridge Courses (w.e.f 2019)

1

Introduction:

Bridge course is a means to provide learners additional support for their academic needs. It means to establish a bridge between the subjects learnt at Pre-University level and the subjects the learner will learn at the Graduation level. The aim of the bridge course is to induce core competency level in learners.

Objectives of Bridge Course Policy:

The bridge course aims to act as a buffer for the new entrants with an objective to provide adequate time for the transition to hardcore courses of degree programmes.

The main objective of the course is to bridge the gap between subjects studied at Pre-university level and subjects they would be studying as core subjects at graduation level. Bridge course is preparative course for college level with an academic curriculum that is offered to enhance the knowledge of the students by means of preparing for the intellectual challenges of specific subject and to know basic information about core subjects.

Design and Duration

The syllabus is designed as per the academic requirements. The syllabus framed is aimed at making the learners be known to foundational concepts of the subject. The duration of course is 40 hrs of interactive session. It is conducted once a week and printed study material for each Semester is provided.

Benefits of Bridge Course:

Student's benefit by receiving the support and guidance from faculties and also receive assistance with their academic studies.

Students will experience greater self-esteem and be motivated to succeed.

Students will improve their intrapersonal relationship among fellow students and interpersonal relationships with faculties.

Outcome of Bridge Course:

The outcome of the course will be measured on the basis of the students' performance in the Semester exams and feedback collected from the students.

Approved by IQAC.

CA. Shrikant Marathe
IQAC Coordinator

Dr. Vijetha Shetty
Principal

Date: 29th August 2019

Policy Document for Divyangjan (w.e.f 2019)

1

Divyang is a Hindi word meaning the one with a divine body. The Prime Minister Shri Narendra Modi said that persons with disabilities should no longer be referred to as disabled persons or viklang. They should now be referred to as Divyang or Divyangjan. Hence through this policy, attempt is made to connect with this class of population and give them an opportunity to become self-dependent and self-reliant. At this juncture we feel that there is an imperative need for society at large to come forward and take the initiative to create awareness and also to participate in their development .

Purpose of this policy / Objective of this policy:

1) This policy is intended to help the differently abled students , hereafter mentioned as Divyangjans or Divyangs , to be aware of various facilities provided by the institution and the easy accessibility of these facilities.

2) To ensure inclusion of Divyangs in academic as well as other curricular activities.

3) To make suitable arrangements for safety, welfare and development of the Divyangs.

The following are the Proposed Provisions:

A) Admission

- To provide counselling to Divyangs on the types of courses they could study at the higher education institutions.

- To ensure admission of as many Divyangs as possible through the open quota and also through the reservation meant for them.

- To gather orders dealing with examination procedures, reservation, policies, etc., pertaining to Divyangs.

- To assess the educational needs of Divyangs enrolled in the higher education institutes to determine the types of assistive devices to be procured.

- To conduct awareness programmes for teachers of the institute about the approaches to teaching, evaluation procedures, etc, which they should address in the case of Divyangs.

- To study the aptitude of Divyangs and assist them in getting appropriate employment when desired by them after their studies.

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- To create awareness of important days pertaining to disability such as the World Disabled Day, White Cane Day etc in the institute and also in the neighbourhood in order to create awareness about the capabilities of Divyangs.

- To give separate access to counter service of the office administration.

B) Barrier free environment and accessibility

- To make available barrier free environment infrastructure by implementing effective and suitable measures wherever required

- If whenever suitable measures are not possible, human assistance shall be provided to Divyangs.

C) Aids and Appliances with follow up care and maintenance.

- To provide assistive like wheelchair, handrails, ramps like facilities so as to facilitate personal mobility.

- To provide maintenance and easy access to such appliances on regular basis

- To avail special help to Divyangs in medical .

D) Responsible Guardianship

- All Divyangjan in association of our institution i.e., our staff(teaching or non-teaching), students, shall have a right to respect for their identity and to be respectfully addressed.

- To take efforts by every member of the institution to create sensitization in civil society by conducting awareness campaigns, workshops, seminars etc.

- To collaborate with specific organisations for and facilitate to provide services specific to respective disability.

E) College Social Responsibility

- To encourage patronizing the products produced in workshops run by Divyangjan organisations.

- To support in marketing, distribution , selling of such products through sales outlets within college premises.

- To coordinate with NGO in specialized training offered to undertake activities for Divyangjan to develop few skills in a sustainable manner.

F) Sports and Cultural Activity

- To encourage participation of Divyangs in sports , cultural activities at intercollegiate , district , state or national level.

- To identify the hidden potential in the Divyangs through various intracollege events and motivate them to participate at various level programmes.

- To provide free coaching or training along with counselling whenever needed.

- To organise special programs in the fields of music , dramatics, theatres for them

- To enable inclusion of Divyangs in sports activities and other recreational activities.

Outcome:

- The wheelchair facility is provided and is easily accessible.

- Separate quota is assigned for Divyangs during admission followed by separate merit list.

- Divyangs are offered special seating arrangement in classroom during the lectures and during examination in the examination hall.

- During any college function, arrangements are made to reserve special seats for Divyangs.
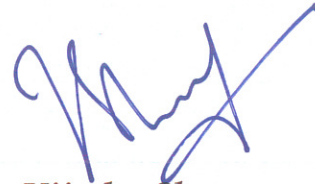
- Suitable arrangements are made in washrooms, at the office counter, library and all other areas in the campus wherever necessary.

- Separate internet facility is made available for Divyangs in library.

Disclaimer

This policy document is for effective inclusion of Divyangs but while implementation of this policy rules the institution shall not be responsible for any specific circumstances. This document is for the information purpose only and do not have any legal sanctity. This is of general nature and all rights to modify, discontinue or add new rules or procedure shall be reserved with the management of the institution. Vivek College of Commerce do not accept any responsibility or liability for any damage or loss arising from the direct/indirect use of the information provided in the policy document.

CA. Shrikant Marathe
IQAC Coordinator

Dr. Vijetha Shetty
Principal

Date: 29th August 2019

Policy Document for Examination

Examination Policy is a guideline that facilitates the institution to conduct the evaluation.

Objectives of Evaluation

- To assess the attitude, skills, knowledge of the learner.

- To measure the Programme and Course Outcome.

1) Introduction

The University of Mumbai frames the examination guidelines which is duly followed by all the Institutions affiliated to it. The Examination policy is framed to have efficient, transparent and innovative examination practices keeping in mind the ordinances rules, regulations and the guidelines to be followed as per the University of Mumbai.

2) Objective of the examination policy

1) To maintain the sanctity in the process of evaluating the performance of the students in the examination.

2) To educate and update all the stakeholders about the examination rules, regulations, gracing polices, and ordinances laid by the University of Mumbai and followed by the examination committee of the Institution.

3) To enable the mentor to know about the performance of the students after the evaluation of the examination by providing subject wise analysis, overall topper and the learners who were unable to clear so that right and appropriate guidance can be given to the learner subject-wise for improving in the upcoming examinations.

4) *To enable the learners covered under the PWD (Persons of Disability) category, be aware of the benefits given to the learner at the time of examination.*

3) Examination Conduction Policy

1) *As per the University Circular, the institutions implemented revised programmes based on CHOICE BASED CREDIT and GRADING SYSTEM (CBCS) from the academic year 2016-17.*

2) *The new pattern is applicable to all the Under Graduate degree and Post Graduate degree programme that is Bachelor of Commerce, Bachelor of Commerce (Accounting & Finance), Bachelor of Commerce (Banking & Insurance), Bachelor of Commerce (Financial Markets), Bachelor of Management Studies (B. M. S.), Bachelor of Mass Media/Bachelor of Arts in Multimedia and Mass Communication, Bachelor of Science (Information Technology), Master of Science (Information Technology) and Master of Commerce in Accountancy and Business Management. The methodology of evaluation process prescribed by the University is summarised as follows:*

1. Internal Assessment - (25 marks/40 marks)

Sr. No.	Particulars	Marks
1	One periodical class test / case study / online examination to be conducted in the given semester	20
2	Active participation in classroom and attendance	5

The learner should score a minimum of 40% marks (i.e., 10 out of 25 marks and 16 out of 40 marks) to pass the Internal Assessment in each of the courses.

2. Semester End Practical Examination - (50 Marks) (Only for Courses with Practical's (B.Sc.-I.T./M.Sc. (I.T.))

Sr. No.	Particulars	Marks
1	Journal	05 Marks
2	Viva	05 Marks
3	Laboratory Work	40 Marks

The learner should score a minimum of 40% marks (i.e., 20 out of 50 marks) to pass the Practical Examination in each of the courses.

3. Semester End Examination - (60 Marks/75 Marks/100 Marks)

These written examinations shall be of 2 1/2 Hours duration for 75 marks and 60 marks in Self Financing and Post Graduate programmes and 3 Hours for 100 marks in Bachelor of Commerce.

The learner should score a minimum of 40% marks (i.e.,24 out of 60 marks, 30 out of 75 marks and 40 out of 100 marks) to pass the Semester End Examination in each of the courses.

Conduct of Examination:

The examinations for Internal Assessment, Practical Examination and Semester End Examinations for the Semesters I to IV shall be processed by the College / Institution. The College / Institution shall issue the grade cards to the learners after the conversion of marks into grade as per the procedure prescribed by the University of Mumbai.

The examinations for Internal Assessment of Semesters V & VI shall be processed by the College / Institution while the University shall conduct the assessment of Practical Examination and Semester End Examination for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to

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the University by the respective College/ Institution before the commencement of respective Semester End Examinations.

The responsibility of Examination evaluation during the first four Semesters shall rest with the College / Institution where the students are admitted for the Programme.

Carry Forward of Internal Marks: A candidate who fails in any particular paper / course shall be allowed to re-appear the theory component. However, the marks of Internal Assessment shall be carried forward.

4) Performance Grading

Marks 10-point Grade Tables

Course Grade Table		
Marks	Grade	Performance
80 and above	O	Outstanding
70 to 79.99	A+	Excellent
60 to 69.99	A	Very Good
55 to 59.99	B+	Good
50 to 54.99	B	Above Average
45 to 49.99	C	Average
40 to 44.99	D	Pass
Less than 40	F	Fail

Overall Grades Table	
SGPA	Grade
10	O
9 to 9.99	A+
8 to 8.99	A
7 to 7.99	B+
6 to 6.99	B
5 to 5.99	C
4 to 4.99	D

The performance grading shall be based on the aggregate performance of Internal Assessment and Semester End Examination.

Carry forwards of marks in case of a learner who fail in the internal assessment and/or semester end assessment in one or more subjects:

A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However, his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the course shall reappear for the Internal Examination of that course. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

Allowed to Keep Terms (ATKT) Rules Applicable to The Courses as Per Ordinance R 8438

a. A learner shall be allowed to keep term for Semester II irrespective of number of heads of failure in the semester I.

b. A learner shall be allowed to keep term for Semester III if he / she passes each of Semester I & Semester II

<div align="center">OR</div>

A learner who fails in not more than four courses of Semester I and Semester II taken together with not more than two courses each in Semester I & II.

c. A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III.

d. A learner shall be allowed to keep term for Semester V if he / she passes Semester I, Semester II, Semester III and Semester IV

<div align="center">OR</div>

A learner shall pass Semester I and Semester II and fails in not more than four courses of Semester III and Semester IV taken together with not more than two courses each in Semester III & Semester IV.

<div align="center">OR</div>

A learner shall pass Semester III and Semester IV and fails in not more than four courses of Semester I and Semester II taken together with not more than two courses each in Semester I & Semester II.

e. A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V.

f. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

5. Photocopy/Revaluation of Answer book

According to circular/notification/ordinance - VCD / 1 of 2016, Rules & Procedure for providing the Photocopies /Revaluation of the assessed Answer-books.

The facility of obtaining Photocopies of assessed and / or moderated answer books by the examinee is extended with a view to bring transparency in the examinations system and ensure its credibility.

A student, who is dissatisfied with the assessment of her or his work or performance in the examination, shall follow the procedures set out by the University.

6. Unfair Means

According to Ordinance O.5050A on Unfair means, on receipt of a report regarding use of unfair means by any student learner at college or University examination, including breach of any of the rules laid down by the University Authorities for proper conduct of examination, the Examination committee under the guidance of Principal of the college shall have the power at any time to institute enquiry and to punish such unfair means or breach of the rules by the candidate. The unfair means enquiry committee will conduct an enquiry by giving a fair trial to the concerned student. The final report is handed over to the Principal who is the chairperson for the final verdict.

7. The college follows Ordinance 0.229-A regarding the award of 10 grace marks to the candidates appearing for any of the extracurricular activities as mentioned in the regulation.

8. Students are not allowed to leave the examination hall until 30 minutes after the commencement of the examination. The students are not allowed to enter the examination hall later than 30 minutes after the start of the examination.

9. **Since the last two decades to have a transparent, robust and unbiased approach in assessment, the college has introduced the coding system.** Each answer book is coded with a unique number. The seat numbers were converted into a

special code and the answer books were given to the faculty for assessment. After the assessment was completed the answer books were again decoded by the examination committee to complete the further processing of the results.

10. Due to Covid-19 pandemic, the mode of Examination shall be through online mode. The college shall follow the directives issued by University for all affiliated colleges. To maintain sanctity, conduct of exams shall be through Proctoring.
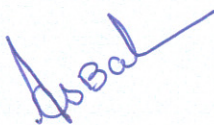
11. Internal, external and practical examinations shall be conducted online either through proctored software provided by 'MICM India Pvt Ltd' or through us of Microsoft teams platform. Online assessment of the project shall be done by conducting online viva-voce.

12. Student's survey shall be taken with respect to network, internet and computer availability to ensure smooth conduct of online examination.
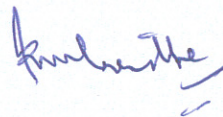
13. The timetable, notices and rules and regulations of the proctored examination shall be broadcasted through various digital platforms and are also displayed on website.

14. At the beginning of Semester end and ATKT examination two proctored mock exams shall be conducted to enable the students to get acquainted with the online examination system. Any issues and queries shall be handled by the examination committee with the help of mentor teachers and coordinators. All faculty members along with some of the administrative staff shall be involved in the process of examination.

15. Gracing rules shall be followed as per norms.

CA. Shrikant Marathe   Dr. Vijetha Shetty

Examination In-charge   IQAC Coordinator   Principal

Updated on 19th April 2021.

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Policy Document for Gender

GENDER POLICY

'Awake, arise and educate'

Vision:

"A gender-neutral environment that facilitates independence, safety, well-being and dignity of womenfolk; empowering them with rights and equitable opportunities ensuring enrichment of their future."

Introduction:

The Indian Constitution provides for gender equality to all citizens. However, several gender related issues and problems, obstructing realization of this right are observed. Vivek Education Society and its College, Vivek College of Commerce, has always been aware and sensitive about gender issues, for which purpose the objectives related to deal with such issues are being enshrined in a gender Policy that has been put in place as envisioned in the University of Mumbai Guidelines. While the College encourages all students, faculty, and staff to freely participate in all the activities of the institution, this Policy envisages to support efforts of the institution towards ensuring a gender sensitive work culture for all. It not only covers the students, employees, and staff of the institution, but also embraces the larger community around by promoting gender equity.

Objectives of the Policy:

• Ensuring visibility and representation of invisible and under-represented gender(s) in Education, Teaching, Research and Administration.

• To provide an equal opportunity to both male and female students (including specially abled, underprivileged, marginalised, trans-gender and employees (teaching,

• To ensure building a gender sensitive and inclusive campus.

• To undertake awareness programmes on gender sensitization, women's rights, and women empowerment in the College.

• To promote and ensure gender equality by providing equal access to the resources, responses, and services of the institute to all stakeholders.

• To prevent gender discrimination and harassment at the workplace and sensitize the students towards the special needs of all genders.

• To ensure equity of treatment as a right for all equally providing equitable opportunities for educational avenues for all.

• To conduct gender audit on regular basis.

Major elements of the Policy:

Addressing special needs of minority and disadvantaged staff & students by providing opportunities to all for their special needs in terms of infrastructure and other related facilities. At College level, the Policy envisages to continuously upgrade in accordance with the guidance provided by the Women Development Cell at Centre and State.
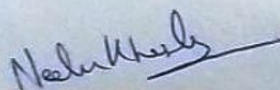
1. Equal access to Education: Education as a tool for raising consciousness, particularly of the most vulnerable sections of society, a dire need to adopt an inclusive policy and dismantle all the hurdles in the education of women and the third gender, have been kept in view.

2. Gender Just Policy of Recruitment: A pro-active policy of recruitment for all genders, especially those under-represented, in teaching and non-teaching posts to make the Service Rules & career advancement gender friendly.

3. Facilitating workplace: Providing a gender just infrastructure, including clean

4. **Enabling Environment:** Providing a healthy and secure environment is a pre-condition of access to education. Zero tolerance policy towards any violations in terms of unwanted behaviour must be in place.

5. **Mechanism for addressing grievance:** A Grievance Redressal Committee be constituted. Need for impartiality to gain trust of all stakeholders have to be a hallmark.

6. **Increasing participation in extension activities:** Encouraging participation of students especially girl students, in NSS, NCC and other similar programmes, where also gender issues need to be highlighted to ensure equitable participation.

7. **Gender Budget:** Special provision for deprived genders need to be appraised regularly to ensure integrated gender justice.

8. **Reflection of Gender component in Syllabi:** A first step towards sensitizing students about gender issues while addressing general issues needs be incorporated in syllabi and undertake certificate program in women studies.

9. **Representation in governance and decision making bodies:** Women's presence in all statutory bodies – Academic and Management forum.

10. **Training and Capacity building of all stakeholders:** To effectively respond to gender based challenges, need to train stakeholders on gender discrimination and imbibe values of gender equality. Encouraging the girl students to avail special employment programme offered by various companies and developing entrepreneurship spirit among girl students.

11. **Awareness raising programs:** Activities to include Gender equity Workshops etc. to create necessary awareness amongst all stakeholders.

12. **Health & Counselling facilities:** To motivate and encourage girl students and female employees for excellence in performance, considering the adolescent age group
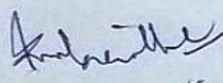
13. Gender Audit and Performance appraisal on Gender lines: Audit of infrastructure put in place to maintain gender equity, besides women empowerment.
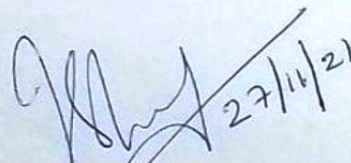
Outcomes:

• Special emphasis on equipping and empowering girls student to become capable of taking up challenging careers, reflecting leadership.

• Create awareness in all stakeholders for parity of approach towards capacity building as enabler.

• Promoting an enlightened society - meaning education with a purposeful value system for all stakeholders

Dr. Neelu Khosla
WDC Convenor

CA. Shrikant Marathe
IQAC Coordinator

Dr. Vijetha Shetty
Principal

27/11/21

Place : Mumbai
Date : 27th No

Policy

Document

for

Human

Resource

# HR Policy refers to the Staff Working Policy.

1. Introduction

Vivek College of Commerce recognizes its responsibility to respect and protect the rights of its Staff and their welfare. The Institute has adopted the following guidelines as part of its goal to respect the fundamental rights and determine the duties of its staff.

• The Institution shall obey and comply with the guidelines issued by UGC and University of Mumbai (being an affiliated college) and shall maintain a good working relationship with its staff.

• The institution shall seek to provide a safe and healthy work environment.

• The institution shall not engage in nor support the use of corporal punishment, mental or physical coercion, or verbal abuse.

• The institution shall prohibit discrimination of staff based upon sex, race, national origin, political beliefs, or religion and maintains a discrimination-free work environment.

• The institution shall prohibit and comply with laws prohibiting acts of sexual harassment or threats in the workplace.

2. Organisational Chart
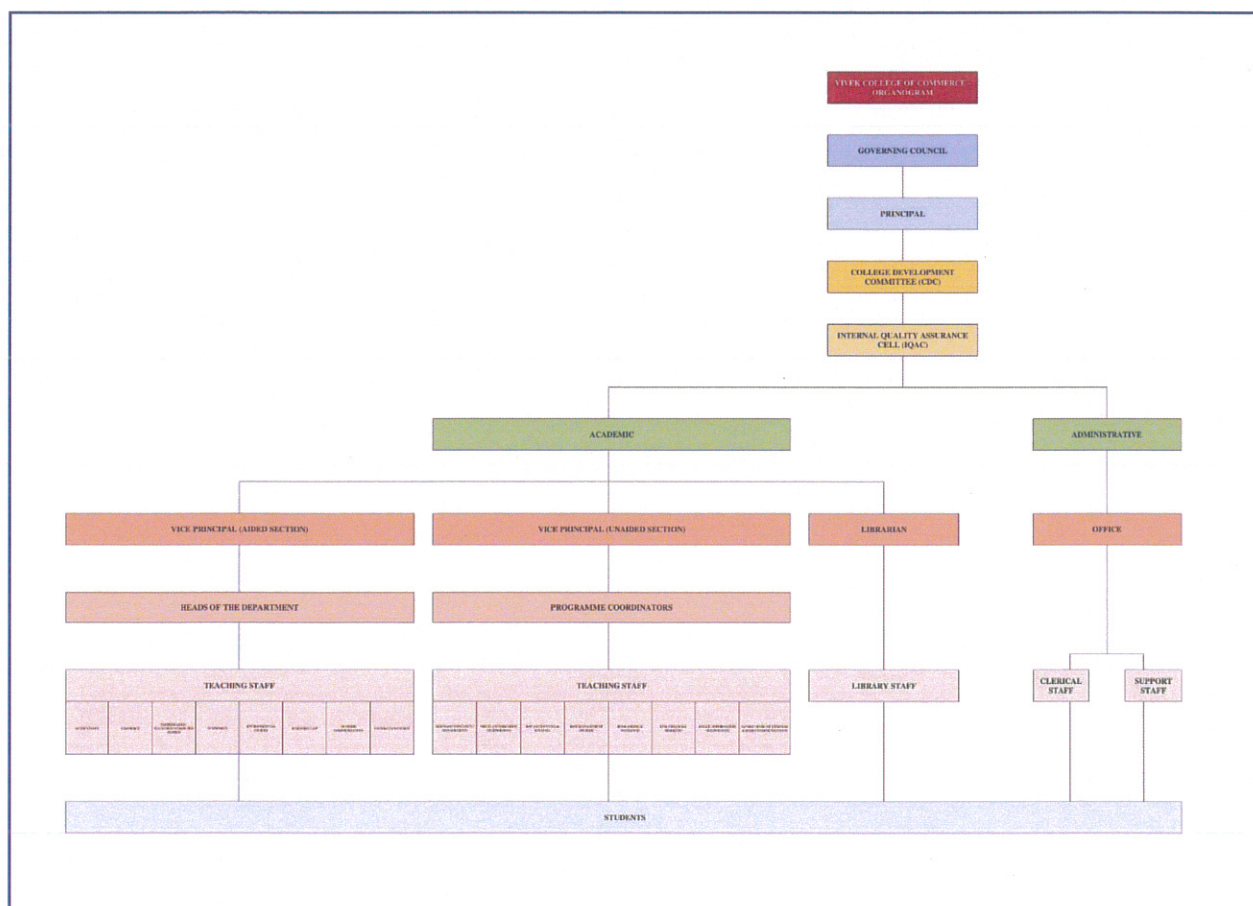
Standard Operating Procedures guidelines for recruitment of Staff at the Institution

3. Recruitment:

Appointment of Permanent Teachers:

- *Once any post (aided) is vacant, due to resignation/superannuation/VRS, NOC should be applied in the Joint Director's Office.*
- *Application must contain the following:*
    - *Covering Letter*
    - *In case of resignation, copy of the resignation letter.*
    - *A copy of Staffing Pattern*

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- *The post must be filled within 6 months from the date of receipt of NOC from govt.*
- *Advertisement draft shall be prepared for the vacant post.*
- *The same shall be sent to University of Mumbai with the covering letter & a copy of NOC for approval.*
- *Once it is approved, (Received letter from University) advertisements can be placed in the 2 Newspapers, i.e., Times of India (English) & Maharashtra Times (Marathi).*
- *Once Advertisement has been placed, applications can be accepted from the candidates within 15 Days from the date of advertisement.*
- *A Scrutiny Committee & a Selection Committee can be appointed as per guidelines by the authorities.*
- *Interview Date shall be fixed.*
- *Prepare a Notice for Selection Committee members for the Interview.*
- *Letters to be sent for VC Nominee, JD Nominee and Subject Experts*
- *Applications shall be shortlisted by the Scrutiny Committee.*
- *The shortlisted candidates shall be called for an interview.*
- *Once the interview is finished, Selection Committee Report has to be prepared.*
- *Prepare Offer Letter for the selected candidate.*
- *Prepare Appointment letter after receiving acceptance letter from the selected candidate.*
- *Once selected Candidate joins the duties, undertake the Joining Report of the candidate.*
- *Seven-page report to be submitted to the University, then to Joint Director's office.*

- *Similar procedure can be adopted by the college for advertisement, call for application from candidates, interview process and final offer as per the guidelines of the University and direction from Management of the college.*

Appointment of Visiting Teachers:

- *Appointment shall be on the basis of recommendations from Heads of Department, Co-ordinators for a particular subject/course having industry, expert knowledge.*
- *Based on the expert knowledge, experience and feedback from students visiting Teachers shall be continued.*

Appointment of Non-Teaching Staff (Aided):

- *Once any post is vacant, due to resignation/superannuation/VRS, NOC shall be obtained from the Joint Director's Office.*
- *Application must be containing the following:*
  - o *Covering Letter*
  - o *In case of resignation, copy of the resignation letter.*
  - o *A copy of Staffing Pattern*
- *The post must be filled within 6 months from the date of obtaining the NOC.*

Appointment of Non-Teaching Staff (Unaided):

- *Once any post is vacant, advertisement can be given through various sources and the process of interviewing the candidate be followed for selecting the candidate by the management.*
- *Appointment letter mentioning the terms of appointment, salary and other relevant information shall be issued once the candidate is selected.*

All staff will be required to follow the code of conduct.

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4. General Guidance:

Attendance:

- Attendance shall be maintained through Biometric Attendance System. In addition, Attendance Muster shall be kept in College office for day to day In-Out Time and Signature.
- Daily lecture report for faculty shall be maintained.
- Daily report for admin staff shall be maintained.

Dress Code:

- Dress code shall be strictly adhered to as deemed fit for the educational institutional and as specified by management from time to time.
- The support staff/ Class IV staff shall be provided with a uniform.
- Identity Card shall be issued to all staff members. Wearing of ID card is compulsory for all staff within the college premises.

Parking:

- Parking inside the college premises is not encouraged. However, staff using bicycle, or any environmentally friendly vehicles are allowed to park their vehicle inside the premises.

- A separate cycle stand shall be provided for encouraging the use of the same inside the premises.

Pay and Allowance:

- The salary of aided staff will be determined as per the rules from the State Government and the University, approved by Joint Director, Higher Education Dept.

- *All Unaided Staff Salary will be determined as per the rules and regulations of Management of the College and their approval.*

Increment:

- *The increment of all aided staff would be sanctioned on the basis of the approval by Joint Director, Higher Education Dept. every year.*
- *All Unaided Staff increment approved by Management of the College every year.*

Leave:

Claim of Leave is not a matter of right. Adequate intimation needs to be given to the authority for sanction of leave. Proper procedure needs to be followed before and after availing leave.

- *Teaching staff (Aided) is allowed for 10 Medical Leave, Casual Leave as per government and university directives.*
- *Non-Teaching staff of Aided is allowed for 30 Earned Leave, 10 Medical Leave and 8 Casual Leave.*
- *Teaching staff of all unaided staff is allowed for 15 CL and other leaves as per the management directives.*
- *Non-Teaching staff of unaided staff is allowed for 30 CL and other leave as per the management directives.*

Services provided to the Staff:

- *Staff can avail counselling services at the college itself.*
- *Staff can avail photocopy and print services.*
- *The campus is a No SMOKING campus.*
- *Internet facility is available for Staff with a login ID and password.*

5. Learning and Development:-

We, at Vivek College of Commerce believe in constantly upgrading the skills of its staff by providing regular training. To achieve this objective, the college has initiated Faculty Development Program (FDP). Seminar/Webinar, Workshop to be organized on regular basis for teaching and non-teaching staff for their skill enhancement through IQAC department. It is mandatory for all to participate in such programmes. A proactive step undertaken by the faculty for upgrading skills by developing e-content in order to enhance learning effectiveness shall be encouraged.

6. Sexual Harassment:-

At Vivek College of Commerce, there will be zero tolerance for any form of sexual harassment, and we are committed to take all necessary and immediate steps to ensure that its staff are not subjected to any form of harassment. We at Vivek College of Commerce are committed in giving every employee a just and fair hearing on issues that are raised on complaints of Sexual Harassment through Internal Complaint Committee constituted as per guidelines. Vivek College of Commerce takes disciplinary action against any victimisation of the Complainant or the Respondent that may result from a Complaint.

- Reports of harassment will be investigated promptly and discreetly.

- Any employee, who reports any act of harassment in good faith, including sexual harassment, will not be retaliated against because of such reports.

7. Termination:

The services of an employee are liable to be terminated in the following cases:

i. Major misconduct (as per guidelines of University of Mumbai)
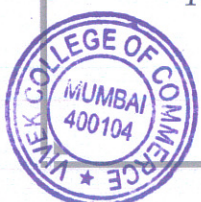
ii.   Unsatisfactory performance

iii.   Giving false statements about his / her personal / professional background or suppression of relevant facts during the selection process / at the time of joining.

iv.   Involvement in criminal offence(s).

v.   Violation of the terms Contract and undertaking given at the time of joining / thereafter.

vi.   Non-adherence to code of conduct and other guidelines issued from time to time.

Termination of services shall not be made unless the concerned employee has been given a reasonable opportunity to explain the facts relevant to the case & the *Management decision will be final & binding.*

Voluntarily Exit:

1. Staff can resign from the services of Vivek College of Commerce by giving notice applicable as mentioned in the appointment letter of Vivek College of Commerce.

2. It is preferred and expected that the employee must talk with his / her reporting Authority or with the Management on the reason/concerns before giving formal intimation for resignation.

3. Final dues except PF shall be settled after 30 days from the last working day after ensuring that the employee has completed with his / her obligations and followed proper procedure in intimation to the college.

4. The Management shall have the right to refuse to accept the resignation of any employee when any disciplinary action is contemplated or pending against him/her and / or any task assigned to the concerned employee is incomplete or pending.

An exit interview through a questionnaire shall be taken.

Note: The policy framed is subjected to changes from time to time as an when required in accordance with UGC, Government of Maharashtra, University of Mumbai & Management Policy.

CA. Shrikant Marathe
IQAC Coordinator

Dr. Vijetha Shetty
Principal

Updated on 19th April 2021

Policy Document for Infrastructure Maintenance and Management System

Introduction

Vivek Education Society's Vivek College of Commerce is housed in an extensive infrastructure to cater society's need of academic facilities to the residents of Goregaon and surrounding suburbs. The Institution has an established system for maintenance and utilization of Classrooms, Library, Gymkhana, Computers, Equipment and Laboratories in the complex. The management of the HEI has laid down the following policies and procedures for effective utilisation and maintenance of infrastructure.

Allocation of Infrastructure Facilities:

a) Allocation of Classrooms:

Allocation of classrooms for lectures is done in consultation with the Program Co-ordinators; Chief Co-ordinator and the Vice Principal. The Timetable Committee prepares the timetable based on the allocation of classrooms.

b) Allocation of Laboratories:

Allocation of time slots of Laboratories is done in consultation with the Co-ordinators, Chief Co-ordinator and the Vice Principal. Based on the allocation the Laboratory attendant is informed about the schedule of the Laboratory utilisation. The attendant is required to maintain a register of utilisation of Laboratories.

c) Allocation of Auditorium:

Allocation of utilisation of auditorium is done based on the importance of the program and purpose for which the auditorium is to be used. The Laboratories'

attendant is assigned the duty to maintain records of the utilisation of the auditorium.

d) Utilisation of Gymkhana and Girls' Common Room:

Attendants of Gymkhana and Girls' Common Room take care of usage of Gymkhana and Girls' common room considering queuing and participation in inter-collegiate tournaments.

e) Utilisation of Library

Rules related to utilisation of library resources such as issuing books for home reading; online resources; resource centre to be framed in consultation with the Co-ordinators, Chief Co-ordinator, the Vice Principal and Librarian. The rules may be revisited from time to time in line with change in requirements.

f) Utilisation of Yoga Room

The principal in consultation with the in-charges and Yoga instructor/s will decide about the time slots for various Yoga programmes.

Maintenance and Replacement of Infrastructure Facilities:

a) IT Infrastructure

The requisite for enhancing IT Infrastructure is sanctioned through purchase committee based on general need of the HEI or a specific need of a programme.

To maintain and keep all IT facilities functional, an external expert agency is appointed.

b) Gymkhana and Other Facilities

Consumables for sports and other activities may be acquired by the Sports Director / In-Charge in consultation with the Principal as per the budget

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approved by the management. All major purchases are sanctioned through the purchase committee.

c) Building, Furniture and other equipment

Classrooms with furniture, teaching aids and laboratories are maintained by the respective attendants. The laboratory assistants take care of their respective laboratories. Minor repairs are registered in a register maintained in the office and are attended on priority basis. The Committee maintains records in case of allocation of any stationery item to any department/ committee. To maintain the infrastructure, the management/college will
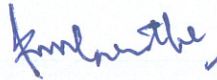
- Appoint staff / care taking agency to keep the campus clean and dust free.
- Appoint electrician, a Gardener, a carpenter, a plumber or any such other staff to maintain the HEI infrastructure and ensure safety in the campus.
- Install Fire extinguishers at each floor and additionally wherever required and also ensure its regular maintenance.

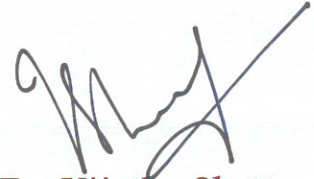### d) Maintenance and Utilization of Library and Library Resources

- The library staff will take care in handling of library documents, particularly during processing, shelving of books, journals and documents.
- The following steps need to be taken:
  a) Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding.
  b) Shelves should not be fully packed.
  c) Huge volumes need to be kept flat.
  d) Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems.
  e) Cleaning by using vacuum should be done regularly and carefully.

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f) CDs or any other documents containing device should not be kept open or near any magnetic or electric equipment, i.e., tape recorders, air-conditioners, etc.

g) Books, journals and documents materials should be kept in a dust-free, temperature and humidity-controlled place.

h) Proper pest control is to be done to minimize the problems caused by insects.

CA. Shrikant Marathe   Dr. Vijetha Shetty
IQAC Coordinator   Principal

Date: 29th August 2019

VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE

VIVEK COLLEGE ROAD, GOREGAON WEST, MUMBAI – 400104.
Phone: 022 28724058 . Telefax: 28744058 . Email: vivek_college@hotmail.com

PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI, ACCREDITATED BY NAAC

Policy Document for Mentoring (w.e.f. 2019)

INDEX

Introduction

Mentoring is a process with greater insights and support given to the mentee through the mentor. It is an aspect which not only includes teaching, counselling and coaching but also bridges the gap between the mentor-mentee. It provides possibility-centred approach and widens the horizon towards discovering new dimensions of life.

Objective of the Mentoring Policy

- *This policy is drafted to ensure an effective communication mechanism between the mentor (teacher)-mentee(student).*
- *This will provide a platform to support mentee's need and help mentee handle real life dynamics.*
- *This policy will cater to mentee in smaller circles to discuss and deliberate on various career related, subject related and personal counselling.*

Standard Operating Procedures

- *Every mentor is assigned 25-30 mentees.*
- *The mentor will be their counsellor, confidante and supporter.*
- *The mentor shall meet the mentee at least once a month.*
- *The meeting is organised as per the timetable for each class.*
- *The interaction between mentor-mentee shall be theme based subject or situational based.*
- *At any point of time, confidentiality shall be maintained if the mentee is counselled on personal issues.*
- *The mentor maintains a record of each session conducted with the mentee. This record proves helpful in understanding the mentees' progression.*
- *Senior students can act as mentor to the mentee.*

Policy for Learners'

Learners are identified as slow and advanced based on their preceding examination. Learners are categorised based on their grade/marks/percentage attainment compared with the set threshold marks/percentage of the class subject-wise.

Advanced Learners Policy

- *Motivate advanced learners to participate in activities that will enhance their skillset and prepare them for various inter-collegiate, district, state, national and international level activities.*
- *Encourage learners to utilize online resources and enrol for courses in SWAYAM/NPTEL and other online courses platform.*
- *Peer-to-Peer mentoring for slow learners.*
- *Mentor-Mentee mentoring to upgrade research skills and encourage learners to participate in research competitions like AVISHKAR, build leadership, self and team development skills in advanced learners.*
- *Provision of scholar card for reference books from library.*
- *Felicitation of meritorious students with cash prizes and certificates*

Slow Learners Policy

- *Bridge course for the first-year learners to understand the subject shift from preceding examination like HSC to degree programmes.*
- *Remedial classes for slow learners to overcome the subject phobia if any and to improve subject knowledge.*
- *Peer-to-Peer mentoring where an advanced learner is assigned a group of slow learners to teach subjects which the advanced learner excelled.*
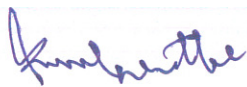- *Mentor-Mentee mentoring to provide support and guidance to the learner.*
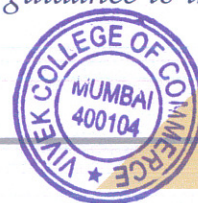
- Department heads/co-ordinators to provide need-based facilities to the slow learners.
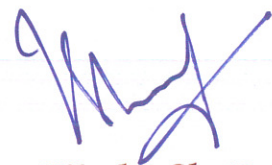- On the basis of recommendation by guardian teachers, students are sent for counselling as and when needed.

We, at Vivek believe in imparting the same knowledge to all learners. However, some learners need increased attention and continuous efforts while some learners need encouragement and proper guidance to enhance their skills and channelize their future prospects. The college ensures every learner outshine in their own unique way.

Students' Advantage through the Mentoring Programme

- Mentee will be able to build a positive rapport with the mentor and also build trust on the overall Institution.
- Mentees are assured to have greater self-esteem and optimistic approach.
- Mentoring programme will benefit the mentee in their self-growth and overall well-being.
- This programme will provide guidance and also intervene when necessary, to correct and guide the mentee.

CA. Shrikant Marathe
IQAC Coordinator

Dr. Vijetha Shetty
Principal

Policy Document for Quality

The College along with IQAC recognises the need to incorporate quality assurance and continuous improvement mechanism in all activities of the college.
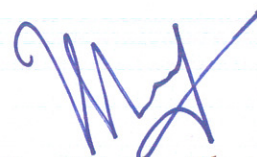
The IQAC co-ordinates with each and every department to work efficiently and effectively to organise activities aligned with the vision and mission of the college. It continuously strives to understand the needs of various stakeholder.

This policy shall be implemented in a way that ensures:

1. Congruency with the vision, mission of the college and its best practices.

2. Quality enriched activities for all stakeholders.

3. A system that acts as a catalyst and measures key indicators to assess academic and administrative performance of the institution.

4. Upgradation of use of ICT and ICT enabled tools to provide training, enriching skills and knowledge through professional development.

5. Maintain transparency throughout the holistic development process.

6. Finding measures and methods in improving the quality as per bench-marked standards.

CA. Shrikant Marathe
IQAC Coordinator

Dr. Vijetha Shetty
Principal

Date: 16th June 2020

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Policy Document for Research

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Research activities is the core of an academic institution, this helps the institution to create and spread new openings in a range of areas, promotes innovation and will motivate better learning and teaching among faculties to achieve excellence in the field of research. Research skills, fosters research publications, builds collaborations, and becomes a part of knowledge economy.

Prelude:

In keeping with our Vision & Mission of our institution, it is imperative.

- To promote the research environment,

- To create and endure a research culture,

- To engage in research activities.

Purpose:

The aim of the Research Policy is to create a vivid environment of research among Faculty members and learners.

- to inspire, guide and coordinate the ideas of the staff and students towards doctoral and other research innovations across various disciplines,

- towards undertaking major and minor research projects,

- towards organizing of symposium, national and international conferences,

- towards presentation of research papers and their publication in journals recognized by UGC

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- To participate in the research competitions and activities organized at various level.

This Research Policy forms the basics of the research ethics of the college and is implemented in all the departments and it serves as the guidelines for the functioning of the Research Committee/Cell already established in the college.

Custodian of the Policy:

The execution and apprising of the research policy will be carried out by the Research Committee.

Promotion of Research:

1. To organize research methodology workshop for faculty and students

2. To create research ethos in the campus through various research programs.

3. To establish a PhD Research Centre in Commerce.

4. To motivate faculty to publish in UGC care journals and internationally reputed journals, undertake various research projects funded by government and non-government agencies.

6. To create interest in various research projects in current issues and social responsibility in environment, business, education, health etc

7. To encourage original research papers in the area of Accounting, Commerce, Literature, Finance, Economics Environmental, Law, Management, media etc. and all other relevant fields.

8. To disseminate information about the various funding agencies for research.

9. Students can be encouraged to take up small research projects.

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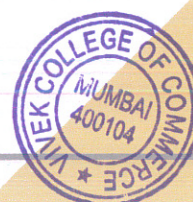
Implementation:

The college intends to have a well-defined research quality which shall act as a guideline for the scholar, teachers, and learners.

1. To provide financial assistance partial or wholly for presentations and publication of research papers and research findings thereby encouraging faculty members and students to participate and present in various workshops, symposia, seminars, and conferences in their relevant fields as well as in areas of current importance.

2. Efforts will be made to collaborate with institutions, other universities, corporate houses industries and business organizations to identify budding areas of research, surveys, projects, Internships, and other basic research analysis.

3. The research Committee shall organize various workshops in current developments in Research, Research methodology, Intellectual Property Rights to develop research skills among the scholars and faculty members.

4. Required infrastructure in the college for research centre and library facilities shall be provided to assist faculty and students to undertake different research projects.

5. Undertake all other such related activities which will inculcate research culture in the college.

6. Continue with the financial incentives, Study leave, recognition by the Management for pursuing higher education including PhD and MPhil programs

7. An Advisory Research board can be formed consisting of two outside research experts and two meetings can be organized at the beginning and end of the academic year.

8. Joint research projects to be encouraged by tie up with other institutes. Sharing of research facilities to be encouraged.

9. Encouragement to set up incubation centres, business labs, media labs.

10. A Mentor-Mentee system among faculty members may be adopted.

Funding:

1. A corpus fund- seed money (funded by management, individuals, alumni etc.) for research may be set aside for funding projects of students and faculty on merit basis especially for acquiring patents.

2. Encouragement to be given to use of funds sponsored by Govt and other institution funding, fellowships for research projects.

The following standard guidelines are to be followed:

- Individual research scholars are free to select the subject matter of their research.

- The project proposal has to be routed through the Principal Investigator (PI) to the Principal, for approval.

- The researcher shall be responsible for preparing the budget for the research project, keep accounts, maintaining a stock register of the consumables purchased. A copy of the budget and accounts must be submitted to the office of the college.

- Periodically, the candidate has to inform about the advancement of the project, its conclusion, the audited statement of accounts and the utilization certificate.

- The researcher shall follow guidelines of the management and the funding agencies, copyrights, plagiarism in journal publications or presentations in conferences/seminars. The researcher will be responsible for the originality of the research paper/projects and shall be solely responsible for the originality reported.

- Once the research paper/project is submitted and published, a copy of it with as per the standard format given should be submitted to research committee within 7 days.

- Every research should have a google scholar account and try to enhance their H index score.

- Code for ethics to be followed.

Code of Ethics:

1. Plagiarism is strictly not allowed in research activities.

2. Originations and ideas of innovations in research are highly appreciated.

3. The use of copyrighted resources without permission is not allowed.

4. Confidentiality of the data shared by the respondents need to be maintained.

5. Each staff is responsible to follow the policy of Code of Ethics for their research work in the institution.

Policy on Attendance of Faculty Members at Conferences, Seminars, Meetings & Workshops

Objectives of the policy:

Vivek College of Commerce seeks to enhance the research and academic activities of faculty members, inculcate research aptitude among Faculty and Students and to keep themselves abreast with the current changes in the syllabus as prescribed and updated by the University from time to time.
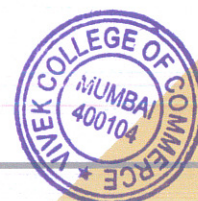
Guidelines to be followed:

- The college will encourage faculties to participate in workshops, seminars, and conferences by sponsoring the participation fees for the faculty members to attend conferences, seminars, scientific meetings, and workshops.

- For attending Workshops/Seminars/Conferences, Faculties should take prior permission from the Principal before applying to participate/present in concerned workshop/seminar/conference.

- Concerned faculty should produce official fees Receipt/Challan of participation fees within three days and attendance certificate to accounts for further process.

- The amount will be reimbursed to the concerned faculty.

- A copy of Certificate of participation along with a report should be submitted to IQAC and also to the office within 3 days.

- Students are also allowed to attend conference, seminar, meeting, or workshop provided that it is directly related to his/her work. (project) Priority is given to those who will present a paper upon the recommendation of his/her supervisor and approval of the coordinator.

- A postgraduate student is permitted to attend conference, seminar, meeting, or workshop upon the recommendation of the supervisor and approval of the coordinator.

Benefits of implementing the policy:

Faculty

- Encourage innovative study and academic curricula.

- Enable faculty members to exchange knowledge and ideas in international conferences.

- Prepare faculty members to represent in international conferences.

- Enrich faculty members' logical knowledge.

- Provide opportunities for faculty members to gain knowledge and experience in his/her discipline.

- Will improve their teaching practice, receive professional enrichment, and build a stronger community of professional practice amongst their fellow faculty.

- Update their knowledge with latest developments in their fields and helps them in giving recommendations.

- Inculcates research culture in the institution.

Students

- Conferences bring together people from academia and industry from all different geographical areas who share a common discipline or field, and they are a great way of experiential learning for students.

- Students have the opportunity to ask speakers questions about their work and the rationale behind it.

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- *Students enrich themselves and learn at a conference with latest developments.*

- *Seminars and conferences allow students to have a deeper understanding of the topic of their interest.*

CA. Shrikant Marathe

IQAC Coordinator

Dr. Vijetha Shetty

Principal

Date: 29th September 2019

Policy Document for Attendance of Staff & Students at Conferences, Seminars, Meetings & Workshops

Objectives of the policy:

Vivek College of Commerce seeks to enhance the research and academic activities of staff, inculcate research aptitude among Staff and Students and to keep themselves abreast with the current changes in the syllabus as prescribed and updated by the University from time to time.

Guidelines to be followed:

- The college encourages staff to participate in workshops, seminars, and conferences by sponsoring the participation fees of the staff to attend conferences, seminars, scientific meetings, and workshops.

- For attending Workshops/Seminars/Conferences, Staff should take prior permission from the Principal before applying to participate/present in concerned workshop/seminar/conference.

- Concerned staff should produce official fees Receipt/Challan of participation fees within three days and attendance certificate to accounts for further process.

- The amount will be reimbursed to the concerned staff.

- A copy of Certificate of participation along with a report should be submitted to IQAC and also to the office within 3 days.

- Students are also allowed to attend conference, seminar, meeting, or workshop provided that it is directly related to his/her work. (project) Priority is given to those who will present a paper upon the recommendation of his/her supervisor and approval of the coordinator.

- *A postgraduate student is permitted to attend conference, seminar, meeting, or workshop upon the recommendation of the supervisor and approval of the coordinator.*
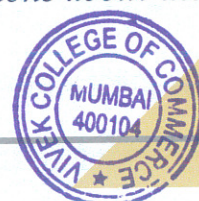
Benefits of implementing the policy:

Staff

- *Encourage innovative study and academic curricula.*

- *Enable staff to exchange knowledge and ideas in international conferences.*

- *Prepare staff to represent in international conferences.*

- *Enrich staff logical knowledge.*

- *Provide opportunities for staff to gain knowledge and experience in his/her discipline.*

- *Will improve their teaching practice, receive professional enrichment, and build a stronger community of professional practice amongst their fellow staff.*

- *Update their knowledge with latest developments in their fields and helps them in giving recommendations.*

- *Inculcates research culture in the institution.*

Students

- *Conferences bring together people from academia and industry from all different geographical areas who share a common discipline or field, and they are a great way of experiential learning for students.*

- *Students have the opportunity to ask speakers questions about their work and the rationale behind it.*

- *Students enrich themselves and learn at a conference with latest developments.*

- *Seminars and conferences allow students to have a deeper understanding of the topic of their interest.*

CA. Shrikant Marathe

IQAC Coordinator

Dr. Vijetha Shetty

Principal

Date: 29th September 2019

Policy Document for Website

Introduction:

The website is the reflection of our Institution. The institution portrays its profile, general information and activities carried out at institutional, department, association/committee level through the medium of the website. We cater to the services of all stakeholders.
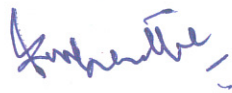
Objective:

The prime objective of the institutional website is to provide all information related to administrative, academic, co-curricular and extra-curricular activities and achievements of the college through the digital platform.
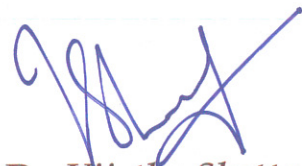
Standard Operating Procedures:

- *The College Website is hosted under the domain vivek-college.org with SSL certificate maintained by third party software service provider.*
- *The College Website is managed by the website committee whose members are appointed by the Principal.*
- *The Committee members conduct meetings regularly to review smooth functioning and upgradation if any needed for the website.*
- *The department/association/committee/individual shall take authority in entirety for the content to be displayed on the website.*
- *The content to be uploaded has to be verified by department/association/committee head and then mailed to the website committee at vivekcollegewebsite@vivek-college.org*
- *The committee shall upload the content within 48 hrs.*

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- *Any suggestions regarding the website upgradation are reviewed by the committee before implementing.*

- *The information uploaded on the website are communicated to the students via various digital platforms and to the parents through Orientation and PTA programmes.*

- *The website links to external links and sites to provide digital educational services with minimum search.*

- *The information provided by the users of this website shall be purely confidential and will be solely used for educational purpose.*

- *We disclaim any warranty that the website will be operational and available at all times or will be error free. However, we strive to make the website available at all times through our hosted server and improvise on providing error free content services.*

CA. Shrikant Marathe
IQAC Coordinator

Dr. Vijetha Shetty
Principal

Update on 19th April 2021