

MULUND COLLEGE OF COMMERCE (AUTONOMOUS)

RESEARCH PROMOTION AND ASSESSMENT COMMITTEE

Policy For Institutional Financial Support to Encourage Research Activities

Higher Education Institutions that balance high academic engagement with students and good quality academic research on a sustainable basis. Faculty and Students are encouraged and motivated to engage in research, participate in conferences / seminars to present their research findings and publish quality research papers in journals of high repute. The College supports the research activities of faculty by providing them financial assistance by sanctioning funds for Major / Minor Research Projects (MRP).

This policy of Institutional Financial support to faculty and students is proposed with the intention of encouraging the faculty's quest for research and inculcating research aptitude among students.

Institutional Financial support to Faculty and Students to engage in research activities:

Institutional financial support may be given to faculty:

- A. To present their research papers at international and national conferences
- B. To pursue doctoral studies
- C. To engage in research projects
- D. To file for patents

A. Institutional Financial support for Faculty and Students to participate / present / publish research activities:

1. Reimbursement of registration fees to participate in conferences, seminars and workshops.
2. Travel allowance as permissible in case of outstation conferences / seminars and workshops
3. Reimbursement of publication fees in reputed journals (UGC Care Listed. SCOPUS, ABDC etc)
4. Reimbursement of registration fees for enrolment in Faculty Development Programs / Short Term courses

B. Institutional financial support may be given to faculty pursuing doctoral studies from the Institution's Research Centre by reimbursing 50% of their college fee

C. Institutional financial support in the form of seed money for faculty and students engaging in research projects:

1. A one-time amount of maximum Rupees Fifty Thousand may be given to each teacher and Rupees Twenty Thousand to each student as seed money for research projects for one academic year after following the due procedure laid down for the purpose.
2. A maximum of 04 faculty and 10 students may be given the institutional financial support in one academic year.

Terms and conditions to avail of seed money:

- a) The teacher / student must apply in the given format (Appendix I) and within the given time period.
- b) The teacher must be an approved or contractual staff of the college (aided and unaided section) for a period of at least 3 years.

- c) A teacher can avail of the institutional financial support for research projects once in 3 years.
- d) A student can avail of the institutional financial support up to a maximum of two times during the student life cycle at UG level and once during the student life cycle at PG level.
- e) The institutional financial support in the form of seed money for research will be given to faculty / students for one academic year only.
- f) The institutional financial support will be available to such faculty who have not applied / not been sanctioned / not received financial support from any other funding agency for the same research project.
- g) The institutional financial support will be available to students for engaging in research activities beyond the curriculum or course.
- h) The teacher / student must complete the project in the same academic year (by 31st March) that it is granted
- i) The teacher must complete all duties allotted during the duration of the project. No concession will be granted regarding lecture engagement, examination duties or any other duty assigned to the teacher.

Scrutiny and Selection Procedure:

- a) The duly completed proposals for Research Projects (Appendix I) should be forwarded through the Head of Department / Coordinator. The duly completed proposals will be scrutinized by an Expert Committee / Research Promotion and Assessment Committee constituted by the college which will recommend the short-listed proposals to the Principal. The final decision will be taken by the Principal on the basis of the recommendations made by the Committee and the availability of funds for the grant of seed money.
- b) Only fully completed proposals submitted through the proper channel will be considered. Two or more faculty can submit one proposal, however, only one teacher shall be the Principal Investigator and will avail of the grant.
- c) After following due process as defined in this policy, the names of the selected Principal Investigators will be communicated. The Principal Investigators should send their Acceptance Certificate (Appendix II) immediately on receipt of communication.
- d) The Research Grant is not transferable in any case. If the faculty leaves the institution during the tenure of the grant, the entire amount will be refunded.
- e) The Research Project Work submitted will be evaluated by an Expert Committee comprising of External Expert Members constituted by the college
- f) If a Principal Investigator fails to complete the project, he/she has to refund the entire amount released with interest. No extension in tenure is permissible in any circumstances.

The amount of grant is bifurcated under two Heads-

1. Non-Recurring Grant

- a) Equipment (Minor equipment only)
- b) Books and Journals

The equipment as well as books & journals grants may be utilized to procure the essential equipment and books & journals needed for the proposed research work.

The equipment and books & journals acquired by the Principal Investigator under Research Grant must be deposited with College or in the departmental library or the central library after the completion of the project which will be the institutional property.

2. Recurring Grant

- a) Hiring Services: This is meant for specialized technical work, such as sample analysis, for which the College either has no infrastructure or such services are available on payment basis.
- b) Contingency: The admissible contingency grant may be utilized on spares for apparatus, photo-stat copies and microfilms, typing, stationary, postage, telephone calls, internet, fax, computation and printing needed for the project. Expenditure towards the audit fee may also be claimed under contingency head.
- c) Special Needs: Assistance may be provided for any other special requirement in connection with the project which is not covered under any other 'Head' of assistance under the scheme.
- d) Travel and Field Work: The amount allocated under the head travel/field work is to be utilized for data collection and collection of other information such as documents and visit to libraries within the general scope and sphere of the ongoing project. This should not be used for attending conferences, seminars, workshops and training courses etc.
- e) Re-Appropriation: The Principal Investigator may re-appropriate maximum 20 per cent of the recurring grant allocated under each head with the permission of the Principal.

Sr	Heads	Value
A	Non Recurring Grant	
1.	Equipment (Minor) and Study material: Computer, Printer, Source Material, Books, Journals, Software, Data Sets etc.	Not exceeding 20% of the total grant
B	Recurring Grant	
2.	Research Staff: Full time/Part-time/Hired Services	Not exceeding 30% of the total grant
3.	Fieldwork: Travel/Logistics/Boarding, Survey Preparation or Consultancy etc.	Not exceeding 35% of the total grant
4.	Contingency	Not exceeding 5% of the total grant
5.	Printing/Publication of Report (UGC Care / SCOPUS/ ABDC Listed Journals)	Not exceeding 10 % of the total grant

Procedure for Release of Grants

- a) The first instalment of the grant shall comprise of 100% of the Non – Recurring and 50% of the total Recurring grant approved by the College for the entire project. The grant will be released by the Principal of the College.
- b) On receipt of Bi-Annual Progress Report (Appendix III), Statement of Expenditure (Appendix IV) and Utilization Certificate (Appendix V) of first instalment of grant, the 40% of the total recurring grant will be released as second instalment.
- c) Remaining 10% will be released on receipt of following completion documents as final reimbursement:
1. Copy of the Final Report of project along with soft copy (Appendix VI).
 2. A consolidated item-wise detailed Statement of Expenditure (Appendix IV) incurred during the complete project period in the prescribed proforma duly signed and sealed by the Principal Investigator.

3. A consolidated Audited Utilization Certificate (Appendix V) for the amount actually utilized towards the project duly signed and sealed by an Auditor/ Chartered Accountant as well as the Principal Investigator in the prescribed proforma.
 4. Assessment Certificate / Report by External Experts Committee.
 5. The unutilized grant if any, must be refunded immediately.
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- d) It is mandatory to post the Executive Summary of the report, Research Documents, Monograph, Academic Papers published under Research grant on the website of the College.
 - e) The Principal Investigators are expected to settle the accounts immediately on completion of the project. In case the balance grant, if any, is not claimed within six months from the date of completion of the project, the same will lapse and no representation will be entertained on this behalf.



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No 8 =
7/12/21

PARLE TILAK VIDYALAYA ASSOCIATION'S
MULUND COLLEGE OF COMMERCE (AUTONOMOUS)

(Affiliated to the UNIVERSITY OF MUMBAI)
MULUND VANIJYA MAHAVIDYALAYA MARG, MULUND (WEST), MUMBAI - 400 080.
Tel. : 8097345311 / 8097876255
NAAC ACCREDITED GRADE "A"
(Cycle-I 2004, Cycle-II 2011, Cycle-III 2016)
E-mail : mccmulund@gmail.com • Website : www.mccmulund.ac.in

Policy for Co-Curricular Courses

Mulund College of Commerce, we believe that education is not just about mastering theories and formulae but also about nurturing holistic development. Hence, by embracing the progressive spirit of the National Education Policy, we have introduced our co-curricular courses tailored specifically for First-Year and Second-Year students enrolled in B.Com (Regular), BAF, BFM, BAMMC and BBI programs.

Our co-curricular courses are intricately woven into the fabric of our curriculum framework. These courses are not mere add-ons but essential components designed to complement the academic pursuits of our students, fostering a well-rounded educational experience.

Objectives:

Following are the objectives of co-curricular courses

- Ensure holistic development of students by integrating extracurricular pursuits with the academic curriculum.
- Foster active engagement of students in diverse extracurricular activities.
- Provide opportunities for students to develop skills in areas such as Sports & Games, Health and Wellbeing, Yoga, Fine and Applied Arts and Performing Arts.
- Encourage students to explore and cultivate talents in various co-curricular domains.
- Promote a well-rounded educational experience that goes beyond traditional classroom learning.

Admission Procedure:

1. Information Dissemination:

Students are given detailed information regarding the available co-curricular courses, including the date of commencement, timings, number of batches, and intake capacity. This comprehensive information aims to assist students in making informed decisions.

2. Registration Process:

To secure admission to co-curricular courses, students must register themselves via the provided link within the designated timeframe. The link will be active for a specified period, and students will be notified in advance regarding the deactivation time.



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2.3 Preference Selection:

Students are required to select three preferences from the list of available co-curricular courses during the registration process. Admission to a particular course will be granted on a first-come, first-served basis after the registration link is deactivated.

2.4 Mandatory Reporting:

Upon receiving admission confirmation, it is mandatory for students to inform their class mentor about the assigned co-curricular course.

3. Additional Guidelines:

3.1 Schedule Compatibility:

Students must select co-curricular courses timings of which do not conflict with their regular lecture and practical schedules. Any change in the selected co-curricular course require prior permission from the Principal.

3.2 Course Continuity:

Students have the option to either continue with the same course/category or choose a different course/category from previous semester/s.

4. Credits and Participation:

4.1 Active Participation Requirement:

To successfully pass the co-curricular course and earn 2 credits, students must actively participate in all related activities and appear for the exam. Failure to complete any activity or appear for the exam will result in a failed status.

4.2 Credit Allocation:

Students representing the college in cultural and sports activities at various levels are eligible to receive 2 credits for the co-curricular course. Prior approval from the Sports Director/Cultural Coordinator is required, along with the submission of the participation certificate to the class mentor.

5. Backlog Management:



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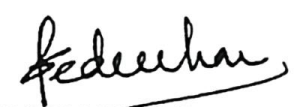
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Students who receive a failed status in co-curricular courses will be assigned to the Community Service category in the subsequent semester to clear their backlog from earlier semesters.

Evaluation Criteria

Criteria	Regularity in Attendance	Interest Shown	Consistent Improvement in Performance	Examination	Total
Marks	10	10	10	20	50

The policy is designed to ensure holistic development and active engagement of students in co-curricular pursuits alongside their academic curriculum.


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No 8
Agenda pt. No
7/12/24

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Policy for Field Projects

Mulund College of Commerce is committed to providing students with enriching opportunities for research-based learning through field projects. These projects, tailored for Second-year/Third year students in B.Com (Regular), BAF, BFM, and BBI programs, are integral components of our curriculum framework. By adhering to the provided guidelines, students engage in hands-on experiences, applying theoretical knowledge to real-world challenges, and honing critical thinking skills. These field projects foster holistic development, preparing students for future professional endeavours.

1. Nature of Field Project:

The field project will be research-based, aimed at providing students with practical exposure to research methodologies, fostering critical thinking, and enhancing their knowledge in their respective fields of study.

2. Objectives:

Provide practical exposure to research methodologies.

Foster critical thinking and analytical skills.

Enhance students' understanding of socially relevant topics.

Encourage ethical research conduct.

3. Role of Mentor and Mentee

Students will be assigned to a mentor who will guide them through their Field Project. Students must maintain regular contact with their designated mentor

3.1 Role of Mentor:

- Compile a list of socially relevant research topics.
- Allocate project topics to learners based on their interests and expertise.
- Guide students throughout their research journey.
- Oversee and record weekly progress made by students.



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- Evaluate students based on their research report, presentation, weekly progress, ethical standard.
- Submission of marklist to examination committee as per the given deadline.

3.2 Role of Mentee:

- Conduct research based on the topic allotted by the mentor.
- Adhere to ethical standards to maintain confidentiality of collected information.
- Conduct physical data collection through surveys or interviews; online data collection is not permitted.
- Ensure that each filled questionnaire includes the respondent's name, signature, and mobile number.
- Following the field visit, students are obliged to submit a handwritten report in the prescribed format provided by their respective mentor.
- Submit respondents' sheet and geo tag photographs along with the final report.
- Create a PowerPoint presentation based on the submitted report for the final presentation.
- Participate actively in the presentation session and respond to queries or feedback from the audience and evaluators.

4. Batch Size:

The batch size for the research-based field projects will be limited to 60 students to ensure effective mentorship and supervision.

5. Ethical Standards:

- Students must adhere to ethical guidelines in all stages of the research project.
- Confidentiality of collected data must be maintained at all times.
- Proper citation and acknowledgment of sources are mandatory.
- Any instances of plagiarism or academic misconduct will be dealt with strictly.

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6. Project Timeline:

- A clear timeline will be provided to students outlining key milestones and deadlines.
- Weekly progress reports must be submitted to the mentor to track the project's progress.

7. Evaluation Criteria:

- Evaluation will be based on the quality of the research report, adherence to ethical standards, presentation skills, and weekly progress.

Criteria	Marks
Finalization of topic within the given time span by mentor	05
Submission of Weekly Report	10
Submission of Final Report	10
Presentation skills	10
Adherence to ethical standard	10
Quality of research report	5
Total Marks	50

8. Duration and Credits:

A minimum of 60 hours of learning activities for 2 credits in a semester is required.

Contact Hours	Field Work	Report Writing	Total
20	30	10	60


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Agenda pt
No. 8.
7/12/24

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Policy for Community Engagement Project

1. Introduction

The Community Engagement Project aims to provide second year students with an opportunity to engage in meaningful social work while earning academic credits. This initiative is aligned with the New Education Policy (NEP) 2020, which emphasizes holistic and multidisciplinary education. By integrating community service into the curriculum, the program fosters experiential learning, instills a sense of social responsibility, and promotes civic engagement among students.

2. Objectives

- To provide hands-on learning experiences through community service.
- To foster student engagement with societal issues and develop a sense of responsibility.
- To facilitate skill development in areas such as collaboration, report writing, and presentation.
- To support the NEP 2020 goal of developing well-rounded individuals with strong ethical grounding and community orientation.

3. Role of Mentor

The mentor plays a critical role in guiding and supervising students throughout the project. Their responsibilities include:

- **Providing Orientation:** Explaining the project guidelines, expectations, and evaluation criteria.
- **Supervising Weekly Progress:** Reviewing weekly reports submitted by students and providing constructive feedback.
- **Addressing Queries:** Assisting students with challenges faced during NGO engagement.
- **Encouraging Accountability:** Ensuring students adhere to timelines and maintain professionalism.
- **Evaluating Performance:** Assessing final reports, presentations, and overall participation as per the evaluation criteria.
- **Providing Support:** Acting as a liaison between the students and the NGO if any issues arise.

4. Role of Mentee

Students are expected to actively engage in the program and fulfil their responsibilities, which include:

- **Completing Service Hours:** Actively participating in the 60 hours of NGO activities and 30 hours of related tasks.
- **Maintaining Regular Communication:** Keeping mentors informed of their progress and addressing any challenges promptly.
- **Submitting Reports:** Preparing and submitting weekly and final reports in the prescribed format.
- **Demonstrating Professionalism:** Upholding the college's reputation through responsible behaviour during NGO activities.
- **Participating in Presentations:** Sharing insights and learnings through a PowerPoint presentation after completing the project.



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- **Adhering to Guidelines:** Following all rules, timelines, and formats as outlined in the project policy.

5. Credit Requirements

Students will earn 2 credits upon fulfilling the following criteria:

- 60 hours of direct engagement with the assigned NGO.
- 30 hours for preparation, report writing, and other related activities.

6. NGO Allocation Process

- Students must submit their preferences for NGOs from the college provided list during registration.
- NGO assignments will be based on a first come, first served basis and availability of seats.
- The final allocation will prioritize preferences but remains subject to adjustments.
- Students will be informed of their assigned NGO and must communicate the same to their batch mentor.

7. Service Structure

- Students will complete 60 hours of direct service with the designated NGO.
- Participants will be grouped into batches of 60 students, each supervised by a mentor.
- A weekly report detailing hours and activities must be submitted to the batch mentor in the specified format.

8. Final Submission and Presentation

Upon completing service hours, students must:

- Obtain a certificate of hours completion from the assigned NGO.
- Submit a final report to their class mentor in the prescribed format.
- Deliver a PowerPoint presentation summarizing their experience.

9. Participation Requirements

To earn the credits, students must:

- Actively participate in all NGO activities and related tasks.
- Adhere to the weekly and final submission schedules.
- Ensure that all community engagement activities are conducted outside regular lecture and practical hours.



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10. Evaluation Criteria

Criteria	Marks
Completion of 60 hrs with NGO	20
Submission of Weekly Report	10
Submission of Final Report	10
Presentation Skill	10
Total	50

12. Terms and Conditions

- All assigned tasks, reports, and presentations must be completed as per the schedule.
- Failure to fulfil any requirement will result in the student being marked as failed for the activity.
- Students are expected to maintain professional conduct and represent the college responsibly during their engagement with the NGO.


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