

**Mumbai Pradesh Arya Vidya Sabha's  
GURUKUL COLLEGE OF COMMERCE  
(Tilak Road, Ghatkopar East, Mumbai-400077)  
NAAC Accredited B Grade  
Affiliated to the University of Mumbai**

**BEST PRACTICES 2018-19**

**BEST PRACTICE 1**

**1) TITLE OF THE PRACTICE-**

- To enhance managerial abilities and leadership qualities amongst learners for holistic development

**2) THE CONTEXT –**

- Considering the challenges of employment and entrepreneurship today, it is essential for learners to develop various skills apart from being academically sound.
- Thus, the college has taken this into consideration and worked towards exploring students' organizational skills, talent, communication skills, confidence building, development of team spirit and leadership abilities.
- Students have to become equipped with all the necessary skills and abilities that will drive them towards a better future.

**3) THE PRACTICE –**

- Students were given numerous opportunities to display their skills and abilities.
- Students were told to explore their area of interest by the faculty members who constantly motivated them to come forward.
- The college conducted events related to academics, research, cultural, sports, extension etc.
- Every event ensured that it was managed by student leaders and volunteers.
- The students were also given training in soft skills and were taught the art of communication through add on programmes and other training programmes.
- Students were nominated in statutory committees like CDC, IQAC, Library as well as working committees like Cultural, Sports, Placement, Departments etc. to understand the close working of the college and its activities.
- Suggestions from students were also taken in meetings to build an open communication between the college authorities and the students.
- More than 60 extension activities were conducted, which has built a sense of empathy in students for the society.

- Students were encouraged to host events, participate in the management of National Conference, Inter-collegiate festivals and various other events conducted by Departments.

4) **EVIDENCE OF SUCCESS -**

- The college is proud to state that a number of students participated in State level socio cultural camps, National level adventure camps, Swachh Bharat Abhiyan / Water conservation camps, Avhan camp, Leadership training camp and Sabarmati educational visit. This has made the learners skilled enough to meticulously handle and manage the events in the college
- The enrolment of extension Unit increased from 100 to 200 as the college received permission to start one more unit of NSS.
- NSS volunteer bagged Best NSS Volunteer award by University of Mumbai in Mumbai district.
- Students successfully managed various activities conducted in the college with little guidance and support of teaching faculty.
- This has developed their confidence, communication skills, leadership and managerial abilities to a great extent.

5) **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED –**

- Lack of time as many are first generation learners and have to support family by working as well as attend college.
- Students were not aware of their own skills and capacities. However, faculties by regular interaction motivated the students to explore their abilities and participate in the various activities for their growth and development.

## **BEST PRACTICE 2:**

### **1. TITLE OF THE PRACTICE-**

- Initiatives towards Digitalization in academics and effective administration.

### **2. THE CONTEXT –**

- Data Mining of students and staff related to academics and administration has become an important aspect.
- It was essential to modify the methodology of work being done academically and also in administration.
- Keeping in mind the problems and hassles of the manual admission and collection of student data, digitalization was the best method to ensure a smooth admission process.
- It was also essential to develop easy collection of data from faculty members for records and filing.
- Students although are well versed with computers, it was necessary to enhance their skills in this area too.
- Thus, Digitalization became the main stream activity and usage of the same helped accuracy and prompt delivery of the data required.

### **3. THE PRACTICE –**

- College purchased a Software which made the online admission system easy for students.
- Students had to fill online form. Also, the fees payment was done in the online mode.
- Internal examination for Accounting and Finance and Banking and Insurance students were conducted in online mode.
- Provision for online assessment in the software was made available.
- Data collection from faculties related to papers presented, seminars attended departmental activities etc. were collected through a google form that was custom made by the IQAC and the IT Co-ordinator.
- Demonstration for online examination was given to the students
- Demonstration for online assessment as well as online filling of google forms was given by the IT Co-ordinator to the faculties.

### **4. EVIDENCE OF SUCCESS –**

- The admission software enabled office automation and easy fees reconciliation for financial audits.
- The burden of manual entry was reduced to a great extent
- Relevant reports were automatically generated through the software that needs to be submitted to various authorities.

- Online examination gave students leverage to further enhance digital literacy.
- Online assessment was also conducted in the software by the faculties. This reduced the burden of manual assessment for teachers.
- Use of paper was reduced and also results were generated very easily and quickly
- Online filling of data from faculties through google form regarding activities lead to easy access to data that was available in the excel format. This was further used to prepare reports reducing the burden of manual data entry.

**5. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED -**

- Students had to be informed to use the new online admission system. However, adequate information through the prospectus and notice board was provided to them to fill the same. Also, adequate help and guidance was provided personally by the office staff.
- As online examination system was introduced for the first time, challenges related internet connection and software was encountered initially, which was tackled smoothly.