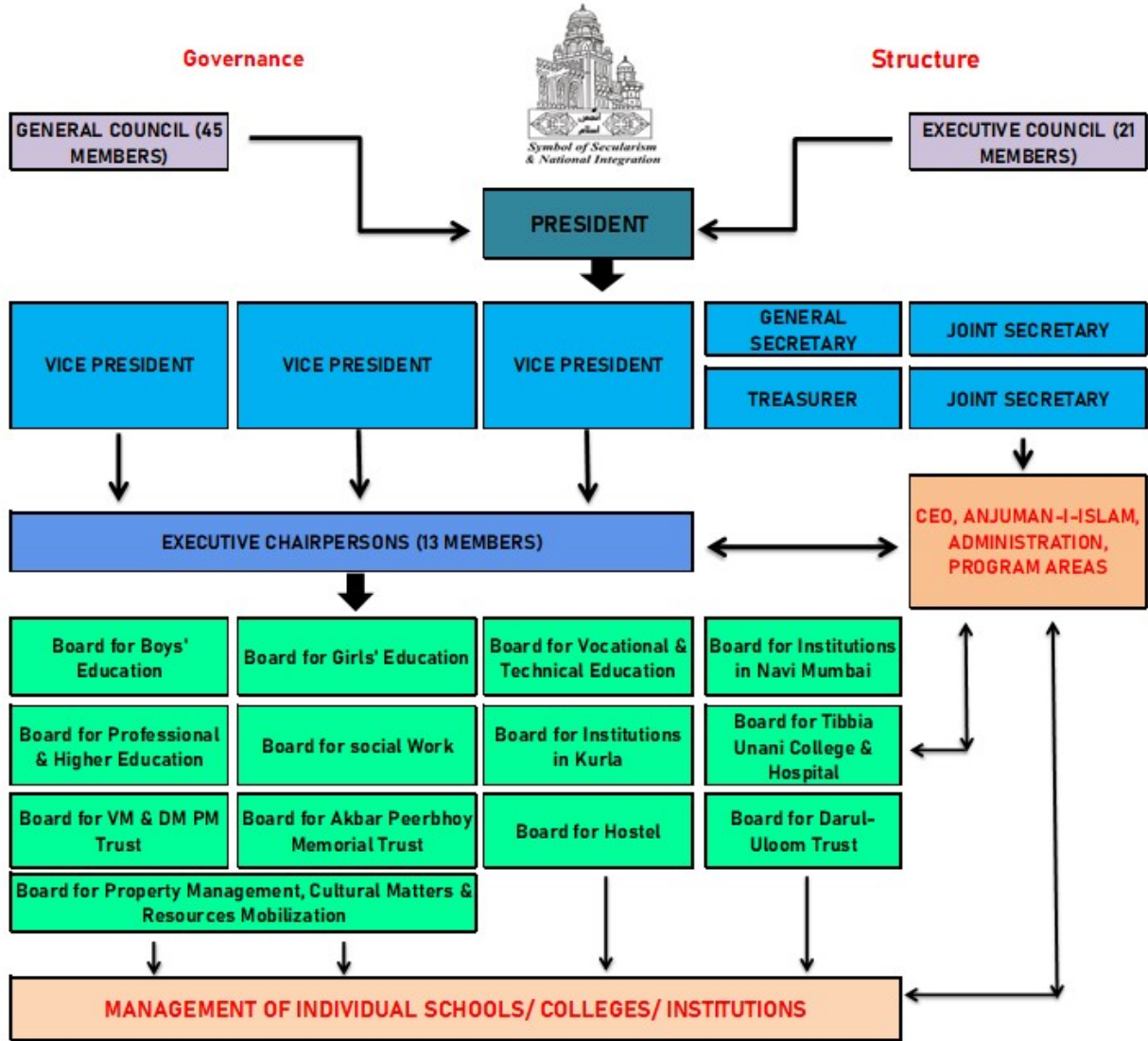




POLICY DOCUMENT



ANJUMAN-I-ISLAM



About the College

This College is the 'First Degree College by Anjuman-i-Islam' established in 1969, located on Maulana Shaukatali Road, Grant Road. It was originally named as 'Anjuman College of Commerce and Economics', later it was changed as "Anjuman-i-Islam's Akbar Peerbhoy College of Commerce and Economics" in the memory of late Mr. Akbar Peerbhoy, Former President - Anjuman-I-Islam, a noted Barrister, Philanthropist, educationist and founder of the College. It is now well known as Anjuman-i-Islam's Akbar Peerbhoy College of Commerce and Economics.

The Vision and Mission statements as given by the founders lay emphasis on providing education to those who are deprived access to the higher education and bring them out from the quagmire of poverty. The College aims at training students in the field of Commerce, Accountancy and Economics, Management, Mass Media and Information Technology and to make them useful global citizens who will contribute to make a prosperous and strong nation and to promote national integration by giving equal opportunity to all communities.

The College provides higher education to almost 3000 students every year right from Degree to Post Graduation courses like B.Com., BMS, B.Sc.(IT), B.Sc. Data Science) and BAMMC, M.Com. and M.Sc.(IT) affiliated to the University of Mumbai.

The College is now the Ph.D. Research Centre from the year 2014-15 to register Research Scholars for the Ph.D. Degree in Commerce. Presently 08 students have been registered at our College Centre.

The College conducts certificate courses in Computer Programming (Software) and Business Management. It is a center for Diploma / Certificate courses in Urdu and Arabic Language under National Council for Promotion of Urdu Language, MHRD, Govt. of India. Every year around 250 students of different religions including highly placed personnel from Police Dept., IT Dept., Doctors, Lawyers, Govt. Officials, IAS Officer, Film and Media Industry and other fields register for this course.



SOP

IQAC



SOP FOR IQAC

Introduction

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of Akbar Peerbhoy College of Commerce & Economics. For this, during the post-accreditation period, our college channelized its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of AkbarPeerbhoy College of Commerce & Economics.
- To promote measures for the college functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b. Relevant and quality academic/ research programmes;
- c. Equitable access to and affordability of academic programmes for students of various sections of society;
- d. Optimization and integration of modern methods of teaching and learning;
- e. To continuous monitor and evaluate the credibility of assessment and evaluation process;
- f. Ensuring the adequacy, maintenance and proper allocation of support structure and services;

Functions

Some of the functions expected of the IQAC are:

- a. Development and application of quality benchmarks

- b. Parameters for various academic and administrative activities of the institution;
- c. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d. Collection and analysis of feedback from all stakeholders on quality-related college processes;
- e. Dissemination of information on various quality parameters to all stakeholders;
- f. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- g. Documentation of the various programmes/activities leading to quality improvement;
- h. Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of best practices;
- i. Development and maintenance of institutional database through MIS /ERP for the purpose of maintaining /enhancing the institutional quality;
- j. Periodical conduct of Academic and Administrative Audit and its follow-up
- k. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

1. Records

- AcademicCalendar
- LessonPlansCompliance
- Committee/Forum/DepartmentRecords
- API/CASRecords
- Teachersplanner&Recordbook
- FeedbackAnalysis
- Admissiondetails/Coursedetails
- Resultanalysis
- Minutesofmeeting
- Codes–AnnexureIAttached



Procedure for Control of Records under IQAC

A. REASON FOR POLICY

Akbar Peerbhoy College of Commerce & Economics which is affiliated to University of Mumbai, as per the university norms and policy requires that its records be managed in a systematic and logical manner according to the procedures outlined in this policy, which are consistent with all applicable university and government of Maharashtra laws.

This policy outlines broad responsibilities related to records management, retention, disposal, and preservation. This policy applies to all departments and all records, regardless of whether the records are maintained in hard copy (paper), electronically, or in some other fashion.

Akbar Peerbhoy College of Commerce & Economics is committed to effective records management so that the college:

- Meets university standards for protection, storage, and retrieval;
- Protects the privacy of faculty, staff, and students of the university;
- Optimizes the use of space;
- Minimizes the cost of record retention;
- Destroys outdated records in an appropriate manner; and
- Preserves records of permanent and historical importance.

B. POLICY

In accordance with this Policy and the university norms, the respective clerks in administration office at first floor are responsible for establishing and documenting standards, mechanisms, and procedures to address the following recordkeeping issues:

- Ensure effective retrieval mechanisms for departmental information and records using appropriate records classification and file organization;
- Ensure that all recordkeeping is compliant with relevant legal and regulatory requirements;
- Protect sensitive or critical departmental information and records from disclosure;
- Protect information and records to ensure continuity of departmental operations.

C. DEFINITIONS

College Record: Is any document or item, regardless of form, that is created or received by Akbar Peerbhoy College of Commerce & Economics, which serves to document the organization, functions, policies, decisions, procedures, operations or other business of the college. The term includes documents, papers, letters, books, drawings, maps, plans, photographs, tapes, film or sound recordings, microforms, digital or analog files, information stored or maintained electronically, and data- or image-processed documents.

Some examples of university records include:

official university publications; incoming/outgoing correspondence, memos and emails; reports and studies; financial and accounting information; audit records; employment records; student education records; alumni records; meeting minutes; data; maps; drawings; photographs; audio recordings; film and video; and administrative logs.

Not all records must be retained. Some transient items may be deleted or destroyed at any time if they are no longer needed by the office holding them, except in the case of records relevant to legal matters as described herein. Examples of transient records include: preliminary drafts; notes or working papers once a project is completed; large quantities of duplicate materials and all duplicates of ‘official copies’; non-college catalogs, journals, or other printed matter used for informational purposes; and routine messages, routing slips, and meeting announcements.

RECORDS:

- Latest Rules and Regulations Stipulated by The University
- Prospectus
- Admission Application
- Payment Receipt for Admission
- General Register
- Enrolment List
- Latest Checklists of The Documents to Be Verified During The Admission
- Fees Register
- Daily Reports & Admission Status & Vacant Seats.

Records Lifecycle: All records have a lifecycle, albeit some longer than others. Records are created or received; used; and kept for valid legal, fiscal, or administrative reasons. In general, the Records

Lifecycle is as follows:

- **Active record:** A record that continues to be used with sufficient frequency to justify keeping them in the office of creation; a current record. Active records are consulted routinely in the daily

performance of work. Ex: Active +7 years for personnel records. Personnel records should be maintained for seven years after the employee's last date of employment.

- **Inactive record:** A record that is no longer used in the day-to-day course of business, but which may be preserved and occasionally used for legal, historical, or operational purposes. Inactive records are rarely used, but must be retained for occasional reference or to meet audit or legal obligations.
- **Permanent or archival records:** 'Permanent' records, also called 'archival records,' are records which have historical, administrative or research value to the college and which college intends to keep indefinitely.
- **Record Copy:** The single copy of a document or data, often the original, that is designated as the primary and official copy for preservation.
- **Local or Convenience Copy:** Extra identical copies of "record copy," documents, or data created only for convenience, reference, or research by employees.
- **Responsible Office:** The college Office/department/program that is responsible for ensuring that a particular University Record is maintained for the required retention period and properly disposed of or transferred to college Archives in accordance with the University Records Retention Schedule.
- **University Records Retention Schedule:** A descriptive schedule that provides a guideline for the minimum length of time that selected records should be retained before they are deleted/destroyed or placed in archival preservation.

D. PROCEDURES

Consistent with this Policy and the University Records Retention Schedule, the administration Office at first floor is responsible for documenting its procedures for managing records in accordance with applicable law and with the approval of college leadership.

The Principal & Vice Principal Office educate staff with regard to implementing these procedures. In developing its records management procedures, all official repositories must consider electronically stored information, and analog or paper records. Certain units or offices within the college follow professional standards, legal/regulatory requirements, or legal precedents dictating best practices for records management. Compliance with such legal and regulatory requirements must be documented by the administration Office.



Principal