



Policy for ease of working during a pandemic

**Prepared by:**

**Dr. K. G. Rajan**

**CA Dr. Anuradha Ganesh**

**November 2020**

## Table of Contents

1. Importance.....	3
2. Purpose and objectives.....	3
3. Scope of the policy.....	3
4. Rules, guidelines and regulations relevant to this policy .....	4
5. Key aspects of policy .....	4
6. Committees for policy implementation .....	5
7. Impact of the policy on processes.....	5

## 1. Importance

With the onset of the Covid-19 pandemic, the conduct of lectures and most of the college activities is being done remotely and is likely to remain so for till the pandemic is controlled. It is therefore desired to frame a policy that will ensure disaster management and seamless conduct of the college's activities through remote working in a situation caused by the Covid-19 pandemic or a similar health concern in the future.

## 2. Purpose and objectives

1. To ensure smooth conduct of departmental/ committee based activities during the academic years when the institution cannot function normally.
2. To facilitate conduct of online lectures
3. To make suitable arrangements so that students can access books, have access to administrative staff for getting documents like transcript, NOC etc.
4. To ensure university guidelines are followed for the purpose of conducting exams of all semesters.
5. To facilitate smooth conduct of administrative activities during the academic years which are affected due to pandemic situation

## 3. Scope of the policy

This policy is intended to bring about ease in working remotely/ differently for the academic year which are affected by pandemic or situations which do not permit working (regularly) through offline mode.

#### 4. Rules, guidelines and regulations relevant to this policy

Since Mulund College of Commerce is a college affiliated to Mumbai University, it has to comply with all the rules and regulations, circulars, notifications and guidelines issued by the appropriate authority in this regard. Circulars were issued during pandemic regarding attendance of administrative and teaching staff, conduct of online lectures, mentoring, conduct of online exams.

#### 5. Key aspects of policy

1. Suitable online platform and software for the purpose of conducting admissions, lectures, and exams to be identified and purchased/ implemented for the smooth conduct of activities.
2. Teachers to be trained for the conduct of lectures using online platforms
3. Online certificate courses to be conducted during the pandemic situation to keep students and teachers productively engaged.
4. Online mentoring and counselling to be strengthened to ensure psychological well-being of students and teachers during the pandemic situation.
5. Maintenance of online record and suitable redressal of issues faced by students, teachers and non-teaching staff arising out of functioning in an online / remote environment.
6. Feedback mechanism should include feedback from students and teachers on online teaching-learning.
7. Separate SOPs to be made for the purpose of carrying out administrative work like collection of fees, issuing receipts, bonafides, letters of recommendation, transcripts while working remotely.
8. Conduct of departmental/ committee based activities using online platforms
9. Compliance with guidelines issued by University of Mumbai regarding admissions, conduct of exams and day to day activities.

## 6. Committees for policy implementation

It is recommended that a disaster management team/ committee be formed to handle such situations. It should be headed by the Principal with Vice principal, two senior teachers, coordinators of various programs and senior administrative staff as its members.

Meetings to be held as and when the situation demands.

## 7. Impact of the policy on processes

Since this policy is intended to handle the working of the entire institution, it will be linked to all the administrative processes in the college. All the processes should also address the eventuality of remote working and provide a way to handle the situation.