PARLE TILAK VIDYALAYA ASSOCIATION'S
MULUND COLLEGE OF COMMERCE (AUTONOMOUS)
(Affiliated to the UNIVERSITY OF MUMBAI)
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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, instils 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
- **Adhering to Guidelines**: Following all rules, timelines, and formats as outlined in the project policy.

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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.

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

- All assigned tasks, reports, and presentations must be completed as per the schedule.
- **A student who fails to fulfil any of the prescribed criteria of evaluation shall be declared to have failed the course.**

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11. Backlog Management:

I. Students who will be declared fail in the Community Engagement Project in their regular/first attempt, shall be provided with an opportunity to clear their backlog by **resubmitting the pending components** of the project.

II. Students who fail due to **non-completion of the mandatory 60 hours** of NGO work shall be required to complete the **entire 60 hours by working with NGO.** These hours may be completed either with the **pre-allotted NGO or with a self-identified NGO**, subject to prior approval from the designated batch mentor. Alternatively, students may **fulfill the 60-hour requirement through community service** activities conducted under the guidance of the National Service Scheme (NSS) of the college.

III. Students who fail due to **partial completion (i.e., completion of less than 60 hours)** shall be required to complete the **remaining hours of NGO work** with the pre-allotted or approved NGO, as applicable.

IV. In cases where the pending component pertains solely to the submission of reports and/or the final presentation, the **community work of 60 hours already completed** with the pre-allotted or approved NGO may be considered valid for resubmission purposes for additional 3 attempts, excluding the original attempt.

V. It shall be the responsibility of the student to contact their assigned mentor to discuss the backlog management plan, obtain feedback, and ensure that all pending requirements are completed and submitted within the deadlines prescribed by the college.

`12. Amendment of Policy:

➢ In exceptional circumstances the Principal reserves the right to exercise discretion to amend the policy.

➢ Any amendments will be communicated to students and faculty through official channels.

PRINCIPAL