



Shri Vile Parle Kelavani Mandal's
**MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE &
AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS**
(AUTONOMOUS – Affiliated to University of Mumbai)



NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016 to December 2023)
Best College (2016–17), University of Mumbai

BEST PRACTICES





BEST PRACTICE 1

PARIVARTAN: Technology-Enhanced Transparent Governance

Objective of the Practice:

One of the finest strategies that may be employed by any educational institution to guarantee its efficacy and efficiency is transparent governance. Incorporating technology can significantly improve operational efficiency and transparency. At Mithibai College, we embrace a unique blend of transparent governance and cutting-edge technology to elevate the quality of education, operational efficiency, and the overall educational experience. Our best practice is a harmonious fusion of transparency, accountability, and accessibility powered by technology. This helps to promote the trust of the stakeholders, the reputation of the college and ensures the operation of the college in a responsible and sustainable manner.

Context:

Mithibai College is a well-established educational institution in Mumbai with a history of over 62 years. Mithibai College of Arts and Chauhan Institute of Science was established in 1961 and Amrutben Jivanlal College of Commerce & Economics was instituted in 1981. The college has 22 departments spread across the faculties of Arts, Science & Commerce with 16 Post Graduate programs and 10 Research Centres offering Ph.D. programmes. The institution is renowned for its academic excellence, research activities, and community engagement. We believe that transparency and accountability are indispensable aspects as they aid in establishing trust, ensuring quality, compliance with regulations and in building reputation, and boosting the operational efficiency. In our educational journey, enriched by a legacy of academic excellence, we understand the need to adapt to the changing landscape. We have ingeniously combined transparent governance with technology to keep pace with the evolving needs of our learners and the community.





The Practice

Mithibai College's approach involves the following key components:

- Admission and Enrolment:

Admissions are a critical aspect of an educational institution, and transparent and accountable admission practices help promote fairness, equity, and integrity. The admission policies including criteria, eligibility requirements, and selection processes are published on the website, and the same is disseminated through other communication channels. With a strong mechanism for addressing grievances related to admission decisions we ensure that the admission process is conducted without any bias. The college offers an online admission process, where prospective learners can access and submit admission forms from anywhere in the world reducing paperwork, enhancing accessibility, and expediting the admission process.

- Attendance Management:

The attendance information is available to the students and the other stakeholders through channels like the institute's website, admission documents, classroom announcements through mentors etc. The college utilizes a Portal (SAP) to monitor learner attendance. Learners and their guardians receive notifications if they fall below the minimum attendance requirement. Learners are given an opportunity to explain their attendance issues to the attendance committee, and the final debarred list is published, ensuring a fair and transparent process.

- Examination and Assessment:

The information regarding the evaluation criteria, grading system and result declaration is made available through various channels, such as the institute's website, prospectus etc. We have a clearly defined internal policy for evaluation, moderations, grading and declaring results. The institution has adopted online evaluation of answer sheets to





eliminate inconsistencies and discrepancies, ensuring fair grading. Learners receive their final results within stipulated time frames through the various communication channels.

- **Stakeholder Engagement:**

Learners, teachers, and parents can provide feedback on the curriculum, faculty, and facilities. The college takes action based on this feedback and communicates the outcomes transparently. A grievance redressal mechanism is established to address stakeholder concerns and complaints promptly.

- **Technology-Enabled Teaching and Learning:**

Interactive smart boards, multimedia lab, e-learning content, and a learning management system (LMS) facilitate interactive classroom learning. The LMS allows for online assignment submissions, collaborative learning and inculcate critical thinking and problem-solving skills. Learners can access virtual events and conferences, enhancing the learning experience and providing access to experts from various fields.

- **Data Analytics:**

The college uses data analytics to collect, analyze, and interpret data about learner performance, admissions, and faculty performance. This data-driven approach helps in personalizing the learning experience, identifying areas for improvement, and enhancing the quality of education.

Evidence of Success:

The integration of transparent governance and extensive use of technology has yielded the following significant benefits for Mithibai College in multiple areas in the institution's various operations:





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- Transparent communication and an open-door policy of administration have established trust among the stakeholders. Practices of governance which are unequivocal have helped build trust among the various stakeholders, including the students, faculty members, staff members, the parents and the community at large.
- Clear and well-articulated policies of examination practice and grading systems have ensured the adoption of fair, prompt and efficient steps in the assessment process, leading to improved academic outcomes which adhere to regulatory standards and guidelines.
- The institution's practice of regular monitoring and reporting mechanisms has ensured that the institution adheres to the regulatory requirements.
- The consistent efforts taken have led to increased efficiency and effectiveness in the institution's day to day operations ensuring a smooth and streamlined experience for all the stakeholders.
- Clear policies and guidelines have reduced decision-making ambiguity, resulting in faster and well-informed decisions thus enhancing transparency, trust and efficacy.
- The college's ethical and professional standards have bolstered its reputation among its various stakeholders, as a credible and trustworthy educational institution.

Problems Encountered and Resources Required:

Transparent governance requires effective data management systems to ensure that the data collected is accurate, reliable, and analyzed effectively. The practice of combining technology-enhanced transparent governance requires addressing the following challenges:

- Providing training and ongoing support for learners and faculty members to effectively use technology.
- Ensuring that technology is accessible to all the learners, including the differently abled learners.
- Implementing robust data security measures and privacy policies and guidelines.





- Allocating financial resources for technology infrastructure, software licenses, and maintenance.
- Investing in data management systems to ensure accuracy, relevance and effective analysis of data.
- Investing in monitoring and evaluation systems that ensure the effectiveness of transparent governance practices.
- Planning and budgeting for periodic technology updates.

Adoption of effective dynamism in management strategies, financial planning, and a commitment to addressing these challenges are essential to sustain and enhance the benefits of this best practice.

BEST PRACTICE 2

ARPAN: Community Engagement and Empowerment

Objective of the Practice:

Our objective is to bring about a well-rounded development of the students, in order to promote empathy, to inculcate habits of social responsibility, and the application of bookish knowledge to real-world situations. Through the activities, the attempt has been to empower lesser privileged individuals. We have made efforts to bridge gaps between online and offline education. We have also made consistent efforts towards raising awareness about the imperative nature of being vaccinated. We have also worked towards instilling a sense of responsibility, compassion and kindness in our students while trying to foster life-long learning habits in them.

Context:

At Mithibai College, we believe in nurturing well-rounded, balanced, sensitive and tolerant individuals who seek to improve the community along with the self. Our community engagement initiatives exemplify this commitment. The ethos of our college still resonate with the values of kindness, inclusivity and compassion the very same values on which the college was established





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in 1961 by Shri Vile Parle Kelavani Mandal to address the growing need for institutions of higher education in the western suburbs of Mumbai.

The outreach and social engagement activities aim to develop empathy, social responsibility, and practical learning among our students. True to the words of the Father of the Nation, Mahatma Gandhi, "The best way to find yourself is to lose yourself in the service of others," we have introduced and nurtured a series of programs that connect the institution and the students with the community and seek to empower those in need.

The Practice:

Our community engagement initiatives encompass a diverse range of programs designed to connect students with the community and to promote social responsibility. These initiatives have been instrumental in nurturing a sense of empathy and practical learning among our students.

The celebration of the week-long *Joy of Giving* is the cornerstone of our community engagement efforts. It encourages students to engage in selfless service and to provide support to those in need. This event, initially launched in 2018, has become an annual tradition. Over the years, we have tied up with numerous Non-Government Organizations and donors, showcasing the remarkable spirit of giving that characterizes our college community. Even during the trying times of the pandemic, our students adapted to the changed scenario and remained unwavering in their commitment to service. We harnessed the power of digital platforms and food delivery apps, to ensure that the lesser privileged received essential groceries. Furthermore, we extended our support to underprivileged children by conducting online educational sessions true to our dedication to the core values of empathy, social responsibility, and community service on which our institution operates.

The event the *NGO Bazaar* represents a unique initiative that empowers underprivileged individuals, particularly women and young girls, by providing them with a market and location to sell their products. This event serves as a means of livelihood for them and educates our students





about the challenges and opportunities within the social sector. It has evolved into a significant annual event that witnesses a footfall of around 1000 visitors. This response demonstrates its growing prominence in our community. Over the last five years, the event has generated approximately Rs.4,13,845.00 in revenue. This revenue is channelled directly to the participating Non-Government Organizations, benefiting the underprivileged individuals. Moreover, the *NGO Bazaar* has expanded its reach, attracting Non-Government Organizations from other states transforming it into an inter-state event.

The free *Covid-19 testing* as also *Vaccination Drive Health Awareness Project* provided testing possibilities and vaccinations for students and staff members and conducted awareness campaigns to emphasize the importance of vaccinations. Attempts were also made to bridge the gap between online and offline education.

Outreach Activities create a connection between our college and the community. These initiatives facilitate the students in applying academic knowledge to real-world situations, in promoting social responsibility and learning. They include awareness campaigns, paper bag distribution drives, and arranging for creative science education for the local municipal school students.

Evidence of Success:

Over the years, our community engagement initiatives have made a significant impact. *Joy of Giving* has contributed to 45 Non-Government Organizations. During the pandemic we adapted to digital platforms emphasizing our commitment to service.

The *NGO Bazaar* has empowered underprivileged individuals and has become a significant annual event and has generated a revenue of approximately Rs. 4,13,845.00, directly benefits the participating Non-Government Organizations and the individuals that they support.

The free *Covid-19 Vaccination Drive Health Awareness Project* addressed the challenges during the pandemic ensuring student and staff health and safety. To combat the limited vaccine access that students have the National Service Scheme unit of our college partnered with the Municipal Corporation of Greater Mumbai (KW Ward) for conducting free Covid-19 and Measles Rubella





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vaccination drives. As part of the State of Maharashtra's *Mission Yuva Swasthya*, the project included Measles Rubella Awareness Rallies, from Jogeshwari railway station to Millat Nagar, Andheri and in the Juhu Galli area. Students visited health posts, nearby schools and the tenement communities near Tata Compound to spread awareness.

Outreach Activities connect the students with the community, inculcating social responsibility and practical learning. These initiatives have benefited many schools and the community.

Problems Encountered & Resources Required:

While we are proud of our initiatives, we have encountered challenges related to logistics, limited resources.

The *Joy of Giving* initiative encountered logistical constraints during the pandemic. For expanding our activities, we require funding for online educational tools and logistical support for efficient food delivery and to ensure greater student participation.

The *NGO Bazaar* has struggled with venue space, logistics, and marketing. We require bigger venues, improved marketing, and financial assistance to cover event expenses.

The free *Covid-19 Vaccination Drive Health Awareness Project* faced logistical challenges. We require additional resources, including funding, transportation support, and access to vaccination supplies. Collaborations with external organizations would be beneficial.

The challenges faced include limited resources. Aid in funding for educational materials, transportation, and equipment for creative science engagement are needed. Ensuring support in disseminating these activities to a broader audience and establishing more partnerships with schools and communities would augment our efforts.



K. Desai

Principal

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