



Comprehensive Policy Document

LALA LAJPATRAI COLLEGE OF COMMERCE & ECONOMICS

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1. Admission Policy

Admission Policy is for the application and admission of students into different program offered by Lala Lajpatrai College, hereinafter referred to as LLC.

LLC College is a Linguistic Punjabi Minority College, administered under the provisions of the Indian Constitution, to promote the welfare of the Minority community.

As per the Judgement dated 12th October 2017 of the Honourable Bombay High Court vide Writ Petition No. 1726 of 2001, Minority Colleges do not need to set aside seats for Backward Classes. This is reiterated by the University of Mumbai Circular (No.Aff./Recog./Admission/(2018-19)/10/of 2018), dated 30th May 2018. This Judgement renders null and void the Directives regarding Reservation of Seats given by the University of Mumbai vide Circular No. Spl. Cell / (68) / 218 / 2005 dated 3rd June, 2005, i.e.,

- SC (13%)
- ST (7%)
- DT(A) (3%)
- NT(B) (2.5%)
- NT(C) (3.5%)
- NT(D) (2%)
- OBC (19%)
- SBC (2%)

General Principles:

1. The policy and procedures provide equal opportunities to students and fulfil the educational needs of the differently-abled.
2. Students are given unbiased guidance and advice.
3. College has the right to cancel any admission (if any), in accordance with its rules and regulations.

Formation of Admission Committee:

1. The Principal shall appoint committees at the beginning of the year as required by rules.
2. The functions & responsibilities of the admission committee will be as follows:
 - Shall conduct meetings and maintain appropriate records.



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- Government and University rules related to admission shall be followed.
- Admission to optional subject shall be given as per merit and student's preference.
- Appropriate documents shall be collected and verified from each student at the time of admission.
- Report of admission shall be submitted to the Principal on a daily basis. At the end of the admission process, a final report, as per the given format, shall be submitted to the University/ Joint Director.
- All records shall be maintained as under- 1. Circular File, 2. Working file, 3. Any other.

Admission Procedure:

1. Mumbai University issues Admission schedule every year for the admission to all first year courses.
2. As per the schedule, the college issues application forms for admissions and the prospective students intending to secure admission in the college, duly fill out the application forms either in offline or online mode as the case may be.
3. The admission committee scrutinizes all applications that are received and the merit list is put up for students who have been selected for the intake.
4. For the F.Y.B.Com course, all in-house students who have cleared their higher secondary certificate exam and who apply for admission to the college for the said course, are given admission irrespective of their merit.
5. The vacant seats are filled based on applications received and merit.
6. The admission committee is involved in the entire admission process and ensures that the entire process is carried out smoothly and fairly and all rules and regulations are adhered to.




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2. Disciplinary Control Rules

The College aims to provide an environment where there are no barriers to student success and progression. If a student's behaviour prevents others from feeling safe, secure, respected and able to learn effectively then this may result in disciplinary action. The purpose of this policy is to ensure that all instances of student misconduct are dealt with fairly and consistently and provide a clear procedure to guide both staff and students.

Anti-ragging Committee:

Ragging is prohibited under the MAHARASHTRA PROHIBITION OF RAGGING ACT, 1999 and it is also punishable under various provisions of the Indian Penal Code, 1860. The Regulators of higher education like UGC and AICTE have also noted promptly by making the necessary Rules and Regulations to curb the menace of ragging in all the educational institutions.

Its body at Institutional level has to establish measures for Prohibiting, Preventing and Punishing Activities of Ragging menace within and outside the campus in accordance with UGC Regulations, Supreme Court Directives and State Act. It is responsible for taking against those found guilty of ragging and or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

Composition of Anti-Ragging Committee:

The College has constituted a Committee as the Anti-Ragging Committee headed by the Head of the Institution, and a diverse mix of faculty, senior students and non-teaching staff to avoid any form of conflict that could take the ugly form of ragging.

Functions of Anti-Ragging Committee

1. To ensure compliance with the provision of these regulations and any law for the time being in force concerning ragging and to deal and act promptly with the incidents of ragging brought to its notice.
2. To keep tabs on the happening of events related to, in Campus or Off- campus or other designed places in the premises
3. To conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witness to place before it the facts, documents and views concerning the

- incident of ragging and considering such other relevant information as may be required.
4. To monitor and observe in the functions and performance of the Anti-Ragging committee in prevention and curbing or ragging in the institution.
 5. To conduct an on the spot enquiry into any incident of ragging referred to it by the Head of the Institution or any member of the Faculty or any member of the Staff or any student or any parent or guardian or any employee of a service provider or any other person, as the case may be: and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clauses (a) of Regulation 9.1 of UGC.
 6. Also to monitor the welfare of fresh students outside the campus.
 7. To be vigilant at all hours including at odd hours all around the campus and other places vulnerable to incidents of, and having the potential of ragging and shall be empowered to inspect such places.

Administrative Action in the event of Ragging:

The Institution shall punish the student found guilty of ragging after following the procedure and in the manner prescribed herein under:

1. The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Committee.
2. The Anti-Ragging Committee depending on the nature and gravity of the guilt will follow up the punishment based on the committee's decision.
3. Further the Institution can refer to the Affiliating University to act according to the UGC Regulations and State Act on curbing the menace of ragging.

Punishments:

1. As per the Supreme Court judgment on ragging in the Colleges, the following actions will be taken on those students who indulge in ragging Withholding of scholarships, fellowships and results.
2. Debarring from representation in events and appearing for tests/examinations and also consequent admission to any other institution.
3. Withdrawing benefits like travel concessions and campus selections.
4. Suspension or expulsion from hostel or mess and also attending classes.
5. Cancellation of admission or rustication from the Institution.
6. Registration of FIR against the accused and Prosecution under the Indian Penal Code, 1860.



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Anti-Sexual Harassment Cell:

As per the Supreme Court Judgment and guidelines issued in the year 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging in colleges and universities. Keeping the above guidelines in mind the institution has constituted a Committee against Sexual Harassment.

Vision

- To provide congenial environment of gender equality and against sexual harassment for the well-being of the staff and students.

Mission

- To promote awareness among students about gender justice and harmonious coexistence through campaigns and other awareness programs.
- To constitute panel / committee for redressal of grievances relating to sexual harassment.

Objectives

- To develop guidelines and norms for policies against sexual harassment
- To develop principles and procedures to combat sexual harassment
- To work out details for the implementation these policies.
- To prepare a detailed plan of actions, both short and long term
- To organize gender sensitization awareness program.
- To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized

The cell considers sexual harassment to include unwelcome sexually determined behaviour whether directly or by implication such as

- A demand or request for sexual favours.
- Sexually coloured remarks.
- Showing of pornography.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

The following issues also come under the purview of the committee




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- Eve-teasing
- Unsavory remarks.
- Jokes causing or likely to cause discomfort or embarrassment.
- Gender-based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
- Touching or brushing against any part of the body and the like.
- Displaying of pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
- Forcible physical touch or molestation
- Physical confinement against one's will and any other act likely to violate one's privacy.

Grievance Redressal Mechanism:

The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the Institution, and in particular, those made by students. The Cell ensures effective solution to the grievances, using a fair approach.

The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the College. The cell meets periodically, examines the nature and pattern of the grievances and redresses it accordingly.

Objectives

1. To develop an organizational framework to resolve grievances of the students and other stakeholders.
2. To ensure effective solution to the stakeholders' grievances with an impartial and fair approach
 - To investigate the reason of dissatisfaction.
 - To enlighten the students on their duties and responsibilities.

Grievance and Redressal Cell Composition

1. Principal
2. Grievance and Redressal Coordinator
3. Member



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4. Member
5. Non-teaching Staff Member
6. Students

Functions of the Grievance and Redressal Cell:

1. Provides information about the Cell's objectives and mode of operation through the website and handbook.
2. Informs students of the process for registering of grievances in the Induction Programs.
3. Acknowledges and Analyzes the grievances.
4. Seeks a solution through decision-making process
5. Reports the grievances and records how they were redressed.
6. The procedures made known through the Hand-book, given to each student at the beginning of every academic year, and also in the Value Education classes taken by the Class-in Charge teachers.

Procedures:

1. The Grievance and Redressal Cell shall receive and redress the grievances of the following issues:
 - Academic issues pertaining to teaching, learning and evaluation activities.
 - Student-teacher, student-student grievances
 - Grievances related to library, canteen and IT services.
 - Grievances related to sports, cultural
 - Grievances related to behavior of stakeholders
2. The grievances shall be redressed depending on the nature of the grievance. The Grievances are invited through suggestion boxes provided in each floor of the building.
3. Department level counseling is offered where the matter can be resolved
4. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ principal level.
5. For other grievances that require review shall be redressed by receiving written and signed application.
6. As soon as the application is received the Redressal Committee shall review the complaint and invites both the parties for discussion. The outcome of the discussion is reported to the Principal for further action to be taken.




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Redressal of Grievances:

The grievances are redressed at the earliest by issuing warning letter, memo and reformation remedies. Priority is given according to the urgency of the complaint. In all cases the aggrieved is informed of the measures taken. Checks in the system are introduced to ensure there is no repetition of the same complaint.

All the grievances concerning to women harassment and ragging shall be dealt by the respective committees as per the prescribed procedures.

Internal Complaint Committee:

Both formal and informal feedback are collected from students, and utilized in improving student experience in the institution in several ways.

1. Student feedback on teachers is collected semester wise and teachers are given a consolidated report of the same. Teachers also collect feedback on classes informally
2. Services which included seeking suggestions. The complaints and suggestions are forwarded to the Principal for suitable action and many corrective measures will be taken wherever possible.
3. Students may drop their feedback, problems or grievances in the general suggestion box and the concerned authorities aid in resolving the issue.
4. College has a separate examination grievance redressal cell, a malpractice committee, an admission grievance cell, an anti-sexual-harassment cell and an anti ragging cell. The details of the committee members are available on the website and college handbook.
5. Students can express their grievance in writing to the members who convene a meeting to address the issue. A complaint box is kept to receive grievances, if any.
6. Students also meet their mentors and counselors and get their problems addressed, separately first and then together, if required.
7. When student feedback was collected on campus services, the complaints appeared to be related to infrastructure constraints and some related to the library, which have been attended to.
8. A limitation to this mechanism is that the requirement of providing complaints in writing often discourages students from following up. Therefore the problem is better addressed by mentors, discipline committee convenor and senior faculty. If serious issues are identified, the concerned teacher or other persons involved are informed along with the Principal.
9. The team of counselors on campus helps and supports our students. Their conversations, issues and feedback are kept anonymous and needful is done to resolve the issues.



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Powers of the Committee:

1. The committee shall have the power to summon witnesses and call for documents or any information from any student
2. If the committee has the reason to believe that a student is capable of furnishing relevant documents of information if it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time may be specified in the written notice.
3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the committee shall have the power to direct the same in writing to be produced.
4. The committee shall have the power to recommend the action to be taken against any person found guilty.
 - Sexually harassing the complainant
 - Retaliating against/victimizing the complainant or any other person before it and
 - Making false charges of sexual harassment against the accused person.

Functions of the Committee:

Preventive Steps.

1. To facilitate a safe environment that is free of sexual harassment
2. To provide behaviors that creates an atmosphere that ensures gender equality and equal opportunities.

Remedial Steps:

1. To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
2. To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims and take action against the harasser, if necessary.
3. To make arrangements for appropriate psychological, emotional and physical support in the form of counseling, security and other assistance to the victim if so desires.

Procedure to be followed by the Committee:

1. The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.
2. The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.



3. The Committee shall direct the accused students to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.
4. Each party shall be provided with a copy of the written statement(s) submitted by the other.
5. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same.
6. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
7. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
8. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
9. The Committee shall make all Endeavours to complete its proceedings within a period of seven (7) days from the date of receipt of complaint.
10. The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal, within a period of five (5) days from completion of the proceedings before it. In case the Committee finds that the facts disclose the commission of a criminal offence by the accused person, this shall be specifically mentioned in the Committee's report.
11. If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of:-
 - Warning
 - Written Apology
 - Bond of good behavior
 - Adverse remarks in the confidential report
 - Suspension
 - Dismissal
 - Any other relevant mechanism
12. If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against / victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having



been offered, the Committee shall report the same in writing, to the Principal, with reasons and with recommendations of the action to be taken against such person.

13. If, at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Principal/Management, with reasons and with recommendations of the action to be taken against such person.

Students related Issues:

Students who join Lala College of Commerce and Economics shall follow certain disciplinary rules of conduct. The Code of Conduct of the students are made known through the College Website, hand book and on various platforms.

It shall be the responsibility of the students

1. To read, become familiar with and adhere to this Code and any amendment brought to this Code.
2. To behave and conduct themselves in the Institution Campus, hostels and premises in dignified and courteous manner and show due respect to the authorities, teachers and employees.
3. The students should behave politely and respectfully. They should abide by the rules and regulations stipulated by the College, from time to time.
4. Attendance is taken every period and also subject-wise. The students are expected to have a minimum of 75% attendance. On medical grounds, on the specific recommendations of the Principal, the Vice Chancellor may condone the deficiency in attendance to the extent of 10%, subject to the submission of medical certificates and payment of condonation fee. The students shall follow the rules of UGC and University of Mumbai with regard to attendance, examinations and promotions.
5. Attendance is taken in all the classes for all subjects and absentee names are recorded. Parents are informed regularly about their ward's absence through SMS.
6. Students on leave should submit a leave letter to the class In-charge lecturer, duly signed by parent and Principal.
7. Students should be regular, punctual to the classes, attend seminars and other academic activities.
8. The students are expected to safeguard the property of the college.
9. It is the responsibility of the students to take care of their belongings. The college is not responsible for any loss of valuables.



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10. The students are expected to carry their Identity Card all the time and they should be ready to produce it at any time, when required by the college authorities.
11. Any kind of demonstration that restricts the freedom of the members of the college or disrupts any activity in the college is forbidden. Groups of any kind that disturbs the harmony is not permitted.
12. The Student should make optimum use of the learning resources and other support services available in the institution.
13. Students are expected to wear uniform of the college.
14. Students are not permitted to use mobile phones in the Examination Halls, etc.
15. Unauthorized entry of outsiders into the campus is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the Institution and Campus.
16. No one shall get, distribute or circulate unauthorized notices, pamphlets, leaflet, etc. within the Campus. The possession, distribution or exhibition of any item by any means which is obscene, is prohibited within the Campus or on any property owned/ managed by the Institution
17. No student shall collect money, either by force or by request, from anyone on the campus. Rash or negligent driving of vehicles in the Campus premises is prohibited.
18. No student shall enter or leave the classroom when the session is on, without the permission of the teacher.
19. Any case of criminal activity or violation of law and order in the Campus will be reported to the police.
20. Students shall use only the waste bins for dispensing dry and wet waste materials within the Campus including classrooms, hostels, offices and canteen.
21. Any conduct which leads to lowering of the esteem of the Institution is prohibited.

Disciplinary Code:

Any student exhibiting prohibited behaviour mentioned in this code shall be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or mal practice in connection with examinations, in the opinion of the authorities will be removed from the rolls Committee Annuity Committee Grievance and Redressal Cell shall make an enquiry and want the report to the Disciplinary committee. The Principal shall decide the action to be taken.

1. **Minor Sanctions:** Tendering Apology: The student engaged in any prohibited behavior may be asked to tender an apology for her act, undertaking that she shall not indulge




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in such or any of the prohibited behaviour, in future.

2. **Major Sanctions: Suspension:** A student may be suspended from the Institution for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose her attendance for the suspended period.
3. **Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institution. Such a student will not be eligible for readmission in the Institution.




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ONLINE COMPLAINT FORM
(Available on the College Website)

Name of the Student	
Class/Division	
Roll No.	
Email ID.	
Contact No.	
Complaint	
Upload File (If any)	




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Policy on Inclusive Environment

Differences and diversities are central where all students enrolled should receive meaningful and equitable access to the curriculum. Inclusion is a way of thinking and acting that allows every individual to feel accepted, valued, and safe. An inclusive community consciously evolves to meet the changing needs of its members.

Inclusion:

Inclusion is an on-going process that aims to increase access and engagement in learning for all students by identifying and removing barriers. Inclusion is about responding positively to each individual's unique needs. 'The real meaning of inclusion is when we all get empowered to understand the needs of each child and are able to address it by going down to their level.'


Implementation of Inclusion Policy:

The Institution provides inclusive environment. The environment is barrier free and professionals and students are sensitized towards each other's needs and strengths. Each professional and parents of learners with special education needs are being empowered and oriented to work for their betterment

Principles of Inclusive Education:

1. Inclusion is a process by which the institute has developed its culture, policies and practices to include all students
2. Inclusive education service offers the barrier free environment and opportunities for students with special education needs
3. The interests and rights of all students are safeguarded
4. The college community and other authorizing bodies actively seek to remove barriers to learning and participation
5. All students have access to an appropriate education that provides them the opportunity to achieve their personal potential
6. With appropriate skills, training, strategies and support the majority of students with special educational needs can be successfully included in mainstream education
 - Inclusive environment is effective, friendly welcoming, healthy protective and gender-sensitive for all learners.
 - The development of such child-friendly learning environments is an essential part of the




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overall efforts by school to increase access to and improve the quality of education.

- Inclusion is an ongoing process which provides a common platform for equal participation through differentiation.
- Inclusion also entails making special provisions for the differently-abled by way of wheel-chair access ramps, etc which the institution has arranged for.
- Inclusivity also entails provision of special facilities for students with learning difficulties whereby special privileges are provided for such students by the institution to enable them to assimilate seamlessly with the normal students and are at par with them in all senses.




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IQAC Policy

The college through its Internal Quality Assurance Cell (IQAC) intends to create a permanent and effective culture of quality consciousness in all aspects of its operations. The IQAC will function as a guide and catalyst in ensuring that the quality standards of the institute are improved on a continuous basis and that implementation of quality initiatives are always at the forefront of the institutional achievements. For this purpose, the IQAC proposes to follow a pattern of self and external evaluation for institutionalizing the quality culture.

The main purpose of IQAC is to strive to achieve all-round excellence in the teaching-learning environment at the college level by encouraging innovative teaching methodology and student-centric approach at the faculty level, and also encourage independent thinking and 360 degree development of the student's personality by providing them academic, curricular and co-curricular development opportunities at all levels.


The IQAC will strive to create mechanisms at all levels and involve all stakeholders to be a part of the quality assurance process as total involvement at all levels will help deliver the targeted quality systems output.

IQAC will establish suitable benchmarks keeping in mind the standards of excellence established by peers and based on these, internal goals and targets would be set. IQAC would provide guidance and direction to the stakeholders to propel the movement towards the set benchmarks and continuously review and offer feedback at all levels to identify the deviations and set the correct path. IQAC would ensure adequate documentation, proper formats for data capture and information dissemination among stakeholders, scheduling of goals and their targeted deadlines for achievement and continuously monitor and submit quality status reports.

QUALITY POLICY

We, at Lala Lajpatrai College are committed to be continuously strive to become an institute of caliber for our stakeholders by creating an eco-system of continual learning, development and up-gradation of life-skills which will enable our students to become resourceful and mark their contribution to the growth and upliftment of the societal constituents around them and become able & dutiful citizens of the nation.




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We propose to do so by following staunch quality management standards effectively managed by a quality system which:

1. Encourages out-of-the-box thinking and adaptation of unconventional modes of teaching & learning
2. Focusing all energies & resources on the holistic development of our students
3. Continuous interaction between academia & corporate world for corporate-ready student graduates
4. Ensuring that quality conscious culture percolates through all echelons of management, teaching and student cadres




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E-Governance Policy

Objectives of the Policy:

1. Implementation of E-governance in various functional areas of the institution
2. Achieving efficiency in our the institutional functioning
3. Promoting transparency and accountability
4. Achieving paperless administration in the institution
5. Facilitating online internal & external communication within the institutional entities
6. Providing easy access to information
7. To create a fully automated library system

Applicability of the Policy:

1. Institutional Administration
2. Student Admission
3. Conduct of examinations
4. College Library
5. Accounts & Finance
6. ICT infrastructure

Policy:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning
2. The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is aimed towards smooth functioning of the College

The institution has decided to implement the following policies and procedure:


1. **Website:** The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. A Website Committee will be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will regularly update and upgrade the website. All the important notifications will be published on the website.




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2. **Student Admission:** The College brings out its Prospectus which is displayed on the College website and has guidelines for the admission process. The College will reflect and work in tandem with the Undergraduate Student Admission Portal of Mumbai University for admissions. For online admissions, the applications will be accepted through the college admissions portal link.
3. **Accounts:** The College will carry out all accounting functions on the software called Tally. The software will be continually updated. In order to maintaining confidentiality of the transactions appropriate security measures will be taken. Deployed staff will be trained regularly on updated version of the software. The College will continue to use multiple software for varied purposes. Payments to all vendors and other parties will be made and received through online mode such as NEFT, RTGS, Bank Transfers, etc. wherever possible.
4. **Library:** The College will continue to enhance its electronic database by adding more E-books and Journals. Recommendations from the Library Committee and Library Progression Committee for Purchase and Subscription of these New E- Books and Journals will be incorporated.
 - Fully automated ILMS software to be installed
 - Online Public Access Catalogue (OPAC) module to be used to search College library database.
 - The Circulation module of the software should cover all operations of the Library.
 - The Database Maintenance module should cover all operations of database creation and maintenance.
 - Online notification regarding Weeding out of books should be circulated and weeding out should be carried out on an annual basis.
 - Circulars pertaining to book bank facility should be made available to the students.
5. **Administration:**
 - Administrative operations should be carried out using appropriate software and continuously maintain database.
 - Move towards automation should be made to establish paperless environment in College.
 - The College will attempt to maximize online services to be provided to students
 - Regular Training Programs to be organized for the Admin Staff to familiarize them with upgraded technology.




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6. Examination:

- The institution shall try to maximize the amount of examination related activities done in online mode wherever possible.
- The college shall be using specialized software for entering of assessment marks (internal & external) and for drawing up the result marksheets and declaration of results.
- All records of students in context with examinations shall be maintained using this software.

7. **Alumni:** A separate page for the alumni to be created on the website providing facilities of registration with the Alumni Association.


8. Hardware Infrastructure:

- The College will attempt to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available as per requirement.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure should be complemented by Domain specific Servers, computer networking devices, scanners and interactive smart board and Combo white board etc.

9. Software Infrastructure:

- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- Appropriate Software to be used for administrative operations like managing Internal Assessment Etc. Accounts department to use Tally Prime and HR software to manage salary and other related accounting activities.
- Computer Laboratories to be equipped with software like JDK, Microsoft Visual Studio, Python, Skylab, GIS, Turbo C, etc. for the use of students and faculty.
- G-Suite tools to be used for teaching-learning while the College is functioning in the online mode.
- Recordings of Academic events like Seminars, Workshops, Conferences, FDPs to be made available on the College YouTube channel.
- Online platforms to be used for conducting academic activities as per requirements.




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