6.5.1 Internal Quality Assurance Cell (IQAC)/ Internal Quality Assurance System (IQAS) has contributed significantly for institutionalising the quality assurance strategies and processes, by constantly reviewing the teaching-learning process, structures & methodologies of operations and learning outcomes, at periodic intervals

Practice 1: Institutionalization of Credit courses

CREDIT COURSE BOOKLET

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INTRODUCTION TO CREDIT COURSES

With the present industrial scenario, the recognition and advancement of skills development courses is a significant step towards better job profile prospects, and this goes hand in hand with industry requirements. Now that globalisation is on the rise, the expectations of professional candidates are on the rise. This can be achieved in part by focusing our efforts on industry-specific skills.

Changing developments in every industry demand for better-oriented candidates capable of addressing transition and helping to drive up the pace of growth in the country. The college has aimed at developing the hard skills and soft skills both for the benefit of students. Under the credit courses scheme, it is expected that the learners gain in depth knowledge which should be focused around training that combines the best practices from education, psychology, social work, career counselling, sports, and technology training.

A learner has to earn 132 academic credits to earn his/her graduation degree which comprises 120 academic credits* + 12 credits from choice-based credit courses. A Credit course is a short-term course for increasing employability and capacity building skills of learners. They are skill-based courses. The learner would need to earn the 12 credit points over three years in addition to the 120 Academic credit points for the core course. *(*1 credit = 30 hours of learning)*

In addition to the 132 credits, a learner at R.A. Podar College would need to complete additional 4 (four) mandatory – non-academic credits in the time frame prescribed by the institution. The college has designed the framework and implementation process of the said courses. Two Credits are assigned to each course.

Kindly note: These credits are NOT inclusive of the 12 credit points to be earned by the learner.

The two non-academic mandatory courses are:

- Value enrichment course at First year level
- Course on civic responsibility at Third year level

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GUIDELINES FOR EARNING CREDIT POINTS

At R.A. Podar College of Commerce and Economics (Autonomous), learners can earn the twelve credits by enrolling in the following:

- Skill and Ability Enhancement Credit Courses
- Online courses
- Extra-Curricular Credit
- Internship
- Student Induction Program

Skill and Ability Enhancement Credit Courses

The Skill and Ability Enhancement Credit Courses are designed and offered by R.A.Podar College of Commerce and Economics (Autonomous) since 2019-20. The courses are designed by subject experts with an intent to promote innovation and incubate the inner talent of the learner. The objective of the credit courses is to enhance the employability skills of the learner. The learners will be evaluated at the completion of the course and awarded a certificate of merit based on their performance.

The list of Credit courses offered by R.A.Podar College of Commerce and Economics (Autonomous) since 2019 are as follows:

- Basics of Financial Markets
- Cyber Security
- English Enhancement Course
- Entrepreneurship Development Program
- Fashion sense and etiquette
- Film appreciation
- French language course
- Functional German-I
- Functional German – II
- Standard Excel
- The Business of Urban Farming (Offline)
- The Business of Urban Farming (Online)
- Entrepreneurial Avenues in Financial Markets
- Social Media Marketing
- Python Programming

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Online Courses

Learners can enrol in any online course to enhance their skills.

The students could also earn credit points by completing any of the following approved Online Courses:

- Swayam- https://swayam.gov.in/explorer
- UDEMY- https://www.udemy.com/
- Coursera- https://www.coursera.org/browse
- TCS IoN- http://coolapp.in/rapodar/public/upload/news/pdf/TCS_online_3_credits.pdf
- Saylor Academy- https://www.saylor.org/

The students can also earn Credits by completing any online courses other than those mentioned above after seeking approval for the same from the college.

- The students are required to fill a "Online Credit Course application (Pre-Approval form)". The link for the pre-approval form is as follows: https://docs.google.com/forms/d/e/1FAIpQLSfj7csjcX8yfsj4wcwlp1tZUoUpbJ76Kw _ht93lgIJKHLwc3g/viewform?usp=sf_link
- Every Friday/Saturday, the list of approval status will be displayed on the credit courses page of the college's website. The link to check the approvals is as follows: https://docs.google.com/spreadsheets/d/1VRIlZ8AJ9uDMdHpG_fPpAx6c5WeRspZI Yh1vKvF7xGc/edit?usp=sharing
- After receiving the approval, the students can commence the approved online course.
- On completion of the online course, the student has to fill the "Submission form"
- The learners are required to submit their report, certificate, PowerPoint presentation or any other evaluation certificate (if available) while filling the form.
- It is strongly advised for the learner to fill the Online Credit Course Completion Form only after they have completed all the Online credit courses they intend to complete in an academic year (For TY learner- at the end of the V Semester), to earn the requisite credit points they have earmarked for earning through online credit courses.

Note:

- No approval shall be given through creditcourse2019 @ rapodar.ac.in from 20th June 2021.
- The student has to make sure that the course selected for earning credit points under the credit courses scheme is of minimum 18 hours. Any course of duration less than 18

hours is not approved by the college for awarding credit points under the credit courses scheme

Extra-Curricular Credit

R. A. Podar College of Commerce & Economics (Autonomous) organises extracurricular activities for students in addition to the academic curriculum. A student can earn 2 credits per year and a maximum of 6 credits in 3 years through ECA. The purpose of extracurricular activities is primarily the acquisition of skills and competencies in areas that are not directly part of the study programme. The activity hours accumulated throughout the year shall be calculated by the ECCC to fix the number of credits to be granted to students at the end of the year. (Note: 30 hours =1 credit)

Frequently Asked Questions

1. What is the ECC Committee?
A - The ECCC or the Extra Curricular Credit Committee is a credit assigning committee which provides opportunities for students to engage in various extracurricular activities and earn credits too. It provides a platform for students to gain an all-round learning experience by participating in various events and workshops and assuming various roles of responsibility.

2. What are Extra Curricular Credits (ECC) and how many hours do I need?
A - Extra-Curricular Credits (ECC) are awarded to students for participating in workshops, events or college festivals. All students registered for ECC, can earn a maximum of 6(180 hours) credits over three years.

3. How do I earn ECC Hours?
A- ECC can be earned by participating in college festivals and forum activities and also intercollegiate activities in the form of representing the college in research paper competitions debates quizzes, sports, cultural activities etc. Hours can be earned by those who participate either as part of the contingent or individual.

4. Which seminars/webinars can I attend?
A - The seminars/webinars organised by college, sponsored or supported by college will only be considered.

5. I have queries/doubts. Whom can I approach?
A - Send an email to ecc.podar@rapodar.ac.in

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Extra-Curricular Credit (ECC) Points Matrix Ready Reckoner

For B. Com/BMS/BAS (2019-22 batch)

Note: 1 Ecc Point = 1 Ecc Hour	First Year/Second/Third Year	
Category-1	**Position**	**Cap In Hours**
Major Festivals: Mathematrix, Finacc, Rostrum Spectrum, Enigma, Moneta, Uttung, Hunar	CP/ VCP HODs	30 (2 + Day Event) 15 (1 Day Event)
	Work Team (WT)	20 (2 + Day Event) 10 (1 Day Event)
	Volunteers (V)	10 (2 + Day Event) 5 (1 Day Event)
Category-2		
Co-Curricular Office Bearers- Year-Long Positions in Associations- AFCP, Artists' Guild, CGF, Literary Circles (English, German Hindi, Gujarati, Marathi, French,), Planning Forum and Economics Association, Entrepreneur Development Cell, Innovation Cell, Placement Cell, Website Committee, Speakers Academy, GDC, Quizzers' League, Hobby Circle, Ganesh Utsav Mandal, Photography Club, WDC, Students' Council, Editors and Team Members Working for College Magazine and the Quarterly Podar Canvas.	Core Team: Secretary (Sec)/ Jt. Secretary (JSec), Treasurer (T)	15/Year
	Team Members (TM)	10/Year
	Participants (P)	5 / Year
Category-3		
Office Bearers- Year-Long Positions In Associations- IIF, Podar Hikers' Club, Podar Nature Club	Core Team: Secretary/ Jt. Secretary, Treasurer)	15/Year
	Team Members	10/Year
	Participants For Out Of College Travel Activity	5 Hours/ (For a Day Trip) Per Trip

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Category-4		
University/GOI Approved Activities Like: DLLE, NCC, NSS, Youth Festival, Etc. (For Activities Done over and above the stipulated tasks assigned)		60 Hours/ 3 Years
Category-5		
Participation in inter college festivals	CLs, ACLs	7 Hrs/ Festival
	Participants	5 Hrs/ Festival
Category-6		
Others- Student Members And Volunteering For ICC, IQAC, Remedial and Intensive Coaching, ECC ● Student Induction Program ● Students who are involved in community work and submitting the proof in the format prescribed by ECC	Participants	2 Hrs / Event / Activity (As per the discretion of ECC, the caping may be changed) 5 Hours 20 Hours
Category-7		
Research Activities:	Avishkar/ International Economics Convention- Representing Team/Individual	20 Hours/ Event/ Year
	All Other College /Festivals Paper Presentation	10 Hours/ Event/ Year
	Participation In Seminar/Workshop	5 Hours/Year
Category 8		

Seminars / Workshops / Conferences	Only College Sponsored Or Recommended Seminars / Workshops / Conferences Organised by Outside Organisation / Education Institute	Notional Hours will be assigned

1. ECC is non mandatory and a student can earn a maximum of 6 ECC in 3 years' time.

2. Major Festivals Refer To: Enigma, Finacc, Hunar, Mathematrix, Moneta, Rapport, Rostrum- Spectrum, Uttung- The festivals conducted at the national/ state/city level.

3. Co-curricular and extra-curricular office bearers refer to year-long positions In Forums/ Associations- CGF, Literary Circles (Hindi, Gujarati, Marathi, English, French, German), Planning Forum and Economics Association, Entrepreneur Development Cell, Innovation Cell, IIF, Placement Cell, Website Committee, Speakers Academy, GDC, Quizzers' League, AFCP, Hikers' Club, Hobby Circle, Podar Nature Club, Artist Guild, Ganesh Utsav Mandal, Photography Club, WDC, Students' Council, Editors and Team Members Working for College Magazine and the Quarterly Podar Canvas.

4. Other Associations Include: ICC, IQAC, SDC, Remedial And Intensive Coaching, ECC

5. If The Registered Students of DLLE, NCC, NSS, Engage in The Activities Beyond The Stipulated Activities and Hours Prescribed by the University, they are eligible to get Credit Points.

   The non-registered students working for NSS activities can earn maximum 2 credit points if the students of youth festival do not qualify for the final round or do not get podium rank in the final round, then they are eligible to get 2 credit points. These students can also work for other forums and earn hours.

6. All values denotes number of ECC points and each ECC point has an equivalence of 1 ECC hour, 60 ECC hours= 2 credits.

7. Paper presentation will get 10 points per paper, regardless of the year of study. However, only 10 ECC points can be claimed per year via paper presentation

8. Participation in research related certified workshops and seminars will be provided maximum of 5 ECC points per year, regardless of the year of study. The workshop/ seminar must be certified by the ECC committee.

9. Notional hours will be granted to only college sponsored or recommended seminars/ workshops / conferences organised by outside organisation / education institute
10. Maximum two credits can be earned from one forum in 3 years.
11. Contact ecc.podar@rapodar.ac.in for further queries.

Internship

All students are hereby required to follow the steps given below to avail 5 credit points on completion of internship for the above-mentioned academic year.

- **Application For NOC:** To apply for NOC, the learner must visit the link given below:

  https://docs.google.com/forms/d/e/1faipqlsdserv3b_fqjo34i0nh82nm5admjmars9inol mdkf9urelprq/viewform?usp=sf_link

- While applying for NOC, the student needs to attach screen shot of the correspondence/ appointment letter received, confirming the commencement of the internship.

- Once the learner receives NOC from the college, he/she can start with the internship.

- After the completion of internship, the learner is required to fill the submission form (https://forms.gle/uq4qfq8ktadsgosn9). For more details about the submissions to be made along with the submission form, learners are required to visit the credit courses page on the college website.

- Once the complete form is received by the concerned authorities, a viva voce is conducted.

Note:

- The internship undertaken should be for minimum 150 hours spread across 30 working days.

- The internship cannot be undertaken at the cost of academics/ required attendance.

- Undertaking of the internship does not recluse the student of his/her academic obligations.

- The credits for completion of internship can be availed only once during the under graduate course.

Student Induction Program (SIP)

The Student Induction Programme is a welcoming and supportive experience for new students and is conducted to provide a coherent and effective introduction to college life. The

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programme will contain social activities that encourage students to get to know each other and to become acquainted with the college, the location of key staff, facilities and services. Students can earn 3 credits from the SIP.

For any further information you may send a mail to creditcourse2019@rapodar.ac.in

Categories of Courses

The courses completed by the students are assessed, sorted and classified in accordance to the content. The courses are divided into 5 categories as follows:

- Skill Enhancement Course
- Core Competency Course
- Ability Enhancement Course
- Emotional And Physical Development Course
- Liberal Arts Course

Sr. No.	Name of the Course	Name of the Organising Body	Category of Course	Offline/ Online
1	Career Edge Young Professional	TCS	Skill Enhancement Course	Online
2	Communication Skills Course	Edunet Solutions With University Of Mumbai	Skill Enhancement Course	Online
3	Digital Marketing	Google Garage	Core Competency Course	Online
4	Mask For All	R A Podar College	Emotional and Physical Development	Online
5	Common Yoga Protocol	Kaivalyadham	Emotional and Physical Development	Online
6	Digital Marketing	Udemy	Core Competency Course	Online
7	Quickbooks Online	Udemy	Core Competency Course	Online

8	How to Draw And Paint	Udemy	Liberal Arts Course	Online
9	VIP 3 In 1 Digital Marketing Course	Udemy	Core Competency Course	Online
10	Corporate Finance	Udemy	Core Competency Course	Online
11	Accounting-Financial Accounting- Total-Beginners To Advanced	Udemy	Core Competency Course	Online
12	The Ultimate Microsoft Office 2016 Training Bundle	Udemy	Skill Enhancement Course	Online
13	The Complete Digital Marketing Course for Local Business 2021	Udemy	Core Competency Course	Online
14	Diploma in Modern Applied Psychology	Udemy	Emotional and Physical Development	Online
15	Microsoft Excel Beginner to Advanced	Udemy	Skill Enhancement Course	Online
16	Audit Financial Statement Course	Udemy	Skill Enhancement Course	Online
17	SEO Training	Udemy	Skill Enhancement Course	Online
18	The Complete Financial Analyst Training and Investing Course	Udemy	Core Competency Course	Online

19	The Complete Business and Marketing Course	Udemy	Core Competency Course	Online
20	Born To Fly	Udemy	Emotional and Physical Development	Online
21	Front End Web Development Ultimate Course 2021	Udemy	Core Competency Course	Online
22	Digital Marketing (Social Media Marketing Business)	Udemy	Core Competency Course	Online
23	Tax Preparation and Law	Udemy	Core Competency Course	Online
24	2021 Complete Python Bootcamp From Zero to Hero In Python	Udemy	Core Competency Course	Online
25	Financial Modeling and Fundamental Analysis	Udemy	Core Competency Course	Online
26	The Complete Cryptocurrency Course	Udemy	Core Competency Course	Online
27	Financial Management - A Complete Study	Udemy	Core Competency Course	Online
28	Investment Banking Training 2021	Udemy	Core Competency Course	Online
29	Android Java Masterclass -	Udemy	Core Competency Course	Online

	Become An App Developer			
30	English Composition 1	Coursera	Core Competency Course	
31	Creative Thinking	Coursera	Emotional and Physical Development	Online
32	Introduction to Self-Determination Theory	Coursera	Emotional and Physical Development	Online
33	Becoming A Changemaker: Social Innovaton	Coursera	Emotional and Physical Development	Online
34	IBM AI Foundations For AI	Coursera	Core Competency Course	Online
35	Write Your First Novel	Coursera	Liberal Arts Course	Online
36	Essentials of Global Health	Coursera	Emotional and Physical Development	Online
37	Excel Skills for Business Specialization	Coursera	Ability Enhancement Course	Online
38	The Managers Toolkit-A Practical Guide to Managing People At Work	Coursera	Core Competency Course	Online
39	Content Marketing	Coursera	Core Competency Course	Online
40	Finance & Quantitative Modelling Specialisation	Coursera	Core Competency Course	Online

41	Programming for Everybody (Getting Started With Python)	Coursera	Core Competency Course	Online
42	Financial Markets	Coursera	Core Competency Course	Online
43	Excel Skills for Business : Essentials	Coursera	Skill Enhancement Course	Online
44	Principles of Marketing	Saylor	Core Competency Course	Online
45	Principles of Finance	Saylor	Core Competency Course	Online
46	Human Resource Management	Saylor	Core Competency Course	Online
47	Small Business Management	Saylor	Skill Enhancement Course	Online
48	Management Leadership	Saylor	Core Competency Course	Online
49	Strategic Management	Saylor	Core Competency Course	Online
50	Conversational French	R A Podar College	Ability Enhancement Course	Offline
51	Functional German I	R A Podar College	Ability Enhancement Course	Offline
52	Functional German II	R. A. Podar College	Ability Enhancement Course	Offline
53	Python Programming	Develearn and R A Podar College	Core Competency Course	Online
54	Standard Excel	R A Podar College	Skill Enhancement Course	Offline

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55	Basics of Financial Markets	R A Podar College	Core Competency Course	Offline
56	Business of Urban Farming	R A Podar College	Ability Enhancement Course	Online
57	Student Induction Program	R A Podar College	Personality Development Course	Offline
58	Internship	R A Podar College		
59	Public Speaking	Saylor	Ability Enhancement Course	Online
60	Basics of Equity and Investing	TCS	Skill Enhancement Course	Online
61	Managing My Money	Open Learn	Skill Enhancement Course	Online
62	Vedic Texts and Grammar	TCS	Ability Enhancement Course	Online
63	Study of Meghadutam	TCS	Liberal Arts Course	Online
64	Samskrita Sambhashanam	TCS	Ability Enhancement Course	Online
65	Philosophy	TCS	Ability Enhancement Course	Online
66	Introduction to English Common Law	Saylor	Core Competency Course	Online
67	Technical Writing	Saylor	Core Competency Course	Online
68	Operating Systems	Saylor	Core Competency Course	Online

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69	Business Law	Saylor	Core Competency Course	Online
70	Principles of Management	Saylor	Core Competency Course	Online
71	Succeed in Workplace	Open Learn	Emotional And Physical Development	Online
72	Effective Communication in Workplace	Open Learn	Ability Enhancement Course	Online
73	Risk Management	Open Learn	Skill Enhancement Course	Online
74	Entrepreneurial Avenues in Financial Markets	R A Podar College	Ability Enhancement Course	Offline
75	Entrepreneurial Development Program	R A Podar College	Core Competency Course	Offline

DISPLAY OF MASTERSHEET, INCOMPLETE SUBMISSIONS AND DEFAULTERS

After the assessment of all the credit courses, mastersheet is prepared in which credit points earned by the students are categorized as follows:

- Skill and Ability Enhancement Courses
- Online Courses
- Internship
- Extra-Curricular Credits
- Student Induction Program
- Sports

The total credit points earned by the student are displayed in the last column of the sheet.

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The students might make some mistakes while they make the submissions on the online submission form. The college provides the opportunity to students to rectify these mistakes and make the complete and correct submissions on the online submission form. These mistakes are duly noted and a separate report is prepared and shared with the students.

GRADING MECHANISM

GRADING MECHANISM FOR PRESENTATIONS

Construct Measured	O / A+ (Excellent)	A (Very Good)	B (Good)	C (Fair)	D (Needs Improvement)
Understanding & Development of Ideas	Thorough understanding	Considerable Understanding	Moderate Understanding	Emerging Understanding	No understanding of the topic
Slide creation (Organization & Presentation of Learning Outcomes)	Presentation flows well and logically. Presentation displays use of tools in a creative way. Correct no. of slides (18-20slides).	Presentation flows well. Shows some use of creative tools. Correct no. of slides (15- 18 slides). Overall an interesting presentation	Presentation flows well. Use of creative tools to show acceptable understanding. No. of slides (12-15 slides).	Presentation is unorganized. No use of creative tools. No. of slides (10-12 slides)	Presentation has no flow. No use of creative tools. Insufficient no. of slides.
Clarity of presentation	No errors in grammar and spellings.	Few errors in grammar and spellings.	Some errors in grammar and spellings.	Many errors in grammar and spellings.	Errors in grammar and spellings make the text meaningless

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	Accurate and correct information is presented in logical manner	Content is accurate but some information is not presented in a logical order but still is generally easy to follow	Content is accurate but information is not presented in a logical order making it difficult to follow	Content is questionable and information is not presented in a logical order making it difficult to follow	Content is inaccurate and information is not presented in a logical order making it difficult to follow
Content					
Slide Transitions / Pictures, art or background	Transitions are smooth and interesting, Transitions enhance the presentation. Layout and presentation of images is appropriate and pleasing to the eye.	Smooth transitions are used on most of the slides. Images are appropriate but layout is cluttered.	Smooth transitions are used on some of the slides. Most images are appropriate.	Very few transitions are used and do not add to the understanding of the content presented. Images are inappropriate.	No transitions are used. No images are used.

GRADING MECHANISM FOR REPORT

Construct Measured	O / A+ (Excellent)	A (Very Good)	B (Good)	C (Fair)	D (Needs Improvement)
Understanding & Organization of Ideas	Thorough understanding of the topic. Introduction,	Considerable Understanding of the topic. Good	Moderate Understanding of the topic.	Emerging Understanding of the topic.	No understanding of the topic. No introduction

	body and conclusion are arranged in a manner that connects the ideas together and makes the content interesting to read	representation of ideas. Introduction, body and conclusion are arranged in an appropriate order.	Introduction, body and conclusion do not connect together to represent clear ideas.	Introduction, body and conclusion contain repeated ideas and some ideas are missing.	and conclusion. Body contains ideas which are irrelevant and do not make sense.
Presentation of Ideas / Content	Ideas are presented in a logical way that makes the content interesting and supports the facts appropriately. Easily understandable to the reader.	Ideas are presented in a good way. Supports the facts and data of the report. Understandable	Ideas are presented well but the reader might need some more information to understand the facts and data properly.	Ideas presented are confusing. Needs some work to make it understandable to the reader.	Ideas or facts are missing. Reader may find it very difficult to understand.
Use of language / Style	Excellent use of language, grammar, font style, indent and spacing options. No errors in sentences.	Proper use of language, grammar, font style, indent and spacing options. Few errors in sentences.	Use of language, grammar, font style, indent and spacing options is satisfactor	Use of language, grammar, font style, indent and spacing options requires	Use of language, grammar, font style, indent and spacing options is minimal and thus not

			y. Many errors in sentences	great deal of improvement. Many errors in sentences	understandable to the reader. Many errors in sentences
Clarity	Accurate and correct information is presented in logical manner	Content is accurate but some information is not presented in a logical order but still is generally easy to follow	Content is accurate but information is not presented in a logical order making it difficult to follow	Content is questionable and information is not presented in a logical order making it difficult to follow	Content is inaccurate and information is not presented in a logical order making it difficult to follow

OFFLINE SUBMISSIONS MECHANISM

The following guidelines are to be followed while making offline submissions of credit courses documents:

- The first page must include:
  1. Name
  2. PRN number
  3. Class
  4. Roll No
  5. Index including list of completed and submitted courses
- For the submissions of online courses, following are the requisites :
  1. Certificate of the COMPLETED and SUBMITTED course.
  2. Report for the completed course mentioning the LEARNER'S EXPERIENCE submitted on google form
  3. PPT mentioning the LEARNING OUTCOMES submitted on google form
  4. Marksheet / Progress report / Any other document mentioning marks scored by student (If any)

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- While making submissions for mask for all initiative activity, following are the requisites:
    1. IMAGES OF MASKS made by student
    2. Report including the following details:
        (i) RELEVANCE of masks made by student
        (ii) IMPORTANCE of masks made by student
        (iii) TESTIMONIAL written by parent of the student
- For the submissions of communication skills course, following are the requisites:
    1. Screenshot displaying the COMPLETION of course (NAME should be clearly visible in the screenshot)
    2. Report for the completed course mentioning the LEARNER'S EXPERIENCE submitted on google form
    3. PPT mentioning the LEARNING OUTCOME submitted on google form.
    4. Marksheet / Progress report / Any other document mentioning marks scored by student (If any)
- The student who has completed 12 credit points can take printout of the documents as per the guidelines. They can spiral bind these printed documents and make the submissions.