



Tilak Maharashtra Vidyapeeth

Declared as a Deemed to be University Under Section 3 of UGC Act 1956

Reaccredited by NAAC with 'B++' Grade

ISO21001 : 2018 Certified



Tilak Maharashtra Vidyapeeth, Gultekdi, Pune

Department of Management

Commerce Section

Community Engagement Report 2025-2026



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Community Engagement Guidelines / SOP for B.Com Students

1. Purpose of Community Engagement

- To connect academic knowledge with social realities.
- To instill a sense of social responsibility, ethics, and empathy.
- To encourage practical exposure in areas like financial literacy, entrepreneurship, environmental awareness, and social welfare.

2. Principles of Engagement

- **Respect & Inclusivity:** Treat community members with dignity, respecting their cultural and social background.
- **Mutual Learning:** Approach the community as partners in learning, not as recipients of charity.
- **Sustainability:** Focus on initiatives that create long-term positive impact.
- **Ethical Practices:** Maintain transparency, honesty, and accountability in all activities.

3. Types of Engagement Activities –Any 2 Activities (25 Marks Each)

- **Educational Initiatives**
 - Conduct financial literacy workshops.
 - Offer basic accounting, digital literacy, or entrepreneurship training.
- **Social Responsibility Activities**
 - Organize cleanliness drives, tree plantation, or waste management awareness.
 - Participate in health camps, blood donation, or wellness programs.
- **Skill Development & Capacity Building**
 - Assist SHGs (Self-Help Groups) with bookkeeping and record management.
 - Support small local businesses with marketing and financial advice.
- **Cultural & Social Awareness**
 - Promote local culture, heritage, and traditional crafts.
 - Conduct seminars on gender equality, rights awareness, and inclusive growth.

4. Roles & Responsibilities of Students

- Be punctual and committed to assigned tasks.
- Maintain discipline and represent the institution respectfully.
- Prepare reports/reflections after each engagement activity.
- Work in teams, respecting leadership and collaboration.

5. Safety & Ethical Guidelines

- Always work in groups (avoid unsafe isolated visits).
- Follow community protocols and seek permission before initiating activities.
- Ensure confidentiality of sensitive information (e.g., financial details of individuals).
- Avoid imposing personal beliefs; focus on knowledge-sharing.



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6. Reflection & Learning

- After each activity, prepare a short reflective journal addressing:
 - What was done?
 - What was learned?
 - What challenges were faced?
 - How can this be improved?
- Reflection sessions may be conducted in class to connect experiences with B.Com subjects like Economics, Accounting, CSR, Business Ethics, and Rural Development.

7. Documentation & Reporting

- Maintain attendance and activity records.
- Submit photographs, reports, or videos of activities when required.
- Highlight the impact of engagement in terms of community benefit and student learning.

8. Institutional Support

- Faculty mentors should guide students in planning and executing activities.
- The institution may collaborate with NGOs, government departments, and local bodies for structured programs.
- Recognition/credits may be given to students who actively participate.

Outcome Expected:

By following these guidelines, B.Com students will not only gain practical exposure but also develop empathy, leadership, communication skills, and a deeper understanding of social and economic issues that connect their commerce education with real-life challenges.



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1. Community Engagement Report

The students are required to submit a report of the Community Engagement Projects at the end of the semester in the following suggested format.

All projects should be typed on A4 sheets, Font Size 12, Times New Roman, one and a half spacing on executive bond paper. The project report shall have appropriate chapter scheme and be presented in a minimum of 30 pages (Approximately minimum of 6000 to 7000 words). **It should be Spiral Bound.**

Report should be arranged in the following order

Title Page

- Title of the Report (Fontsize14)
- Name of the Student
- PRN number/Seat number
- Program Title
- Name of the Mentor
- Month of Submission



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- Certificate by the Institute
- Certificate by Mentor
- Student's Declaration
- Acknowledgement

Table of contents

- Include headings and sub headings with page numbers.

Introduction

- Purpose of the visit: Outline the objectives and expected outcome of the community interactions.
- Background Information: Provide context about the community interactions and its significance.

Purpose / Need of the study

- The purpose/need of the study is to explain why the research is important.

It shows the problem or gap that needs to be studied.

It helps in finding useful ideas or solutions for people, society, or organizations.

Conclusion and Recommendations

- Discuss how the findings from the visits contribute to the understanding of subject area.
- Summarize the key findings and their significance. Offer recommendations based on their search findings for further study or preservation effort.



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2.Evaluation Pattern

Evaluation during the CEP program involves two key components: Internal Evaluation

(I)Internal Evaluation (Marks50)

Criteria	Marks
Need and Purpose of the study, Conclusion	20
Presentation Skills& Communication	10
Over all Report quality	20
Total	50



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Appendix I

GUIDE INTERACTION DIARY FORM

I, the under signed Ms./Mr. _____ PRN
No. _____, currently enrolled in the _____ Year of
_____ Full-time Program _____ at _____ Tilak
Maharashtra Vidyapeeth Management Department (Commerce) I am undertaking my
Community Engagement report work under the guidance of Dr./Ms./Mr. _____, and
I hereby confirm that I have met my Internal guide on the following dates mentioned below
for Project Guidance:-

Sr. No.	Date	Signature of the Center Head / Faculty

Signature of the Candidate

Signature of the Center Head / Faculty

IMPORTANT: It is expected that students will be meeting their guide at least five times for the CEP work interaction. The candidate should retain the above stated 'Report Guide Interaction Certificate Form' and submit the same with required signatures of the guide while submitting the report to the Institute.

THE REPORT WILL NOT BE ACCEPTED WITHOUT THE DULY FILLED GUIDE INTERACTION CERTIFICATE.



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Appendix II

Main Page Format of Report

Title of the Report

Name of the Student

(Name of Academic Course and Academic Year Details)

Example: Masters in Management Studies

Under the Guidance of

Name of Guide

Department of Management (Commerce)

Academic Year – 2025-26



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Appendix III
Tilak Maharashtra Vidyapeeth
Management Department
Commerce Wing

Certificate

I hereby certify that Mr./Ms. _____, Student of
Tilak Maharashtra Vidyapeeth Department of Management (Commerce) studying in
_____ Program has completed a C.E.Report titled -----in the area
_____Specialization
for the academic year 2025-2026. To the best of my knowledge the work of the student is
original and the information included in the report is correct.

Head of the Department Principal



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Annexure IV

Declaration

I, Mr./Ms. _____ Student of

Tilak Maharashtra Vidyapeeth Management Department Commerce Wing studying _____ in _____ Program, hereby declare that I have completed the Community Engagement Report titled _____ during the academic year 2025-2026.

The report is original and the information /data included in the report is true emerging from the primary and/ secondary data gathered and analyzed as part of this Community Engagement project.

Signature of the Student with date Name of Student



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Student Evidence Record Sheet

(For Community Engagement Activity)

Student Name: _____
Class & Roll No.: _____
Activity Title: _____
Date & Time: _____
Venue/Location: _____
Faculty Guide: _____

1. Activity Details

- Brief Description of Activity:

2. Photographic Evidence

(Paste minimum 2–3 photos of the activity here)

3. Supporting Material (if any)

- Pamphlets, charts, posters used: _____
- Copies attached: Yes No

4. Student Reflection.

(Write 5–6 sentences about your experience and learning)



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RECORD OF WORK CARRIED BY STUDENT

Date	Time – Duration		Venue or Department	Nature of Work	Sign of Supervisor	Remarks
	From	To				

Signature of the Student

Signature of Coordinator



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Department Of Management

EVALUATION SCHEME FOR COMMUNITY ENGAGEMENT— (H.O.D/ CO-ORDINATOR/ CENTRE HEAD)



Name of the Programme:

Course Code:

Study Centre:

Name of the Student:

PRN:

Internal Marks by H.O.D./ Co-ordinator/ Centre Head

Details	Marks out of	Marks Obtained
Participation and Involvement in Activity	15	
Planning, Implementation & Contribution	15	
Reflection & Learning Outcome	10	
Documentation & Report Submission	10	
Total Marks	50	

Comments, if any: _____

Signature of H.O.D/ Co-ordinator/ Centre Head: _____

Name of the Supervisor _____

Date: _____

Place: _____