

INSTITUTIONAL PERSPECTIVE PLAN

2021-2026



Namita Education & Welfare Society's
SIDDHARTH COLLEGE
(B.M.M., B.M.S & B.Com)
(A Minority Institute, Affiliated to University of Mumbai)

At: Boradpada, Post: Chargaon, On Badlapur-Mhasa Road, Tal: Ambernath, Dist.: Thane – 421 503.
Contact Nos.: 0251-2670232, 8550961581, 9930501961 **Website:** www.siddharthcollegebadlapur.edu.in
email id : principal@siddharthcollegebadlapur.edu.in, namitaeducation@gmail.com

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ABOUT THE COLLEGE

Namita Education and Welfare Society's (NEWS) was registered way back in 1997 by Shri. Nagesh Sambhaji Jadhav, a visionary. The Society got its Religious Minority Status in 2009. Siddharth College BMM, BMS and BCom has got affiliated to University of Mumbai since 2012. The College started functioning since then with three courses viz., Bachelor of Mass Media (B.M.M), Bachelor of Management Studies (B.M.S) and Bachelor of Commerce (B.Com). The institute got permission from Mumbai University to start the Courses of Bachelor of Arts (B.A) and Bachelor of Science (B.Sc.) in the year 2018-19. The institute got permission to start Master of Commerce (M.Com) since 2020. From a humble beginning of less than 100 students, today the college has more than 1300 students on its roll.

Vision:

To empower rural and tribal youth with values and life skills to become economically independent and socially responsible citizens.

Mission:

To integrate rural and tribal students into the mainstream and make them responsible citizen through qualitative higher education.

The Namita Education and Welfare Society also runs Mahatma Jyotiba Phule High School and Junior College and Siddharth College of Education. The institute has a good team of highly qualified and dedicated teaching and non-teaching staff. Each class is effectively guided by their mentors. The institute is also well equipped with good infrastructure, library and laboratories.

Despite the institute is located in a rural, hilly and tribal area, our college runs in full swing in all streams. The institute is blessed with a green campus of Five acres of land with natural sceneries.

The College also provides ample opportunities to sports and cultural enthusiasts. Two of our students reached have participated in Badminton and Athletics sports at the national level. Our students are sincerely involved in National Service Scheme (NSS) too. The college has also formed various Statutory Cells like SC/ST Cell, OBC Cell, Grievance Redressal Cell, Anti-ragging Cell and Internal Complaint Committee (ICC). The College plans to start programmes in Law and Pharmacy over a period of the next five years.

INSTITUTIONAL PERSPECTIVE PLAN 2021-2025

Proposals	Benchmark
1. Academics:	<ul style="list-style-type: none"> a) To start PG Programme in Master of Arts in Economics, History and Marathi b) To start Bachelor of Law (LL.B), Diploma in Pharmacy (D. Pharm.) and Bachelor of Science in Nursing (B.Sc-Nursing) programmes. c) To start PG Diploma Courses as per the demand of the students. d) To offer integrated programmes leading to UG degree in Law. e) To strengthen human resource base at the College level to seek autonomy in future.
2. The Institute wants to work more closely with the nearby colleges for:	<ul style="list-style-type: none"> a) Students exchange, Faculty exchange and Collaborative Research. b) A skill-based education delivery process that is experimental and demonstrative in the classroom.
3. The Institute plans to improve to collaborate with the reputed Institutes:	<ul style="list-style-type: none"> a) For a skill-based education delivery approach that is experimental and demonstrative in the classroom. b) To provide faculty with pedagogy and pertinent technical training so that they may sharpen their teaching abilities and stay current with new advancements. c) To take part in national rankings and surveys in order to gain more exposure, recognition, and ranking.
4. Each Department will collaborate with premiere institutes for	<ul style="list-style-type: none"> a) Projects, summer trainings, internships and guest lectures. b) Inter-disciplinary researches will be encouraged c) Improvements in teaching and learning d) Improvement in Research and Development e) Facilitate Alumni Interaction

5. Infrastructure Developments:	a) To modernize the library b) To improve laboratories
6. Quality Substance and Enhancement:	a) To seek ISO 9000:2001 Certification for the institution (2022-23). b) To complete NAAC Assessment and Accreditation process (2022-23). c) To go for autonomous status in 2026.



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25.07.2021

STAFF NOTICE

Following Committees have been constituted for the academic year 2021-22. The Conveners of the respective committees will have separate meetings and activities.

STAFF SECRETARIES

Sr. No	Name of the Member	Designation
1	Ms. Vidya Khanolkar	Member
2	Mr. Chandrakant M. Kamble	Convenor

COLLEGE DEVELOPMENT COMMITTEE FOR THE ACADEMIC YEAR, 2021-22 (Formed as per Section 97 of the Maharashtra Public Universities Act, 2016)

Sr.No	Name	Designation
1	Shri.Shreekant S Lokhande	Chairman of Management
2	Smt.Meena N Jadhav	Secretary of Management
3	Mr.Savesh Bande	HOD, nominated by Principal
4	Ms.Swati G. Narwade	Representative of Teaching Staff
5	Mr.Ashwinikumar H. Kanojiya	Representative of Teaching Staff
6	Ms.Suvarna A. Padir	Representative women teaching staff
7	Mr. Santosh R Sangewar	Non-teaching employee
8	Dr.Ankush Aundhakar	Local Member, representing Education
9	Dr.Kalpana Saroj	Local Member, representing Industry
10	Dr.W.K.Acharya	Local Member, representing Research
11	Dr.B.R.Salve	Local Member, representing Social Service
12	Mr.Sandip V.Karnekar	IQAC Coordinator
13	Mr.Janardhan Kurhade	President, College Students' Council
14	Ms.Naik Akanksha Bandu	Secretary, College Students' Council
15	Dr.R.P.Paul	Principal, Member Secretary



IQAC COMMITTEE FOR THE ACADEMIC YEAR 2021-22

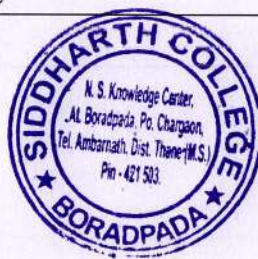
Sr.No.	Name	Designation
1	Dr.R.P.Paul	Chairperson
2	Shri Shrikant L,Lokhande	Member from Management
3	Mr.Sandip V.Karnekar	IQAC Co-ordinator/Director
4	Mrs.Swati G. Narwade	Member
5	Mr.Ashwinikumar H.Kanojiya	Member
6	Mr.Vilas Kadali	Member
7	Ms.Suvarna A. Padir	Member
8	Mr.Sarvesh Bande	Member
9	Dr.Ankush T.Aundhakar	Member
10	Dr.Nemprakash Srivastava	Academician
11	Mrs.Kalpana Saroj	Industrialist
12	Mr.Dilip N.Gaikwad	Stakeholder (Parent)
13	Mr.Santosh R.Sangewar	Administrative Staff
14	Mr.Navnath R.Kedar	Administrative Staff
15	Mr.Vasant Jadhav	Alumni
16	Mr.Vijay Karewad	Alumni
17	Mr.Kurhade Janardhan.	Student

EXAMINATION COMMITTEE

Sr. No	Name of the Member	Designation
1	Mr. Sandip V. Karnekar	Convenor
2	Mrs. Swati G. Narwade	Member
3	Ms.Suvarna A. Padir	Member
4	Mr. Ashwinikumr H. Kanojiya	Member
5	Mr. Dayanand H. Kamble	Member

UNFAIR MEANS COMMITTEE

Sr. No	Name of the Member	Designation
1	Mr. Chandakant R. Pawar	Convenor
2	Ms.Suvarna Padir	Member
3	Mr.Bande S.Sarvesh	Member
4	Mr. Nilesh P.Yadav	Member
5	Mr.Rohit Lokhande	Member



TIME-TABLE COMMITTEE

Sr. No	Name of the Member	Designation
1	Dr.R. P Paul	Convenor
2	Mr. Sandip V. Karnekar	Member
3	Mr. Ashwinikumar Kanojiya	Member
4	Mrs.Swati Narwade	Member
5	Miss.Poonam R Bharati	Member
6	Mr. Dayanand H. Kamble	Member
7	Mr. Santosh R. Sangewar	Member

GREEN AUDIT COMMITTEE

Sr. No	Name of the Member	Designation
1	Mr..Chandrakant M. Kamble	Chairperson
2	Mr.Sandip V. Karnekar	Member
3	Mr.Santosh R. Sangewar	Member
4	Mr.Chandrakant R. Pawar	Member
5	Mrs..Swati G. Narwade	Member

INTERNAL COMPLAINT COMMITTEE (ICC)

Sr. No	Name of the Member	Position Held
1	Mrs. Swati G. Narwade	Designation
2	Ms..Padir Suvarna A. Padir	Member
3	Mrs. Vidya S. Khanolkar	Member
4	Miss Haushi C. Girha	Member
5	Adv. Roshan Khobragade	Member

GENDER SENSITIZATION CELL (GSC)

Sr. No	Name of the Member	Designation
1	Miss.Vrushali M. Khanvilkar	Chairperson
2	Mr. Nandkaumar V. Jadhav	Member
3	Mr. Vilas G. Kadali	Member
4	Mrs. Bhagyashri L. Karewad	Member
5	Miss. Kanchan Maharana D.	Member

ANTI - RAGGING COMMITTEE

Sr. No	Name of the Member	Designation
1	Dr.R.P.Paul	Chairman
2	Rajesh Kadali, Faculty	Member
3	Nandkumar Jadhav, Faculty	Member
4	Mrs.Swati G. Narwade, Faculty	Member
5	Mr.Dilip Gaikwad, Parent	Member
6	Purva Palande, Student	Member
7	Mr.Amrut Dagade, Non-Teaching Staff	Member



CULTURAL COMMITTEE

Sr. No	Name of the Member	Designation
1	Ms.Suvarna A. Padir	Convenor
2	Mr. Santosh R. Sangewar	Member
3	Mr.Vilas Kadali	Member
4	Mr.Tushar G. Sakpal	Member
5	Dr.Thakur Arjun Singh N.	Member
6	Mrs. Swati G. Narwade	Member

STAFF GRIEVANCE CELL COMMITTEE

Sr. No	Name of the Member	Designation
1	Mr. Suresh V. Wananje	Convenor
2	Mr. Sandip V. Karnekar	Member
3	Mr.Lahu Golhar	Member

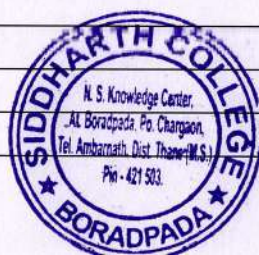
ALUMNI ASSOCIATION COMMITTEE

Sr. No	Name of the Member	Designation
1	Mr. Santosh R. Sangewar	Convenor
2	Miss. Suvarna A. Padir	Member
3	Mr. Navnath R. Kedar	Member
4	Mr. Vilas G. Kadali	Member
5	Ms Preeti Kumari Sharma	Member

ATTENDANCE AND MENTORING COMMITTEE

Convener : Mr.Vilas Kadali

	Class	Name of the Mentors
1	FYBA	Ms.Suvarna Padir
2	FYBCom -Div A	Mr.Sarvesh Bhande
3	FYBCom -Div B	Mr.Ashwinikumar Kanojiya
4	FYBSc	Mr.Chandrakant Pawar
5	FYBMS	M.Sandip V.Karnekar
6	FYBAMMC	Ms.Swati Narwade
7	SYBA	Mr.Vilas Kadali
8	SYBCom -Div A	Ms.Vidhya Khanolkar
9	SYBCom -Div B	Mr.Nilesh Yadav
10	SYBSc	Mr.Jayesh Pawar
11	SYBMS	Mr.Sandip Karnekar
12	SYBAMMC	Ms.Swati Narwade
13	TYBA	Dr.Vaishali Jamdhade
14	TYBCom	Dr.Waman K Acharya
15	TYBSc	Mr.Taqdir Ali Shaikh
16	TYBMS	Mr.Rohit Lokhande
17	TYBAMMC	Ms.Swati Narwade
18	M.Com- I	Ms.Ashwini Ingle
19	M.Com	Ms.Ashwini Ingle



STATISTICS & DATA COLLECTION OF DOCUMENT & EVENT COMMITTEE

Sr. No	Name of the Member	Designation
1	Mr. Navnath R.Kedar	Convenor
2	Mr. Satish Jarikotkar	Member
3	Mr. Santosh Sangewar	Member

WOMEN'S DEVELOPMENT COMMITTEE

Sr. No	Name of the Member	Designation
1	Dr.Vaishali Jamdhade	Convenor
2	Miss. Suvarna Padir	Member
3	Mrs. Vidya S Khanolkar	Member
4	Miss. Mourya Shital H.	Member
5	Mrs. Swati Narwade	Member

MAHILA TAKRAR NIVARAN SAMITI COMMITTEE

Sr. No	Name of the Member	Designation
1	Mrs.Snehal More	Convenor
2	Miss. Pallavi G. Kumbhare	Member
3	Mrs. Vandana H. Mali	Member
4	Miss. Suvarna Padir	Member

PARENT -TEACHERS ASSOCIATION COMMITTEE

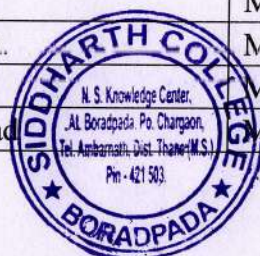
Sr. No	Name of the Member	Designation
1	Mr. Vilas G. Kadali	Convenor
2	Miss. Suvarna A. Padir	Member
3	Mr. Santosh R. Sangewar	Member
4	Mr. Nandkumar V. Jadhav	Member

NATIONAL SERVICE SCHEME (NSS)

Sr. No	Name of the Member	Designation
1	Mr. Sandip V. Karnekar	Programme Officer
2	Ms. Suvarna A. Padir	Member

LIBRARY AND BOOK BANK COMMITTEE

Sr. No	Name of the Member	Designation
1	Mrs.Mamta Jadhav	Librarian & Convener
2	Mr. Karnekar Sandip	Convenor
3	Mr. Ashwinikumar H. Kanojiya	Member
4	Ms.Swati Narwade	Member
5	Mr. Kedar Navnath R.	Member
6	Ms. Haushi C. Girha	Member
7	Ms. Divya D. Gaikwad	Member



**AWARD, SCHOLARSHIP, CONCESSION & STUDENT'S AID
COMMITTEE**

Sr. No	Name of the Member	Designation
1	Mr. Navnath R. Kedar	Convenor
2	Mr. Vilas Kadali	Member
3	Mr. Satish Jarikotkar	Member
4	Mr. Chandrakant M. Kamble	Member

PROSPECTUS & MAGAZINE COMMITTEE

Sr. No	Name of the Member	Designation
1	Mr. Sandip.V Karnekar	Convenor
2	Mr. Santosh R. Sangewar	Member
3	Mr. Chandrakant M. Kamble	Member
4	Mr. Amrut Dagade	Member
5	Mrs. Swati Narwade	Member

STOCK REGISTER MAINTENANCE COMMITTEE

Sr. No	Name of the Member	Designation
1	Mr. Santosh R. Sangewar	Convenor
2	Mr. Amrut Dagde	Member
3	Mr. Chandrakant M. Kamble	Member
4	Mr. Vijay Karewad	Member

WEBSITE POSTING COMMITTEE

Sr. No	Name of the Member	Designation
1	Dr.R.P Paul	Convenor
2	Mr. Sandip.V Karnekar	Member
3	Mr. Santosh R. Sangewar	Member
4	Mr. Navnath R. Kedar	Member

ANTI - RAGGING COMMITTEE

Sr. No	Name of the Member	Designation	Contact Number
1	Dr.R.P.Paul	Chairman	9930501961
2	Mr.Sandip V.Karnekar	Convenor	9579497265
3	Vilas Kadali, Faculty	Member	8010419456
4	Nandkumar Jadhav, Faculty	Member	9765765107
5	Mrs.Swati G. Narwade, Faculty	Member	9923444152
6	Mr.Dilip Gaikwad, Parent	Member	9049054323
7	Mr.Vasant Jadhav, Student	Member	9967116060
8	Purva Palande, Student	Member	9767959155
9	Mr.Amrut Dagade, Non-Teaching Staff	Member	8806674163



RESEARCH COMMITTEE

Sr. No	Name of the Member	Designation
1	Dr.Vaishali Jamdhade	Convenor
2	Mrs.Vandana H.Mali	Member
3	Ms.Vidya Khanilkar	Member
4	Ms.Ashwini Ingle	Member
5	Mr.Ashwinikumar Kanojiya	Member


STUDENTS' COUNCIL

Sr.No	Name	Class
1	Ms.Swati Narwade G	Convenor
2	Avate Yashwant Ragho	FYBA
3	Chavan Vanita Pandurang	SYBA
4	Dighe Vilas Raman	TYBA
5	Chatterjee Sumitra Sukhdev	FYBCom
6	Bhapkar Ganesh Santosh	SYBCom
7	Agle Atul Suresh	TYBCom
8	Kalewar Chetan Baburao	FYBMS
9	Karnuk Priya Chhagan	SYBMS
10	Mane Neha Vijay Vaishnavi	TYBMS
11	Ghodvinde Akshay Deepak	FYBSc
12	Jawharani Aastha Rajesh	SYBSc
13	Bhoir Bhushan Dnyaneshwar	TYBSc
14	Kadam Swapnil Shashikant	FYBMMC
15	Nikam Harshada Sanjay	SYBMMC
16	Kamble Kaushal Babasaheb	TYBMMC
17	Jagtap Shailesh Gautam	MCom I
18	Deshmukh Roshan Pratap	MCom II
19	Kadali Rohan Laxman	NSS
20	Bhasma Kajal Pandurang	GIRLS REP

PURCHASE COMMITTEE FOR THE ACADEMIC YEAR, 2021-22

Sr.No	Name of the Member	Designation
1	Dr.R.P.Paul	Principal, Chairperson
2	Mr.Sandip V.Karnekar	Vice Principal
3	Mr.Gangather L Lokhande	Chairman's Nominee
4	Mr.Vilas Kadali	HOD, Department of Marathi
5	Mr.Ashwinikumar H.Kanojiya	Department of Commerce
6	Dr.W.K.Acharya	CDC Member nominated by Principal
7	Shri.N.S.Jadhav	Expert from industry
8	Mr. Amrut Dagade	Library Attendant




DR. R.P. PAUL
PRINCIPAL
Siddharth College
At. Boradpada, Po. Chargaon,
Tel. Ambarnath Dist Thane (M.S.)
Pin - 421 503



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ADMISSION POLICY

ADMISSION POLICY AT SIDDHARTH COLLEGE (BMM, BMS & B.COM)

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

SIDDHARTH COLLEGE is a Buddhist 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 judgement is reiterated by the University of Mumbai Circular (No.Aff./Recog.I/Admission/(2018-19)/10/of 2018), dated 30th May 2018. This Judgement renders null & 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 policies and procedures give students equal opportunity and address the requirements of students with disabilities in terms of education.
2. Students receive objective guidance and counsel.
3. In line with its rules and regulations, the college has the power to revoke any admission (if any).

Formation of Admission Committee:

The principal appoint committees in accordance with the regulations, every year.

The following are the duties and tasks of the admissions committee:

- a) Conduct meetings and keep accurate records
- b) Adherence to government and university admission requirements
- c) Admission to optional subjects will be based on merit and student preference



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- d) Relevant documents will be collected from the learners, verified and validated at the time of admission.
- e) Daily reports of admission must be given to the principal. A final report in accordance with the provided format must be sent to the university or Joint Director at the end.

Admission Procedure:

1. Mumbai University issues Admission schedule every year for the admission to all firstyear courses.
 2. In accordance with the timetable, the college distributes application forms for admission, which potential students who wish to enrol in the institution must properly complete, either offline or online, depending on the situation.
 3. After carefully reviewing each application, the admissions committee compiles a merit list of the students they have decided to accept.
 4. Applications and merit are taken into consideration while filling open positions.
 5. The admission committee is engaged in the whole admissions process and makes sure that everything goes smoothly, fairly, and in accordance with the norms.
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GREEN POLICY

Our College is known for having a "Clean and Green Campus", where teaching and environmentally friendly practises move together to encourage sustainable and eco-friendly behaviours both on campus and off. The idea of a "green campus" presents the institution with a chance to take the initiative in reinventing its environmental culture by fostering environmental ethics among the faculty, non-teaching staff and students. Also, the college promotes a "Clean and Green" campus by encouraging staff and students to adopt, put into practise and spread eco-conscious behaviours throughout their daily lives.

1. SCOPE OF THE POLICY

The policies for a green campus, energy efficiency and the environment will create innovative new co-curricular and extracurricular activities that inspire students to take the initiative in enacting good change. These programmes demand a thorough examination of all administrative and infrastructure tasks from the perspectives of energy efficiency, environmental sustainability and sustainability. The focus is thrown on initiatives undertaken for clean campus, landscaping, clean air, energy efficiency equipments, solid waste management, e-waste management, Green audit, energy audit and environmental audit.

2. OBJECTIVES:

Constantly increase the effectiveness and efficiency of the use of all resources including water and energy and to bring down the size of waste created while recycling and recovering waste whenever practical.

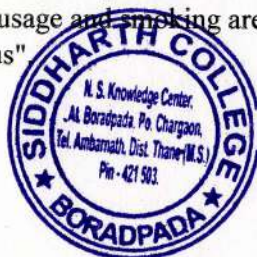
- Plastic free campus.
- Periodic energy and environmental audits
- Reduce the usage of paper in administration by adhering to the e-governance policy.
- Preserve the campus' ecological systems and natural resources.
- Include environmental issues in policies, plans and programmes for outreach and social development initiatives.

3. ENVIRONMENTAL POLICY OF THE INSTITUTE

The institution has made a commitment to managing its campus in compliance with obligations to advance a sustainable environment.

3.1 Clean Air Initiatives

Instead of driving a personal vehicle, the institute encourages students and staff to take public or college bus which will reduce air pollution. The students are given stringent orders to keep the campus tidy. Tobacco usage and smoking are strictly prohibited on campus, making it a "Smoking Free Campus"



3.2 Landscaping Initiatives

A college's ideals can be seen physically manifested in the campus environment, just like they are in its buildings. It contributes significantly to campus life by offering areas for study, recreation, sporting events, leisure, and aesthetic enjoyment. Green campus landscaping also controls runoff and helps to purify and cool the school air. Campus landscaping efforts are an excellent approach to raise environmental awareness because they are so visible and accessible. The employees and kids benefit from the clean, cold air that the landscape of trees and plants provides, creating a relaxing atmosphere.

4. CLEAN CAMPUS INITIATIVES:

1. As part of its commitment to actively coordinating cleanliness initiatives in keeping with the Swachh Bharat Abhiyan's goal. The general outlook is as under:
2. The "Swachh Bharat Abhiyan" initiatives will play a significant role in all the community service the college's NSS volunteers perform.
3. The college campus's cleaning effort will be promoted to staff members and students.
4. Prominent rallies will be held to raise awareness.
5. Remove any waste materials, including damaged furniture and outdated equipments.
6. The college campus and its surrounding regions will be kept clean on a yearly basis by staff and student pledges.
7. Make a commitment to waste management and campus cleanliness, especially during college events.

5. INFRASTRUCTURAL INITIATIVES

5.1 Energy Efficiency

From time to time, variety of energy-saving initiatives, such as replacing CRT monitors with LCD monitors. Energy audit of the institute and the campus has been done. Proper ventilation has been made in every classroom. UPS systems for computers have been fitted.

5.2 LED Bulbs: To save energy, the institute has installed as many LED lamps and tubes as possible around the campus. LED bulbs are used to illuminate the entire institute. It reduces energy use and lowers maintenance expenses. A properly planned, high-tech LED lighting system can benefit the school financially and in terms of safety. In addition to financial gains, there are additional advantages, such as going green and conserving energy.

5.3 Gadgets that save energy and are energy-efficient:

The tips provided below has been used to conserve electrical energy.

- 1) Turn off monitor when not in use
- 2) Log off instead of shutting down the computers.
- 3) Use daylight instead of unnecessary lighting.
- 4) When not in use, keep the lights off in the lecture halls, conference rooms, and auditoriums.
- 5) Only use the fans as necessary.

6. RAINWATER HARVESTING SYSTEM FOR WATER CONSERVATION:

The Institute is dedicated to this endeavour to restock the groundwater table by engaging in rainwater harvesting. The groundwater is replenished and recharged by this practise.

6.1 Waste Management Processes

The institute is committed to reducing and managing the waste produced on campus and canteen so as to have as little impact as possible on the environment. The precise actions listed below will be implemented to ensure the contribution to environmental protection.



6.2 Solid Waste Management

- The institute makes a concerted effort to ensure that garbage is produced on campus as little as possible. In order to deliver holistic education that also has a positive influence on the environment, the institute will embrace practises that will lessen the generation, and manage solid waste using the following methods:
- Consistently practise the 3Rs (Reduce, Reuse, and Recycle) of environmental friendliness.
- Support the digitization of attendance and internal assessment records to reduce the usage of paper.
- Encourage teachers and students to employ cutting-edge teaching-learning techniques.
- Take steps to raise awareness among students about food waste and strategies for reducing it.
- Reducing the consumption of processed foods.
- Planning solid waste management workshops for students.

6.3 Liquid Waste Management

It is made clear to students that conserving water also means conserving their future. For the proper execution of liquid waste management, the following techniques are used.

- In-house plumbers respond quickly to address leaks and water wasting.
- Maintain water-tight fixtures.
- Reduce water use by building more Indian-style toilets rather than western-style toilets.

Keeping a caretaker on staff to take prompt action to halt any water leaks from taps, pipelines, tanks, toilet flushes, etc

6.4 Plastic-Free Campus

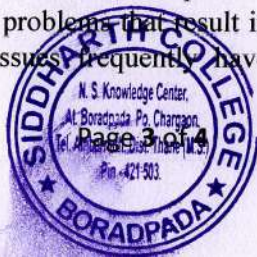
The Institute has been performing the majority of its obligations in terms of managing solid waste. The college has enacted a strict rules on the use of single use plastics in its facilities in order to turn it into a "Plastic Free Campus" in light of the Government of India's decision to outlaw all single use plastics due to the harmful effects of plastic use and pollution.

Instructions have been issued, through National Service Scheme, to all students to refrain from bringing non-biodegradable plastic items to the institution, including plastic bags, cups, plates, small drinking water bottles, straws, and sachets, through NSS-led awareness-raising campaigns on the detrimental effects of single-use plastics. Also, it motivates the children to make their homes plastic-free by educating their families about the negative impacts of plastics. In order to create a clean and green campus, these techniques are implemented into the institutional planning and budgeting procedures.

6.5 Green audit, energy audit, and environment audit implementation:

The Institute regularly undertakes a "green audit" to identify its strengths and weaknesses and to further its long-term sustainability objectives. It is able to quantify the quantity and kind of garbage. Waste minimization facilities or recycling programmes can be employed. It will raise awareness of health issues and advance environmental ethics and ideals. Utilising less resources will result in financial savings thanks to green audits. In accordance with the relevant laws, policies, and standards, the institute also intends to undertake a green audit to identify, measure, characterise, and prioritise a framework of environmental sustainability.

A gardener is hired to maintain the campus's cleanliness and greenness. An energy audit has been done The significance of cutting back on energy use cannot be emphasised. The energy audit will find energy waste thanks to its specialised technologies. Such an examination frequently exposes numerous problems that result in large energy losses that the institute is unable to discover. These issues frequently have simple, inexpensive fixes that offer substantial savings.

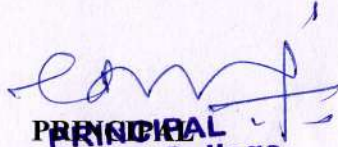


6.6 E-Waste Management

The issue of properly disposing of electronics is a side effect of their widespread use. The College is dealing as how to deal with the problem of electronic garbage, or e-waste, on campus in an efficient and economical manner. Although it's common for people to throw away things due to wear and tear, technological improvements have sped up the creation of e-waste as students, teachers, and administrators frequently update to better technology. The college uses the most cutting-edge and environmentally friendly e-waste disposal techniques, such as an annual maintenance contract to regularly check on the efficiency of CPUs and monitors before disposing of them in accordance with professional advice. CPUs, hard drives, and junk laboratory equipment are all periodically sent to the vendor in accordance with an MOU. The Departments sell scrap from their old, functional computers, printers, and other equipment. Suppliers recondition and recharge UPS batteries.

6.7 Awareness Initiatives

To make sure that all stakeholders are aware of the policy's objectives and take part in its implementation, outreach and education are essential. To facilitate the efficient implementation of the Green Campus, Energy, and Environment policies, the institute supports and encourages awareness campaigns, seminars, workshops, and other interactive activities.


PRINCIPAL
Siddharth College
At Boradpada, Po. Chargaon,
Tal Ambarnath, Dist Thane (M.S.)
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GRIEVANCE REDRESSAL POLICY

(Anti-ragging, Grievance Redressal and Internal
Complaint Committee)



Namita Education & Welfare Society's

SIDDHARTH COLLEGE

(B.M.M., B.M.S & B.Com)

(A Minority Institute, Affiliated to University of Mumbai)

At: Boradpada, Post: Chargaon, On Badlapur-Mhasa Road, Tal: Ambernath, Dist.: Thane – 421 503.

Contact Nos.: 0251-2670232, 8550961581, 9930501961 **Website:** www.siddharthcollegebadlapur.edu.in

email id : principal@siddharthcollegebadlapur.edu.in, namitaeducation@gmail.com

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 & 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.

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 behavior 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

- 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.

Grievances and 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

- Principal
- Grievance and Redressal Coordinator
- Member
- Member
- Non-teaching Staff Member
- 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

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
1. 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.
 2. Department level counseling is offered where the matter can be resolved
 3. Grievances pertaining to academic and internal evaluation shall be redressed at individual/faculty /HOD/ principal level.
 4. For other grievances that require review shall be redressed by receiving written and signed application.
 5. 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.

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 Complaints 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. The student grievance redressal cell has been functioning for several years. Faculty members of the cell.
6. 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.
7. Students also meet their mentors and counselors and get their problems addressed, separately first and then together, if required.
8. 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.
9. 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.
10. 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.

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
 - a. Sexually harassing the complainant
 - b. Retaliating against/victimizing the complainant or any other person before it and
 - c. 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
6. / cross-examine the same.
7. The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties.
8. As far as practicable, all proceedings of the Committee shall take place in the presence of both parties.
9. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee.
10. The Committee shall make all Endeavours to complete its proceedings within a period of seven (7) days from the date of receipt of complaint.
11. 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.
12. 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:-
 - a. Warning
 - b. Written Apology
 - c. Bond of good behavior
 - d. Adverse remarks in the confidential report
 - e. Suspension
 - f. Dismissal
 - g. Any other relevant mechanism
13. 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.

14. 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.

Student 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.
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 of 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 behavior mentioned in this code shall be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or willfully 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 in such or any of the prohibited behavior, 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.

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.

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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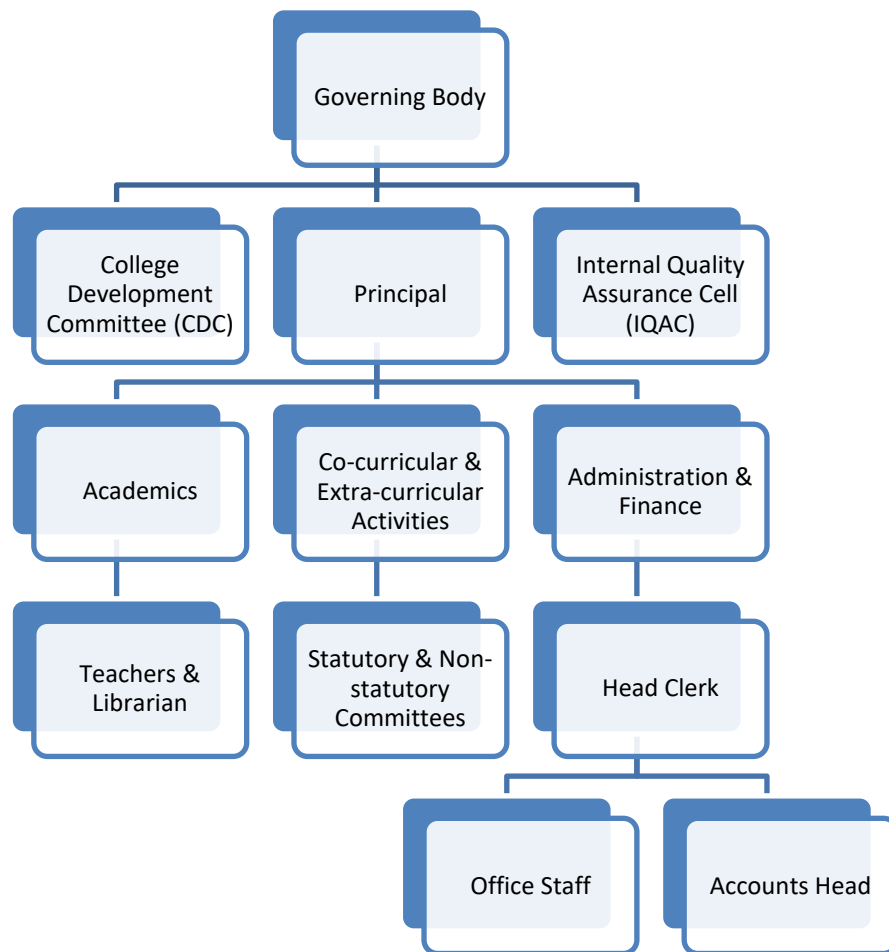
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email id : principal@siddharthcollegebadlapur.edu.in, namitaeducation@gmail.com

Institutional Organogram





Namita Education & Welfare Society's

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CODE OF CONDUCT

Namita Education Society's Siddharth College of Arts, Commerce and Science was established way back in 2012 by Shri.Nagesh Sambhaji Jadhav with the goal of nurturing young buds in general and tribal and downtrodden community in particular. From a small beginning of less than 100 students, the strength of the students progressively increased to more than 1300. A significant number of students of our college comes from nearby villages of Boradpada and Badlapur. Our faculty strive to shape those students into responsible citizens.

The college is affiliated to University of Mumbai catering the undergraduate courses of B.A., B.Com, B.Sc, BMS, BAMMC and the Postgraduate degree of M.Com. Academic excellence, social skills, physical endurance and intellectual curiosity are goals we strive to develop students holistically.

Attempts have already been made to provide a vibrant learning environment. Imparting soft skills, launching certificate courses, offering career counselling and partnering with the industry for job opportunities are the future strategies of the college. We motivate our students to participate in co-curricular activities like National Service Programme (NSS), Women's Development Cell, Inter-collegiate Cultural Events and Sports Events.

Few of our students have also participated in national level sports. We are responsible for finding ways to develop our students' hidden talents in order to channel their overall personality development. The management has been trying to add professional colleges to cater the growing demand of the community.



A Code of Conduct defines boundaries of acceptable behavioural norms and clarifies an organisation's mission, values and principles linking them with standards of professional conduct. College is an institution of higher learning and it is necessary to maintain a climate of respect, sensitivity and courtesy.

This code of conduct has been framed and implemented to create awareness amongst its stakeholders about appropriate behaviour at college to ensure a better teaching learning experience and to uphold the sanctity and respect. The document formalizes the acceptable norms of behaviour of students, teachers and administrative staff.

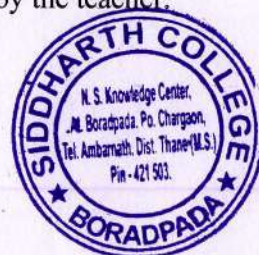
CODE OF CONDUCT FOR PRINCIPAL

1. The Principal should always be honest, sincere, impartial, supportive and impartial.
2. He should have a smooth liaison with the management in presenting important issues raised by other stakeholders.
3. He should function in tune with the vision, mission and objectives set by the management of the college.
4. He should encourage the spread of democratic values on campus and transform it into a place of freedom and emancipation.
5. The Principal should listen to the opinions of the faculty and students and should have a patient hearing.
6. He should make sure that all employees and students are familiar with the college's rules, policies, and procedures.
7. When dealing with faculty and students, one should act justly and fairly.
8. He should create efficient channels for communication and guarantee staff and students have easy access.

CODE OF CONDUCT FOR TEACHERS

Teaching is one of the noble professions which inspires, motivates and molds the students to excel in their studies and future. The Code of conduct for the faculty are designed as under.

1. The teacher should retain the position's dignity and decorum.
2. He/she should carry out his/her responsibility honestly.
3. He/she should actively participate in extracurricular and co-curricular activities with the students.
4. The assigned subjects' lesson plans should be prepared by the teacher.



5. He/she should apply for leave well in advance.
6. He/she ought to be accessible to students for advice.
7. Teachers shouldn't involve in communal activities.
8. He/she should actively involve with the students in co-curricular and extracurricular activities.
9. He/she should prepare teaching plan of the allotted subjects.
10. He/she should inculcate patriotism and discipline among students.
11. He/she should avail leave with prior intimation.
12. He/she should work towards betterment of the Institution.
13. The teacher should be available for consultation to students.
14. The teacher should maintain honesty, integrity, fairness in all activities.
15. The teacher should not divulge official secrets, mutilate, expunge, conceal, alter or forge official documents / receipts.
16. The teacher should avoid social networking sites like Facebook, WhatsApp, etc. since they can be used to mock or demoralise the administration, institution, co-workers, etc. Also avoid in participating in any type of gossip either on the premises or on a social media site like Facebook, Twitter or WhatsApp.
17. The teacher must be willing to stay beyond the college hours when the nature of work entails in the interest of the institution.

CODE OF CONDUCT FOR STUDENTS

1. Every student must wear his/ her identity card while present in the college premises. The Principal and the staff of the college has the authority to check the identity of the student in the college campus.
2. When the faculty enters the classroom, the students must rise from their seats and stay up until the teacher takes a seat or until the teacher gives them permission to sit. When classes are in session, silence is required.
3. During a lecture, no student may enter or leave the classroom without the permission of the faculty.
4. Pay the tuition fee, examination or any other kind of fee on time.
5. All students are required to arrive for class on time, and those who arrive late will be penalised.




6. It is required that every student in the relevant class be present the entire session for any seminars, workshops, project presentation etc.
7. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of institute's academic values will be referred to the discipline committee.
8. Students are advised to wear decent dress.
9. As per the University norms, students should have at least 75 per cent of attendance.
10. Any act which obstructs teaching, research, administrative activity and other proceedings of the college is strictly prohibited.
11. Smoking, chewing paan, paan masala, gutka or any such use of tobacco products are strictly prohibited.
12. Students are not allowed to bunk the lectures and loiter. If found loitering, fines will be levied.
13. Unauthorised festivities and decorations of any size are not tolerated on campus by students.
14. The College Library normally remains open from 9.00 am to 5.00 pm on all working days. The students are required to use the library to learn during free time. They should use the classrooms, library or other designated locations of the academic building for independent study; they should not choose to sit in staircases or other areas where they might obstruct other people's freedom of movement.
15. Before accessing the library, students must present their Library identity cards at the counter. Strict silence must be maintained in the library. No books or periodicals shall be removed from the library unless it is registered at the issuing counter.
16. The student on whose name the book was issued is responsible for paying for any lost, damaged, or vandalised books. All books must be returned by the due date. An overdue fine (Rs.20/- per week) will be imposed on all books not returned on time.
17. Maintain a neat and clean campus. On campus, dispose the wastes only on the designated dustbins.
18. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.



19. Political activity of any kind is not allowed on college premises. It is against the law to hold unauthorised meetings, carry out propaganda, participate in processions or collect money inside or outside the college campus.
20. Wearing of miniskirts, sleeveless tops with deep necklines, fragile clothing, short tops, and leggings made of transparent materials are strongly discouraged for girls. They are also encouraged to wear a duppatta or shawl.
21. Misbehaviour towards female students, use of violence or threats against staff members or other students will be viewed as extremely serious.
22. The college is a Ragging-free college. If any student is found in indulging ragging- by words or by action, strict action will be initiated according to Maharashtra Prohibition of Ragging Act, 1999 which includes Suspension or rustication from the college. Students are advised to read the banner displayed in the campus in this regard.
23. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
24. Students will not bring their friends for leisure or outsiders to the college.
25. Students who use two-wheelers must adhere to all safety regulations set forth by the motor vehicle department both on and off campus. They are required to wear helmets and are restricted from riding with more than one passenger.
26. Two-wheelers with parking stickers pasted on only will be permitted to the campus. Bikes and parking permits are not transferable.
27. Without the Principal's written consent, students are not permitted to distribute any printed materials in the campus. .
28. Announcements and Notices are displayed on College notice boards and website. No student can claim that they haven't seen the notice.
29. Students are not permitted to use mobile phones inside the classroom or corridor. All the staff members are authorized to confiscate mobile phones if used in the restricted areas. Staff members are permitted to use their mobile phones in the staff room or their cabin.
30. It is mandatory for the students to bring their parents as and when necessary.



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PRINCIPAL
Siddharth College
At Boradpada, Po. Chargaon,
Tal. Ambarnath Dist Thane (M.S.)
Pin - 421 503