

Policies

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I/C PRINCIPAL
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of Arts, Science & Commerce
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GENDER POLICY

The Gender Policy of Chandrabhan Sharma College aims to provide Equal Opportunity and treatment for all gender working and studying in the college or applying to do so

AIMS & OBJECTIVES:

- ▶ To ensure equality for access and Equity
- ▶ To ensure No Gender based discrimination at all levels
- ▶ To create Equal Opportunities and Congenial ambience for all genders
- ▶ Improving and promoting Gender Equality & Diversity

LEARNING ENVIRONMENT:

- ▶ To create the appropriate learning environment which meets the educational needs of all genders
- ▶ It encourages development of correct attitude, conduct, behavior and sensitiveness

ACTIVITIES FOR SENSITIZATION:

- ▶ The College will conduct Orientation programs, seminars and workshops for Gender Sensitization

CREATION OF DIFFERENT CELLS:

- ▶ Women Development Cell, Internal Complaints committee for fairness & protection to female students, staff

EXTENSION ACTIVITY:

- ▶ NSS and DLLE cell to conduct various activities for Gender sensitization like "No Dowry", Beti Bacho, Beti Padho etc

GENDER AUDIT:

- ▶ The college will conduct Gender Audit to find out areas where Gender imbalance exists and factors behind it
- ▶ To establish a robust gender balance in decision making processes in all areas of college activity

RECRUITMENT:

- ▶ The college will provide Equal opportunity to all genders in its Recruitment process

GENDER SENSITIVE INFRASTRUCTURE

- ▶ There are separate washrooms for Girls and Boys. Separate common room for Girls and Boys. CCTV surveillance for safety and security

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SCHOLARSHIP / FREE SHIP MERIT POLICY

POLICY OF SCHOLARSHIP / FREESHIP:

- ▶ The Mission of Chandrabhan Sharma College of Arts, Commerce & Science, Powai is to make higher education accessible to socially weaker students.
- ▶ Scholarships and freeships are awarded to students not only by our educational institution but also by NGOs and private entities as recommended by the College
- ▶ Scholarships and freeships are awarded based on need and case-to-case basis to support underprivileged students for their studies.
- ▶ Students belonging to all communities irrespective of caste (or) religion are eligible to apply for scholarships and freeships.
- ▶ The college is providing fee concession/ fee waivers for needy students of all Programmes
- ▶ The students who are intending to avail of this facility have to submit their application in a prescribed to the Principal
- ▶ The Principal based on the applicant's academic performance and economic background scrutinizes the application and the same is forwarded to the management
- ▶ The Management has the vital authority to sanction the same
- ▶ The college is also providing Merit Scholarships for academically excellent students from all the batches and Programmes.
- ▶ College also promotes students to apply for various scholarships and freeships provided by the government and other agencies.
- ▶ A staff is given the charge of Scholarships and freeships provided by the government and other agencies.
- ▶ The office staff will intimate the Heads of each department regarding the scholarships and freeships.
- ▶ The HoDs will inform the same to the class tutors of each batch to intimate the students.
- ▶ The students will approach the concerned section in the office to know more about the scholarships.
- ▶ The staff in charge of the scholarships and freeships will give more details about the scholarships and collect necessary details from the students.
- ▶ If a student violates any other term and condition of the scholarship/freeship, the same may be suspended or cancelled immediately without further notice.

FREESHIP FROM MANAGEMENT:

- ▶ The Management awards freeship to children / relative of their staff members, who are admitted in our college
- ▶ 100% concession in tuition fees is sanctioned to these students

ANNUAL DAY MERIT SCHOLARSHIP:

- ▶ The college every year organizes Annual Day to recognize the hard work of meritorious students.
- ▶ Annual trophies, Medals and Cash Prize is awarded to students like :
 - Shri. Chittaranjan Sharma Memorial Gold Medal
 - Smt. Rajani Sharma Memorial Silver Medal
 - Shri. Chandrabhan Sharma Memorial Trophy
 - Shri. Harishchandra Sharma Memorial Trophy

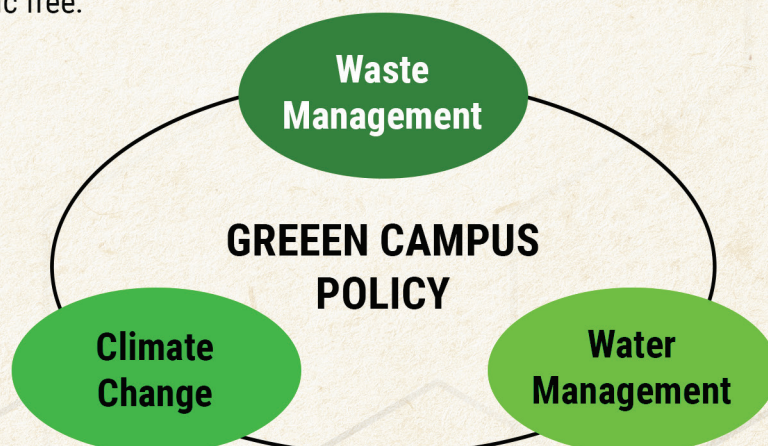
GREEN & PLASTIC FREE CAMPUS POLICY

POLICY FOR GREEN CAMPUS INITIATIVES:

- ▶ A Green Campus is a place where environmental friendly practices and education combine to promote sustainable and eco-friendly practices in the campus. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of mankind.

COLLEGE ENVIRONMENTAL AIMS AND OBJECTIVES:

- ▶ The college is striving to develop its institution on a self – sustainable basis in the areas of power, water and cleanliness.
- ▶ The faculty, staff and students have to contribute collectively to develop an eco – friendly sustainable campus and disseminate the concept of eco – friendly culture to the nearby community and wherever possible.
- ▶ Awareness creations about environmental issues among students and employees including climate change.
- ▶ Measure and reduce environmental emissions/ footprints
- ▶ To protect and conserve ecological systems and resources within the campus.
- ▶ To raise awareness and seek the adoption of environmental good practice and the reduction of any adverse effects on the environment.
- ▶ To make the campus plastic free.



■ **ROLE OF THE GREEN CAMPUS INITIATIVES COMMITTEE:**

- ▶ The thrust for a successful Green Campus must begin at the top and emanate throughout the rest of the campus. Without a strong message of commitment and involvement from both the Chairperson and Members of the Committee, well-intentioned initiatives may be too fragmented to allow for Institute-wide participation.
- ▶ Thus in view of this, the committee will plan and execute to:
 1. Conduct the Campus' environmental impacts to identify the targets for improvements.
 2. Establish a Green Campus Environmental Ethic Awareness campaigns.
 3. Organize Awareness Programs for the students, faculty and society.
 4. Conduct an Annual Green, Environment and Energy Audit.

■ **MAJOR GREEN CAMPUS INITIATIVES:**

- ▶ Waste water Management/ Rainwater harvesting
- ▶ Paperless administration
- ▶ Plastic free Campus
- ▶ Tree Plantation Drive
- ▶ Cleanliness Drive
- ▶ Landscaping and garden maintenance
- ▶ Digital Library/ E-Learning Centre
- ▶ Sensitizing the stakeholders
- ▶ Establishing of Enviro-Club
- ▶ Conducting Green, Environment and Energy Audit

■ **PLASTIC FREE CAMPUS:**

- ▶ Plastic pollution is ubiquitous in terrestrial and aquatic ecosystems. Plastic waste exposed to the environment creates problems and is of significant concern for all life forms. Plastic production and accumulation in the natural environment are occurring at an unprecedented rate due to indiscriminate use, inadequate recycling, and deposits in landfills. We have all contributed to this problem, knowingly and unknowingly and we must work to reduce and eliminate plastic pollution.
- ▶ Government has decided to take plastic ban as a national level campaign to address the environmental hazards being caused by the indiscriminate use of plastic, Educational institutions must lead this nation-wide endeavor. There is a need for educational institutions to actively contribute to the effort of banning the use of single use plastics. So it is becoming a key responsibility of every citizen of our country not just to "Say No to Plastics" but also to create awareness among the community as whole to stop this pollution and leave behind a green and pollution free place for our future generations.

Chandrabhan Sharma College has its own policy/practices as per the MHRD guidelines to achieve plastic free campus.

- ▶ To carry out awareness drives and sensitizing workshops on the harmful impacts of single use plastics.
- ▶ To incentivize students to be to carry out similar campaigns at community level.
- ▶ To provide water units to avoid the purchase and use of plastic water bottles.
- ▶ To inform about alternative solutions like cloth bags etc., to plastic bottles and other goods on campuses.
- ▶ To conduct events on designing ecological and environment friendly goods to minimize the use of single use plastic.



INDIAN KNOWLEDGE SYSTEM POLICY

Indian Knowledge system encompasses the rich heritage of our country and traditional knowledge in the field of Arts & Literature, Basic sciences, Engineering & Technology, Management & Economics etc.

AIMS & OBJECTIVES:

This Policy seeks to:

- ▶ Promote awareness about Indian Knowledge System
- ▶ Disseminate Indian Knowledge System among its students and staff for further study and research
- ▶ Engage students for understanding rich heritage of our country
- ▶ Study of Indian languages
- ▶ Promotion of Indian Art, Culture, Sports and Festivals
- ▶ Sensitizing of students for societal applications

GENERAL GUIDELINES:

- ▶ To follow the vision of NEP (New Education Policy 2020) and UGC for spread of awareness
- ▶ To implement & Deliver curricular aspects of Indian Knowledge system is included in syllabus of Mumbai University
- ▶ Promotion of Indian Languages like Sanskrit, Pali etc
- ▶ Promotion of Local languages like Marathi, Hindi etc
- ▶ Collaboration with Universities / Colleges for promotion of Indian Knowledge System
- ▶ Setting up Committees for promotion of Indian Knowledge System through curricular & co-curricular activities
- ▶ Promotion of Yoga & Meditations activities
- ▶ Conduct certificate programme in different Indian Language
- ▶ Sensitization towards Rural culture
- ▶ Formation of different clubs & associations for promotion of Indian Knowledge system
- ▶ Promotion of Indian Mathematics / Vedic Maths
- ▶ Arranging visits and study tours for promotion of Indian Knowledge System
- ▶ Celebration of Indian Festivals & Days of National importance
- ▶ Biography and Autobiography of Great Indian scholars & personalities

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DIVYANGJAN POLICY (FOR PERSONS WITH DISABILITIES)

“ When we do the best we can, we never know what miracle is wrought in our life or the life of another.” – Helen Keller

CHANDRABHAN SHARMA COLLEGE OF ARTS, COMMERCE & SCIENCE STRICTLY ABIDES BY THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016 THAT PROHIBITS DISCRIMINATION AGAINST INDIVIDUALS WITH PHYSICAL AND MENTAL DISABILITIES.

DISABILITY(Divyangjan):

▶ Disability is a term that includes motor and sensory limitations (e.g., mobility, vision, or hearing impairments). It also includes disabilities resulting from chronic illnesses and syndrome, invisible disabilities, such as psychological and emotional disorders, learning disabilities, heart disease, diabetes, asthma, arthritis, epilepsy, Acquired Brain Injuries (ABI), and Acquired Immune Deficiency Syndrome (AIDS) are also included in the term disability. Many disabilities vary in degree and type of limitation; therefore, accommodations must also vary and should be tailored to the needs of the individual.

QUALIFIED PERSON WITH DISABILITY:

▶ The expression "**Qualified individual with a disability**" alludes to a person with a disability who is qualified to participate in any given institute program or activity. With regard to enrolment, a certified individual with a disability must fulfill the scholastic guidelines required for affirmation and meet the scholarly necessities set up for any given course, degree, or certificate program. With respect to employment, training, work assignments, and promotion, a qualified individual with a disability must be able to perform the minimum essential functions of the job. However relaxation shall be allowed as per the Government rules

CONSTITUTIONAL GUIDELINES:

▶ The Constitution of India ensures equality, freedom, justice and dignity of all individuals and implicitly mandates an inclusive society for all including persons with disabilities. In the recent years, there have been vast and positive changes in the perception of the society towards persons with disabilities. It has been realized that a majority of persons with disabilities can lead a better quality of life if they have equal opportunities and effective access to rehabilitation measures.

THE COLLEGE POLICY:

- ▶ The earlier emphasis on medical rehabilitation has now been replaced by an emphasis on social rehabilitation for the disabled. There has been an increasing recognition of abilities of persons with disabilities and emphasis on mainstreaming them in the society based on their capabilities. The college particularly plays a very important role in this aspect. Although the percentage of disabled persons is very less the college makes adequate arrangements and offers facilities to the students who are disabled in any way. The college is against all kinds of discrimination on any grounds including disability. It follows the legislation by the constitution of India in which persons with disability must be given equal opportunities, have protection rights and be allowed full participation any activity. The college is committed to provide education, employment and create a barrier free environment for all. All the faculty & staff members of the institute shall strive to extend a helping hand towards the differently abled so as to make sure that they benefit from the courses, administrations and activities. Disability sensitization sessions to be a part of the students and Employee induction programme.

OBJECTIVES OF THE POLICY:

- ▶ To provide accessible and inclusive education at the college.
- ▶ To create a culture that is inclusive, non-discriminatory, non-exploitative for all in all spheres of work and education.
- ▶ To create suitable and robust regulatory mechanism for effective delivery of services for disabled students and Staff of the college.
- ▶ To ensure implementation of all legislations with respect to persons with disabilities.
- ▶ To ensure full participation of persons with disabilities in all activities of the college and to provide them the equal opportunities for development
- ▶ Facilities are provided time to time as per government rules.
- ▶ To ensure the awareness programmes for all the teachers and non teaching staff regarding the issues of accessibility.

THE COLLEGE SHALL PROVIDE THE FOLLOWING SUPPORT FOR THE DISABLED STUDENTS:

▶ Admission:

- A person who has been certified by a recognised agency for his/her disability is given admission through a reservation policy. Admission policy of the Institute offers 5% reservation for persons with disabilities in all the courses offered by Institute. The institute will ensure the representation of all the types of disabilities listed in Rights of Persons with Disabilities 2016 (Section 16 PWD Act 2016) and as per government regulations from time to time.

▶ The Placement cell:

- shall provide support to the students with disability and assist them in getting appropriate employment after their studies. A counselor-cum- placement officer shall be appointed for further guidance.

- ▶ Students interested in **Sports** will be given special coaching.

► **Examination Policy:**

- Sensible convenience will be made to meet the necessities of the considerable number of Students with disabilities. The guidelines and regulations have been issued by the examination department for use scribe in exams. The visually impaired students will be provided with scribes to write their exams.
- The college shall provide **Counseling** for the students with disabilities on the types of courses they can study at the **higher education**.
- Assess the **Educational needs** of persons with disabilities enrolled in the higher education.
- Conduct **Awareness programs for teachers** about the approaches to teaching, evaluation procedures, etc, which they should adapt in the case of students with disability.
- Provide support to the students with disability and assist them in getting **appropriate Employment** after their studies.
- Conduct regular **Remedial Coaching Classes** for persons with disabilities.

► **Accessibility:**

- Providing access means making all the institutional services, activities and the benefits thereof, fully available to qualified people with disabilities. The college shall provide various provisions in creating a disabled friendly campus. The campus should be barrier free and accessible for persons differently-abled.

► **Library facilities:**

- To provide accessible textbooks and study material to all students with disabilities.
- To ensure that web services are compliant to National and International accessibility standards and regulations such as Web content Accessibility Guidelines WCAG with appropriate version and Government of India Guidelines for Web accessibility.
- Audio Books
- Web accessibility
- Ramps are made to ensure free movement of the students, employees and visitors.
- Special Toilet is available in an easy access area for students, employees and visitors
- Wheel chairs are provided for disabled students in the campus.