शिक्षण प्रसारक मंडळी, पुणे

R. A. Podar College of Commerce & Economics

AUTONOMOUS

Matunga, Mumbai - 400 019

An 'A+' Institution as Accredited by NAAC

Certified as 'Best College' by University of Mumbai

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Estd. 1941

6.2.1 The institutional perspective plan is effectively deployed and functioning of the institutional bodies are effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

Sr. No.	List of Policies and Procedures
1.	Admission Policy
2.	Defining Quality: Quality Statements
3.	E-Governance Policy
4.	Induction Process of new recruits
5.	Internal Complaints Committee/ Functioning
6.	IT Policy
7.	Mentor- Mentee Policy
8.	Online Learning Guidelines
9.	Recruitment of staff
10.	Podar Research Policy (2021-2022
11.	Waste Management Policy
12.	Mechanism of Internal Complaints
13.	Mechanism of Anti Ragging Cell
14.	Mechanism of College Grievance Redressal
15.	Maintenance Policy

<div align="center">**Admission Policy**</div>

1. **Introduction:**

Admission at the entry level for UG, PG and Ph.d programmes offered at the college is as per the guidelines issues time to time by the governing and regulatory authorities. The guidelines issued by the Government authorities, UGC, University f Mumbai, Our Parent body Shikshana Prasaraka Mandali are the reference points for the admission policy at Podar College. The policy document prescribes admission criteria, Procedure to be followed, dissemination of information to the stakeholders, linkages with the department for admission to foreign students at the University, Catering to the queries and problem solving exercises to be taken at the Institution level.

2. **Formation of Admission Committee**

As a policy an admission coordination committee need to be constituted at the beginning of every academic session. The constitution of the committee shall be as follows. They will be guided suitably by our parent body.

- Principal-chairperson of the committee
- Vice Principals
- Faculty from Self-financing Programme
- Senior Faculty member
- Teacher -in-charge of Gymkhana
- Teacher-in charge of -Cultural activities
- Teacher -in charge of NCC
- One faculty member from reserved Category
- Office Superindendant
- Registrar

3. **Admission Criteria**

As a Policy college advocates inclusivity n the admission process. Everyone interested in applying to Podar College and those who desire to admit themselves at our college should be given equal opportunities. There should not be any discrimination whatsoever on the basis of gender, language, religion, caste, color and creed. Reservation policies by the Government

should be followed to the core. As a practice Merit should be the only criterion within each category under which admission is sought. Merit need not be restricted to academic performance. Weightage need to be given to excellence in sports, cultural and other co-curricular activities. Separate merit lists should be prepared and displayed to enhance transparency and objectivity. Students from reserved category scoring more than the cutoff of open category students should be considered under open category such that opportunity is given for another child from the category reserved for. Similarly, in the event of non-receipt of application from a category the seat shall be transferred to the next category as per roster point.

4. Admission Process and Procedure

4.1 Admission process for UG progarmme in general:

The two-step process has been introduced since the year 2018 as far as admission to the colleges under University f Mumbai is concerned. An aspiring student need to visit the Portal of University of Mumbai and register for the programme of his/her choice. If the choice is more than one programme the aspirant has to register for multiple programme separately. They should choose the college code while filling pre enrolment form (college code is 161).Applications without the pre enrolment form may not be considered.

4.1.1Admission process for B.com (aided):

 Under the prevailing rules all those who successfully complete their higher secondary examination from the junior college managed by our trust become automatically eligible for admission to B.com programme.

 The admission schedule of the college by and large should follow the schedule prescribed by the University in order to provide a common platform for the aspirants. Other aspiring students who are identified as 'outside students' also follow the same procedure. After the deadline for accepting forms a merit list should be prepared with respect to the available seats as per norms. The cut off percentage should be put up on the college website and at the entrance of the college for information.

4.1.2Admission process for programmes under self-financing mode:

The aspiring students need to fill pre enrolment forms at the university portal and fill the college form also.After the deadline the forms are sorted online and merit list for each programme is

separately displayed. Students applied for multiple courses has the possibility of being selected to more than one programme as per their marks obtained in the qualifying examination. They should be permitted to choose the programme and could confirm by paying the fees to the programme of their choice.

4.1.3 Admission process for PG programmes:

The aspiring students need to fill pre-enrolment forms at the university portal and fill the college form also. After the deadline the forms are sorted online and merit list for each programme is separately displayed. Students applied for multiple programmes has the possibility of being selected to more than one programme as per their marks obtained in the qualifying examination. They should be permitted to choose the programme and could confirm by paying the fees to the programme of their choice.

4.1.4 Admission process for Ph.D programmes

Admission to Ph.D programmes should base on personal interview after verifying the qualifying criterion i.e pass in the Ph.d Entrance Test or NET examination. The deciding factor in this case should be the demonstration of research aptitude and the interest of the aspirants. After short listing the candidates, one more round of interviews need to be conducted as per University norms for topic approval .The admission procedure shall be completed after approval from the University.

4.1.5 Admission process for Certificate Programme and Credit Courses:

The admission process followed is on case to case basis. The course coordinator decides on the batch size. The admission window is kept open and the formalities are completed as per the procedure defined. First come first served is normally the system followed as far as the admission process is concerned with respect to this.

5. Communication and Information Dissemination:

As a policy the college believes in providing as much information as possible to the students and the parents. The information about the admission process is disseminated through college website.(www.rapodar.ac.in).The in house students need to be given orientation about the choice of courses and programmes open to them at our college and elsewhere. It is recommended that a guidance lecture for neighboring schools and junior college to reach out to aspiring

students. A help Desk is required to be set up at the college premises to provide suitable guidance to parents and students.

6. Admission process for NRI and foreign students

The college welcomes students of Indian Origin and from foreign countries. As a policy any enquiry from such aspirants need to be given proper guidance. They may be briefed about the system of admitting them which is mandated by the University. As a general practice we need to welcome them and provide all guidance including credit points, conversion etc.

7. Conclusion

This policy document has been approved by IQAC and is functional since the time it became operational. The authors of this policy document have considered the needs and requirements of the possible stakeholders who may use them. It forms part of the prospectus of the college and is to be uploaded on the website.

<h1 align="center">Defining Quality: Quality Statements</h1>

Quality Statement

Create a safe learning environment, nurture intellect, foster positive relationships between staff and students, encourage parental and community involvement and strengthen the goodwill of the Institution.

Defining Quality

a. **Safe Learning Environment:**

A safe learning environment is one where learners feel physically, emotionally, and socially comfortable.

(i) Physical:

- Clean Classrooms, tables and benches well organized.
- Monitor all areas of the College premise (e.g., classrooms, corridors, staircases, cafeterias, playgrounds, washrooms) to ensure the health and safety of all students, staff and visitors.

(ii) Emotional:

- A classroom characterized by mutual respect where students feel safe asking questions and contributing to discussions.

(iii) Social:

- Every student needs and deserves to feel respected and free from physical harm, intimidation, harassment, and bullying.

b. **Nurture Intellect:**

(i) Provide students and faculty freedom to excel, focus on learning, participate in daily academic activities, explore interests, and engage in activities that develop skills.

(ii)Provide opportunities for students to engage in activities (e.g., forums, leadership activities and peer mentoring) that promote a positive academic climate and benefit the greater community.

c. **Foster Positive Relationships:**

(i) Clear policies and procedures for student and staff conduct

(ii) Consistent and positive teacher-student and student-student interaction

d. Encourage parental involvement:

(i) Ensure two-way communication between homes and college characterized by the following:

- Appropriate written and verbal contacts with translation when required
- Respectful and clear communications
- Requests for feedback/response
- Willingness to help with requests and family needs
- Timely invitations to activities and events

E-Governance Policy

Introduction

In alignment with the National Assessment and Accreditation Council's (NAAC) objectives to promote technology utilization and foster a culture of excellence, Podar embraces the digital revolution. Recognizing the significance of the Government of India's Digital India campaign, we have implemented digital methods for governance, enhancing administrative efficiency and overall effectiveness.

Objectives

The main objectives of implementing e-governance in our college are:

- Efficiently manage administrative tasks: admissions, student records, faculty management, and financial operations.

- Facilitate stakeholders with real-time access to information.

- Promote transparency and accountability.

- Achieve operational efficiency.

- Transition to a paperless administration.

- Maintain data in a secure environment.

Areas of E-Governance

E-Governance in Administration, Student Admission and Support, Finance, and Examination are crucial for transparency and efficacy in institutional processes.

a. Administration:

- Advanced CCTV surveillance.

- Biometric attendance system.

- User-friendly college website.

- Maharashtra Knowledge Corporation Limited (MKCL) platform.

- E-Sevarth portal.

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- Robust Management Information System (MIS) tailored for Higher Education.

b. Student Admission and Support:

- University of Mumbai Online Application Portal.

- E-Sevarth portal for Personnel Information & Payroll.

- Integration of ERP software system.

- Student Admission and Support software for a paperless admission process.

c. Finance:

- Advanced software and portals for secure financial transactions.

d. Examination:

- Examination software for digitizing and organizing student data.

Guidelines

- Strict adherence to SOPs.

- Establish mechanisms to monitor and evaluate the effectiveness and impact of e-governance initiatives.

- Prioritize data security and privacy by implementing robust security measures, including encryption, authentication protocols, and regular system audits.

Induction Process of New Recruits

The aim of an induction programme at R.A.P.C.C.E. is to make sure that new teachers are given all the help and guidance for teaching as well as non-teaching activities.

Process

At The time of Interview: Selection

The nature of the job, its role and key responsibilities should be covered in the job description and explained during the selection interview.

After Selection

All new employees should receive a formal employment letter. The HOD of the department would brief the new recruit the following:

- Introduce other colleagues

- Give a tour of the workplace.

- Share the timetable and workload distribution

- Necessary joining report to be completed and received from the new employee.

The formal induction programme is conducted by the IQAC for explaining the work ethos and DNA of the college.

R. A. Podar DNA Anchors

DNA Anchors	Behavioral Indicators
Student first	- Consistently seeks to understand student needs - Is accessible and responsive - Displays respect for individuals in all contexts
Passion for work	- Constantly raises the bar for self - Takes initiative even in the face of significant difficulties - Has the mental and physical energy required to consistently give one's' best
Integrity	Own norms are aligned with organizational code of conduct and regulatory norms

	● Consistently sets example by own conduct ● Passionately inculcates norms adherence in all engagements
Sensitivity	● Stands by in the hour of need ● Provides emotional support ● Seeks others' perspectives
Nurturing Intellect	● Builds a pool of talented human resource ● Creates challenging opportunities that stretch peoples' capabilities ● Showcase talented students
Collaboration	● Defuses identity of own department, highlighting institutional identity ● Offers own best resources to other departments, in the larger interest of the institution ● Actively invests in adding value beyond own area
Innovation	● Constantly seeks new ways of doing things ● Evaluate ideas on merit ● Invest in ideas to make them work
Organization Capability	● Sets personal example in driving quality ● Focuses on productivity ● Leverages technology as a force multiplier

I.T Policy

1. Introduction:

The policy related to the procurement and use of equipment, tools and accessories available in the campus is spelled out after elaborate thought process at the IQAC of the college. As the teaching learning process at our college has underlined the extensive use of IT resources the policy document is required to guide the faculty (teaching and non0teaching), learners, and such that there is a clarity with respect to the usage of IT resources. This policy is applicable from the day it is published and binding on all the stakeholders.

2. Scope

The policy covers all who are concerned with the use of IT infrastructure and operational covering the entire campus. It is applicable from the date from which it becomes operational.

3. Objectives of the Policy

1. Outline guidelines, procedures, and best practices for using IT resources
2. Ensure proper use of information technology resources
3. Safeguard the IT resources (hard ware and software)
4. Keep track of the renewal of licenses, if any.
5. Support the college's academic and administrative functions
6. Safeguard sensitive data
7. Monitor compliance related to licensing and upgradation relevant laws and regulations
8. Upgradation of the resources on a continuous basis such that the resources remain relevant and useful.

4. Strategies for Enabling the Policy

1. There shall be a thorough checkup about the specifications mentioned in the purchase order and the delivered items.
2. Proper confirmation about the guarantee /warrantee need to be verified.
3. Proper entries need to be made in the respective registers
4. Communication about the availability of the resources need to be given to all concerned.
5. AMCs   need to be formalized for the upkeep of equipment and replacement of accessories and parts as and when required.
6. A dedicated technical staff is to be appointed to oversee the upkeep of IT resources.
7. SOP for usage be developed and communicated to all concerned.

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5. Roles and Responsibilities

A. General Rules

1. Users of the college's IT resources are required to abide by the SOP while using Laptops, Desk tops, computer networks, email, and software.

2. Users are prohibited from engaging in activities that may compromise the security, integrity, or availability of IT resources, including unauthorized access, distribution of malware, and violation of copyright laws.

3. Users must respect the privacy of others and refrain from accessing or disclosing confidential information without proper authorization.

4. Any misuse or violation of the prescribed rules may result in disciplinary action.

B. Policies related to e-mail

Dedicated Email to Staff and Faculty: College has created institutional email identities for each of the faculty members (teaching and non-teaching) of the college. They use the designated email for correspondence for official correspondence.

C. Data Security and Confidentiality

1. All electronic data and information systems belonging to the college are considered confidential and must be protected from unauthorized access, disclosure, alteration, or destruction.

2. Users are responsible for safeguarding their login credentials and ensuring that sensitive data is stored, transmitted, and disposed of securely in accordance with college policies and applicable regulations.

3. Data backups must be performed regularly to prevent data loss in the event of system failures, disasters, or security breaches.

D. Network Security

1. The college's network infrastructure must be protected with firewalls, intrusion detection/prevention systems, and other security measures to defend against unauthorized access, malware, and other cyber threats.

2. Wireless networks must be secured with strong encryption and access controls to prevent unauthorized access and protect the confidentiality of network traffic.

E. Software and Hardware Usage

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1. Only licensed software authorized by the college may be installed and used on college-owned devices.
2. Users must not install or run unauthorized software or hardware that may pose security risks or disrupt network operations.

F. Incident Reporting and Response

1. Users must report any suspected security incidents, including data breaches, malware infections, and unauthorized access attempts, to the college's IT department immediately.
2. The IT department will investigate reported incidents and take appropriate action to mitigate risks, restore services, and prevent recurrence.

G. Compliance

1. This IT Policy is subject to periodic review and update to ensure alignment with evolving technological trends, regulatory requirements, and organizational needs.
2. All users are required to comply with this policy and any associated procedures, guidelines, and standards established by the college.
3. Failure to comply with this policy may result in disciplinary action.

6. Conclusion

This IT Policy establishes the framework for the secure, efficient, and responsible use of information technology resources at R. A. Podar College of Commerce and Economics (Autonomous). By adhering to these guidelines, users can contribute to the college's mission while safeguarding sensitive data and maintaining compliance with relevant laws and regulations.

Mentor- Mentee Policy

Introduction

Mentoring at Podar College is integral to our commitment to fostering a supportive and enriching educational environment. A mentor is defined as someone who positively influences another person's life, offering knowledge, insight, and wisdom that goes beyond duty or obligation. A mentee is someone eager to learn, seeking valuable advice for both professional and personal growth.

Objectives

Academic and Personal Goals:

- Motivate learners to set and achieve academic and personal goals.
- Provide ongoing guidance and support for goal attainment.
- Encourage a growth mindset and resilience in the face of challenges.

Orientation and Familiarization:

- Orient learners with available courses, career paths, and college policies.
- Facilitate seamless integration through orientation programs.
- Familiarize mentees with college facilities and support services.

Holistic Development and Extracurricular Engagement:

- Enhance holistic development beyond academics.
- Encourage active participation in extracurricular activities aligned with individual interests.
- Identify and nurture talents outside the academic domain.

Continuous Learning and Academic Interest:

- Cultivate a culture of continuous learning beyond the formal curriculum.
- Showcase real-world applications of academic knowledge.
- Provide resources and opportunities for academic exploration and enrichment.

Emotional and Psychological Support:

- Create a safe and non-judgmental space for mentees to express emotions.

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- Equip mentors with active listening skills and empathy.

- Offer guidance and resources for coping with stress, anxiety, and emotional challenges.

The Mentor-Mentee Relationship

- Mentors provide a safe and non-judgmental space for mentees to reflect and grow.

- Accurate feedback is prioritized over advice, fostering self-directed growth.

- Trust and shared values form the foundation of the mentor-mentee relationship.

- Transitioning from problem orientation to vision orientation is a crucial step in the mentoring process.

Benefits in Mentoring:

For Mentees:

- Practical knowledge and insight from experienced mentors.

- Guidance and support from respected members of the college community.

- Professional development opportunities.

- Increased confidence and knowledge.

- Building a network of students for expanded knowledge.

- Access to a confidential environment for issue discussion.

For Mentors:

- Fulfillment and satisfaction from contributing to the development of others.

- Extension of networks with students and fellow mentors.

- Support for key competency development leading to personal and professional growth.

- Encouragement to explore alternative perspectives and ideas.

Process / Procedure

a. Orientation Programmes:

- Introduction of new students to campus life, college policies, and available facilities.

- Sessions to help both students and parents adapt to the college environment.

b. Mentor-Mentee System:

- Identification of slow and advanced learners through interactions and assessments.

- Remedial teaching for slow learners with a focus on specific subjects.

- Individual mentorship through a structured mentor-mentee system.

c. Mentoring by Associations, Extension Units, and Cells:

- Cultural, sports, literary, and fine arts associations provide mentoring in specific areas.

- Workshops and events organized to promote extracurricular activities.

d. Buddy Learning:

- Encouragement of peer learning to foster a collaborative learning environment.

e. Parent Teachers' Meetings:

- Regular meetings to facilitate healthy communication between parents and faculty.

Evaluation and Enhancement

- Regular assessment of the effectiveness of mentoring programs.

- Continuous feedback from both mentors and mentees.

- Periodic reviews and updates to ensure the mentoring policy remains relevant.

At Podar College, mentoring is not just a program but a commitment to nurturing the potential of every student. Through personalized guidance and support, we strive to create an environment where every learner can thrive academically, personally, and professionally.

<p style="text-align: center;">**Online Learning Guidelines**</p>

Adoption of M.S. Teams for Online teaching platform

The college migrated to MS teams as online teaching learning platform. Training programs for students, teachers and office staff were conducted online.

Enhancement and enrichment of E- content

Webinars were conducted to train the faculty members to prepare enriched E-content**.** Every department has developed E-content for each module which were uploaded in MS teams and google classroom. 214 modules were developed by the faculty members as E-content for study.

Collaboration with IIT (Bombay)

The college has collaborated with IIT (Bombay) to conduct examinations on SAFE IIT Bapp. Training programs were conducted for all the faculty and staff members. Registration and training was given to every student by the Controller of Examination and Examination facilitators. Training sessions were organized and conducted before every semester end examination for updates

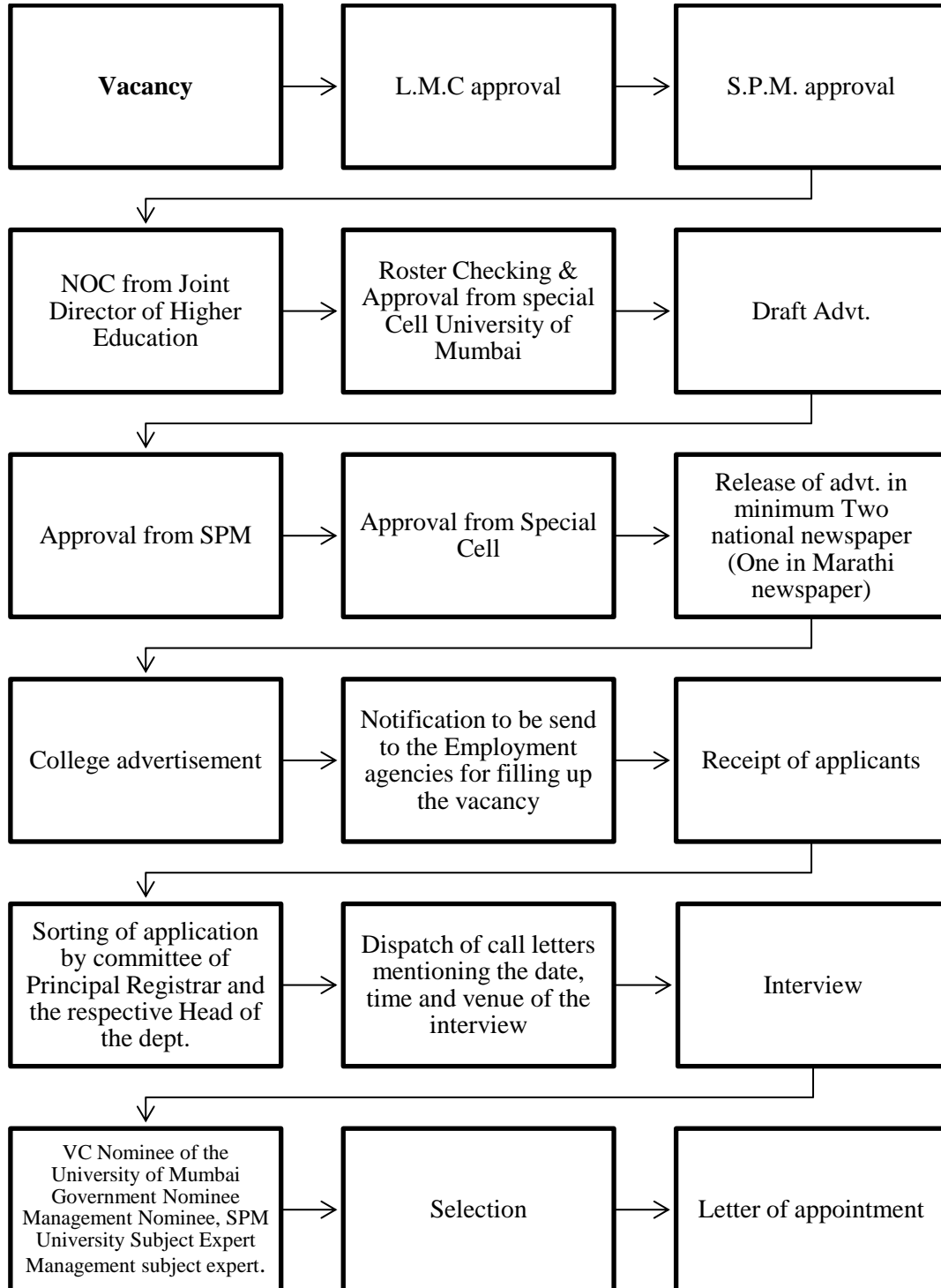**Strengthening Student support Mechanisms: April 2020 onwards**

Mentor: Mentee relationship was strengthened by regular meetings. Team leads were appointed in each class to create a cohesiveness within the class. Value based learning through Value education course was completed by all students admitted across all the programs on MS teams (Yoga and lecture series). Mental health and wellness of students was taken care of through Life enrichment programs and online consultation with college counselors twice a week. Video recordings and essays on mental health by college counselor were uploaded in each

Administration SOP for Online procedures and reporting tools for staff and faculty

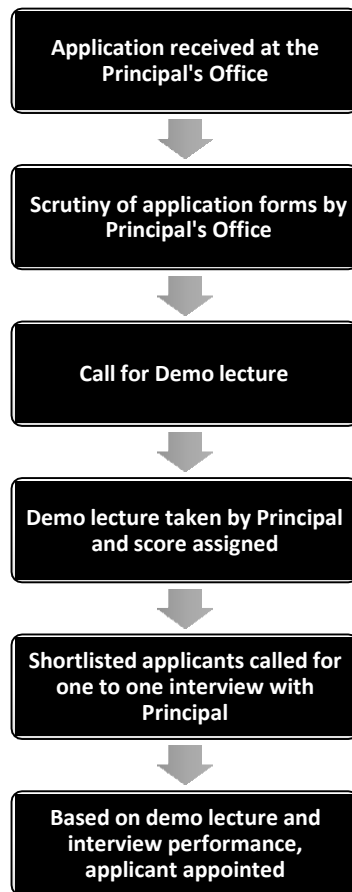Online etiquettes for students were developed and implemented. Procedures to be followed while giving examination for both the invigilators and students were developed. Daily timesheet was prepared for recording of activities and work done by staff and faculty members. Processing of online college documents was done.

<p style="text-align: center;">*Podar : Nurturing Intellect, Creating Personalities.*</p>

Recruitment of staff

Recruitment process – Faculty

Vacancy →	L.M.C approval →	S.P.M. approval
↓		
NOC from Joint Director of Higher Education →	Roster Checking & Approval from special Cell University of Mumbai →	Draft Advt.
↓		
Approval from SPM →	Approval from Special Cell →	Release of advt. in minimum Two national newspaper (One in Marathi newspaper)
↓		
College advertisement →	Notification to be send to the Employment agencies for filling up the vacancy →	Receipt of applicants
↓		
Sorting of application by committee of Principal Registrar and the respective Head of the dept. →	Dispatch of call letters mentioning the date, time and venue of the interview →	Interview
↓		
VC Nominee of the University of Mumbai Government Nominee Management Nominee, SPM University Subject Expert Management subject expert. →	Selection →	Letter of appointment

Ad hoc teacher recruitment process

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┌─────────────────────────────┐
│  Application received at the │
│       Principal's Office     │
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│  Scrutiny of application     │
│  forms by Principal's Office │
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│      Call for Demo lecture   │
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│  Demo lecture taken by       │
│  Principal and score assigned│
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│  Shortlisted applicants      │
│  called for one to one       │
│  interview with Principal    │
└─────────────────────────────┘
              ↓
┌─────────────────────────────┐
│  Based on demo lecture and   │
│  interview performance,      │
│  applicant appointed         │
└─────────────────────────────┘
```

Induction Process of new recruits

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Process

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The nature of the job, its role and key responsibilities should be covered in the job description and explained during the selection interview.

After Selection

All new employees should receive a formal employment letter. The HOD of the department would brief the new recruit the following:

- Introduce other colleagues.

- Give a tour of the workplace.

- Share the timetable and workload distribution.

- Necessary joining report to be completed and received from the new employee.

The formal induction programme is conducted the IQAC for explaining the work ethos and DNA of the college.

Research Policy at Podar College

1. Introduction:

R. A. Podar College is one of the pioneering HEI which had a fully functional research center as early as 1965. After a break, due to the demise of our former principal and Research Guide Shri. G. P. Palekar, the Ph.D center became active in 2009. In short, The College has been a pioneer in promoting and supporting research activities. The College is committed to cultivating research culture and nurturing the same amongst the faculty and students. Currently the college is known for taking initiatives to promote research not only within college but also outside. Currently the college has 3 recognized research guides and conducts 3 PhD programmes. With a fairly well established set up the college has been conducting and supporting research initiatives of the staff by encouraging them to take up major and minor research projects funded by various external agencies. The research policy aim to support the research initiatives at the institutional level. The policy initiatives requires a committee to formulate policies and suggest the operational systems.

2. Constitution of the Research Committee

A well balanced Research Committee plans and oversees the operational aspects of Research while Research and Development Cell implements the plans, such that the objectives areachieved.

The research committee prepares broad guidelines for channelizing the research talent and strengthening research culture.

The committee shall comprise of

   1. Principal -Chair Person

   2. Vice Principals

   3. Prof.-In- charge -PG Programmes

   4. Senior Faculty from Accountancy department

   5. Senior Faculty from commerce department

   6. Librarian

   7. Office Superintendent

3. Role and Functions of the Research Committee

- The College Research committee shall form sub committees as and when required.
- The committee should sensitize and promote research initiatives amongst the faculty and students by way of conducting competitions, lectures, expert talks etc.,

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- The committee need to study and recommend research opportunities for the faculty and students.

- The committee need to identify external funding agencies and give suitable recommendations for soliciting research funds

- The committee also need to recommend to the principal about any seed money requirements irrespective of the amount and extent of financial support.

- The committee need to monitor and report the progress of research activities at the campus

- They committee should encourage by inviting research proposals from time to time, screen them and guide for operationalizing the same.

- The committee should encourage faculty and students to publish their research work in reputed journals in India and abroad.

- Promote ethical aspects of research

- Augment research related resources including subscription to databases, software and other materials.

The members of the subcommittee meet regularly and share their inputs with the apex committee. All critical decisions such as budget estimates, examination of research proposals for recommendation to the funding authorities etc., are decided by the research committee.

The committee in line with the philosophy has prepared a research policy and ethical code of conduct. The code and policy is as follows:

4. Ethical Code of conduct

4.1 Professional and personal integrity of Researchers

- Researchers have the responsibility to be aware of their duties as Researchers.

- The Research should focus on common good and should contribute towards the existing knowledge base.

- The research shall obey the common legal procedure of the country and never go against larger public interest.

- Zero tolerance shall be the norm towards Plagiarism

- Researchers during the tenure of their research should optimally use the resources available with the research center.

4.2 General Principles

- Responsible research shall be encouraged and supported.

- There shall be a climate of mutual support and understanding

- Knowledge sharing shall be the key element amongst researchers.

4.3 Management of Research Data and Primary Materials

- Managing the research data shall be the sole responsibility of the researchers

- Researchers shall use the research related library resources by following the standard procedure of the Podar college library

- The researchers are eligible to access the e databases by following the due procedure after becoming the member of the library

- Membership in Podar college library shall be as per procedure and at the discretion of the management

- Researchers need to avoid situations of irretrievability of the data on the computers operated by them

- Keep clear and accurate records of the research

- Comply with confidentiality or privacy obligations

4.4. Publication and Dissemination of Research Findings

- Any publication having reference to the name of the college require prior permission from the committee

- Collection of information and dissemination of the same in the college premises needs valid authorization

- As a policy friends and acquaintances may not be entertained without proper intimation at the Research cell

- Authors must ensure that all those who have contributed to the research, such as research studentsand assistants and technical officers, are properly acknowledged.

5. Conclusion

This policy document has been approved by IQAC and is functional since the time it became operational. The authors of this policy document have considered the needs and requirements of the possible stakeholders who may use them.

<p align="center">**Waste Management Policy**</p>

Introduction

Our College recognizes the importance of effective waste management in fostering a sustainable and environmentally responsible campus. This Waste Management Policy aims to establish guidelines and practices that will minimize the generation of waste, promote recycling and proper disposal, and create awareness among students, faculty, and staff.

Objectives

The primary objectives of this Waste Management Policy are as follows:

- Minimise the generation of waste on campus.
- Encourage the segregation of waste into recyclable and non-recyclable categories.
- Promote the recycling of materials to reduce the environmental impact.
- Ensure proper disposal of hazardous waste including e-waste in compliance with applicable regulations.
- Foster a culture of waste reduction, reuse, and recycling within the college community.

Responsibilities

- **College Administration:** The college administration will be responsible for implementing and overseeing the waste management program. This includes providing necessary resources, conducting awareness campaigns, and monitoring progress.
- **Faculty and Staff:** All faculty and staff members are responsible for adhering to waste management guidelines, segregating waste properly, and actively participating in awareness programs.
- **Students:** Students are encouraged to actively participate in waste reduction initiatives, segregate waste correctly, and contribute to maintaining a clean and sustainable campus environment.

Waste Segregation

a. Waste generated on campus should be segregated into the following categories: -

- Dry Waste: Paper, cardboard, plastics, glass, metal, and other materials suitable for recycling.

<p align="center">*Podar : Nurturing Intellect, Creating Personalities.*</p>

- Wet Waste: Food waste, soiled items, and other biodegradable materials.

- **E- Waste:** Chemicals, batteries, electronic waste, and other hazardous materials.

b. Clearly labeled bins for each category will be strategically placed across the campus to facilitate proper waste disposal.

Recycling Initiatives

a. The college will collaborate with local recycling facilities to ensure the proper recycling of materials.

b. Awareness campaigns will be conducted to educate the college community about the importance of recycling and the proper disposal of recyclable items.

E- Waste Management

a. E-waste generated on campus will be handled in strict compliance with local regulations.

b. Proper storage and disposal procedures will be established for E-Waste materials.

c. E-waste generated by the local communities also will be managed through E-Waste collection drives.

Awareness and Education

a. Regular workshops, seminars, and awareness campaigns will be organized to educate the college community about waste management practices.

b. Information on waste reduction, recycling, and proper disposal will be disseminated through various communication channels.

Continuous Improvement

a. The college will regularly assess its waste management practices and seek opportunities for improvement.

b. Feedback from the college community will be welcomed and considered for refining the waste management policy.

Compliance

The college will comply with all applicable local, state, and national regulations related to waste management.

Review and Revision

This policy will be reviewed annually to ensure its effectiveness and relevance. Necessary revisions will be made to adapt to changing circumstances and advancements in waste management practices.

Mechanism of Internal Complaints Committee

The College is committed to providing a safe and conducive academic and work environmentto its students and its employees. We, at RAPCCE, are extremely alert and utterly intolerant (ZERO Tolerance approach) to matterspertaining to any kind of harassment and gender insensitivity. Sexual harassment is a serious criminal offence, which can destroy human dignity and freedom. In an effort to promote the well-being of all women employees at the work place the following code of conduct has been prescribed: -

1. It shall be the duty of the College administration to prevent or deter the commission of any act of sexual harassment in the educational institution.
2. Sexual harassment will include such unwelcome sexually determined behavior by any person either individually or in association with other persons or by any person in authority whether directly or by implication such as:

- Eve-teasing
- Unsavory remark
- Jokes causing or likely to cause awkwardness or embarrassment
- Innuendos and taunts
- Gender based insults or sexiest remark
- 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 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.

And also includes any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace. Hostile or intimidating to a person belonging to the other sex, only

on the ground of sex.

The mechanism for redressal of complaints and further Procedure to be followed for conducting enquiry by the Complaints Committee is as follows:

1. Any aggrieved woman may make, in writing, a complaint of sexual harassment at Work place to the Internal Committee (Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing.)

2. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

3. If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the head of the organization and hand over the same in person or in a sealed cover. Upon receipt of such a complaint the head of the organization shall retain the original complaint with himself and send to the complaints committee as gist of the complaint containing all material and relevant details other than the name of the complaint and other details which might disclose the identity of the complaint.

Step 1: Filing the Complaint

- Who can file? Any aggrieved woman who experiences sexual harassment at the workplace can file a complaint.
- Time limit: Within 3 months from the date of the incident (or last incident in a series).
- Format: Written complaint submitted to the Presiding Officer or any ICC member, including:

  - Details of the complainant and respondent
  - Date, time, and location of the incident(s)
  - Description of the alleged harassment
  - Witness names and contact information (if any)
  - Supporting documents (if any)

Step 2: Initial Processing

- **Forwarding the complaint:** Within 3 days, the member receiving the complaint must forward it to the Presiding Officer and notify other committee members.
- **Meeting:** The committee convenes a meeting to discuss the case and:
  - Determine their jurisdiction to handle the complaint.
  - Decide whether to accept the complaint or recommend no action.

Step 3: Notification and Response (7 - 10 days)

- Respondent notification: The respondent receives a notice with the complaint details within 7 working days.
- Response submission: The respondent has 10 working days to submit a written reply with:
  - Statement of defense
  - List of witnesses and documents (if any)

Step 4: Conciliation (Optional)

- Before starting an inquiry, the ICC may offer conciliation, at the complainant's request.
- Conciliation aims to settle the matter mutually without monetary settlements.
- If successful, the ICC records the settlement and forwards it for implementation. No further inquiry occurs.

Step 5: Hearing (if conciliation fails)

- Both parties receive hearing notices.
- The ICC follows principles of natural justice, including:
  - Right to be heard
  - Examination and cross-examination of parties and witnesses

Step 6: Witness Protection (Optional)

- To protect the complainant or witnesses, the ICC may:
  - Prevent face-to-face encounters between parties and witnesses.
  - Allow anonymous or remote testimonies.

Step 7: Additional Evidence and Witnesses

- The ICC may call additional witnesses as needed for a fair investigation.
- Both parties can be summoned for clarifications or further testimony.
- Official documents related to the case can be requested.

Step 8: Consequences of Non-attendance (Respondent)

- If the respondent fails to attend three consecutive hearings without valid reason, the ICC may:

    - Terminate the inquiry.
    - Issue an ex parte decision based on available evidence.

Step 9: Investigation Records and Report

- All ICC proceedings are recorded in writing.
- After investigation, the ICC submits a detailed report to the University.

Step 10: Recommendations and Actions

- If the complaint is upheld, the ICC recommends appropriate action against the respondent to the University.
- If the complaint is found false or malicious, the ICC may recommend action against the complainant for false accusations.

Who can complain?

- **Complaints Committee**
- In case of Physical incapacity
    a. Complainant relative /friend/ coworker/ officer/anyone who has the knowledge of the incident with the written consent of the complaint
- In case of Mental Incapacity
    a. Complainant relative /friend/ special educator/guardian/ authority one who has the knowledge of the incident, jointly with any person mentioned above
- In case of Complainant death
    a. By any person with knowledge of the incident with the written consent of her legal heir
- In case Complainant is unable to file the complaint for any other reasons
    a. By any person with knowledge of the incident with the written consent
- The complainant

Do's and Don'ts

- Don't feel a sense of shame. Tell the harasser very clearly that you find this behavior

offensive.

- Don't ignore the harassment in the hope that it will stop on its own; come forward and complain.
- Talk to somebody you trust about the harassment. It will not only give you strength, but also help others to come forward and complain.
- Keep a detailed record of all incidents related to the sexual harassment. If you feel the need to register a formal complaint later, this record will be helpful.
- Most importantly, the victim must never blame herself for the harassment.

Mechanism of Anti-Ragging Cell

In conformity with Supreme Court judgements and directions, UGC guidelines and State Government Instructions, R. A Podar College of Commerce & Economics (Autonomous), Mumbai is following 'Zero-Tolerance policy' towards ragging. Any student of the college accused and found guilty of ragging, will be severely dealt with, in accordance with the Provisions of the Law.

Objectives

1. To create a safe and healthy learning environment free from ragging through proactive prevention, swift action, and comprehensive support.
2. Implement a Zero-Tolerance Policy against ragging.
3. Raise awareness among students about ragging and its consequences.
4. Maintain constant vigilance and promptly address any issues.
5. Provide effective support to victims and take appropriate action against offenders.

Structure

- Anti-Ragging Cell: A committee responsible for overseeing anti-ragging efforts, chaired by the Principal and constituted by faculty members, student representatives, and other members.
- Counseling Unit: Trained professionals providing confidential support to victims and perpetrators.

Functioning

Prevention

- Awareness campaigns: Workshops, seminars, and information brochures to educate students about ragging.
- Hotlines and email addresses: Dedicated channels for reporting ragging incidents anonymously.

Intervention:

- Prompt investigation: Anti-Ragging Squad reports incidents to the Anti-Ragging Cell.
- Thorough inquiry: Committee investigates complaints and gathers evidence.
- Fair judgment: Committee determines the guilt and recommends appropriate

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punishments based on the severity of the offense.

Support

- Counseling services: Trained professionals offer confidential support to victims and perpetrators.
- Medical assistance: Victims can access medical services if needed.

Punishment

- Range of punishments depending on the offense, including warnings, suspension, expulsion, and even legal action.
- Punishments enforced by the College administration in accordance with UGC guidelines and Supreme Court judgments.

Transparency and Accountability

- Regular reports about anti-ragging efforts submitted to the governing body and made accessible to students.
- Open communication channels maintained to encourage reporting and address concerns.

Collaboration

- Working with local authorities and other educational institutions to create a comprehensive anti-ragging network.
- Sharing best practices and learning from other institutions' experiences.

Continuous Improvement

- Regularly reviewing and updating anti-ragging policies and procedures.
- Seeking feedback from students and staff to adapt to evolving needs.

This mechanism ensures a proactive and responsive approach to preventing, addressing, and supporting victims of ragging at R. A. Podar College of Commerce & Economics. By creating a safe and inclusive environment, the College strives to foster a positive learning experience for all students.

<h1 style="text-align:center">Mechanism of College Grievance Redressal Cell</h1>

1. Introduction:

The college management and administration follow an open door policy with respect to any grievances or dissatisfaction from the stakeholders with special reference to faculty and students about campus related aspects. However, as the college believes in giving designated forum for expressing any grievance this forum has been initiated and functional. The cell has defined scope and objectives and it is accessible to staff and students.

2. Scope

The scope of this cell is restricted to the grievances within campus. It is necessary that the grievances need to be in writing. However, exemptions could be made to keep the identity of the complainant confidential at the recommendation of the committee. The college encourages the committee to listen to grievances expressed orally also and help in resolving.

3. Objective

1. To establish a fair, accessible, and efficient system for addressing student grievances,

2. Promoting transparency, and ensuring a safe and positive learning environment.

3. Receive and process student grievances promptly and effectively.

4. Conduct thorough and impartial investigations.

5. Provide timely and appropriate resolutions to grievances.

6. Promote awareness of available complaint channels and grievance redressal procedures.

7. Encourage open communication and dialogue within the college community.

4. Constitution

The CGRC should be a diverse and independent body, consisting of:

- Principal of the College-Chair Person
- Vice Principal
- Senior faculty 1-nominated by the Principal
- Senior Faculty 2-Nminated by the Principal
- Registrar

5. Operational aspects:

1. Members should be given regular training on grievance redressal procedures

2. Problem solving through conciliation and cooperation need to be encouraged

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3. Equal opportunities to be given to the parties in the event of grievance against persons

4. Grievances related to social media and cyber space need to be dealt by seeking the assistance of competent persons.

5. Conclusion:

The college administration believes in prevention rather than cure. Value education occupies the centerstage of the college. Teaching learning process, conduct of extracurricular activities and co-curricular activities aim to bring about universal brotherhood by instilling virtues of empathy and belongingness. Nevertheless, forums like this help in providing a platform for ventilating one's grievance and help in resolving them.

Maintenance Policy

1. Introduction:

R. A. Podar College of Commerce and Economics, an esteemed autonomous institution, is dedicated to maintaining top-tier facilities supporting academic excellence and holistic student development. This policy outlines our commitment to effectively managing and utilizing physical assets, academic support facilities, and technological infrastructure.

2. Scope:

The policy covers all the immovable and movable assets of the college including the physical infrastructure. The scope of the policy gets widened with the induction gadgets and equipment which are innovative and new, yet is required to enhance the learning environment of the college. Maintenance also includes beautification, betterment, replacement os parts and accessories, Updating and upgradation.

3.   Objectives

1. The physical facilities namely, land and building need to safe, clean and green

2. They must be in usable condition and should be available when needed

3. They should be protected from wear and tear

4. They must be insulated from heavy rains, flood and other natural disturbances

5. The furniture needs to be clean and pest free

6. The water tanks supplying drinking water and the water coolers need to free of germs and bacteria

7. the drainage pipes need to be fault free

8. The water pipes and taps need to be leak free

9. The library books should be clean and dust free

10. The computers, printers' cameras, shredding machines and lap tops need to be functional and should give quality output

11. The gym facilities, green gym and four station gym station should be functional

12. The auditorium and the balcony should be available for proper use

13. The amenities at the ladies common room should be satisfactory.

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14. The podiums, overhead projectors and the blackboard in classrooms should enhance teaching learning experience.

15. In all the policy should help in optimum utilization of the physical resources.

16. All measures to prevent theft and misuse of facilities.

3. Maintenance categorized:

3.1 Physical Facilities, campus, classrooms, playground, multipurpose hall and others

These facilities require daily maintenance which could be achieved through the following

1. Constitution of an Estate Management Committee comprising faculty members, non-teaching staff to oversee regular inspections
2. Outsourcing housekeeping in order to maintain he cleanliness and hygiene physical surrounding
3. Regular checkup and monitoring and inspection to be assigned to 'hygiene brigade 'from student group
4. Maintain a detailed inventory to monitor asset conditions and facilitate timely   Maintenance.
5. Review the services of the outsourced housekeeping staff regular
6. Regular check-up of fans, tube lights, air-conditioners and other electronic devices through annual maintenance contract.
7. Water filters and geysers to be checked for water quality.

3.2 Library:

1. Library clerks to be upskilled on a regular basis
2. Clean and dust free environment
3. Systems and SOP in place for use of facilities including print out and video conferencing facility
4. Desk tops and Lap Tops to remain up to date
5. Policy for lending and borrowing need to be in place
6. To ensure the weeding of books is according to norms prescribed by S.P.Mandali
7. Library Advisory committee to oversee additions and deletions

3.3 Sports Facilities-indoor games and GYM

Maintenance Policy with reference to gymkhana covers

1. The upkeep of indoor game equipment like chess, carrom, TT table etc.,

2. The college has a Rifle regiment in the NCC wing. They need to be counted, oiled and arranged periodically for proper upkeep.

3. Proper registers and SOP for using the implements and sports equipment

3.4 Computer Laboratories and Faculty facilitation room

Policies related to language labs, FinTech labs and computer laboratories requires to draw from the guidelines related to IT policy. However an AMC is to be given for upkeep of hard ware and software. The vendor and the services of the vendor needs to be monitored by the faculty from mathematics department and data science department

4. Conclusion :

Investing in physical facilities will give dividend only when they are maintained to give the desired results. R. A. Podar College of Commerce and Economics (Autonomous) remains steadfast in its commitment to maintaining and utilizing physical, academic, and support facilities to the highest standards. Through meticulous planning, dedicated committees, and robust systems, we ensure our facilities meet the evolving needs of our stakeholders. By prioritizing excellence in facility management, we create an environment conducive to academic achievement and holistic development.