



SUMAN EDUCATION SOCIETY'S

LN COLLEGE

(Affiliated to the University of Mumbai)

H. D. Gaonkar Vidya Sankul, Suman Education Society Campus, Plot No. 89, Near General Kariappa Bridge,
Rajendra Nagar, Borivali (East), Mumbai - 400 066, Maharashtra (India)

CODE OF CONDUCT HANDBOOK

2020-21

SUMAN EDUCATION SOCIETY'S LN COLLEGE

AFFILIATED TO UNIVERSITY OF MUMBAI

BORIVALI (E) MUMBAI 400066



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CHAPTER 1

Conduct for Students

Professionalism and General Conduct

The College holds itself to high standards of professionalism and personal conduct on the part of its staff. St. Andrew's staff shall serve as positive role models for students in conduct, presentation and communication. When students need to be exposed to religious customs, festivals or practices as part of their education about society and its diversity, these will be taught with neutrality and academic objectivity.

Students are expected to conduct themselves in a manner worthy of an educated Indian citizen. Such conduct is based on respect for the dignity and right of individuals, respect for public and personal property, and personal and academic honesty. Students are responsible to the Principal for their conduct in College.

The codes depicted underneath shall apply to all sorts of conduct of students within the College premises and their off-campus mannerisms which may have serious consequences or adverse impact on the Institution's interests or reputation. At the time of admission, each student would have to sign a statement consenting to abide by the framed codes and should also affirm

Undertakings that:

1. The student shall be regular in the classes and must complete his / her studies in the institute.
2. In the event, the student is forced to discontinue studies for any legitimate reason; he/she may be relieved from the Institution subject to the written consent of the College authority.
2. In case of relieving the student, he/she shall have to clear all pending dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked. The College believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, be respectful to all persons, to their rights, to the College property and to the safety of others. All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which may affect the Institute's interests and reputation substantially.



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(A) Conduct

1.1 Discipline

1. The student must observe and strictly follow the disciplinary rules and regulations of the institute.
2. The student should follow the Academic Calendar as per the instructions of the Principal.
3. Any act of indiscipline or misbehavior by any student will attract severe punishment.
4. Damage to institute and campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
5. Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the College campus free from plastic and other litter.
6. Students have to park their two wheelers in the parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park their cars in the campus of the institute.
7. No person shall be invited to address or entertain the students of the College, without the prior written permission of College authorities.
8. Students are prohibited from indulging in anti- Institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
9. Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
10. All educational tours or industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the parents / guardian of the students' and with the written consent of the Management.
11. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders into the College.



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12. Any case of criminal activity or violation of law and order in the College campus will be reported to the police.

(A) Conduct

1.2 I-Card

1. Every student must carry with him / her College and campus I-card every day while attending lectures and appearing for various examinations. The student should take his / her identity card and library card for home lending, from the library at the beginning of the year.
2. I-Card will be available a week after he / she produces his / her identity card size photographs along with admission receipt.
3. The student should collect his / her I- Card within 15 days from the date of admission.
4. The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
5. At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.
6. If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

(A) Conduct

1.3 Human Values

We expect students to be scrupulously honest in all academic activities and with all the stakeholders of the institute. Be attentive, fair and cooperative to your Teachers and peers on

various academic and non- academic activities. Reach out to everyone in need in love and kindness.

Various forms of misconduct students should refrain from, include but not limited to are:

1. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability.
2. Intentionally damaging or destroying institute's property or property of other students and / or Faculty members and Support staff.



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3. Any disruptive activity in a class room or in an event sponsored by the College.
4. Participating in activities including:
 - i. Organizing meetings and processions without permission from the Institution.
 - ii. Accepting membership of religious or terrorist groups banned by the Institution and/or by the Government of India.
 - iii. Unauthorized possession, carrying or use of any weapon,

ammunition, explosives or potential weapons, fireworks contrary to law or policy.
 - iv. Unauthorized possession or use of harmful chemicals and banned drugs.
 - v. Smoking within the College campus.
 - vi. Possessing, consuming, distributing, selling of alcohol in the institute; and /or throwing empty bottles on the campus of the institute.
 - vii. Parking a vehicle in the College premises.
 - viii. Not disclosing a pre-existing health condition, either physical or psychological which may cause hindrance to the academic progress of the student.
 - ix. Pilfering or unauthorized access to the resources of others.
 - x. Misdemeanour and/or exhibiting disruptive attitude at the time of Students' body elections or during any activity of the institute.
 - xi. Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the institute.
5. Students are expected not to interact, on behalf of the Institution, with media representatives or invite media person
on to the campus without the permission of the institute authorities.



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6. Students are not permitted to do recording of either audio or video of the lectures delivered in class rooms, actions of other students, faculty or staff without prior permission.
7. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.
8. Students are expected to be careful and responsible and exercise restraints while using social media. They should desist from posting derogatory comments about other individuals of the Institute and refrain from indulging in such other related activities having grave ramifications on the reputation of the institute.
9. Stealing or damaging of Institution's computers and / or other ICT instruments and Institution's services are not allowed. Unauthorized entry, tampering of property or facilities of private residences of teaching / support staff, offices, classrooms, LAN connectivity and other restricted facilities and interference with the work of others is punishable.
10. Causing damage to, or destruction of any property of the College, or any property of others on the Institution premises would invite punishment.
11. Making video / audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is punishable. If there is a case against a student for any possible breach of the mentioned codes of conduct, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable disciplinary action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.



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(A) Conduct

1.4 Dress Code

We believe in inculcating a sense of reverence, discipline and professionalism among the students by observing a dress code, for we believe that the College is a 'Temple of Learning'. Visitors and students are required to follow our dress code in the College campus.

1. Dress code for boys- caps, half pants, bermudas, sleeveless T-shirts and three-fourth pants are not allowed.
2. Dress code for girls- caps, half pants, bermudas, skin tight dresses, short dresses or short skirts, sleeveless, short tops, pedal pushers and three fourth pants are not allowed.

(A) Conduct

1.5 Mobile Phones

1. Students should switch off their mobile phones while in the Classroom, Laboratory, Library or any other location that has been notified.
2. Use of the mobile phone is strictly prohibited in the exam hall during exams. The College will not be responsible for loss or theft of bags, wallets, mobiles, I-pads, laptops or other such devices or any valuables. If students bring them to College it is at their own risk.

(A) Conduct

1.6 Ragging

Ragging within or outside of any educational Institution is prohibited.

The Maharashtra Prohibition of Ragging, Act 1999

1. "Ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any Educational Institution and includes--

a Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student;
OR

b Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do. Action will be taken against students indulging or abetting Ragging as per the directions of the Supreme Court of India and Maharashtra Act N0 XXXIII of 1999

The Maharashtra Prohibition of Ragging Act, 1999.



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(As modified up to the 29th August 2012)

1. Cancellation of admission and also debarred from taking admission in any Institution in India.
2. Suspension from attending classes.
3. Withholding/Withdrawing scholarship / fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarred from representing the Institution in any regional, national or international meet, tournament, youth festival.
7. Suspension / expulsion from the Institution.
8. Collective punishment if larger numbers of students are involved in the act of ragging.
9. An FIR filed without any exception with local police station.
10. Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational Institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.
11. Any student convicted of an offence under section 4 shall be dismissed from the educational Institution and such student shall not be admitted in any other educational Institution for a period of five years from the date of order of such dismissal.
12. Whenever any student or, as the case may be, the parent or guardian, or a Teacher of an educational Institution complains, in writing, of ragging to the head of the educational Institution, the head of that educational Institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the Police Station having jurisdiction over the area in which the educational Institution is situated, for further action.



13. If the Head of the Educational Institution fails or neglects to take action in the manner specified above when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

(A) Conduct

1.7 Attendance

Attendance norms for students to follow.

Attendance for Learners as Per Ordinance 6086 of University of Mumbai (For students' reference)

1. Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a programme of his/her enrolment only if he/she fulfils at least 75% of the attendance taken as an average of the total number of lectures, practicals, tutorials, etc. wherein short and/or long excursions/field visits/study tours organised by the College and supervised by Teachers as envisaged in the syllabus shall be credited to his/her attendance for the total number of periods which are otherwise delivered on the day/s. Further, it is mandatory for every learner to have minimum 50% attendance for each course and average attendance has to be 75%.

2. The same ratio shall be applied for computing the attendance of learners by crediting the number of periods which are missed while participating in an extracurricular /co- curricular activity / competition / camp / workshop / convention / symposium / seminar, where the learner is officially representing the College / University / District / State / Country

with the permission of the Principal / Director / Head of the College / Institute / University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, shall be deemed to have been attended by the said learner.

3. The Principal/Director/Head of the concerned College /Institute / Department of the University shall be the competent authority to condone the absence of any learner further up to additional 25% if deemed fit and on recommendation of the Attendance Committee of the College/Institute/Department of the University wherein it is mandatory on the committee to do natural justice by giving a personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent which generally shall be limited to his/her own sickness, sickness of parent, death of parent, supported by valid evidence, documentary or otherwise.



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(A) Conduct

1.8 Examination

(I) Before the Examination

1. Forms:

(i) Students should adhere to schedules set out for filling forms, payment of fees and submission of required documents.

(ii) Forms will not be accepted on any day/date, other than the allotted day/dates.

2. Timetables:

(i) Examination timetables are displayed on notice boards and the College website at least one week to one month before the examination.

(ii) Students should check the College website and/or notice boards regularly for the most up-to-date timetables.

3. Timing and breaks:

(i) Students must be in the exam room at least 15 minutes before the designated start time.

(ii) Students arriving more than 30 minutes late will not be permitted to sit for the examination.

(iii) Students arriving within the first 30 minutes of an examination will not receive any additional time to complete the examination.

(iv) Students are not allowed to leave the venue within the first hour and last 10 minutes of the examination.

(v) Once any examinee has left the room, no further latecomers will be admitted to the examination.

(vi) Students will not be permitted to return once they leave the room unless they have been accompanied by an invigilator/peon.

(vii) In case of emergency only one student will be permitted to leave the examination hall accompanied by a peon/invigilator.



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4. What students should bring/is allowed in the examination hall:

4.1. Identity Card / Hall Ticket:

(i) ID Card and / hall ticket is compulsory. Students are obliged to provide valid proof of identity and registration such as a student ID card and hall ticket.

(ii) If a student cannot produce valid proof of ID, or if the invigilator has reasonable doubts regarding the student's identity, the student will be permitted to take the examination on the condition that a valid proof of ID will be presented to the

examiner as soon as possible once the examination is completed.

(iii) A remark will be made on the examination paper and attendance sheet that the student did not have an ID card or hall ticket.

(iv) The student's examination will not be assessed until his/her identity has been verified.

4.2. Stationery:

(i) Students must ensure they have the appropriate stationery for each examination. The College is not responsible for the provision of pens, pencils, rulers etc.

(ii) Stationery must be in a clear pencil case or bag.

(iii) Students must bring their own calculator to the examination, where its use is permitted. The College does not supply calculators for examinations.

- Calculators that incorporate an alphabetic input are not permitted.
- Calculators must not be pre-programmed and the memory must be clear.
- Sharing of calculators is not permitted.
- Students are not permitted to use their mobile phone as a calculator.
- Possession of mobile phones will be treated as unfair means.

5. What students should not bring/is not allowed in the examination hall:

(i) Mobile phones / books / bags / cell phones are not allowed in the examination hall.

(ii) Students may only bring a clear bottle of water to the examination.

(iii) Food/snacks are not permitted, unless students have a specific medical condition which has been certified by a medical practitioner.

(iv) Writing boards are not permitted.



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(II) During the Examination (A) General rules:

- (i) Students must leave their bags, personal items, including books and cell phones (switched off) in the area designated by the invigilator. The College (office and invigilators) does not take any responsibility for loss or damage of items carried by students to the examination.
- (ii) Students should take their respective seats 10 minutes before the start of the examination.
- (iii) Any type of piece of paper near the student's seat or below the desk must be removed by the student before start of the examination.
- (iv) Talking will not be allowed in the examination hall. In case the student does not co-operate the student will be expelled from the examination hall.
- (v) All students must follow the instructions issued by the invigilator.
- (vi) The invigilator will follow the bells specific to the examination and announce commencement and completion of the examination. The invigilator will also announce the last 10 minutes of the examination.
- (vii) Students must read all instructions on the answer booklets before the start of the examination and instructions on the question paper at the start of the examination.
- (viii) Students should fill in the details required on the answer sheet. They should ensure that they write their seat number correctly and clearly on the answer book and the attendance sheet.
- (ix) They should also enter the correct date, programme, course title and sign the answer booklet.
- (x) Students should ensure that they sign the attendance sheet.
- (xi) Students should not get up from their seats and are only permitted to communicate with the invigilator, if absolutely necessary by means of raising their hand.
- (xii) If students wish to leave the examination before the specified finish time, they must raise their hand and wait until the invigilator has collected their examination paper.
- (xiii) Students should return all unused stationery to the invigilator before/whilst submitting the paper.
- (xiv) Students should not share any stationery with other students.
- (xv) Students are not allowed to write, highlight, underline or make notes on blank answer booklets before the examination or on the question paper unless otherwise stated.

(B) Examination misconduct and unfair means

Misconduct and use of unfair means in examinations includes but is not limited to the following:

- (i) All verbal and non-verbal communication between students.
- (ii) All verbal and non-verbal and electronic communication between the student and anyone else.



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- (iii) Copying from another student.
 - (iv) Introducing any written or printed materials into the examination.
 - (v) Using any electronically stored information.
 - (vi) Possession of hand-written /printed /photocopied material.
 - (vii) Any matter pertaining to the examination written on the person's body or apparel.
 - (viii) Any matter pertaining to the examination written on the desk or bench of the concerned student.

 - (ix) Possession of mobile phones, smart watches or any other electronic devices.
 - (x) Matter written on rulers, erasers, calculators, pencil cases, hall tickets, question papers etc.
 - (xi) Tearing pages from the answer booklet or supplement.
 - (xii) Exchange of pens / pencils / drawing instruments / calculators, data tables, question papers, supplements etc. without permission of the invigilator.
- Any action by a student who is in breach of these regulations, will be subject to disciplinary action as per Ordinance 5050 of University of Mumbai.
 - In cases of malpractice, the junior and senior supervisor will fill in the report in the given format detailing the circumstances.
 - Students misbehaviour with faculty members will be reported to Unfair Means Committee.
 - Any written/printed matter recovered from the candidate should be signed by the candidate with the date. If the candidate refuses to do so, this should be reported to the Unfair Means Committee in writing.

(III) At the end of the Examination

- (i) It is the responsibility of the student to ensure the front cover of the answer book is complete in all respects. They should also ensure that the invigilator has signed their answer booklets and supplements.

- (ii) All supplements / any loose sheets (e.g., maps) should be tied with main answer booklet unless instructed otherwise. All supplements and loose sheets even if blank should have the student's seat number written on it.

- (iii) All students must remain in their seats and not talk until their papers have been collected and they are formally dismissed by the invigilator.

- (iv) Students must leave the examination room quietly.



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On-Line Examinations

Students are expected to the rules for online examinations in the same way as with off-line examinations. However, given the different nature of examinations there are specific rules and regulations that should be adhered to as, when and where applicable.

(I) Before Examinations Equipment/Devices:

For taking final and/or mid-term exams online, students should be equipped with a device desktop / laptop with a webcam, microphone, speaker and a stable internet connection.

(II) During Examinations (Closed Book Examinations)

- (i) Take all examinations without any external assistance.
- (ii) Try to make sure that no one disturbs them while they are sitting the examination.
- (iii) Allow the College, upon request to monitor their surroundings before and during the exam, using the devices available to them (computer, tablet or smartphone).
- (iv) It is forbidden to attempt a paper in the name of another student or have another person attempt the paper in your name.
- (v) It is forbidden to ask for assistance from another person during an examination.
- (vi) It is forbidden to use any device or other form of assistance (books / notes / course materials) during an exam, with the exception of devices explicitly authorized by the instructor.

(III) During Examinations (Open Book Examinations)

- (i) Open book examination means students are permitted to:
 - (a) refer to their own course and revision notes; and
 - (b) access offline or online resources, for example textbooks or online journals.
- (ii) Take all exams without any external assistance.



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- (iii) Try to make sure that no one disturbs them while they are sitting the examination.
- (iv) Allow the College, upon request to monitor their surroundings before and during the exam, using the devices available to them (computer, tablet or smartphone).
- (v) It is forbidden to attempt a paper in the name of another student or have another person attempt the paper in your name.
- (vi) It is forbidden to ask for assistance from another person during an examination.
- (vii) Students should indicate clearly all material they have quoted from other sources, including any diagrams, charts, tables or graphs.
- (viii) Students are expected to make some mention of the source material which forms a major part of the answer.
- (ix) Students should paraphrase adequately all material in their own words.

(IV) After Examinations (On Line Examinations)

If it is found that students have not followed or deliberately broken any of the above-mentioned rules, they would be liable for disciplinary action as per Ordinance 5050 or any action deemed fit by the College Principal.

(B) Academic Integrity

Academic integrity is essential for the success of an Institution and its research missions as well, and hence its violation constitutes a serious offence. The policy on Academic Integrity, forms an integral part of the Code which applies to all students of the Institution to which they should adhere. Failure to uphold these principles threatens both the reputation of the Institution and the value of the degrees awarded to its students. Every pupil of the Institution should feel responsible to ensure the highest standards of academic integrity.

The Principles of Academic Integrity require that a student should:

1. Properly acknowledges and cites use of the ideas, results, material or words of others.
2. Properly acknowledge all contributors to a given piece of work.
3. Make sure that all assignments in a course are submitted by his/her own.



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4. Perform academic activities without the aid of impermissible materials or collaboration by obtaining all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his/her interpretation or conclusions.
5. Have right to pursue their educational goals without interference
6. **Violations of this policy include, but are not limited to:**
 - (a) **Plagiarism:** Plagiarism means the use of materials, ideas, figures, codes or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself. Examples of plagiarism include:
 - i. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
 - ii. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data.
 - iii. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programmes, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
 - iv. Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
 - v. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
 - vi. Paraphrasing or changing an author's words or style without citation.



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(b) **Cheating:** Cheating includes, but is not limited to:

- i. Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- ii. Allowing or facilitating copying, or writing a report or impersonating someone else for an examination.
- iii. Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- iv. Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- v. Creating sources, or citations that do not exist.
- vi. Altering previously evaluated and re-submitting the work for re-evaluation.
- vii. Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.



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(c) Conflict of Interest:

- (i) A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy.
- (ii) It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.
- (iii) Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.
- (iv) To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case



(C) Redressal of Grievances of Students

A complaint from an aggrieved student relating to a College shall be addressed to the Collegiate Student Grievance Redressal Committee (CSGRC).

1. "Grievance" means, and includes, complaint(s) made by an aggrieved student in respect of the following, name Admission contrary to merit determined in accordance with the declared admission policy of the Institution.
2. Irregularity in the process under the declared admission policy of the Institution.
3. Refusal to admit in accordance with the declared admission policy of the Institution.
4. Non-publication of prospectus by the Institution, in accordance with the provisions of these regulations.
5. Publication by the Institution of any information in the prospectus, which is false or misleading, and not based on facts.
6. Withholding of, or refusal to return, any document in the form of certificates of degree, diploma or any other award or other document deposited by a student for the purpose of seeking admission in such Institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or programme of study which such student does not intend to pursue.
7. Demand of money in excess of that specified to be charged in the declared admission policy of the Institution.
8. Violation, by the Institution, of any law for the time being in force in regard to reservation of seats in admission to different category of students.
9. Non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such Institution, or under the conditions, if any, prescribed by the Commission.
10. Delay by the Institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the Institution, or in such calendar prescribed by the Commission.
11. Failure by the Institution to provide student amenities as set out in the prospectus, or is required to be extended by the Institution under any provisions of law for the time being in force.
12. Non-transparent or unfair practices adopted by the Institution for the evaluation of students;
13. Delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, or as may be notified by the Commission;
14. Complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or persons with disabilities.
15. Denial of quality education as promised at the time of admission or required to be provided; and
16. Harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force.



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Procedure for Redressal of Grievances by Student Grievance Redressal Committee:

1. The College has an online portal where any aggrieved student may submit an application seeking redressal of grievance.
2. On receipt of an online complaint, the Institution shall refer the complaint to the appropriate Student Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal.
3. The Student Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the Institution and the aggrieved student.
4. An aggrieved student may appear either in person or authorize a representative to present the case.
5. In considering the grievances before it, the CSGRC shall follow principles of natural justice.
6. The Committee shall send its report with recommendations, if any, to the Vice-Chancellor of the affiliating University and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.



(D) Gender Discrimination and Allied Harassment The Institution's stand on prevention and prohibition of sexual harassment at workplace shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students as per the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Institution has a zero-tolerance policy toward sexual harassment, and has a robust mechanism for redressal of issues related to sexual harassment. Students should note that sexual misconduct or harassment encompasses a range of conduct.

'Sexual Harassment' may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature and includes:

- (i) Physical contact and advances;
- (ii) A demand or request for sexual favours;
- (iii) Sexually coloured remarks;
- (iv) Showing pornography;
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- (vi) The following circumstances, amongst others, if it occurs or is present in relation or connected with any act or behaviour of Sexual Harassment may amount to Sexual Harassment:
 - a. Implied or explicit promise of preferential or detrimental treatment in employment; or
 - b. Implied or explicit threat of detrimental treatment about present or future employment status; or
 - c. Interference with work or creating an intimidating or offensive or hostile work environment; or
 - d. Humiliating treatment likely to affect health or safety.

Workplace includes all offices and Institutions and any social, official or other functions attended in the course of work, where the conduct or comments may have an adverse impact on the workplace or workplace relations.

Redressal Body: An appropriate complaint mechanism in the form of "Internal Complaints Committee (ICC)", with at least one-half of the members (in addition to the Presiding Officer) being women, to be constituted for time-bound redressal of the complaint made by the victim.



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CHAPTER 2

Conduct for Teachers

The Teachers of this College should follow the code of conduct in addition to the guidelines provided by UGC for College Teachers. As per UGC guidelines whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A Teacher is constantly under the scrutiny of their students and the society at large. Therefore, every Teacher should see that there is no incompatibility between their precepts and practice. The national ideals of education must be his/her own ideals. The basic ethical values underlying the code are care, trust, integrity and respect; embodying those aspects relevant to the Teacher, who is entrusted with social responsibility. A definitive code for this Institution encompasses the following:

(A) Professional Values

1. Be concerned and committed to the interests of the students as the foremost aim of the teaching profession is to educate. This attitude should be directed towards the specific needs of each student. The teacher should be conscientious and dedicated and if necessary, should help the students beyond class hours without accepting any remuneration.
2. Respect the right and dignity of the student in expressing his/her opinion. The Teacher should accept constructive criticism.



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3. The teacher should develop an educational environment. Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status. There should not be any partiality or vindictive attitude towards any of them.
4. The teacher's aim should be to inspire students to generate more interest and develop a sense of inquiry in the pursuit of knowledge.
5. Inculcate among students scientific, progressive and rational outlook, respect for physical labour and ideals of democracy, patriotism and peace.
6. Above all a Teacher should conform to the ethos of their profession and act in a dignified manner. They should keep in mind that society has entrusted them with their children.
7. Recognize the difference in aptitude and capabilities among students and strive to meet their individual requirements.
8. Encourage students to improve their achievements/goals, develop their personalities and at the same time contribute to community welfare.
9. Respect the dignity of students and refrain from behaving in a vindictive manner towards any of them for any reason.
10. Pay attention to only the attainment of the student in the assessment of merit.
11. Make themselves available to the students even beyond their class hours and help and guide them without any remuneration or reward. *(this is already included in point 1)*
12. Aid students to develop an understanding of our national heritage and national goals.
13. Refrain from inciting students against other students, colleagues, administration or Management.
14. Be impartial in assessment of a student and not grant excess marks or deliberately over



15. mark, under mark or victimize a student on any grounds.
16. Ensure that the students are comfortable coming to College.
17. Ensure that the Students are emotionally and socially secure.
18. The Teacher shall not practice or incite any student to practice casteism, communalism, and untouchability; or cause to

incite any other person or to cause any damage to the property of the College either moveable or immovable.

19. The Teacher will not behave or encourage or incite any student, Teacher or any other member of the College to behave in a disorderly manner in the premises of the College or outside in connection with any matter connected with College.

20.

Ensure that they do not award corporal punishment to any pupil. No rude gestures, remarks, words should be used with any of the students.

21. Refrain from indulging in any act amounting to child abuse.
22. The Teacher should not accept friend requests from current pupils, or ex-pupils under the age of 18 or “follow” students on their personal social media accounts. Notify the parents if a child sends a friend request.

(B) Professional Development and Practices

1. It may be conceded that learning has no end. It is imperative that a Teacher continuously updates themselves in their field and other related ones in order to upgrade themselves and the student community. They must also acquaint themselves

with recent methodologies and other applications.

2. A Teacher must, alongside teaching, pursue research as innovation contributes to the continuous progress and development of a subject.
3. They should involve themselves in seminars and workshops where there is interchange of academic topics. A career long professional development is therefore a necessity.



4. Developing new teaching strategies and curriculum as well as planning for an upgraded academic system should be an integral part of their professional duties.

5. The Teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, College seminars and so on. They should also be participating in extra-curricular activities of the College as in sports, extension activities and cultural programmes. This will generate a holistic development and a congenial relationship with the students.

(C) Professional Integrity

1. Teachers must maintain ethical behaviour in professional practice by accurately representing certifications, licenses and other qualifications.

2. Honesty should not be compromised in research. Plagiarism is an evil that cannot be accepted at any cost. The aim should be to improve quality of research.

3. There should be no conflict between professional work and private practice. Private tuitions should be avoided as they negatively impact upon the quality of College teaching.

4. The Teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

(D) Professional Collaboration

1. Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner

2. Teachers should refrain from lodging unsubstantiated allegations against their colleagues in order to satisfy vested interests.

3. Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of contract.

4. Teachers should refrain from responding to unnecessary political motivations as these ruin the sanctity and smooth progress of an educational Institution. This is more so as the Institution is located in a vulnerable border area.

5. Teachers should accord the same respect and treatment to the non-teaching staff as they do to their fellow Teachers. The Institution should hold joint meetings before upholding any decision regarding the College.



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6. There should be regular interactions with the guardians of the students as this is necessary for the improvement of the students and the Institution.
7. Despite the commuting distance, the Teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the College.

(E) Sexual Contact with Students

All sexual relationships including consensual sexual relationships with students, including students who have reached the age of consent, is prohibited. Any attempts at intimacy on the part of any student should be reported to the College Management immediately.

(F) Conduct outside the College

1. Teachers shall not consume any intoxicating drink or drugs or be under the influence of a controlled substance, including alcohol etc in any public place or appear in a state of intoxication.
 2. Any such act which may be considered as violating these Rules will render the employee liable for action/termination as deemed fit by the Management.
 3. Teachers should not engage in any activity that would bring the College in disrepute or affect or lower the fair name, image or reputation of the College.
 4. The Protection of Children from Sexual Offences (POCSO) Act, 2012 provides a robust legal framework for the protection of Students below the age of 18 from offences of sexual assault, sexual harassment, pornography, while safeguarding the interest of the student at every stage.
 5. If any Teacher has apprehension that a child is likely to be sexually assaulted/harassed or has knowledge that a child has been sexually assaulted / harassed, the Teacher shall immediately inform the Principal who in turn shall provide such information to, the Special Juvenile Police Unit, or the local police.
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6. The Teacher, who fails to report the same shall be punished with imprisonment of either description which may extend to six months or with fine or with both.

Sexual assault means: Whoever, with sexual intent touches the vagina, penis, anus or breast of the child or makes the child touch the vagina, penis, anus or breast of such person or any other person, or does any other act with sexual intent which involves physical contact without penetration is said to commit sexual assault. Sexual assault can be Penetrative or non-Penetrative.

Sexual Harassment:

1. A person is said to commit sexual harassment upon a child when such person with sexual intent.
2. Utters any word or makes any sound, or makes any gesture or exhibits any object or part of body with the intention that such word or sound shall be heard, or such gesture or object or part of body shall be seen by the child; or
3. Makes a child exhibit his body or any part of his body so as it is seen by such person or any other person; or
4. Shows any object to a child in any form or media for pornographic purposes; or
5. Repeatedly or constantly follows or watches or contacts a child either directly or through electronic, digital or any other means; or



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6. Threatens to use, in any form of media, a real or fabricated depiction through electronic, film or digital or any other mode, of any part of the body of the child or the involvement of the child in a sexual act; or
7. Entices a child for pornographic purposes or gives gratification therefore.

Corporal Punishment:

Corporal punishment is defined as “any form of physical punishment that involves the deliberate infliction of pain as retribution for an offence, or for the purpose of disciplining or reforming a wrongdoer”. St. Andrew’s has a zero-tolerance policy and corporal punishment is prohibited by law and shall not be used in St. Andrew’s College.

Reasonable Restraint:

There are times when it becomes necessary for staff to use reasonable restraint to protect a student from harming himself/herself or to protect others from harm. Such acts shall not be construed to constitute corporal punishment. However, they should immediately be reported to the Management.

Stringent action will be taken against Teachers who are found indulging in unfair disciplinary measures.

The Institution expects the Teacher to follow a dress code which helps them to work comfortably and at the same time project a professional image to the students, parents, colleagues and the community. Hence, it is essential that the Teachers take pride in their appearance and maintain proper dress code and general appearance during the working hours. Teachers are expected to dress neatly and, in a manner, consistent with the duties being discharged by them.

Male Teachers:

All employees are expected to abide by the dress code policy during regular working days, annual function and all formal events and while representing the Institution/Management. Hair must be well trimmed and combed. Long hair and fashionable haircuts (layered/spiked/tattooed) are strictly prohibited. Nails must be well trimmed all the time. Attire should be restricted to business formals such as, business suits, trousers, formal shirts and belt. Tie is optional. Shoes should be well polished. Torn and worn-out shoes, slippers, sports shoes, sneakers, gum boots, floaters and other informal footwear are strictly prohibited. Body piercing (except ears) and visible tattoos are strictly prohibited.



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Female Teachers:

Attire should be restricted to formals such as business suits, formal shirts and trousers, traditional Indian sarees, salwar suits

and kurtis. Denim, tee shirts, informal shirts, trousers and jackets, polo necks, short tops, sleeveless tops and kurtis are strictly prohibited. Body piercing (except nose and ears) and visible tattoos are prohibited. Wearing flashy jewellery should be avoided. Well maintained shoes or sandals are permissible. Torn and worn-out footwear, slippers, floaters, sports shoes, sneakers, and other informal footwear are strictly prohibited.

Gifts:

The Teachers should neither demand nor accept any gifts from the parents, students or guests. The Teacher shall not accept, permit any member of her family or any other person acting on her behalf to accept any gift including free transport, boarding, lodging, or any other service or any pecuniary advantage from student, parent /guardian or any other person, who may come into their contact in the capacity of them being a Teacher in the College.

The Teacher will not enter into any monetary transactions with any student or his parents/ guardians and shall not misuse their position as a Teacher for their personal gains and shall not conduct themselves in such a manner that they may have to incur a debt beyond their means.

Intellectual Property /Confidentiality

That a substantial amount of technical, strategic and competitive information ("sensitive information") about the Institution will be made known/available and will become known/available to the Teacher during their employment. That all such sensitive information, whether oral, written or otherwise, that is shared with them during the course of their tenure shall be treated as confidential by them. The Teacher is forbidden from disclosing the said sensitive information so obtained by them to any third person, firm, or Institution either directly or indirectly.

All intellectual property including but not limited to study material, course work, charts, statistical data, methods of study, audio visual aids, documents and various forms, format, processes, policies defined, all data, be it creative or administrative or academic developed, created and executed as a learning strategy in College, in any form, created by the Teacher during the course of their



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employment will be the property of the Management and the Teacher will be required to take all the steps which may become legally necessary to invest this right in favour of the Institution.

Social Media

“Social media” refers to any digital mode of communication including but not limited to online communities like blogs, chat rooms, Quora, reddit, wikis, microblogs, message boards online forums and social networking sites, like Facebook, Twitter, WhatsApp, Snapchat, LinkedIn.

“Electronic media” refers to any electronic mode of communication including but not limited to emails and newsletters.

1. Teachers should desist from commenting or interacting or sharing any details of the College or its events etc with the students and parents of the student on TV channels or the print media or “social media” or “electronic media” except with prior written permission of the Management.
2. The interaction with the students /parents should only be either through official email of the College or digital platform specifically sanctioned by the Management.
3. The Teacher agrees that sensitive information such as Institution's affairs or work, activities of the establishment, technical, strategic, competitive information etc, whether oral, written or otherwise, that is generated /shared with them during the course of their tenure will not be disclosed either directly or indirectly on the “social media” or “electronic media” and also TV channels /print media.
4. The Teacher should not share their contact details/social media accounts with students and also service providers like

canteen staff - security staff and housekeeping staff, unless their written work profile includes supervising / co- ordinating with the Teacher.

5. The Teacher should use the tightest privacy settings possible.
6. ~~The~~ Teachers are prone/vulnerable to malicious and defamatory comments including threats and abuse from parents or pupils, and to allegations of grooming and other forms of online abuse etc. ~~The~~ Teachers should not respond to any such allegations concerning their conduct/duties discharged in the College but must immediately report the same to the Principal for necessary legal action.



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7. Teachers should desist from using the internet connections of the office/institute for surfing the world wide web for personal work, personal use or personal pleasure or accessing or sending personal e mails.

CHAPTER 3

Conduct for Non-Teaching Staff (Support Staff) The support staff of this College should follow the code of conduct stipulated by the State Government. The College has put

forward its code of ethics for the support staff along the following lines.

(A) Professional Conduct:

1. The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
2. Each of them should perform the duties they have been assigned sincerely and diligently as well as with accountability.
3. They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College authority.
4. The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither should they engage themselves in any trade or business within College premises.
5. They should not hamper the functioning of the College by engaging themselves in political or anti-secular activities.
6. They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

(B) Workplace Conduct

1. They should be punctual as their prior presence is required daily for the commencement and smooth functioning of College activities.
2. They should also be responsible for the proper use and maintenance of College equipment and furniture.



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3. No support staff should be under the influence of drugs or alcohol during office hours.
4. The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
5. They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
6. The support staff should show no discrimination on basis of gender, caste or religion.

(C) Professional Relationship

1. Interactions between support staff and students are frequent as for example during counselling, admissions,



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disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

2. The support staff should give due respect to the decisions made by the College authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an Institution depends upon mutual goodwill and trust.

3. The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.

4. The support staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behaviour will be considered to reflect that of the Institution. They should thus interact patiently and politely.



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CHAPTER 4

Conduct for Principal

The chair of the Principal of a College has got multifaceted roles to play and to shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Principal remains liable to follow certain codes of ethics in their conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) to the extent the same are not inconsistent or at variance with the minority rights.

These codes of conduct are applicable, in general, for the College Teachers as well as for the Administrator of any organisation. Specifics of the salient and significant codes applicable in the conduct of Principal, are detailed here under and are applicable to the extent the same are not inconsistent or at variance with the minority rights:

1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the Institution.
2. To protect the collective interest of different sections of the Institution so that each and all can perform freely and give their highest for the Institution building.



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3. That subject to the minority rights to institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution and minority rights.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholder of the College so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of College campus.)
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the College and hence to build mutual confidence amongst them.
8. To maintain and promote academic activities in the College in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parleys and thus promote research activities in the Institution to add further to the knowledge pool.
10. To uphold upkeep and enforce discipline in the behavioural manifestation of all the stakeholders of the Institution and thus maintain campus-serenity required for academics.
11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the Institution and thus adds to the societal dynamism simile to essence-of-life.
12. To endeavour for the upkeep of tranquillity of the region surrounding the College so that academic practices comes to gradual prevalence and only prevail, eventually.
13. To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the Institution.



14. To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the Institution and thus to nourish and enhance their capabilities.
15. As the academic head of the Institution, the Principal should ensure the existence of an academic environment within the College and should endeavour for its enrichment by encouraging research activities. Thus, the Principal should put best efforts to bring in adequate infrastructural and financial support for the College.
16. The Principal should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference / symposium / workshop / seminars.

CHAPTER 5

Conduct for Management (Governing Body)

The Governing Body of the College is responsible for ensuring the effective Management of the Institution and for planning its future development.

1. The Governing Body should act to approve the mission and strategic vision of the Institution, long-term academic plans
2. The Governing Body is formed to monitor Institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other Institutions.
3. Governing bodies ensure compliance with the statutes, ordinances and provisions regulating their Institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.
4. That subject to the minority rights the Governing Body should as far as possible ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
5. That subject to the minority rights the governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.



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College Rules and Regulations

1. Students are expected to conduct themselves in a manner worthy of an educated Indian citizen. Such conduct is based on respect for the dignity and right of individuals, respect for public and personal property, and personal and academic honesty. Students are responsible to the Principal for their conduct in college.
2. Students are required to wear their identity cards while they are on campus. Identity cards must be shown if demanded by the Principal/Lecturer or any other teaching /non-teaching member of the staff.
3. At the time of admission, every student shall sign a declaration on her/his admission form, that s/he will abide by all the rules and regulations and accept the decision of the Principal in all matters as final. S/he will also give an undertaking to accept the Maharashtra State Higher Secondary Education Board's Regulation, 1997, No. 88(1)(a), (i) and (ii) in the Junior College, and University Ordinances 0.6086 for Senior College, which inter alia provides for the withdrawal of the Board / University examination form. **68**
4. No student should be found loitering in the corridors or in the lobby during lecture hours.
5. It is responsibility of the student to read the notice boards regularly for important announcements made by the College office from me to me. They will not be excused or be given any concession on grounds of ignorance.
6. Students should help keep the college campus clean, conserve electricity and water.
7. Smoking, playing cards or any form of gambling, consumption of alcohol and the use, possession and/or distribution of drugs are strictly prohibited in the college premises.
8. Students found accessing/downloading unacceptable material from the internet shall be liable for disciplinary action.
9. Insubordination and unbecoming language or misconduct in any form is sufficient reason for disciplinary action.
10. Mobile phones that are used in the restricted areas of the college building will be confiscated. The use of any other electronic communication gadgets or musical gadgets is strictly prohibited during lecture hours. **69**
11. Any kind of demonstration that restricts the freedom of the college community and disrupts the smooth running of the college is banned.
12. All students must follow the college dress code which is displayed on the notice boards.
13. Students shall do nothing either inside or outside the college that will in any way interfere with its orderly administration and discipline.
14. No society or association shall be formed in the college and no person invited to address a meeting without the Principal's prior permission.
15. Students are expected to take proper care of college property. Damaging college property e.g. disfiguring walls, doors, windows, or breaking furniture, misuse of A.C. etc., will be considered as a breach of discipline.

Contd.....



SUMAN EDUCATION SOCIETY'S

LN COLLEGE

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16. No student shall collect any money as contribution for educational visits, get-togethers, study notes, charity, or any activity without the prior sanction of the Principal.
17. The college does not organise picnics and tours except educational tours in which case parents will be duly informed.**70**
18. In college debates and other meetings, the Chairperson shall be an individual approved by the Principal and the subject of debates shall have the previous approval of the Principal.
19. No students shall communicate any information to or write about matters dealing with the college administration to the Press.
20. Students are expected to take proper care of college property and help in keeping the premises neat and tidy. Students should not leave their books, valuables, and other belongings in the common rooms/classrooms. They are advised to carry their possessions with them whenever they leave the common rooms/classrooms.
21. The college is not responsible for lost property. Students should deposit property found by them in the college office. Owners of lost property should check with the college office and provide adequate proof of ownership to claim the lost property.
22. Subject to the availability of space, a parking facility is provided for students' two-wheelers. Parking of cars is not allowed. The college is not responsible for any damage to or theft of vehicles. No one can claim parking as a matter of right. The time for entry into and exit from the campus will be notified by the Principal. Students who do not follow the instructions of the security staff will forfeit their parking facility.
23. Students who invite outsiders or are found with outsiders in the college campus are liable for strict action.
24. Students are advised against sitting on parapet walls and on desks with feet on the benches.
25. A student found guilty of ragging and sexual harassment will be expelled.
26. Additional rules as deemed necessary will be displayed on the notice board from time to time.
27. If, for any reason, the continuance of a student in college is in the opinion of the Principal detrimental to the best interests of the college, the Principal may ask such a student to leave college without giving reasons for her decision. The Principal's decision shall be final and binding on the student.
28. Matters not covered by the existing rules shall rest on the absolute discretion of the Principal.
29. Action will be taken against those who violate the rules and regulations of the college.



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Policy Document: Committee for Internal Assessment / Evaluation

Note: As per the University of Mumbai FAQ_SBCGS of 12-10-2011

The Examination Committee shall work under the direction, supervision of the Principal / Head of the Institution as per the directives of the University / Competent Authority (Examination) from time to time.

The Examination Committee will act as the custodian and shall be In- charge of all the matters pertaining to the Internal Assessment at Semester I to VI and Semester End Examination at Semesters I to IV of regular as well as ex- learners.

The Examination Committee shall be in- charge of preparation of time table, setting of the question paper, arrangement for assessment of the answer books, the declaration of the results, attending to and resolving the grievances/queries of the learners which are not part of Unfair Means Inquiry Committee, keeping records of all the assessments and examinations, scrutiny of the learners eligible to appear for the additional examination and any other matter pertaining to the conduct of the additional examinations and examination for the ATKT/ex- learners.

Composition:

1. Principal
2. Vice Principal – Aided Section
3. Vice Principal – SFC Section
4. Chairperson of Examinations
5. Student Representative - Aided Section – (Only to bring / report student issues to the committee not for decisions)
6. Student Representative - SFC Section– (Only to bring / report student issues to the committee not for decisions)

Internal Assessment Defined:

- i. As per individual programmes and courses.
- ii. For 20 / 25 40 marks
- iii. Tests / assignments / projects with viva-voce.

Responsibilities of the Committee:

- i. Schedule internal assessment dates after getting inputs about the format from each Head of Department / Coordinator.
- ii. A schedule / timetable for the test / submission of project / assignment / viva-voce should be displayed within a month of the commencement of the semester.
- iii. Respective teachers should be given a standardized mark list in excel format with names and roll numbers of students. The mark list should include the Academic year, Semester number, Course title, Professor's name, maximum marks.



- iv. The mark list should be submitted to the examination committee 15 days before the Semester end examination, in soft copy format as well as hard copy format with the teacher's signature.

Responsibilities of individual course teachers / coordinators

- i. Conduct the internal assessment as per the schedule
- ii. In the case of class tests two sets of question papers should be set. One of which should be used for the first test; the second one for a re-test if required
- iii. Submit the mark list to the examination committee on time
- iv. In case there are students who missed the test or the deadlines for assignment / project submission, conduct a retest / accept assignment before submitting the mark list. Note; the student should have given a letter addressed to the Principal to the office, with the requisite proof e.g., doctor's certificate if unwell, NSS, sports; stating why s/he missed the test / project deadline and requesting for a second chance.
- v. No marks are assigned for attendance directly. However, maximum 05 marks may be assigned for active participation and overall conduct may be assigned a
- vi. The marks of the internal assessment should not be disclosed to the students.
- vii. As per University of Mumbai, the answer books / assignments / projects should be preserved for a period of six months from the date of declaration of results of the concerned examination. It would be advisable to preserve them till the student has cleared the academic year.

About Photocopy/Revaluation of Internal Assessment:

- i. As per VCD-1 of 2016, if the student is not satisfied with the marks awarded s/he may apply for photocopy / revaluation to the College in the prescribed form within the prescribed period and in the prescribed manner.
- ii. Application for photocopy / revaluation is permitted only wherever the written scripts are available.
- iii. Note: (i) The Photocopy(ies) so obtained by the examinee shall be for his / her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answer there-in.
- iv. (ii) The Photocopy of the Revaluated Answer-Book(s) shall not be provided to the Examinee(s) in any case.



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POLICY FOR INSTITUTIONAL AND NON-GOVERNMENT SCHOLARSHIPS AND FREESHIPS

The following is the institutional policy for providing financial assistance to students of the college of modest financial means/merit, who do not qualify for government schemes.

Donors

The College has been inviting well-wishers and alumni to institute scholarships and freeships for students in financial need, who do not qualify for government schemes due to various reasons.

Eligibility:

- The eligibility is decided by the donor at the time of establishing the scholarship.
- The final selection of the candidates is done in keeping with the donor's wishes and the eligibility is verified by the teaching and non-teaching staff.

The Financial Corpus

The Donor may decide upon a primary amount which is deposited into a fixed deposit, from where the yearly interest serves as the yearly scholarship to be paid to the recipient OR the Donor may release the scholarship amount annually

The Procedure of Awarding the Scholarship/Freeship

- At the beginning of each academic year, the list of available scholarships/freeships along with eligibility are displayed on the notice boards, circulated notices, the college website and prospectus
- Shortlisted candidates' details are checked by the teaching/non-teaching staff
- Receipts and other records pertaining to the scholarship/freeship are placed on record.
- The list of recipients is published in the annual magazine of the college.
- Scholarship are added as and when amounts are received from donors and discontinued when not sustainable financially from the donors corpus amount.



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SUMAN EDUCATION SOCIETY'S LN COLLEGE

AFFILIATED TO UNIVERSITY OF MUMBAI

BORIVALI (E) MUMBAI 400066

DISABILITY POLICY AND GUIDELINES

2020-21

BY THE EQUAL OPPORTUNITY CELL



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INCLUSIVE EDUCATION POLICY

- Suman Education Society's LN College is committed to providing an inclusive and equitable learning environment for all students, regardless of their abilities. The College complies with the Rights of Persons with Disabilities Act of 2016 by providing inclusive education to the students with disabilities so that there is equality of opportunity and full and effective participation & inclusion in the College. The College will also focus on the evolving capacities of students with disabilities and respect their rights to preserve their identities.
- The College follows the guidelines mandated by the Mumbai University per circular No. Exam/COE/Benefit/102 of 2012 dated 31 March 2012 regarding the provision of accessibility needs during exam times. The institution further complies with the Mumbai University circular No. Exam/COE/Benefit/1353 of 2013 dated 21 September 2013 pertaining to students with learning disabilities.

STUDENTS WITH LEARNING DISABILITIES

- “Student with disability” means a student with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in the College equally with others;
- “Student with benchmark disability” means a student with not less than forty per cent. of a specified disability where specified disability has not been defined in measurable terms and includes a student with disability where specified disability has been defined in measurable terms, as certified by the certifying authority;
- “Certifying authority” means an authority designated under the Rights of Persons with Disabilities Act, 2016.

INFRASTRUCTURE ON CAMPUS:

- Suman Education Society's LN College currently has an Equal Opportunity Cell (launched in July 2019) that is committed to providing gender- sensitive, queer-friendly, anti-caste and disability-aware services and sensitisation programmes on campus. The Equal Opportunity Cell plans for various inclusion related initiatives on campus.
- As a current or prospective student with disability, any queries may be directed to <https://ln-college.com/w/contact>
- A student-led branch of the Equal Opportunity Cell has been created and is in the process of training and sensitising student members. Students interested in joining this initiative are encouraged to register either with one of the members of the cell or with the current student representative. The student-led cell is intended to allow for sensitisation, training, peer group support, as well as student-led advocacy. The intent is to foster leadership within the disabled community.



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- As mandated by the Rights of Persons with Disabilities Act, 2016, the College has reserved 5% seats for students with benchmark disabilities
- The student with benchmark disabilities shall be given an upper age relaxation of five years for admission in the College.
- The College will admit students without discrimination and provide education and opportunities for sports and recreation activities equally with others;
- The College will make building, campus and various facilities accessible;
- The College will provide necessary support individualised or otherwise in environments that maximise academic development consistent with the goal of full inclusion;
- The College will monitor participation, progress in terms of attainment levels and completion of education in respect of every student with disability;
- The College will if so required restructure/redesign courses and programmes and support infrastructure facilities to ensure access, inclusion and participation of student with disabilities in all sporting activities;
- The College will promote and organise disability specific sporting events for persons with disabilities and also facilitate awards to the winners and other participants of such sporting events.
- The Equal Opportunity Cell currently co-ordinates with students to provide writers for exams. In order to avail of this service, students are asked to fill out the following google form regarding their needs. Students will be matched as per availability and strict ethical standards will be maintained throughout. (Google Form link given below)
- <https://forms.gle/UVSi8NQcQA6XkjtG9>
- The college is equipped with lifts and ramps (outside of the AV Room in the main building) and has AV technology in each classroom. A gender neutral accessible toilet is available on campus. Keys for this toilet are with the watchmen who is available during College working hours.
- A counsellor is available on campus to offer mental health support to students.
- Students wishing to register themselves with the Equal Opportunity Cell for support services may contact the members of the cell or <https://ln-college.com/w/contact>. Strict confidentiality will be maintained.

ADDRESSING STUDENT CONCERNS:

- In case of specific accessibility needs, students may approach the Equal Opportunity Cell at <https://ln-college.com/w/contact>
- If the student wishes to complain regarding the conduct of staff or students where their disability has been the site of harassment, they are encouraged to submit a complaint to the college's Internal Complaint Committee (ICC). Complaints may be provided to the Principal in hard copy in person, or in soft copy via the email address: lnprincipaldreena@gmail.com



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ADDRESSING STAFF CONCERNS

- If staff members would like additional training so as to offer inclusive classrooms, they are encouraged to contact members of the Cell.
- If staff members with disability would like additional support to be arranged for themselves or for speakers/ visitors to campus, please contact the cell.



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SUMAN EDUCATION SOCIETY'S LN COLLEGE

AFFILIATED TO UNIVERSITY OF MUMBAI

BORIVALI (E) MUMBAI 400066

E-GOVERNANCE POLICY AND GUIDELINES



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E-GOVERNANCE POLICY

Introduction:

St. Andrew's College aims to provide a world-class education to its students. To achieve this, it is imperative to have efficient and innovative access to information, and the functioning of all systems associated with an educational institution.

It is thus necessary to implement fast and proactive e-governance at St. Andrew's College. In keeping with this thought process St. Andrew's College has been working at, and will continue to work at implementing e-governance in all aspects of its functioning; including admissions, administration, accounts, teaching, the library, and any function it may have to handle in the future. This policy is framed so as to enable transparency and accountability of each function.

Aims of e-governance in St. Andrew's College:

- To provide a simple and more efficient system of governance within the institution
- To promote transparency and accountability in all the functions of the college
- To achieve and create a paperless environment in the college
- To provide easy and quick access to information
- To make the campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled
- To establish a fully automated Library
- To change the way teaching is imparted.
- To provide an alternative to the ways learning is done by implementing the means by which learning can take place outside the lecture room.
- To keep all information in one place in electronic form. This would also provide security by preventing theft or loss of valuable physical documents or records in the case of natural calamities by providing proper backup mechanisms.

Aspects of e-governance in St. Andrew's College:

- Administration
- Accounts and Finance
- Student Admission and Fee Collection
- Website
- Library



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- Examination
- LMS platform – Pandemic and beyond towards NEP 2020:
- ICT Tools
- Alumni

Administration:

- To train and continuously update the administrative staff to work with the available state-of-the-art technology to carry out its functions
- Office to maintain an MIS to maintain an effective database
- To make the administration of the college paper free
- To enable students to get maximum services in the online mode
- To have solutions for teaching faculty and administrative staff to record and track attendance and internal assessment
- To enable the office to keep records of staff leave, and as the next step have leave applications and approval online
- To enable staff to access their records online
- To enable the office to generate data required to be submitted to the University or government departments
- To maintain all records of the college administration, finances, staff, and students in soft copy form. Have cloud-based storage of records. Scan and save existing hard-copy records.

Accounts and Finance:

- The office should use the latest updated version of the software Tally.
- The office staff should be at ease to work with the latest version of this software and use it to generate all financial analysis reports
- Appropriate security measures should be taken for maintaining the confidentiality of college transactions.
- Training of staff and updating the existing software must be done regularly.

Student Admission and Fee Collection:

- Maintain an open and transparent strategy for the admission and fee collection
- Display all admission procedures, and guidelines for the same, and prospectus on the college website
- On-line admission services to provide data regarding the number of students applying to each course, fee submission, withdrawals, cancellations, and any other details that the college has to submit to the University or government departments



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Website:

- The website will act as an information centre which will reflect aspects of the college, its activities, important notices, courses offered, etc.
- Form a Website Committee to administer, update, and maintain the college website on a regular basis.
- All the important notifications to go live on the website as and when they are released.
- The college should continue with a link to its Moodle server to provide information to students anytime-everywhere at home and in the college

Library:

- The library will add e-learning resources for the benefit of teachers and students.
- The College should continue to subscribe to new journals and books.
- The library should continue to take recommendations from the teachers and students while subscribing to e-resources.
- The library to continue with the fully automated SLIM software
- To increase the use of library resources via the Online Public Access Catalogue (Web OPAC) by staff and students
- To integrate the ERP system with SLIM software
- To inculcate research ethics among staff and students by subscribing to and encouraging the use of anti-plagiarism software

Examinations:

- The college should further automation of examination matters; starting with the filling of forms and payment of fees
- Given the pandemic situation the college should hire an online service provider to run the examinations in line with the recommendations of the University

LMS platform – Pandemic and beyond towards NEP 2020:

- In the context of the pandemic the college needs to move ahead with online teaching. This kind of eLearning will facilitate a more flexible learning approach even in the future given the New Education Policy 2020.
- The LMS platform should enable effective online lectures with a regular timetable.
- The LMS platform should enable the use of online whiteboards, animated ppts, running videos, accessing relevant websites, etc.; besides sharing documents; receiving assignments for grading, and maintaining attendance records of both students and staff.
- Staff can think in terms of recording lectures and creating a YouTube channel for broadcasting the same.



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ICT Tools:

Hardware Infrastructure

- The college should continue to ensure that it has an adequate number of desktops and laptops for students and staff with access to the internet
- The administrative office should continue to have access to up-to-date hardware - computers and printers
- The college should continue to provide state of art projectors and other multimedia devices in the lecture rooms, conference rooms, and laboratories.
- The college can consider introducing smartboards in all lecture rooms

Software Infrastructure

- The college should try to provide access to all standard econometrics, statistical, computational, and scientific typesetting packages
- The college should maintain a good LAN system and servers to enable the rapid transmission of data to various computers on the campus
- MS Office automation packages and Antivirus software should be updated regularly
- Required special software for the IT and MMC departments should be made available for the use of staff and students

Alumni:

- A separate page linked to a website for Alumni should be established in order to strengthen our alumni relationships. There should be facilities for registration, a page with profiles of prominent alumni of the college, a page for employment/internships, interaction with current students, feedback, and many other aspects.
- Alumni can also be consulted for regular updates and database management of the alumni website.



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DISABILITY POLICY AND GUIDELINES
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Ragging: Prohibition, Prevention and Punishment

The University Grants Commission vide its letter no F.1-16/2007 (CPP-II) dated June 17, 2009 has reiterated the ban on ragging of students in Institutions of Higher Learning. The students are therefore directed to strictly desist from any kind of ragging.

Forms of Ragging:

Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, including rowdy, undisciplined activities which cause or likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehensive fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life, etc.

Punishment for Participation in/or Abetment of Ragging :

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding/withdrawing scholarship/fellowship and other benefits.
4. Debarring from appearing in any test/examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel.
8. Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period.
9. Expulsion from the institution and consequent debarring from admission to any other institution.
10. Fine up to Rs. 25,000/-

Affidavit by students and parents

Each student and his/her parents/ guardian shall have to furnish an affidavit alongwith the application form to the effect that they will not participate in or abet the act of ragging and that, if found guilty, shall be liable for punishment under the penal law of India.



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SELF DECLARATION BY PARENTS/GUARDIANS

1. Mr./Mrs./Ms. _____ (full name) of parents/guardians) father/mother/guardian of full name of student with admission/registration/enrollment NUMBER, having been admitted to (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that :
- a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of Father/Mother/Guardian

Name: _____

Address: _____

Telephone/Mobile No. _____

Self Declaration by Parents/Guardian

Verified that the contents of this self-declaration are true to the best of my knowledge and no part of the self-declaration is false and nothing has been concealed or misstated therein.

Verified at (**Place**) on this the (**day**) of (month), (**year**)

Signature of Father/Mother/Guardian



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SELF DECLARATION BY THE STUDENT

I full name of student with admission/registration/enrolment number s/o d/o Sh. _____, having been admitted to name of the institution _____, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of Student

Name : _____

Address: _____

Telephone/Mobile No. _____

SELF DECLARATION

Verified that the contents of this self declaration are true to the best of my knowledge and no part of the declaration is false and nothing has been concealed or misstated therein.

Verified at (place) on this the day of month, (year).

Signature of student



Clause -3 What constitutes Ragging : -

Ragging constitutes one or any of the follows acts:-

Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

Any act that affects the mental health and self-confidence of a fresher or any other student.

with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Clause -7 Action to be taken by the Head of the institution: -

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if a case under the penal laws is made and if so, either on his own or through a member of the Anti- Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i Abetment to ragging;
- ii Criminal conspiracy to rag;
- iii Unlawful assembly and rioting while ragging;
- iv Public nuisance created during ragging;
- v Violation of decency and morals through ragging;
- vi Injury to body, causing hurt or grievous hurt;
- vii Wrongful restraint;
- viii Wrongful confinement;
- ix Use of criminal force;
- x Assault as well as sexual offences or unnatural offences;
- xi Extortion;



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- xii Criminal trespass;
- xiii Offences against property;
- xiv Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging"

Provided that the Head of institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

Clause -9 Administrative action in the event of ragging: -

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:-

- a) 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 Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - i Suspension from attending classes and academic privileges.
 - ii Withholding/withdrawing scholarship/fellowship and other benefits.
 - iii Debarring from appearing in any test/examination or other evaluation process. iv Withholding results.
 - v Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
 - vi Suspension/expulsion from the hostel.
 - vii Cancellation of admission
 - viii Rustication from the institution for period ranging from one to four semesters.
 - ix Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that whether the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.



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- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
 - i In case of an order of an institution, affiliated to or constituent part, of a University, to the Vice Chancellor of the University.
 - ii In case of an order of University, to its Chancellor
 - iii In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.



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Guidelines for Financial Assistance for Teaching and Non-teaching Staff for Staff Development Programmes

The following is the broad institutional policy for providing financial assistance to permanent faculty/ contractual faculty/ non-teaching staff and librarians of the college for attending Conferences / Symposia / Workshops / Seminars and Faculty Development Programmes. and towards membership fee of Professional bodies.

Staff Members Entitled for Reimbursement:

- A. The participation in the Conferences / Symposia / Workshops / Seminars must be first discussed with the Principal and her prior approval sought.
 1. All staff members, teaching (Permanent and Contractual) and Non-teaching, are entitled for reimbursement for attending local Conferences / Symposia/ Workshops/ Seminars/ and Faculty Development Programmes on such terms and conditions as are imposed by the Principal which could include rendering specified number of years of service, failing which the cost may be recovered from the staff.
 2. The Permanent / Contractual Faculty members will be required to execute such document as may be necessary and as determined by the Principal.
 3. Permanent / Contractual Faculty members are entitled for reimbursement for presenting papers at National Conferences/ Symposia/ Workshops/ Seminars for only one Conference in an academic year.
 4. Permanent / Contractual Faculty members are entitled to second AC class train fare and such other expenses as are specifically sanctioned.
 5. Faculty members will NOT be reimbursed for International Conferences/ Symposia/Seminars.
 6. Visiting faculty members are not entitled for any reimbursement for any Conferences / Symposia/ Workshops / Seminars attended.

Procedures to be followed and documents to be submitted prior to registering for the Conference / Symposium / Workshop, Seminar or Faculty Development Programme :

- B. The participation in the Conferences / Symposia / Workshops / Seminars must be first discussed with the Principal and her prior approval sought.
 1. For Local Conferences/ Symposia/ Workshops/ Seminars/ Faculty Development Programmes
 - a. Application for attending the Conferences / Symposia / Workshops / Seminars detailing the manner in which it will be useful / benefit the College / students
 - b. Application form / Duty Leave Form to be signed by the Principal
 - c. Brochure of the Conference/ Symposia/ Workshop/ Seminar/ Faculty Development Programmes to be attached



2. For Paper Presentations (local or national)
 - a. Application for presenting the paper detailing the manner in which it will be useful/ benefit the College / students
 - b. A letter of application to be signed by the Principal.
 - c. Brochure of the Conference/ Symposia/ Workshop/ Seminar/ Faculty Development Programmes to be attached.

Documents to be submitted for reimbursement after attending the Conference / Symposium / Workshop, Seminar or Faculty Development Programme are:

At the Local Level:

1. A photocopy of the Certificate of Participation, Paper Presentation, or for whichever other purpose the Conference/ Symposia/ Workshop/ Seminar/ Faculty Development Programme was attended. **(The original must be shown at the time of submission).**
2. Original Receipt of Registration fees paid.

At the National Level:

1. A photocopy of the Certificate of Participation, Paper Presentation, or for whichever other purpose the Conference/ Symposia/ Workshop/ Seminar/ Faculty Development Programme was attended. **(The original must be shown at the time of submission).**
2. Original Receipt of Registration fees paid.
3. Original Travel Tickets (Second Class AC Train fare only) as proof of travel expenses incurred.

Nature of Financial Assistance:

1. Once the voucher is submitted along with the required documents and approved by the Principal, the concerned staff member will be reimbursed for the full registration fee.
2. For National Conferences, the concerned staff member will be reimbursed AC II Class train fare for travel only. Any amount exceeding the AC II class train fare will have to be borne by the concerned staff member.
3. For national conferences, the institution will not reimburse the concerned staff member for accommodation expenses.



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Green campus Policy

Vision

The college recognizes that in pursuing its strategic objectives, in relation to research and teaching, it has a responsibility towards, and should aim to protect and nurture the environment.

By exercising proper control over all its activities the college will aim to ensure sustainable use of resources and prevent wasteful or damaging practices.

LN College will aim to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible i.e. making the College a Green Campus where environmental friendly practices and education combine to promote sustainable and eco-friendly practices. The College is striving to develop on a self –sustainable basis in the areas of power, water and cleanliness. Therefore, this policy represents an important component of the College's broader sustainability strategy. This document sets out the College's aims and objectives for safeguarding the environment, and details the organisation and arrangements for implementing and monitoring them.



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Aims and Objectives

To promote sound environmental management policies and practices throughout the College.

To reduce and, where practicable, prevent pollution.

- To adopt targets for improving environmental performance.
- To ensure a sound understanding of current environmental performance.

Water

To make efficient and environmentally responsible use of water, including identifying opportunities for water reuse.

Waste Reduction and Recycling

- To set and achieve targets for reducing resource use.
- To increase the rate of recycling of all appropriate materials, based on life-cycle principles.

To implement sustainable resource management practices, based on reduce, reuse and recycle principles.

Awareness and Training

- To communicate internally and externally the College's environmental objectives and performance.
 - To raise awareness among the staff and students of the College's environmental impact, activities and performance and good practice.
-



- To provide appropriate environmental educational programmes for staff and students.
- To encourage and facilitate feedback and suggestions on ensuring good practice.

Specific Measures that college can implement:

Lighting

- Most lighting on campus to be upgraded to high efficiency lighting (such as T5 fluorescent, LED technology, etc.) with electronic ballasts.
- Increased use of day lighting should be considered because use of daylight spaces decreases energy costs and may improve productivity.
- Lighting, wherever practical, should be controlled by our campus-wide energy management system (Siemens). Occupancy times, unoccupied period set-backs, and environmental parameters, as well as campus-related (and athletic) activities will be coordinated to ensure that the best possible use (or conservation) of resources is taking place.
- Install solar cells on the College rooftop.
- Reduce the brightness of computer screens.
- Turn PCs off or into stand-by mode when idle.

Water Usage

1. Water leaks, dripping faucets and fixtures that do not shut off should be reported.
2. Rain-water harvesting should be implemented.



3. Use automated flush valves (or 2-way flush valves), waterless urinals, and flow restrictors on faucets and showers should be used in restrooms Install water saving devices in toilets and tabs

Reusing old water bottles

Reuse old water bottles or purchase water bottles that one can refill instead of discarding a new bottle after single use.

Minimize use of paper

- Maximize use of paperless technology i.e. sharing of data / Lecture notes on e-mail etc.
- Take Notes Electronically Introduce double-sided printing to reduce paper waste

Purchasing

- Energy efficient products shall be purchased whenever possible. For examples, see the U.S. Environmental Protection Agency Energy Star products list. Recyclable and reusable products should also be purchased when feasible to reduce disposal costs.

Recycling

When economically feasible, recycling shall be expanded to include (or enhance existing programs) regarding such things as green waste (for composting), construction waste, and used office waste such as computers.



Recycling Stations In-College Campus

- The first step toward green college campus is to make recycling as easy as possible. Every trash bin on campus will be paired with a recycling bin for students to toss plastic bottles, paper, glass, cans and cardboard into without having to sort it all out beforehand. Using this system, the College hopes to achieve substantial waste diversion rate.

E-Waste Recycling

College campuses are expected to have broken and outdated electronics hence collection bins for collecting e-waste on-campus will be put up at convenient places.

Composting Program

Food waste piles up fast at College cafeteria. Composting is a “green” way to minimize the amount of food the College sends to the landfill. Tie ups with Recyclers who follow Green laws.

Follow-UP :

Monitoring

- No energy conservation program will be successful if progress is not monitored on a continuing basis.
- Meter readings can be used to track utility consumption, and the data can be used to locate problem areas as well as determine if conservation goals are being met.
- The college currently has most of its campus buildings metered for



electric consumption, shall be metered on a “per- building basis”

- We consider this an important initiative since this will enhance our ability to measure progress in our conservation/operational efforts.

Training

Training must be provided to ensure that both operations and service technicians have the skills and knowledge to effectively apply the technology used to achieve energy savings

Education

The staff and student cooperation and support of the energy policy are key to its success. An education program that provides information on utility costs, trends, and user impact on these costs will enable the campus population to understand the need for this policy, and how it can positively impact them by freeing up money from utilities for educational purposes.

Infrastructure on Campus :

1. Waste management
2. Friends of Earth Committee
3. E-waste Collection Drive

Suggestions:

1. To calculate the Carbon Footprint of the college.
2. Installation of Solar Panel Paperless Office



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THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

ARRANGEMENT OF SECTIONS

CHAPTER I

PRELIMINARY

SECTIONS

1. Short title, extent and commencement.
2. Definitions.
3. Prevention of sexual harassment.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

4. Constitution of Internal Complaints Committee.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. Notification of District Officer.
6. Constitution and jurisdiction of Local Committee.
7. Composition tenure and other terms and conditions of Local Committee.
8. Grants and audit.

CHAPTER IV

COMPLAINT

9. Complaint of sexual harassment.
10. Conciliation.
11. Inquiry into complaint.



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CHAPTER V

INQUIRY INTO COMPLAINT

12. Action during pendency of inquiry.
13. Inquiry report.
14. Punishment for false or malicious complaint and false evidence.
15. Determination of compensation.
16. Prohibition of publication or making known contents of complaint and inquiry proceedings.
17. Penalty for publication or making known contents of complaint and inquiry proceedings.
18. Appeal.

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DUTIES OF EMPLOYER

SECTIONS

19. Duties of employer.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

20. Duties and powers of District Officer.

CHAPTER VIII

MISCELLANEOUS

21. Committee to submit annual report.
22. Employer to include information in annual report.
23. Appropriate Government to monitor implementation and maintain data.
24. Appropriate Government to take measures to publicise the Act.
25. Power to call for information and inspection of records.
26. Penalty for non-compliance with provisions of Act.
27. Cognizance of offence by courts.
28. Act not in derogation of any other law.
29. Power of appropriate Government to make rules.
30. Power to remove difficulties.



THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

ACT NO. 14 OF 2013

[22nd April, 2013]

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business with includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

BE it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows: —

CHAPTER I

PRELIMINARY

1. Short title, extent and commencement.—(1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India.

(3) It shall come into force on such date¹ as the Central Government may, by notification in the Official Gazette, appoint.

2. Definitions.—In this Act, unless the context otherwise requires, —

(a) “aggrieved woman” means—

(i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) in relation to dwelling place or house, a woman of any age who is employed in such a dwelling place or house;

(b) “appropriate Government” means—

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly—

(A) by the Central Government or the Union territory administration, the Central Government;



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(B) by the State Government, the State Government;

1. 9th December, 2013, vide notification No. S.O. 3606(E), dated 9th December, 2013, see Gazette of India, Extraordinary, Part II, sec. 3(ii).

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) "District Officer" means an officer notified under section 5;

(e) "domestic worker" means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) "employee" means a person employed at a workplace for any work on regular, temporary, *ad hoc* or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) "employer" means—

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace.

Explanation. —For the purposes of this sub-clause "management" includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) "Internal Committee" means an Internal Complaints Committee constituted under section 4;

(i) "Local Committee" means the Local Complaints Committee constituted under section 6;



(j) "Member" means a Member of the Internal Committee or the Local Committee, as the case may be;

(k) "prescribed" means prescribed by rules made under this Act;

(l) "Presiding Officer" means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;

(m) "respondent" means a person against whom the aggrieved woman has made a complaint under section 9;

(n) "sexual harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:—

(i) physical contact and advances; or

(ii) a demand or request for sexual favours; or

(iii) making sexually coloured remarks; or

(iv) showing pornography; or

(v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

(o) "workplace" includes—

(i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;

(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(v) any place visited by the employee arising out of or during the course of employment including transportation by the employer for undertaking such journey;

(vi) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

3. Prevention of sexual harassment.—(1) No woman shall be subjected to sexual harassment at any workplace.



(2) The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:—

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied or explicit threat of detrimental treatment in her employment ; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- (v) humiliating treatment likely to affect her health or safety.

CHAPTER II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

4. Constitution of Internal Complaints Committee.— (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the “Internal Complaints Committee”;

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committees shall consist of the following members to be nominated by the employer, namely: —

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section(1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be



paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee, —

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. Notification of District Officer.—The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

6. Constitution and jurisdiction of ¹[Local Committee].—(1) Every District Officer shall constitute in the district concerned, a committee to be known as the "¹[Local Committee]" to receive complaints of

1. Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for "Local Complaints Committee" (w.e.f. 6-5-2016).

Sexual harassment from establishments where the ¹[Internal Committee] has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned ²[Local Committee] within a period of seven days.

(3) The jurisdiction of the ²[Local Committee] shall extend to the areas of the district where it is constituted.

7. Composition, tenure and other terms and conditions of ²[Local Committee].—(1) The ²[Local Committee] shall consist of the following members to be nominated by the District Officer, namely:—

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such



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non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member *ex officio*.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the ²[Local Committee]—

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson or Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

8. Grants and audit.—(1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central

1. Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for "Internal Complaints Committee" (w.e.f. 6-5-2016).

2. Subs. by s. 3 and the Second Schedule, *ibid.*, for "Local Complaints Committee" (w.e.f. 6-5-2016).

Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person



holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

9. Complaint of sexual harassment.—(1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

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:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(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.

10. Conciliation.—(1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. Inquiry into complaint.—(1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if *prima facie* case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code (45 of 1860), and any other relevant provisions of the said Code where applicable:



Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code (45 of 1860), the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court the Code of Civil Procedure, 1908 (5 of 1908) when trying a suit in respect of the following matters, namely:—

- (a) summoning and enforcing the attendance of any person and examining him on oath;
 - (b) requiring the discovery and production of documents; and
 - (c) any other matter which may be prescribed.
- (4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. Action during pendency of inquiry.—(1) During the pendency of an inquiry on a written request made by the aggrieved woman, the Internal Committee or the local Committee, as the case may be, may recommend to the employer to—

- (a) transfer the aggrieved woman or the respondent to any other workplace; or
- (b) grant leave to the aggrieved woman up to a period of three months; or
- (c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.



13. Inquiry report.—(1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be—

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provide that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or as, the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

14. Punishment for false or malicious complaint and false evidence.—(1) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion



that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. Determination of compensation.—For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to—

- (a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
- (b) the loss in the career opportunity due to the incident of sexual harassment;
- (c) medical expenses incurred by the victim for physical or psychiatric treatment;
- (d) the income and financial status of the respondent;
- (e) feasibility of such payment in lump sum or in instalments.

16. Prohibition of publication or making known contents of complaint and inquiry proceedings.—Notwithstanding anything contained in the Right to Information Act, 2005 (22 of 2005), the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings,

recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Penalty for publication or making known contents of complaint and inquiry proceedings.—Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

18. Appeal.—(1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.



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CHAPTER VI

DUTIES OF EMPLOYER

19. Duties of employer.— Every employer shall—

- (a) provide a safe working environment at the workplace with shall include safety from the persons coming into contact at the workplace;
- (b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;
- (c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;
- (d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;
- (e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;
- (f) make available such information to the Internal Committee or the Local Committee, as the case be, as it may require having regard to the complaint made under sub-section (1) of section 9;
- (g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code (45 of 1860) or any other law for the time being in force;
- (h) cause to initiate action, under the Indian Penal Code (45 of 1860) or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
- (i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
- (j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

20. Duties and powers of District Officer.—The District Officer shall, —

- (a) monitor the timely submission of report furnished by the Local Committee;
- (b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.



CHAPTER VIII

MISCELLANEOUS

21. Committee to submit annual report.—(1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

22. Employer to include information in annual report.—The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

23. Appropriate Government to monitor implementation and maintain data.—The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

24. Appropriate Government to take measures to publicise the Act.—The appropriate Government may, subject to the availability of financial and other resources, —

(a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace;

(b) formulate orientation and training programmes for the members of the ¹[Local Committee].

25. Power to call for information and inspection of records.—(1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing, —

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. Penalty for non-compliance with provisions of Act.—(1) Where the employer fails to—

(a) constitute an Internal Committee under sub-section (1) of section 4;

1. Subs. by Act 23 of 2016, s. 3 and the Second Schedule, for "Local Complaints Committee" (w.e.f. 6-5-2016).



(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other provisions of this Act or any rules made thereunder,

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to—

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. Cognizance of offence by courts.—(1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. Act not in derogation of any other law.—The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

29. Power of appropriate Government to make rules.—(1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) the fees or allowances to be paid to the Members under sub-section (4) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (4) of section 7;

(d) the person who may make complaint under sub-section (2) of section 9;

(e) the manner of inquiry under sub-section (1) of section 11;

(f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;

(g) the relief to be recommended under clause (c) of sub-section (1) of section 12;



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(h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;

(i) the manner of action to be taken under sub-sections (1) and (2) of section 14;

(j) the manner of action to be taken under section 17;

(k) the manner of appeal under sub-section (1) of section 18;

(l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and

(m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

30. Power to remove difficulties.— (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.



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Suman Education Society's LN College, Borivali East, Mumbai, Maharashtra Internal Quality Assurance Cell

MENTOR-MENTEE PROGRAMME

We believe that Student Engagement is a pre-requisite to Student Empowerment along with the development of a holistic personality. This is in keeping with the Vision and Mission statements of our college. Every School lays the basic foundation of moulding a student's personality. However, the College is the sculptor, applying polishing strokes to it. It is a rehearsal platform providing the scaffolding for developing skills, thereby helping students to bridge the gap between the simulated world and the real world, so that they emerge as sensitised and responsible citizens of India and the world, being able to smoothly manoeuvre their own future.

Every student enters college with a host of expectations, aspirations and apprehensions along with their own distinct emotional and social psyche. It is important for each student at every academic level to have a 'go to' person to make them feel welcome and help them learn how to navigate college, inside and outside the classroom, thus creating a healthy environment for academic and personal growth.

It takes precision, care and constant oversight to ensure the success of a Mentoring programme. A college Mentor can have an indelible impact on the life of a student in many different ways. Subsequently, LN College has adopted a mentoring program which aims at being the driving force reinforcing a much needed 'Student Focussed Culture', promoting not only the student's academic and social preparedness but also influencing student lives by connecting them with resources to make them successful throughout the student life cycle. Our two-fold goals are Student Empowerment and Student Engagement. Our Mentors will build relationships with students, locates spaces where they get disconnected, and help them reconnect.

OBJECTIVES:

- To monitor student regularity in attendance.
- To keep parents updated about attendance and performance of their wards.
- To enhance the quality of teacher-student relationship and establish a bond.
- To resolve successfully any conflicts in learning practices.
- To address emotional and social issues and make necessary referrals.
- To guide in career education and selection.



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PRACTISE:

- The Approved Mentor List for each class is displayed on the Staff and Student notice board for each academic year.
- The Mentor conducts the College Orientation for parents and students for the assigned class.
- The Student Profile forms are distributed by the Mentor to their respective classes.
- The Mentor collects the Student Profile forms duly filled in and studies them.
- One Student Profile form for each student is updated and maintained for all the three years.
- The co-ordinating team of the Mentor Mentee system conducts an Awareness Campaign about the significance of Mentoring in every class.
- The Approved Mentor Mentee list with the ratio of 1:25 (based on registrations) is displayed on the Staff and Student notice board.
- Regular meetings are scheduled between the Mentor and Mentee throughout the academic year. The mentee maintains a log book of the meetings.
- All leave application forms addressed to the Principal, have to be duly signed by parents of the students and counter signed by the Mentor before submitting to the office.
- Mentors distribute the examination marksheets to their respective classes.
- On display of the Defaulters List in attendance/performance, warning letters are issued to the students, and thereafter students along with at least one parent are called for a meeting with the respective Mentors of all the classes.
- Students who do not opt for the Mentoring programme avail of the benefit of varied programmes and workshops organised by the college (some mandatory/ some optional), ranging from Life Skills Development, Value Education, SOP, Career Guidance, DLLE etc. for their personal and professional growth.
- In a program that is based on intrapersonal communication, feedback is crucial. Subsequently, as a means of measurement of the success of the Mentor Mentee program, at the year-end, it is mandatory for all the mentees to fill a Feedback Form.

BENEFITS:

- Support from a caring adult.
- Increase in self-esteem and motivation to succeed.
- Professional assistance in choosing the right career path.
- Better interpersonal and community relations.



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STUDENT SERVICES TEAM

In lieu of the present scenario of the Pandemic and Lockdown, along with the uncertainty regarding the College Calendar for the present academic year 2020-21, the respective schedule of admission procedures, ATKT exams, lecture schedule etc, it's not unusual for students as well as parents to feel worried and overwhelmed.

At times like these, it is only imperative to have a semi-formal body as a point of reference for all college enquiries. In keeping with this objective, this year LN College decided to launch a new body of students, namely the **STUDENT SERVICES TEAM. (SST)** predominantly being a student centered approach, branches as an off-shoot of the mentoring system, in the form of student guides.

The **STUDENT SERVICES TEAM** is essentially a body OF the students, BY the students and FOR the students. It is essentially a ONE-STOP SHOP for enquiry, a helpline for all information related to the functioning of the college, ranging from academic related activities to co-curricular and extra-curricular activities, examination details, various formal committees etc. outlined for each academic year. This team would render any administrative help to expedite the college official working procedures. It would also serve as a link between the student and teacher, thereby promoting effective communication and strengthening the teaching learning process.

COMPOSITION: (Academic year 2020-21)

The SST comprises of a total of 16 students selected on the basis of Teacher recommendations.

Chairperson: Principal Dr. Marie Fernandes

Co-ordinating Team:

Ms.Sharmila Dhote (In-charge)

Dr. Shirly Pillai

Mr.Prashant Tari

Dr. Priya Shahi

Ms.Roshani Bhatu

Student Guides:

Degree College

SYBA : Sneha Singh and Christina D'Souza

SYBCOM : Divya Vaity, Shraddha Kadam and Riya Soosai

TYBA : Veksharaj Roy and Susana Anthony

TYBCOM : Carl Gabriel, Mark Fernandes and Saloni Shinde



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Self Finance Courses

BMM
BMS
BAF
BSc IT
BSc CS
BBI

Functions:

- To answer any queries (telephonic included) related to college during working hours.
- To routinely maintain contact with the Mentor-Mentee Co-ordinator and concerned authorities regarding various college updates.
- To help in any college related administrative work.
- To be accessible to students and give first-hand information about the various committees open for participation and addressal of grievances.
- To opt for/assist in the Buddy Project under the PALS. (Participative Academic Learning Scheme)
- To be vigilant about the smooth working of infrastructure facilities of the college and report of any inconvenience/malfunctioning/damage caused to the concerned authorities.
