



Policy Documents

Policy Documents

An IQAC Initiative



Shree Rahul Education Society's (Regd.)

SHREE L. R. TIWARI DEGREE COLLEGE

(Arts | Commerce | Science) Approved By Government of Maharashtra & Affiliated To University Of Mumbai | Recognized Under Section 2(f) of the UGC Act 1956 | ISO Certified 9001: 2015 | Hindi Linguistic Minority Institution | COLLEGE CODE : 1064

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CODE OF CONDUCT

A. FOR TEACHERS:

This code of conduct establishes a sense of belongingness and responsibility of the personnel's working in the college. It establishes how the college teaching staff members should conduct themselves on a daily basis. It encapsulates the college's everyday activities, ethical work culture, and relationship with various stakeholders and essential beliefs. Every code of conduct in itself reflects a distinct organization. The institute expects every teaching staff to adhere to the code of conduct and work diligently for creating a conducive culture for the growth of the institute.

- The teachers are required to be groomed properly and neatly dressed at the workplace. They should report to work on time and regularly at college.

Reporting time: 6:50am.

To enter the classroom for first lecture: 7:00am

Late Mark: 7:10am. (3 Late Marks in one month, amounts to deduction of one day salary)

Working Hours for Asst. Prof. – 7:00am to 1:00pm (6 Hours)

Department Coordinators, Statutory Committee Conveners working Hours – 7:00am to 1:30pm (6Hrs 30Mins)

- Teachers should follow the lecture timings. They should follow the adjustment of lectures, if any. (Proxy Lectures)
- The teachers should have commitment to our students to facilitate an effective teaching learning process. They should constantly strive to improve their teaching learning process to the highest satisfaction of the students. The teachers to use the following methods while teaching
 - a) Case Study Method
 - b) Group Discussion method
 - c) Peer Learning method
 - d) Current Affairs discussion and debate methods
 - e) Collaborative learning
 - f) Flipped Classroom Learning
 - g) ITC enabled classroom/PPT Presentation.
 - h) Preparing and providing notes to the students

- i) Remedial Lectures for ATKT Students
- j) Revision lectures after the completion of the portion.
- k) Sharing of YouTube videos, motivational lecture videos etc.
- l) Conduct regular class test and assess the papers
- m) Assignments to students on regular basis.
- n) Mentor-mentee relationship
- o) Research based learning method.
- p) Outcome based learning.
- q) Identifying advanced and slow learners.

Note: The teacher should maintain the record of each and every activity conducted in the class and inform the department coordinator.

- The teachers are required to conduct their teaching as responsible teachers and abide by the College policies and University requirements with respect to syllabus completion and exam related instructions to the students.
- The teachers should **maintain daily attendance** of the students by taking sign on the sheet provide by the department coordinator.
- The teacher should conduct co-curricular and extracurricular activities for the students to bring about their overall development.
- Teachers should conduct **mentoring sessions** to enable students to grow socially and emotionally. They should identify students who need any guidance on personal and career fronts, and direct them to the counseling and guidance Cell and Placement and Career Guidance Cell respectively. **(Mentor-Mentee)**
- The teachers should make efforts to inculcate **soft skills, life skills and employability skills** among the students.
- The teachers must treat all the students **equally with respect** without any discrimination to the students of caste, gender, religion, disabilities and deficiencies.
- The teacher should not misbehave with the students they should not use abusive language with students. Corporal Punishment of any sort will not be tolerated in the college.
- The teachers are requested to assist non-teaching staff members to prepare any reports related to college.

- The teachers are required to participate in several Departments and Committees in the capacity of the Convener or a member to conduct relevant and appropriate activities for the students in particular and for the College development.
- The teachers shall not communicate or cause to communicate directly or indirectly any official document or any other part thereof or information to any person within the college or outside to whom they are not authorized to communicate each documents or information or to make any use thereof.
- The college does not encourage gossips and rumors. The teachers should refrain from engaging in such unproductive activities. Unhealthy and informal groupism is not allowed.
- Teachers shall not apply for job, post or scholarship without the previous knowledge of the competent authority.
- Any form of harassment, sexual or otherwise is serious condemned by the College management. The teachers are required to report to the concerned authorities in case of any such incidents. (Internal Complaint Committee)
- The teachers are expected not to involve in any sort of bullying, verbal assaults, threats, intimidation, aggression, or any sort of violence.
- Teachers shall not engage in any kind of misconduct, such as falsification or tampering any paper or record of the College, making any false or exaggerated allegations against any staff, superior, colleague or authority, etc.
- If the teachers are approached by the media persons or any outside parties to discuss about the College, the teacher should refer them to the designated spokesperson and should refrain from making any comments. The teachers should not disclose any confidential information of the College to any outside parties.
- Teachers shall **not remain absent** from their duties without obtaining permission of the competent authority/Principal. No excuse of any sort will be entertained for leaves during important days.
- During the course of their employment with the college, the teachers are bound to **register themselves at the University of Mumbai for OSM paper correction, Question paper preparation, examiners, moderation duty, election duties, etc.**
- They are supposed to complete the **work of the University of Mumbai on time**. Any lethargic and sluggish work would invite **legal compliances** for which teacher would be solely responsible.



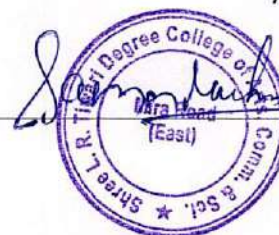
- The teachers have to visit nearby college, if invited for moderation, conduct of practical examination as external examiner and other. No excuses of any sort will be entertained.
- The teachers are supposed to actively participate and give their extra time for the following (Nearly 60 to 80 days in a year, the teachers are expected to work for more than regular working Hours)
 - a) Annual Days
 - b) Sports Day
 - c) CARPE DIEM (Inter Departmental Fest- 2 Days)
 - d) Technova (Technical Fest – 2 Days)
 - e) UTSAV – Inter Collegiate Fest.
 - f) Academic and Administrative Audits (2 Days)
 - g) Green Audit (1 Day)
 - h) Energy Audit (1 Day)
 - i) NAAC Mock Visit (2 Days)
 - j) NAAC Peer Team Visit (2 Days)
 - k) University Youth Festive
 - l) University Sports Events
 - m) Internal Audits by Management (Semester Wise – 2 Days Each)
 - n) Local Inquiry Committee (UoM for Inspection)
 - o) National Conference (1/2 Days)
 - p) National Conclave/Seminar (2 Days)
 - q) NAAC/UGC/University Workshop (7 Days)
 - r) Visit to the University or other college for work
 - s) NSS – 7 Days Residential Camp
 - t) Founders Day
 - u) IIC/YUKTI/KAPILA/AVISHKAR/UNNAT BHARAT etc. any other schemes of the government where participation of the teachers are required.
 - v) Picnics/Educational Excursion/Industrial Visits (1 to 7 days)
 - w) Participation in workshops/seminars/Events/Competition etc. with students

Note: Any work of due importance where teachers are required to stay back beyond their duty hours.
- Teachers are required to follow the Standard Operating Procedure (SOP) of the departments/committees and work in accordance for the smooth and efficient working.

- Examination Committee being one of the important statutory committee has framed separate code of conduct for college examinations, paper setting, assessment, evaluation, moderation, supervision, **Online paper correction (OSM)** etc., the teachers are supposed to strictly follow it. The teachers should register on University Portal and start the paper correction; they are solely responsible for their completion of the OSM paper correction. They will be paid remuneration by the University of Mumbai
- Largely, teachers are expected to abide by all the rules, regulations, policies and practices of the College.

Additional Information

- Research – 2 Research Papers by each teacher (1 each semester wise) need to be published in UGC CARE Listed Journal/Scopus/ABDC/ International Journal/ISBN Peer Reviewed Journal etc. The mentor teachers can take their mentee students for writing the research papers.
- The teacher needs to participate in UGC HRDC Short Term Course/Faculty Development Program/ Refresher Course/Faculty Induction Program/Orientation Program etc. for their professional growth. They should take permission from the principal before enrolling in the program. The faculty should submit their certificate to Admin office and IQAC after completion of the program. (Best Time to enroll – Diwali Vacation, Christmas Vacation, Summer Vacation, Ganpati Festival midterm break)



B. FOR OFFICE STAFF:

- The office staff are required to be properly groomed and neatly dressed at the workplace. They should report to work on time and be regular to College.
- The office staff should be polite and courteous while dealing with the students and teachers.
- The office staff shall not communicate or cause to communicate directly or indirectly any official document or any other part thereof or information to any person within the college or outside to whom they are not authorized to communicate each documents or information or to make any use thereof.
- They, without the express sanction of the competent authority, shall not ask or accept contribution to, or otherwise associate themselves with the raising of funds or other collections in cash or otherwise for his own benefits.
- They should be helpful and provide correct information to the students and teachers who are seeking information from them.
- Any fraudulent behavior, misrepresentation or misconduct is liable for strict disciplinary action. Acts of Commission or omissions which are determined to the College, such as bribery, theft, pilferage, manipulation of data etc. will be treated as misconduct.
- The office staff should respect right to freedom of speech of all their colleagues in the College and should work with trust, team spirit and a positive work culture
- The office staff should ensure that their behavior with their fellow colleagues does not give an impression of unprofessionalism in any way. They should always behave distant humble and courteous with their colleagues
- The college does not encourage gossip and rumors. The office staff should refrain from engaging in such and productive activities.
- Any form of harassment, sexual or otherwise is seriously condemned by the college management. The office staff are required to report to the concerned authorities in case of any such incidents.
- The office staff are expected not to engage in any sort of bullying, verbal assault, threat and aggression on any sort of violence possessing. Any sort of weapons at the workplace is strictly prohibited and is liable for punishment.
- The office staff are expected not to report to work under the influence of alcohol or any sort of drugs during working hours or non-working hours.



- If the office staff are approached by the media person or any outside parties to discuss the college, the office staff should refer them to the designated spokesperson and should refrain from making any comments. The office staff should not disclose any confidential information of the college to any outside party.
- The office staff are to ensure that, if they are making any comments on social media, they should not speak on behalf of the college but always said that the comments are their personal views and not those of the college.
- The office staff shall not engage in any kind of misconduct, such as falsification or tempering any paper or record of the collage making any false exaggerated allegations against any staff, superior, colleagues or authority etc.
- The office staff are personally responsible for safeguarding, securing, and protecting college Assets and information technology from theft, destruction, misappropriation, wastage, and abuse. The colleges should be used for college purpose and to achieve the strategic objectives of the college.
- The office staff shall not absent themselves from their duties, without obtaining permission of the competent authority. (refer to the appending II for standard operating procedure for leave to the staff)
- The office staff who remain absent from Duty without permission for a period of more than 30 days, shall be Deemed to be deserted and his service shall stand terminated automatically on the expiry of the period of 30 days.
- Without prejudice, penalties may be imposed on the office staff if found guilty of misconduct. This could lead to censure, find withholding of increment of pay. Withholding of promotions, suspension, removal from service, extra. depending on the nature of misconduct, minor or major penalty imposed.
- Overall, the office staff are expected to abide by all the rules, regulations, policies and practices of the college.



C. FOR SUPPORT STAFF:

- They should always be dressed in their clean uniform while on duty
- They should report to duty on time
- They should complete their roles and responsibility designated to them in the day.
- They should perform their duties honestly.
- This should not, under any circumstances, accept any bribe or gift or any other consideration at any time while in employment.
- They should not always used professional and ethical standard while on duty.
- They should not use any abusive language while on duty.
- They should always promote a supportive environment for working and should be prompt in helping any staff member in need of help with regards to work.
- They should report all necessary matters to the concerned authorities.
- They should always be on the alert and any untoward incident that the notice on campus should be immediately brought to the notice of authorities.
- They should behave appropriately with all concerned staff members, students, visitors, or any individual on campus.
- They should adhere to all the policies underlined by the management and corporate appropriately with the management.
- This should not be disrespectful or intolerant of orders/ work given to them.
- They should not engage in gossip and spread rumors as the nature of their job involves their interaction with all the staff members, students as well as visitors on campus.
- This should always try to avoid conflict between themselves or with any students, staff or visitors.
- They should not make remark for engage in behaviour that might reasonably be unconstructed as unacceptable behaviour

D. FOR SECURITY GUARDS

- Security guard should always appear presentable and be dressed in their clean uniform while on duty.
- They should always be punctual at work and be alert at all times.
- They are expected to check students Id-card before entering the campus they are allowed to permit entry of those students only who have valid ID cards
- They should diligently keep records of everyone entering and leaving the campus.
- They should 'visitor's pass' where applicable and keep the necessary records of the same.
- They should greet visitors in a courteous manner.
- They should guide the visitors to the desired place of visit on campus.
- They should not leave the place of Duty without the permission of the superior or without ensuring a replacement in their place.
- They should treat all equally and not discriminate on the basis of gender, age, or any factor.
- They should not use any derogatory or ABC language at any point of time while on duty.
- They should always keep themselves fit and agile.
- They should acquire knowledge of local services in the vicinity to that they can help people on campus as well as visitors.
- They should behave with personal integrity always of their employment.
- They should not under any circumstances accept any bribe or gift or any other consideration at any time while in employment.
- They should not consume alcohol or be under the influence of alcohol or any drug while on duty.
- They should always report the necessary matter to the security head



E. FOR ADMINISTRATORS

- Administrators of the college are referred to as the member of the college management and the principal of the college. They are the top management of the college and represent the college as a whole. They need to adopt a certain code of conduct.
- The administrators must ensure that all the decisions are based solely on the ability to add value to the college's academic interest and help to achieve the strategic growth plans of the college.
- The administrators are responsible for providing good academic infrastructure to the students and teachers for facilitating effective teaching learning processes.
- Students complaints and concerned should be attended to the fullest satisfaction of the students. Any issues highlighted by the student's grievance cell should be considered promptly and sincerely.
- The college provides equal opportunity and inclusion of all students through its admission policies. The admissions is done on merit and as per the rules and norms laid down by the University of Mumbai.
- They should not make remarks or engage in behaviour that might reasonably be constructed as terms and conditions of employment with their staff members and must honour their commitments.
- They must provide equal opportunities and inclusion of all employees through employment practices. They believe that a mix of opinion and to achieve success.
- They must recognise the importance of maintaining and promoting fundamental human rights in all operations. They provide fair and equitable salary, benefits and other conditions of employment.
- They must respect employees right to freedom of speech and provide safe and human working conditions.
- They must respect the individual and create a culture of trust and respect that promotes a positive work environment.
- No decision should be based on gender, race, colour, nationality and religion.
- The code should set standards of zero tolerance for harassment. It shall avoid actions or behaviour that should be considered as harassment.
- The administrator should consider sexual harassment at workplace as a serious. The employees are encouraged to report any incidents of sexual harassment at workplace to



internal complaint committee. The college management may initiate disciplinary action against any employee found guilty of any kind of sexual harassment.

- The college should not tolerate any form of violence behaviour or bullying at workplace. It should create an environment where employees feel safe and are treated with respect and professionalism at all times.
- The administrator shall take utmost care to comply with the norms and rules of the regulatory authorities like university of Mumbai and others. Any violation to the rules and regulation may attract strict disciplinary action and may result in damage to the college reputation.
- The administrator shall co-operate with university of Mumbai, other regulatory bodies, NGOs, corporate entities and any other academic institutions with a view to promote and enhance its academic interest.
- The administrators are expected to participate in internal order, and/ or external audit is conducted by the college. They should co-operate fully and communicate honestly when participating in such efforts.

ANTI RAGGING POLICY

Shree L.R. Tiwari Degree College adheres to a "Zero-Tolerance policy" with regard to ragging in accordance with rulings and instructions from the Supreme Court, UGC regulations, and State Government Instructions. Any college student who is charged with ragging and proven guilty will face harsh punishment in accordance with the law.

Ragging has ruined countless innocent lives and careers. It is now defined as an act that violates or is perceived to violate an individual student's dignity. Ragging is totally banned in the campus and anyone found guilty of ragging and/or helping ragging is liable to be punished as it is a criminal offence. The college anti ragging committee ensures strict compliance on the prevention of Ragging in the form.

Vision

To build a ragging free environment by instilling the principles of democratic values, tolerance, empathy, compassion and sensitivity to that students become responsible citizens

Mission

To create an atmosphere of discipline by passing a clear message that no act of ragging in college premises.

Objectives

- To prohibit 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.
- To bring out an awareness among the students about the consequences of ragging.
- To keep a constant eye and vigilance over ragging so as to prevent its occurrence.
- To address any ragging issues immediately and taken action as advised by the committee.
- Anti-Ragging Cell executive meeting will be held at thrice in a year.

Anti-Ragging Policy

According to the UGC Regulation on Curbing the Menace of Ragging in Higher Institutions, 2009, ragging constitutes one or more of any of the following 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 undisciplined 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 of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Punishments

According to the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, those found guilty may be awarded one or more of the following punishments, namely;

- Warning, writing apology letter
- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship/ fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.



- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/ expulsion from the hostel.
- Cancellation of admission.
- Rustication from the institution for period ranging from one to four semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Powers and Functions: Anti ragging

- To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging;
- To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging;
- To consider the complaints received from the students and conduct enquiry and submit report to the Anti- Ragging Committee along with punishment recommended for the offenders;
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;
- Conduct workshops against ragging menace and orient the students;
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;
- To offer services of counselling and create awareness to the students;
- To take all necessary measures for prevention of Ragging inside the Campus.



GRIEVANCE CELL POLICY

As per the university norms and requirement, every college needs to form their College Grievance Cell for solving the issue and to provide a clear and structured process for students/staff to raise and address grievances. The Shree L R Tiwari Degree College of Arts commerce and Science has established its College Grievance Cell to provide a formalized avenue for students and staff members to raise and address concerns, complaints, or grievances related to their educational experience, working conditions, or any other matters pertaining to the college. This policy outlines the framework, procedures, and responsibilities associated with the College Grievance Cell.

Objectives

The primary objectives of the College Grievance Cell are as follows:

- To create a mechanism for students and staff members to express their concerns, complaints, or grievances in a confidential and in impartial environment freely and frankly, without any fear of being victimized.
- To ensure that grievances are resolved in a fair, transparent, and timely manner, promoting a positive and harmonious college environment, by advising students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- To uphold the principles of justice, equality, and respect for all members of the college community by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.

The Grievances of Students /Staff may be related to various aspects of their experience, including:

1. Academic matters (e.g., grading, curriculum, faculty conduct).
2. Non-academic matters (e.g., campus facilities, administrative decisions).
3. Discrimination, harassment, or other violations of the institution's policies.
4. Financial concerns (e.g., tuition, fees, scholarships).
5. Other issues affecting them



The statement should include:

Detailed description of the grievance, including relevant dates, individuals involved, any supporting documentation and desired outcome or resolution required. The student/ staff should submit the grievance within 3 days of becoming aware of the issue.

The grievance Redressal cell shall not entertain the following issues:

1. Anonymous complains will not be accepted
2. Decisions of the executive council, academic council, board of studies and other administrative or academic committees constituted by the university.
3. Decisions with regard to award of scholarship, fee concessions, medals etc;
4. Decisions made by the university with regard to disciplinary matters and misconduct.
5. Decisions of the university about admissions in any courses offered by the institute.
6. Decisions by competent authority on assessment and examination result

Grievance Resolution Process:

The College Grievance Cell opens a suggestion box /checks email every Saturdays to review the grievance. The investigator from the committee member of College Grievance Cell will conduct a thorough review, interview relevant parties, and gather evidence. He /She will recommend and discuss appropriate resolution or corrective actions to the issue with the College Grievance Committee within three days. After that the Cell will call both the parties for hearing and will pass the order, considering all provisions of Act/ Regulations from UGC /Mumbai University and Policies of College.

In case the members/committee fails to find out any solution or the Complainer is not satisfied with the outcome then the matter is referred to the Chairperson for final commitment or action.

Lastly, feedback is accepted from both the parties.

*If anybody is found to be guilty for any kind of nuisance, he or she is given punishment. The nature of punishment, information to the police (if situation arises for so) and expelling from the college as per the rule of the institute or all provisions of Act/ Regulations from UGC /Mumbai University.



* All parties involved in the grievance resolution process must maintain the confidentiality of the proceedings to the extent possible. The college strictly prohibits any form of retaliation against individuals who raise grievances in good faith.

E-GOVERNANCE POLICY

Scope:

The scope of this policy covers to the following areas:

General Administration

Student Admission

Examination

Library

Accounts and Finance

ICT Infrastructure

Objectives:

1. The incorporation of e-governance into all aspects of the institution's operations to create a more straightforward and effective system of internal governance.
2. To encourage accountability and openness across the college's entire functioning.
3. To create a paperless environment in the college.
4. To enable rapid and simple information access.
5. To make campus Wi-Fi enabled.
6. To use ICT Enabled classroom with Laptops, Projectors, etc.
7. To create a fully automated Library with E-resources.

Policy:

- E-governance will be used by the college in all areas of operation, including the library, accounting, admissions, administration, and teaching.
- The policy is constructed and structured to ensure accountability for each and every function.

The College decides to make the following policies and procedure:

Website:

- The website will act as an information centre which will reflect about the college activities, important notices, Examination results, examination Time table, courses offered, etc. For



this purpose, a separate service provider/web designer will be appointed for the college by head office.

- Training will be given to the administrative and teaching staff to make important updates on the website.
- A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also search the website for additional adjustments that are necessary. Through its website, the College aims to demonstrate its active and energetic nature. Every significant notification must be available as soon as it is issued on the website.

Student Admission:

- The admissions process is conducted in an open and transparent manner using ERP System, and the ethical standards and laws recommended by the University of Mumbai serve to reinforce this approach.
- The College releases its brochure, which is available online and contains instructions for the admissions process. A college admissions ERP will be utilized to manage admissions. Only this Portal will be used to manage the number of students applying to each course, withdrawals, and payment submission.
- Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software to be used by college.

Accounts:

- The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions.
- Training to the existing staff and updating of the existing software carried out on regular basis. The College also uses multiple software like MCB, Aadmin which is used to manage the funds and Payroll which helps to calculate the salary automatically, generate salary slips, maintain in and out time of employee through biometric, maintains of leave and disperse the salary to the bank accounts etc all are managed by this system. Reports can be generated for



all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library:

- The College keeps up its commitment to academic success by keeping its library well-stocked. For the advantage of the instructors and the students, the college will keep adding new online learning materials.
- The College should be frequently subscribing to new periodicals and books. The teachers and students who subscribe to the e-resources provide recommendations.
- The library should set up completely automated ILMS software, which should have a user-friendly GUI, support for Unicode, multilingual search, and the ability to export the majority of reports.
- The use of Online Public Access Catalogue module like NDLI and NLIST is subscribe to allow library database searching by entering preferred terms for information retrieval
- The Database Maintenance module should cover all operations of database creation and maintenance.

Administration:

- MCB Software to be used to keep track of attendance for teaching, non-teaching and class 3 employees by Administrative Staff.
- Administrative Office uses Advanced Excel and MCB app/ERP solution facility Tools to maintain effective database and to provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- There is dedicated section in MCB for students must be able to obtain maximum services in online mode.
- Adequate training and development for the administrative staff to keep them up to date with new technology.

Examination:

- The college has implemented an ERP system called VIVA software for the examination related process like student marks entry, display of result for first year and second year students
- The third-year examination process is as per E Governance policy of UoM.



INTERNAL COMPLAINT/SEXUAL HARRASMENT POLICY

The Committee aims at sensitizing the students and staff to work diligently to prevent sexual harassment in the college. Complaints of sexual harassment shall be lodged with the Committee and appropriate disciplinary action is initiated by the members in accordance to the rules and regulations of the college.

It is formed according to the provisions of the POSH ACT-Sexual Harassment of Women at Workplace Act of 2013, 9th December 2013. (Prevention, Prohibition and Redressal).

It is also mentioned in University Grants Commission (Prevention, Prohibition and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015. ICC meets on need basis to address any complaints and take necessary actions. The college has Zero Tolerance Policy against any transgression. The college is committed to provide safe and conducive work and academic environment to its students and employees

Shree L.R. Tiwari Degree College of Arts, Commerce & Science is committed to provide a place of work and study, free of sexual harassment, intimidation or exploitation. It is expected that all students, faculty, staff and officials will treat one another and visitors to the College with respect. All members of the campus community, including those who are in temporary or short-term positions are subject to this policy. Anyone violating this policy is subject to disciplinary action.

Reports of sexual harassment are taken seriously and will be dealt with promptly. The specific action taken in any particular case depends upon the nature and gravity of the conduct reported. The college recognizes that confidentiality is important. The college will respect the confidentiality and privacy of individuals, reporting or accused of sexual harassment to the extent reasonably possible. Reprisals against an individual who in good faith reports, or provides information in an investigation, about behaviour that may violate this policy, are against the law and will not be tolerated. Intentionally providing false information, however, is grounds for disciplinary action.

SLRTDC is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the pursuit of knowledge, and this policy is not intended to stifle teaching methods or freedom of expression. Sexual Harassment, however, is not the proper exercise of academic freedom, nor can it be protected as freedom of expression. It comprises the integrity of



the college and its traditions of intellectual freedom, and it also violates the principle of the equality and dignity of all its members

2. Objectives of the Committee:

1. To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
2. To uphold the commitment of the Institute to provide an environment free of gender-based discrimination.

3. Functions of ICC:

- To prevent sexual harassment at workplace.
- To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees
- To conduct periodical programmes on women empowerment.
- To provide conducive environment and congenial atmosphere for women.

Anyone (Teaching, Non-Teaching Staff and Students) who wishes to file a complaint can contact any member of the ICC committee in college

4. Constitutions of Internal complaint Committee: Every employer of workplace shall by order in writing Constitute a Committee to be known as Internal compliant committee

1. Chairman of the Committee: Shall be a woman employed at a senior level at workplace amongst the employees

2. Two Members: Shall be amongst employees preferably committed to the cause of women/experience in social work/ have legal knowledge.

3. One Member: Amongst NGO/ associations committed to the cause of women/person familiar with issues related to sexual harassment.

Procedures for resolution, settlement Or Prosecution of acts of sexual harassment:

STEP 1: Formal complaint to the Chairperson/Presiding Officer of the Internal Complaints

Committee constituted by the Management

STEP 2: The aggrieved woman shall submit 6(six) copies of the Complaint to the ICC along with supporting documents and the names and addresses of the witnesses in writing.

(The aggrieved woman is required to disclose her name, department, division and location she is working in, to enable the Chairperson to contact her and take the matter forward)

STEP 3: ICC shall send 1 of the copies to accused/respondent within 10 working days

STEP 4: The Accused/respondent) shall file his reply to the ICC along with supporting documents and the names and addresses of the witnesses, within a period of 10 working days from the date of receipt of the documents

STEP 5: At the time of inquiry, a minimum of 3 Members of the ICC including the chairperson, shall be present

STEP 6: The ICC shall conduct such investigations in a timely manner and shall submit a written report containing the findings and recommendations to the Employer within the 10 days from the date of completion of inquiry

STEP 7: The Employer/Management shall act upon the recommendation within 60 days of its receipt

STEP 8: The Complaint's Committee report will also be made available to concerned parties

GREEN CAMPUS POLICY

Context

Mumbai is a city uniquely situated on an island, surrounded by bodies of water, primarily the sea. Despite its distinct identity as the nation's financial hub, it grapples with an overwhelming population and significant space constraints. The location of Shree LR Tiwari's college enjoys a fortunate blend of both land and water elements. This juxtaposition between the tranquil sea and the refreshing land greenery bestows a sense of sanctity upon the college amidst the bustling cityscape. Since its establishment in 2018, this college has adeptly found equilibrium between its limited land resources and the encompassing sea. Despite spatial limitations, it has maintained a charming miniature garden showcasing an array of plants and trees, including various botanical treasures, along with flowers and fruit-bearing specimens. Remarkably, the entire college building rises vertically up to the 6th floor within its confined space. Furthermore, it has dedicated a ground to Shree LR Tiwari in its frontal area, a space collaboratively maintained by our college in partnership with the Mumbai Municipal Corporation.

Scope of the Policy

The Green Campus, Energy and Environment Policies will not only develop and sensitize our students on green issues but will also encourage them to take part for green cause through various curricular and co-curricular activities.

Following are the key areas of focus under this policy:

- Clean Green Campus Initiatives
- Landscaping Initiatives
- Plastic free Campus
- Solar Power Plant
- Installation of LED bulbs
- Water Conservation through Rainwater Harvesting System
- Waste Management processes which includes the following;
 - 1.Solid Waste Management
 - 2.Wet Waste Management
 - 3.E-Waste Management
 - 4.Tree Plantation initiatives
 - 5.Environment centric activities
 - 6.Green Audit



7. Energy Audit

The broad vision is as follows:

1. Generating mass awareness on cleanliness and hygiene amongst students and staff members by holding regular cleanliness drives and activities to motivate them.
2. Our students participate in the cleanliness drive from time to time both within and outside the college from time to time.
3. Events such as poster and slogan competitions, essay writing, speeches, skits on 'Swachh Bharat' will be organized to sensitize them.
4. Rallies on themes connected with 'Swachh Bharat Abhiyan' in and around the college campus will be conducted to create mass awareness.
5. Remove all kinds of waste material like broken furniture, unusable equipment etc.
6. Conduct workshops from time to time to sensitize students on: Reduce, Reusing and Recycle of waste.
7. Commitment to maintain clean and litter free campus.

Objectives of the Policy

1. To protect and conserve ecological systems and resources within the campus.
2. To be sensitive towards environment and to ensure judicious use of environmental resources to meet the needs for sustainable development.
3. To integrate environmental concerns into policies, plans and programmes for social development and outreach activities.
4. To work with all stakeholders and the local community to raise awareness and seek the adoption of environmental good practice and the reduction of any adverse effects on the environment.
5. To continuously improve the efficient use of all resources, including energy and water, and to reduce consumption and the amount of waste produced, recovering and recycling waste where possible.
6. To make the campus plastic free.
7. To conduct environmental and energy audits from time to time.
8. To minimize the use of paper in administration by adopting the policy of E. circulars and notices.
9. Above all to emphasis on Reduce, Recycle and Reuse policy. Clean Campus Initiatives
Shree LR Tiwari College has pledged to actively coordinate cleanliness activities in the

college and beyond the campus in accordance with the vision of Swachh Bharat Abhiyan.

It commits to continue with this Programme.

Clean Air Initiatives

We encourage our students and staff to use public transportation. We encourage carpooling to college, an activity that will control air pollution and strengthen social interaction. The entry of automobiles inside the campus is restricted to discourage the use of private vehicles.

Infrastructural Initiatives

- (a) **Renewable Sources of Energy:** Shree LR Tiwari College is committed to minimize and sustainably manage its use of electricity. The college believes in reducing the consumption of electricity produced by non-renewable resources by switching to clean energy sources like solar energy for purposes like lighting the campus.
- (b) **Energy Saving and Energy Efficient Equipment:** We commit to install environment-friendly electrical appliances that save energy and reduce wasteful inefficiencies. The college believes in using cleaner energy such as LED lighting.
- (c) **Water Conservation through Rainwater Harvesting System:** As an institution located in the South Mumbai in Greater Mumbai District, our college location is surrounded by Sea yet we depend on monsoon rain and water reservoir. Hence, we have committed to replenish the groundwater table by practicing rainwater harvesting in our college premises.
- (d) **Waste Management Processes:** SLRTDC strives to have a minimal impact on the environment and is dedicated to reduce and manage the waste generated by the college campus. The following specific procedures will be undertaken to ensure SLRTDC's contribution in protecting the environment.
- (e) **Solid Waste Management:** With its aim to provide holistic education that also has a positive impact on the environment, the college will adopt practices that will mitigate

The generation, and manage solid waste through the following methods:

- Encouraging students and staff for Reduce, Reuse and Recycle policy
- Collect paper waste produced on campus and collaborate with scrap dealers for recycling.
- Reduce use of paper by supporting digitization of attendance and internal, circulation of e-notices and assessment records.
- Reduce requirement of printed books by updating e. books and e. journals in the library.
- Encourage the students and teachers to use emails for assignment submissions. Take



initiatives to spread awareness amongst students about

- Food wastage and ways of minimizing it. Minimizing the use of packaged food and The habit of reusing and recycling non-biodegradable products
 - Organizing workshops for students on solid waste management

Liquid Waste Management

- Maintain leak proof water fixtures.
- Continued employment of a caretaker to take immediate steps to stop any water leakage through taps, pipes, tanks, toilet flush etc.
- This way the Biochemical Oxygen Demand is reduced in the effluent waste water produced by the JMC canteen.
- Reuse of wastewater generated by the Reverse Osmosis (RO) system in washrooms.

E-Waste Management

SLRTDC ensures that its usage of technology and generation of e-waste does not impact the environment. For this purpose, the college plans to strive towards:

- More provisions for the disposal of the institutional e-waste.
- Collaboration with e-waste recycling companies including NGOs to get electronic
- Awareness amongst students about reduction of e-waste and
- Environment friendly disposal practices for e-waste.
- Encouraging students for college level and outreach activities pertaining to e- waste management.

Awareness Initiatives

Outreach and education are of utmost importance so that all members of the campus community may value the objectives of the policy and aid in its implementation. Therefore, SLRTDC is committed to encourage awareness campaigns, seminars, workshops, conferences, and other interactive sessions to facilitate effective implementation of the Green Campus, Energy and Environment policies.

Conduct Green Audit

The college aims to regularly conduct a Green Audit of our college campus to assess our strengths and weaknesses to further our goals of long-term sustainability. A green audit is a useful tool to determine how and where most energy or water or resources are being used. The college can then

consider how to implement changes and make savings. It can determine the type and volume of waste. Recycling projects or waste minimization plans can be adopted. It will create health consciousness and promote environmental values and ethics. It provides a better understanding of the impact of eco- friendly practices on campus. Green auditing will promote financial savings through reduction of resource use. It is imperative that the college evaluate its own contributions toward a sustainable future.

Conduct Energy Audit

An Energy Audit to be conducted as and when required to further reduce its carbon footprint. The importance of reducing energy consumption cannot be overstated. The energy audit, with its specialized tools will identify wastage of energy. Such an inspection often reveals several different flaws which cause a loss of significant amounts of energy which the college will not be able to detect. These flaws often have easy and affordable solutions and provide significant savings.

Plastic-Free Campus

SLRTDC has been observing most of its duties in terms of solid waste management since its inception. In view of the Government of India's resolution to ban all single use plastics due to the hazardous impact of plastic use and pollution, the college administration strictly bans the use of single use plastics in its premise to make it a 'Plastic Free Campus'.

IT Policy

The IT Policy applies to all college faculty, staff and students and all others using the IT resources, whether personally or of college-owned, which access, transmit, store various types of related information.

Objectives

1. To assure the outstanding performance, dependability, availability, and integrity of the college IT systems.
2. To guarantee that the IT resources safeguard a person's formal e-identity (assigned by the College).
3. To make sure that every user of the College is accountable for following the rules defining how this Policy is implemented and any other issues that are related to those rules.

Need for IT Policy

1. The fundamental goal of the college's information technology policy is to safeguard, maintain, and guarantee the proper and lawful use of the campus's information technology infrastructure.
2. The Confidentiality, Integrity, and Availability of the information assets that the College accesses, creates, manages, and/or controls are protected by the procedures and obligations set forth in this policy, which applies to the whole College.
3. Intranet and Internet services have elevated to the status of essential tools in research and educational institutions. Shree L.R. Tiwari Degree College took the initiative back in 2018 to create fundamental network infrastructure in the College's academic complex after realizing the significance of these services.
4. The policy covers information assets such as data, systems, computers, network devices, intellectual property, documents, and verbally communicated information.

Over the last five years, not only active users of the network facilities have increased many folds but also the web-based applications have increased. This is a welcome change in the College's academic environment. Now, the College has about 32 network connections covering all departments across the campus. All the faculty members using this network for teaching and learning.

The college is getting its Internet band width from Jeebr. Total band width availability from Jeebr source is 50 Mbps and additional 200Mbps of Tikona.

Information security in general and therefore policies that govern information security processes are also dynamic in nature. They need to be reviewed on a regular basis and modified to reflect changing requirements of the IT user community and operating procedures. Purpose of IT policy is to set direction and provide information about acceptable actions and prohibited actions or policy violations. Guidelines are created and provided to help organization, departments, and individuals who are part of the college community to understand how College policy applies to some of the significant areas and to bring conformance with stated policies.

AREAS IT USAGE AND PROHIBITIONS

- The users of the College shall make effective usage of campus collaboration systems, internet, wireless resources, official websites (including college website, conference website, journal portals, online admission and course website), and Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the College and e-Library resources.
- The College shall stress upon the users to comply with College policies and legal obligations (including licenses and contracts).
- The College shall strive to arrange for awareness programs to acquaint the users with the effective usage of IT resources.
- **Prohibited Use** - The users shall not send, view, or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or College policy. Contributing to the creation of a hostile academic or work environment is prohibited.
- **Copyrights and Licenses** - Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file sharing using the College's information resources is a violation of this policy.
- **Social Media** - Users must abide by the rules of the College towards the usage of social networking sites, mailing lists, newsrooms, chat rooms, and blogs.

- **Commercial Use** - The College IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations, or any other message-passing medium, except as permitted under College rules.

SECURITY AND INTEGRITY

- **Personal Use** - The College IT resources should not be used for activities violating the basic functionality and mission of the College, except in a purely incidental manner.
- The users must refrain from making any unauthorized access of information to promote secure access to Network and Computers.
- The competent system administrator may access the information resources for a legitimate purpose.
- **Anti-virus and security updates** - The regular updating of the anti-virus policy and security updates should be done for the protection of computing resources.

IT ASSET MANAGEMENT

- **Asset Management:** The College shall lay down processes for the management of hardware and software assets that facilitate the usage of IT resources in the College. This shall include procedures for managing the purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware applications within the College.
- **Copying and Distribution:** The College shall ensure that there is no violation in the copying and distribution of proprietary and licensed software.
- **Risks:** The College shall emphasize on managing the risks involved in the usage of IT resources. This shall include standard procedures for identification, minimization, and monitoring of risk impact by preventive and corrective measures. This should also include procedures for timely data backup, replication, and restoring policies, power backups, audit policies, alternate internet connectivity for a fail-safe internet access.
- **Open-Source Asset:** The College shall endeavor towards the promotion and effective usage of open-source software.



OPERATING ASPECTS:

- **College Governance** - The College shall endeavor to ensure fair implementation of this policy to meet with the objectives of its formation. The responsibility of the management of operational aspects of IT resources is as per the hierarchical flow of the College governance structure.
- The respective Heads of the Institutions shall be responsible for compliance with all College policies relating to the use/ownership of information resources, keeping in mind the Vision and Mission of the College.
- **Website & technical committee at College Level** shall coordinate various activities related to the adherence of the IT Policy in association with the IT Administrator of the respective Institute.
- **Individual Users** - The users are solely responsible for the activities they perform on Institute/College servers with their "User Name/Password" pairs and IP (Internet Protocol) addresses assigned to them.

VIOLATION OF POLICY

Any violation of the basic objectives and areas mentioned under the IT Policy of the College shall be considered as a violation and as a misconduct and gross misconduct under College Rules.

IMPLEMENTATION OF POLICY

For implementation of this policy, the College will decide necessary rules from time to time.

REVIEW AND MONITORING

The Policy document needs to be reviewed at least once in two years and updated if required, to meet the pace of the advancements in IT-related development in the industry. Review of this policy document shall be done by a committee chaired by Principal & Chairman IQAC of the College. The other members of the committee shall comprise the Registrar, Website & Technical Committee, Head of Departments, and other members as nominated by the IQAC.

POLICY FOR PROMOTION OF RESEARCH

Shree L. R. Tiwari Degree College of Arts, Science & Commerce is dedicated to fostering a vibrant research environment within the institution. This commitment is realized through the establishment of a Research Committee and the execution of targeted and purpose-driven research initiatives. These initiatives aim to support faculty members in conducting research independently or in collaboration with industry partners and students. We have allocated a budget to establish the following research facilities:

I. Constitution of Research, Innovation, Incubation & IPR Cell

A Research, Innovation, Incubation & IPR Cell is hereby constituted to promote the innovative and industrially relevant research to be undertaken by the faculty members of this institution with high quality accuracy and outputs with marketing potentiality. The research committee constitutes of 11 members nominated as below:

1. Principal, the Chairperson
2. Dean
3. Three senior faculty members as nominated by the Chair person
4. And six Members

A policy in this respect is prepared and implemented as shown in Annexure 1.

II. Policy on Promotion of Academic Research

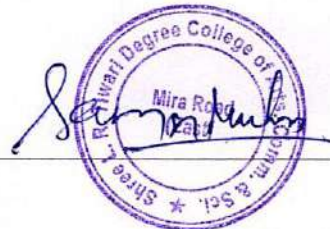
A policy on academic research facilitates to promote faculty involvement in research and developmental activities shall be prepared and implemented. This policy shall deal with the higher education of faculty members and faculty publication.

A well-defined policy shall be prepared and implemented to encourage the enrolment of faculty in Ph.D. programmes and to declare suitable incentives for Ph.D. holders and to those publish research articles in journals and reputed journals.

A policy in this respect is prepared and implemented as shown in Annexure 2.

III. Policy on Seed Money for Internal Research

- a. Every faculty is eligible to apply for internal project which shall lead to collaborative / externally funded research projects.



- IV. The college shall provide the basic infrastructure required to conduct research projects.
- b. Faculties are encouraged to identify inter-disciplinary research in their chosen field of research.
 - c. All innovative projects of faculty completed, are earmarked for filing patents. Further, suitable recognition and remuneration will be given to those faculties with patents.
 - d. Faculty members shall take appropriate actions to get their innovations covered by IPR and copyright protected.

A policy in this respect is prepared and implemented as shown in **Annexure 3.**

V. Policy on Centre of Excellence

The college shall develop and nurture Centre for Excellence in the frontier areas of research which shall be open to faculty, students and industry persons to conduct research. It is the commitment of the college with an aspiration to attract funding from governmental / international agencies and industry from relevant sectors. We strive to establish Centre of Excellence funded by AICTE / UGC / shall be.

A policy in this respect is prepared and implemented as shown in **Annexure 4.**

VI. Policy on Consultancy Projects

The college recognizes that Consultancy is an effective way to disseminate knowledge and committed to make it accessible the available faculty expertise through service to industry and society. The college, as a socially responsible institution wants to make an early and direct impact on society through consultancy, whereas maintaining balance between consultancy and the traditional roles as a teacher. All Research and Non-research consultancies are governed by the established norms as described in the Policy on Consultancy Projects.

A policy in this respect is prepared and implemented as shown in **Annexure 5.**

VII. Policy on Innovations, Incubations and Entrepreneur Development

The college shall promote Innovations, Incubation, and Entrepreneurial Development among the teachers and students leading to development of innovative, commercially viable and socially relevant products / materials which shall lead to Patents and Copyrights.

A policy in this respect is prepared and implemented as shown in **Annexure 6.**

VIII. Policy on Ethical Research

A policy in this respect is prepared and implemented as shown in Annexure 7.

IX. Establishment of Intellectual Property Rights (IPR) Cell

Steps shall be taken to establish an Intellectual Property Right Cell to assist the researchers and inventors to get protected their inventions and intellectual properties. A separate cell shall be created with the assistance from Central and/or state government.

A policy in this respect is prepared and implemented as shown in Annexure 8.

X. Incentives

A policy in this respect is prepared and implemented as shown in Annexure 9.

Annexure 1

Constitution of Research, Innovation & Incubation Cell

A Research, Innovation & Incubation Cell has been constituted to promote the innovative and industrially relevant research to be undertaken by the faculty members of this institution with high quality accuracy and outputs with marketing potentiality. The members of the Research Advisory Committee are:

1. Principal, the Chairperson
2. Dean
3. Three senior faculty members as nominated by the Chair person
4. And six Members

Research Advisory Committee Regulations

- i. The committee shall meet at least once in a semester.
- ii. Adhoc and emergency meetings shall be convened by the Chairperson/Dean whenever required.
- iii. Any changes in existing research-oriented programmes / schemes / activities shall be brought to the notice of the research committee and approval of the committee is mandated.
- iv. The Chairperson of the research committee is empowered to monitor the activities and progress of the research activities.
- v. The chairperson is vested with powers to take all strategic decisions, corrective actions, preparing and updating policies as per rules and regulations as required by apex bodies like the UGC, NAAC, AICTE, and Bharathiar University as well as policies framed by our own college from time to time and approved by Governing Council of the College.

Annexure 2

Policy on Promotion of Academic Research

1. The faculty members on roll but without Ph.D. degree must register for doctoral program.
2. Faculty of each department shall conduct research in focused areas. It is mandatory to publish research articles / project results in UGC indexed / WEB of Science / SCOPUS indexed journals.
3. It is the duty of the faculty researchers to ensure the quality of the paper and a prior plagiarism check before journal publications is a must.
4. The student projects (UG / PG / M.Phil / Ph.D) must be research focused.
5. The faculty members guiding (UG / PG / M.Phil / Ph.D) shall be given supervisor incentive.

Annexure 4

Policy on Centre of Excellence

The college shall develop and nurture Centre of Excellence in the frontier areas of research which shall be open to faculty, students and industry persons to conduct research.

Annexure 5
Policy on Consultancy Projects

Shree L. R. Tiwari Degree College of Arts, Commerce & Science has prepared and launched this Policy on Consultancy Projects to be undertaken by the faculty members as follows:

Consultancy

SLRTDC recognizes that Consultancy is an effective way to disseminate knowledge. We are committed to make our expertise available through service to industry and society. We want to make an early and direct impact on society through consultancy, still able to balance between consultancy and the traditional roles as a teacher. It is the consultancy policy that ensures that there is a consistency between the colleges strategic research policy and priority and the consultancies undertaken and also ensuring that the costs are sustainable.

Consultancy Policy

All Research and Non-research consultancies as described in this Policy are governed by the following guiding principles:

- a. There should be demonstrable benefit to the College from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- b. The Consultancy must not be in conflict with SLRTDC Research and Extension.
- c. The staff who undertake shall ensure that there won't be any contradictions between policies such as employment, Code of Conduct, etc.
- d. The Consultancy must not be in conflict with the functions, objectives or interests of the college or damage the college's reputation.
- e. At a minimum, the salary and on-cost charges set by the College Management must be applied to all project budgets. All Consultancies are required to include overheads.
- f. Staff members shall not undertake external research activities where no formal agreement has been authorized by the College.

Research Consultancy

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation.



Non-research Consultancy

Non-research Consultancies include non-research activities performed under contract for a third party. Non-research Consultancy would include the provision of professional services to external agencies for a fee. This would include, but not be limited to, routine laboratory and other testing of materials, devices or products, analysis of data such as market surveys, opinion surveys etc. The provision of professional services such as designing, legal and medical advice is undertaken by members of faculty and staff.

Norms to undertake Consultancy

- a. The members undertaking consultancies are permitted to engage in Research and/or Non-research provided these consultancies do not interfere with the discharge of their duties as a teacher.
- b. Consultancies shall be undertaken only with the approval of the designated Principal / Secretary through Chairman of Research Committee.
- c. No limit is placed on earnings. However, there is a limit on the time spent on Consultancy.
- d. Academic Staff may spend one day per week on approved Consultancies, with a maximum of 48 days per year.
- e. Variations to this time commitment require the approval from Principal / Dean.
- f. A lesser time commitment may be approved when the proposed Consultancy interferes with the discharge of responsibilities.
 - g. Faculty members must obtain written permission from the Principal / Dean to undertake Consultancies.

Benefits of Consultancy

The college provides the following benefits to staff undertaking Research or Non-research Consultancies:

- a. The revenue generated from consultancy project will be shared 60:40 between the College and the faculty concerned.
- b. The revenue generated mentioned above strictly meant the amount unspent after settling all the bills / expenses pertaining to the consultancy project.
- c. Access to the College resources such as technical and administration staff equipment

- and telecommunications, subject to approval by the principal or office.
- d. Entitlements to use the College's name and reputation, providing it are not brought into disrepute.
 - e. Ability to make reference to their college position and title in connection with the work.
 - f. If more than one member takes up the consultancy project then 40% amount shall be shared equally or as agreed by them.
 - g. In case of any private Consultancy offered by a faculty in her/his personal capacity but that staff member accesses any of these benefits in the course of undertaking the work will be regarded as a Research or Non-research Consultancy and subject to the conditions of this Policy.

Approval for undertaking consultancy projects

All College approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other College policies. Applications to conduct Consultancy are required to be approved through.

Exemptions and Variations

Exemptions to the above terms and conditions / norms and variations if any to the standard overhead charge must be determined at the time of application, explicitly noted on the Research Funding / Consultancy Application coversheet, and approved by the Principal / Dean.

Transfers in from Other Institutions

In cases where a Research or Non-research Consultancy or grant is transferred to the College from another research organization, the overhead will not be taken from the funds where the awarded budget did not include an overhead component. In cases where a grant is being transferred to SLRTDC from another research organization and overheads are permissible in accordance with the funding schedule, the agreed overheads awarded will be withheld by the College.

Conflict of Interest

Engagement in consultancies must not create a conflict of interest, perceived or actual. Any

conflict of interest, actual or perceived must be reported to the Principal through Chairperson/Dean of Research Committee for resolution. A conflict of interest may arise where an employee engages in consultancies at the expense of the College's interests or the interests of other employees or students.

Intellectual Property in Consultancies

Any intellectual property arising from any Research and Non-research Consultancies will be governed by the Intellectual Property Policy.



Annexure 6

Policy on Innovations, Incubations and Entrepreneurial Development

Shree L. R. Tiwari Degree College of Arts, Commerce & Science strives to promote Innovations, Incubations, Entrepreneur Development among teachers and students leading to development of innovative, commercially viable and socially relevant products / materials which shall lead to Patents and Copyrights. The Policy adopted by the college in this respect is as follows:

- a. SLRTDC shall establish a Centre for Innovation & Incubation to inculcate the culture of innovation in the young and budding researchers in the institution.
- b. The innovation center may be instrumental by organizing various kinds of programmes such as ideation programs, collection of innovations from research undertaken in respect of academic research, funded research, consultancy projects and innovations / incubations.
- c. Necessary steps shall be taken to ensure that every major invention achieved out of conducting research shall be incubated in the incubation center which will be augmented from time to time.
- d. Potential Student Innovators may be identified and allowed to select an incubated product and use the same to be developed in large scale through separately established start-up.
- e. The Innovation & Incubation cell of the College shall take steps to plan for providing training to the Incubates. The training imparted shall be designed in such a way that it may prepare the students to become successful entrepreneurs.
- f. The student start-up companies shall be promoted in the campus by way of extending financial support to every innovation shall lead to filing a Patent.
- g. The college shall provide support required for filing the patents and also for completing the ground work required to get the patents registered and licensed.
- h. The college shall also encourage the teachers and researchers to apply and acquire Copyrights for their publications / Books / Monographs.
- i. Rewards shall be instituted and given to the faculty and student achievers in appropriate monetary and non-monetary format.

Annexure 7

Code of Ethics and Policy on Ethical Research

Introduction

Shree L. R. Tiwari Degree College of Arts, Commerce & Science is one among the most renowned Educational Institutions in the country, where excellence is a tradition.

The College is at the forefront of higher education in India by balancing its commitment to academic excellence with emphasis on all-round development of students. The College has a splendid record of in the field of education offering courses in traditional Arts, Commerce and Science courses and in emerging areas such as various Management courses, International Studies, Information Technology. The curriculum promotes national development, fosters global competencies and facilitates skills training to meet the challenges of a competitive workplace.

Scope and coverage

The Research Ethics Committee shall regulate the matter pertaining to:

- a. Ethical Research Practices
- b. Plagiarism prevention

Need for Code of Ethics and Policy on Ethical Research

SLRTDC sees many reasons to adhere to ethical norms in research. The foremost among them is promoting quality research in search of knowledge and truth. It is equally important that prohibitions against artificially constructing, falsifying, or misrepresenting research data and curbing the practice of plagiarism will ensure quality research that contribute to find lasting solutions.

Principles of Ethical Research

SLRTDC adopt the following principles in ethical research:

- **Objectivity:** Consciously upholding the values of being independent and true and avoiding individual subjectivity.
- **Integrity:** Adopting a high level of academic moral character, and intellectual honesty



as well as assuming personal responsibility for the actions committed and omitted by the researcher.

- **Confidentiality:** The researchers must respect the privacy, autonomy, diversity, values and dignity of research subjects and must be very sensitive while disclosing the information and data of public interest by ensuring the privacy and confidentiality of the source of information.
- **Transparency:** The researchers must be as open as possible with respect to the decisions made and provide justifications for their actions.
- **Honesty:** The researchers must possess unbiased and honest attitude in knowing and stating the truth.

Research Ethics

The following are the guidelines to put in place by the research committee in at SLRTDC:

1. To review the ethical safeguards of the proposed research.
2. To ensure the rights, safety and well-being of the trial subjects / respondents / participants.
3. To enquire the complaints against research supervisors / guides / candidates and make suitable recommendations to the President



Annexure 8

Establishment of Intellectual Property Rights (IPR) Cell

Steps shall be taken to establish an Intellectual Property Right Cell to assist the researchers and inventors to get protected their inventions and intellectual properties. A separate cell shall be created with the assistance from Central and/or state government.

- a. The college shall constitute a cell called 'Intellectual Property Rights Cell' with immediate effect.
- b. Appropriate actions / steps be taken to get financial support and approval from Central Government Agencies like DST / DBT / AICTE, etc. and State Government Agencies like TNSCST for the IPR Cell.
- c. Awareness Activities / Programmes shall be organized with financial support from governmental agencies as well as industrial bodies, apart from self- supported awareness programmes.
- d. Capacity Building programmes shall be organized with suitable expertise available within and outside the institution.
- e. Faculty members shall be encouraged to undergo relevant diploma / certificate courses on Intellectual Property Rights, offered by NPTEL / SWAYAM / Coursera, etc.
- f. The College shall provide required support to the faculty for filing applications under IPR law such as patents / trademarks / copyright when it has been proved by the faculty that such a filing is necessary to protect the value of the research done.
- g. The faculty / students who are awarded incubation projects leading to entrepreneur development ventures / commercially viable products shall take appropriate initiatives to get Patents for their projects and ideas are protected under Copyrights law.
- h. The College shall provide appropriate monetary and non-monetary incentives to those faculty and students who get patents for their successful prototypes.



Annexure 9

Incentives & Other Benefits for Faculty Members

1 OBJECTIVE OF THE SCHEME

The primary objective of the proposed incentive scheme is to motivate the faculty members of our college to undertake quality research, consultancy and other research related activities.

2 ELIGIBILITIES

Teaching staff members who have completed 1 years of continuous service (Continued for second year) as on 1st June of every academic year shall be eligible for sponsorship for Professional memberships, Workshops, Seminars, International/ National Conferences, FDP/ STTPs, NPTEL/Certification Courses etc.

3. SCOPE OF THE SCHEME

- To motivate our faculty members and to concentrate on research related activities, in addition to the teaching, so as to publish research articles in reputed refereed international and national journals with impact factor.
- To pursue efforts to write books/monographs/chapters for publication by International and National publishers of reputed Journals.
- To evince interest among the faculty members, so that they take efforts to establish collaborative research projects with their counterparts in reputed foreign Universities.
- To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- To undertake consultancy projects sponsored by Government & Non - Government, Industrial and other organizations.
- To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

Faculty Enrichment Scheme

Sr. No.	Scheme	Amount
1	FDP/SDP/STTP	1000/- per faculty
2	Research publication and presenting research paper in conference (UGC care listed journal)	1500/- per faculty
3	Research publication in Scopus/ web of science a/ ABDC international journal	3000/- per faculty
4	SWAYAM NEPTEL, COURSERA, NITI, TISS or other certification courses (Silver or gold medal)	1000/- per faculty
5	Research project grants	1000/- per faculty
6	Books (College name mentioned in book)	2000/- per faculty
7	Patent (Till 5 th position)	2000/- per faculty
8	Professional membership (National/ international membership- education)	1000/- per faculty



5. OTHER CONDITIONS / GUIDELINES

- Application of reimbursement will be considered depending upon seniority and no. of times application made by an applicant.
- Individual faculty can put forward his/her application for any one of the above-mentioned schemes in the current semester.
- For availing more than one scheme by an individual, there should be no faculty applying in the said scheme. Then a faculty can apply for two schemes at a time.
- Only original research work will be considered. Student's publication will not be allowed.
- When a research publication has multiple authors, the cash incentive shall be divided equally among the first two authors. Only SLRTDC authors shall qualify for the incentive.
- It is the responsibility of the faculty member to produce evidence of having published paper in the UGC approved or refereed journal and the impact factor of the journal. She/he has to produce a printed copy.
- When a paper being presented in National/ international conferences has multiple authors, the right of Claim the paper will be restricted to the first author; and if the first author so permits to the second author in lieu of the first.
- Teachers are advised to apply to the Principal in prescribed Performa before going for the activity. Application shall be forwarded to the Principal, with due remarks by the department head, through respective department. If approved, staff members shall be reimbursed in the following way and his/her period of absence shall be treated as outdoor duty period.
- Apply to the Principal for approval for participation and reimbursement of participation/registration fee. Expected outcome of such participation shall also be mentioned in the application. Application shall also be supplemented with paper to be read/published, etc. as the case may be.
- Staff member shall submit all payment receipt along with report, through the Head



of Dept, to the Principal for final sanction.

- Reimbursement will be at the end of each semester. (Nov and April)
- Accounts section shall reimburse the sanctioned amount within 7 working days to the staff member on certification by HOD

6. Higher Studies Eligibility:

- At a time only three faculties are allowed to pursue higher studies per department every year.
- The faculty with more than 3 continuous years of service can get study leave to pursue PhD/Post-Doctoral Research as per requirement and after the approval by authority/management.
- The faculty with less than 3 continuous years of service can get casual leave only to pursue PhD / post-doctoral research.
- The employee pursuing higher studies has to execute a bond agreeing to serve the institute for three (3) years after completing the degree. If the employee doesn't fulfill the requirement mentioned in the bond, will be liable to pay Rs. 2.5 Lakh to the institute.
- Non-teaching staff after 3 years of continuous service in the college can pursue Diploma/Degree courses by availing study leave; however the course pursued should be of direct advantage to institute's interest.
- The employee on return should submit full report on the work done during study leave period.
- Any faculty pursuing PhD from un-recognized university will not be considered for any kind of promotion.

The College (SLRTDC) reserves the right to amend the above leave rules from time to time with the approval of its Governing Body without prior notice.



QUALITY ASSURANCE AND IMPROVEMENT POLICY

The policy of the Internal Quality Assurance Cell (IQAC) aligns with the institutional objectives. IQAC is dedicated to fostering quality education and excellence among students, faculty, and staff within the college.

This policy provides comprehensive guidelines for the day-to-day functioning of the college, serving as a blueprint for present and future decisions within the institution.

Key Policy Statements:

1. **Effective Teaching and Learning:** Ensuring timely and effective teaching, learning, and evaluation processes within the institution.
2. **Transparency and Accountability:** Guaranteeing transparent feedback mechanisms among all stakeholders within the institution.
3. **Continuous Improvement:** Developing a system to enhance the overall performance of the institution.
4. **Alignment with Objectives:** Ensuring that academic, co-curricular, and extra-curricular activities within the college are in sync with the institutional objectives.
5. **Documentation:** Establishing a robust system for proper documentation of institutional activities and processes.
6. **Research and Ethics:** Encouraging research activities among both faculty and undergraduate and postgraduate students while maintaining ethical research standards and discouraging plagiarism.
7. **Environmentally-Friendly Practices:** Promoting awareness of environmentally friendly practices in the institution's daily activities.
8. **Holistic Development:** Promoting the overall development of students and staff by fostering extra-curricular and co-curricular activities that complement academic pursuits.

Stakeholder Roles:

1. **Students:** Students play a central role in engaging in teaching and learning activities within the institution.
2. **Faculty/Academic Staff:** Faculty is responsible for creating a stimulating learning

environment, staying updated with new knowledge, and cultivating ethical academic practices, along with comprehensive documentation of programs and processes that support student development.

3. **Non-Teaching Staff:** The backbone of college activities, non-teaching staff ensures seamless administrative and functional support for the institution's operations in a clean and functional environment.
4. **Alumni:** Alumni are encouraged to maintain connections with their teachers and the institution through various channels, providing valuable feedback for continuous improvement in teaching and learning.
5. **Management Trustees:** The institution relies on the support and guidance of management trustees for organizational and financial backing, enabling excellence in teaching and learning, and facilitating informed decision-making with the input of other stakeholders.

This comprehensive policy statement aims to promote inclusive decision-making and teamwork among all members of the institution, with the overarching objective of advancing excellence in education.

SOCIAL COMMITMENT POLICY

Shree L. R. Tiwari Degree College is ardently committed to social responsibility and accordingly, the college is increasingly responsive to community-based development initiatives. Our mission and vision are fundamentally based on our dedication to societal improvement and the growth of people.

The purpose of this policy is to ensure that the college develops a comprehensive approach to meeting the needs of all students, including those who may counter barriers to learning in whatever forms. The policies are created in a way that promotes devotion to academics, society, and the economy.

Mission

Our Social Commitment Policy is a solemn pledge to harness education as a force for societal betterment. We are dedicated to fostering ethical values, social awareness, and a profound sense of responsibility among our students. Our mission is to empower them to actively engage with and contribute to the upliftment and holistic development of the communities we serve. Through unwavering commitment and meaningful action, we aim to bridge the gap between education and social progress, promoting a culture of empathy and self-satisfaction through service

Vision

Our vision for the Social Commitment Policy at Shree L. R. Tiwari Degree College encompasses a multi-dimensional perspective, reflecting our commitment to both our institution and society at large.

Our vision has several facets:

- **Social Development Participation:** We hope to actively contribute to the growth of our neighbourhood and society.
- **Youth Engagement in Society:** By using young people as a force for change, we work to close the gap between our institution and the overall growth of society.
- **Self-Satisfaction via Service:** We stress that our social commitments are a means of achieving personal growth and self-satisfaction rather than merely fulfilling our obligations to others.



PRINCIPLES

- 1. Benefit From Learning :**The college is dedicated to giving everyone who can benefit from learning opportunities proper access to them. These opportunities must, however, be provided while keeping in mind the limitations imposed by the resources at hand and by any relevant statutory obligations.
- 2. Wide Range of Programs :**The college will provide as wide a range of programs as is feasible, with clear progression routes between them and effective articulation with the opportunities provided by other providers, such universities, that offer coherent learning pathways.
- 3. Student's Unique Needs :**The institution acknowledges that all students are unique individuals and will, to the best of its ability, meet each student's unique needs by providing clear pre-entrance guidance on going specialized and general academic guidance pre exit guidance and a variety of other forms of the financial and consulting.
- 4. Maximizing The Skills :**Through the implementation of Curriculum for Excellence and the 4 capacities of responsible citizen, effective contributor, successful student, and confident individual, college is devoted to maximizing the skills for work.
- 5. Individualized Learning Support:** The College values each learner as a unique individual and is dedicated to offering tailored guidance and support, including clear pre-entry counselling to address their specific needs.
- 6. Holistic Skill Development:** In line with the principles of curriculum excellence, the College is committed to fostering a comprehensive skill set for work, life, and personal growth. This is achieved through the cultivation of the four capacities: responsible citizen, effective contributor, successful learner, and confident individual.
- 7. Dedicated Learning Provision:** Recognizing that some students require specialized assistance before transitioning to other programs, the College is devoted to providing dedicated provisions to meet their unique learning needs.
- 8. Inclusive Learning Environment:** The College acknowledges that certain individuals have distinct learning needs that may necessitate extra support or accommodations. Our commitment is to make every effort to provide the necessary assistance and accommodations, ensuring that

all individuals can fully participate in the College's offerings. Our Learning Development Centre will be utilized to provide this support within the confines of available resources and statutory obligations.

9. **Collaboration with External Agencies:** To ensure a smooth transition and effective connections between the College and other educational providers, we will maintain close relationships with external agencies involved in supporting students with additional learning requirements.
10. **Access to Fragile Learners:** The College takes responsibility for extending learning opportunities to fragile learners who might not typically engage with education, employment, or training.
11. **Community-Centered Courses:** Recognizing our role within the wider community, we offer a diverse portfolio of courses that cater to the needs of local students.
12. **Work-Based Course Offerings:** In response to the needs of employers, the College provides a range of work-based courses tailored to immediate employment demands.
13. **Leveraging Technology:** We acknowledge the potential of technology in breaking down barriers to learning and are committed to developing strategies to optimize its use within our budgetary constraints.
14. **Staff Development:** All College staff will be provided with relevant development opportunities related to our commitment, and, where necessary, such development will be mandatory for specific roles.
15. **Admissions:** Admission is solely based on merit, adhering to government reservation policies. All admission-related information, including notices, instructions, forms, and merit lists, is accessible on the college website.
16. **Support for Learners:** All students are entitled to appropriate learner support, and they will be provided with detailed information on how to access these services during their induction.
17. **Physical Campus Accessibility:** The college management conducts an annual review of physical access within the college to ensure ongoing compliance with legislative requirements.

18.Equal Opportunity in Curriculum Access: The College is committed to providing flexible learning opportunities for all students.

19.Financial Support: The financial support to the students is non-discriminatory and can be achieved through Free ship, Scholarship and concession

20.Staff Recruitment: The college's recruitment policy is designed to prevent discrimination and follows the government rules of Maharashtra and SPPU for open and fair recruitment.

21.Publicity, Marketing, and Curriculum Materials: All publicity, marketing materials, and curriculum resources are designed to be free from bias and include positive imagery to promote equal access to learning and teaching.

22.Harassment and Discrimination: The College ensures a harassment-free and non-discriminatory environment and maintains policies to uphold respect and dignity. Instances of misconduct will be addressed through the College's ICC Committee, potentially leading to expulsion or dismissal in severe cases.

Implementation and Responsibilities:

- The principal bears strategic responsibility for commitment.
- The principal oversees strategic planning across the curriculum and student support.
- The principal is responsible for the development of coherent curriculum pathways.
- The principal ensures comprehensive arrangements for supporting students with additional support requirements.
- The IQAC Coordinator is responsible for ensuring that staff understand their duties concerning students with disabilities through appropriate training.
- Teacher mentors are responsible for overseeing provision and support services to ensure appropriateness and effectiveness.

Our commitment towards social responsibility can be achieved through the following means:

- **Adoption of Village.**
- **Beach clean.**
- **Sapling Plantation**
- **Patrolling During Ganesh Visarjan**

- **Social OutReach Program.**
- **Old Age Home Visit and Donation**
- **Orphanage Donation.**

The following commitment is achieved by the help of the various committees of institution such as DDLE,NSS,ICC,Grievances and Green Campus Etc.

This policy will be applicable to all individuals involved with the college, including the administration, staff, and students. This policy will be applicable to all individuals involved with the college, including the administration, staff, and students.

Management Scholarship Scheme for Pursuing Higher Education.

The Management of Raul Education announces the Management Scholarship Scheme for Pursuing Higher Education from academic year 2022-23 for all its 6 Higher Education Institutions.

About the Management Scholarship Scheme for Pursuing Higher Education:

1. The scheme is initiated by the Management of Shree L R Tiwari Degree College from academic year 2022-23.
2. The Management scholarship scheme is named after the **Founder-Chairman of Rahul Education - Shri Lallan R. Tiwari Scholarship for pursuing Higher Education.**
3. The Scholarship scheme provides for the **50 % fees reimbursement** of the tuition fees paid during the Last academic year of Under Graduate Program or **Rs 21000/- (Twenty One Thousand only/-) whichever is less.**
4. The student (Under Graduate Pass out) must seek admission to such Higher Education institute/University which is
 - a) **Accredited by NAAC as A++/A+ or**
 - b) **Established under Central University Act as statutory body or**
 - c) **Institute of Excellence**
 - d) **Premier Institutes of High Stature**
 - e) **IIM, IIT, NITIE, NIIT so forth**
5. The student who wishes to apply for the scholarship must meet and fulfill the eligibility criteria.
6. The Students who have joined **Civil Services (UPSC/MPSC), Defence (Army, Navy and Air force) Nationalized Banks (Clearing IPBS/NABARD/RBI Exam)** are eligible to apply for the scheme.
7. No Distance learning or Open Learning students are eligible for this scheme.
8. Any Post Graduate student of the college passing **NET/SET** or taking admission in **Ph.D** at Central University or State University or Institute of Excellence.
9. Students will be selected on **first come first basis** for **Shri Lallan R. Tiwari Scholarship for pursuing Higher Education.**
10. Any student securing admission to Higher Education in the foreign universities which rank in top 50 universities across the world are eligible to apply for the scheme.
11. The application should reach the institution **within 15 days from the date of confirming** the admission at the Institute/University.
12. The scholarship form for pursuing Higher Education is made available at the college website: <http://www.slrtdc.in>
13. The scholarship selection committee would check the eligibility criteria and recommend the management for scholarship to the candidate.
14. The discretion of the management council would be final and abiding to the students who apply for the management scholarship for Pursuing Higher Education.
15. No objection, appeal or request from the student in regards to decision of the management council will be entertained under any circumstances.



Management Scholarship/Freeship Scheme

About the Management Scholarship Scheme:

The Management scholarship scheme is named after the **Founder-Chairman of Rahul Education - Shri Lallan R. Tiwari.**

1. Sanction of amount for Freeship/Scholarship shall depend on Merit/Economical background of students applied.
2. Tuition fee is one of the components of the total fees which are to be paid through the online portal at the college office.
3. The student who wishes to apply for the scholarship must meet and fulfill the eligibility criteria.
4. On yearly basis students from the Degree College (UG & PG) shall be provided with the Management scholarship.
5. It is purely based on the academic merits, i.e. the performance of the candidate at the HSC Examination or Equivalent.
6. The application should reach the institution within 15 days from the date of confirming the admission at the college.
7. The scholarship form is made available at the college website: <http://www.slrtdc.in>
8. The scholarship selection committee would check the eligibility criteria and recommend the management for scholarship to the candidate.
9. The discretion of the management council would be final and abiding to the students who apply for the management scholarship.
10. No objection, appeal or request from the student in regards to decision of the management council will be entertained under any circumstances.

Eligibility Criteria for Scholarship

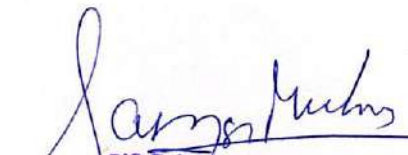
1. The students who have secured more than **95% in HSC Board Examination or Equivalent** are eligible to apply for the Management Scholarship Scheme for waiver in the tuition fees for First year of Degree College. (Component of the total fees)
2. The candidate should be a fresh regular student who has appeared and passed for the 12th Standard examination.
3. The candidate should clear the 12th examination in first attempt.
4. Privately passed 12th standard candidates are not allowed to fill the scholarship form.
5. The Management scholarship scheme is open to all the reserve classes as well as open category students including Minority quota, In-house quota etc.
6. The candidate should provide with true and correct information in the scholarship form. Any erroneous or wrong information would amount to cancellation of the name from the nomination for the scholarship.



IQAC Coordinator

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I/C Principal

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