



Smt. Fatimabai M.S. Educational Trust's
MUMBRA COLLEGE OF ARTS & COMMERCE (NIGHT)

(Affiliated to the University of Mumbai)
College Code - 557

C/o. St. John's Convent High School
Near Railway Station, Mumbra,
(Thane) - 400612.
Tel No.: +91-8591655745

Ref. No.: _____

Date: _____

PLASTIC BAN POLICY

Introduction

Mumbra College Of Arts And Commerce (Night) following the global urge has decided to ban all kinds of plastic in the college campus. Plastic pollution is currently one of the biggest environmental concerns. The short-term benefits and convenience of plastic and plastic goods have led to a increase in the production and consumption of plastic. Over the past century, excess-consumption of plastic has surpassed management of plastic waste. Plastic is a menace that impacts the environment as well as our health and wellbeing. This policy is an initiative to work to reduce and eliminate plastic pollution. The policy takes institutional efforts to actively contribute to the effort of banning the use of single use plastics.

Ban of Single Use Plastic

Mumbra College Of Arts And Commerce (Night) there for declares that, it should ban the use of single use plastic items in the campus. All the members of Tika Ram family should strictly follow Plastic Ban Policy. By conducting campaigns and awareness programmes let us join hands to mould a cleaner and greener earth free from harmful plastics. The policy mandates all stakeholders to adopt the following:

1. Ban on use of single-use plastics in canteen, hostel and premises of the college .
2. Conduct workshops inside and outside the campus to create awareness on the harmful impacts of plastic.
3. Use of alternative sources like switching over to cloth bags, and providing drinking water facility in order to avoid plastic water bottles inside the campus.
4. To make provision to provide steel utensils for serving food on different occasions.
5. Motivate students to aware their household and neighborhood about the harmful impacts of plastic.

All events organized inside the campus should strictly follow



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Policy Document on Environment and Energy Usage

Policy Objectives:

- To sensitize students towards a Clean, Green, and Sustainable Environment.
- To use TED bulbs and other energy-saving devices within the campus.
- Encourage the use of public transport for the conservation of non-renewable energy resources
- To make the campus plastic-free
- To make the campus lush green, thus to reduce the impact of urban heat island

Policy:

- To provide a clean and green environment in and around the campus, it has been decided to take sustainable initiatives for environmental protection and efficient energy usage.
- Efficient land use pattern to be implemented by optimizing green coverage.
- The college has to adopt means for energy-saving technology and proper management for the segregation of wet and dry waste.
- Planting Of trees to reduce heat consumption
- Students to be sensitized to reduce their plastic footprint
- Pedestrian-friendly pathway
- To introduce steps towards the use of less paper.
- Landscaping to transform the campus into a cool campus. It also helps to develop an aesthetic sense to the students.

Policy Implementation: To achieve the objectives, the college has already implemented its environmental policy in the following areas:



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- **Energy & Water Saving:** The staff members and students lead initiatives to save significant electricity and have developed a policy for reducing electricity consumption by using LEDs and replacing the old tube lights with LEDs. We display placards containing notifications regarding Switching off Lights & Fans in every class while leaving the classroom. Similarly, at every water connection point, we display a placard of 'Save water'. In every classroom, all lights, fans and switches have been prominently numbered to minimize the misuse of electricity.
- **Policy Implementation:** To achieve the objectives, the college has already implemented its environmental policy in the following areas:
- **Energy & Water Saving:** The staff members and students lead initiatives to save significant electricity and have developed a policy for reducing electricity consumption by using LEDs and replacing the old tube lights with LEDs. We display placards containing notifications regarding Switching off Lights & Fans in every class while leaving the classroom.
- **Say No to Plastics:** Teaching and non-teaching staff members and students are fully aware of plastic pollution and are motivated to avoid the use of plastic. Students, teaching, and non-teaching staff practice minimum or no use of plastics the campus. We display a banner posters of 'Say No to Plastics*' in the college campus. Similarly, in every class, we display placards containing notifications regarding 'Say No to Plastics', 'Stop Using Plastic', 'Save Environment etc. The Institution also encourages the students to use Cotton Bags instead of plastic. The Institution also Celebrates Green Day to create awareness about Global Environmental Issues.
- **Tree Plantation:** College students Planted Medicinal Plants in the College Premises. Floral Green Bed has been prepared on both sides of the pathway from the entry gate. Composting has been initiated to prepare manure by recycling canteen waste for maintaining eco - friendly campus.



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- **Green Audit & Environmental Audit:** college has been conducted Green Audit & Environmental Audit to safeguard the environment. energy conservation, use of renewable sources, etc. The college has been taken a maximum effort to maintain our campus eco-friendly.
- **Paperless office:** The process of the paperless office and the use of E - documents for routine work has been started, To minimize the use of paper.
- **Waste Management:** The College has installed compost pits or making compost from the garden waste such as leaves and grass clippings.



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Policy Document on Providing Financial Support to Teachers for Attending Conferences/ Workshops the core value of our Institution is to focus on quality.

1. About Policy
2. Objectives
3. The financial support to the teachers can be provided for
4. Financial Support: Application Procedure
5. Responsibilities of Teachers
6. Policy Review
7. Conclusion.



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About Policy

The Mumbra College of Arts and Commerce (Night) is committed to upholding the highest staff. Recognizing the importance of staying current with advancements in pedagogy and subject matter expertise, the institution has established this policy to provide financial support to teacher attending conferences and workshops

Objectives

The Primary objective of this policy is to encourage and facilitate the continuous professional growth of our teaching staff by supporting their participation in conferences and workshops. By doing so, we air to enhance the overall quality of education provided at Mumbra College of Arts and Commerce (Night),

1. To encourage the teaching staff for presentation of papers in National and International conferences
2. To provide funds at the departmental level for guest lectures, seminars, field visits as well as performing events, joint activities and outreach programs.
3. Organizing staff training and development programs to enhance skill of professional competency.
4. To upgrade their scholarly accreditations in accordance with the expectations.
5. Scope of Financial Support the teachers are provided with financial support for professional development activities like Participating in the conferences/ seminars/ workshops.
6. Publishing research papers in highly reputed journals All aided and unaided teachers can avail the financial support Forms of Financial Support.

The financial support to the teachers can be provided for

1. Teachers are deputed for seminars, workshops or conferences by the Principal. The teacher makes an application to the Principal regarding their registration fees and allowances, if applicable. After the approval of the Principal, the funds are released for the same by the Accounts section.
2. In case, when the fee is paid by the teacher, the amount is reimbursed after following proper application and approval procedure.



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Financial Support: Application Procedure

1. Teachers should obtain and complete the "conference/workshop Financial Support Application Form available from the Administrative office.
2. Submit the completed form, along with supporting documentation, to the Account section.
3. Application will be reviewed by the Account section with one week of submission.
4. Successful applicants will be notified of their approval and the allocated financial Support.

Responsibilities of Teachers: Teacher's receiving financial support are expected to

1. Attend the conference / workshop in its entirety
2. Represent Mumbra College of Arts and Commerce (Night) professionally.
3. Submit the required post event within one week of the event's conclusion

Policy Review: This policy will be reviewed annually to ensure its effectiveness and relevance. Feedback from teachers and any necessary adjustments will be considered during the review process.

Conclusion: At Mumbra College of Arts and Commerce (Night) we believe that investing in the professional development of our teaching staff is integral to maintaining the high standards of education. This policy reflects our commitment to fostering a culture of continuous learning and improvement.



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Institutional and Other Scholarship Policy

Objectives of the Scholarship Policy

- To promote academic excellence, support students from disadvantaged backgrounds, and encourage specific fields of study
- To facilitate students' access to various scholarships
- To assist the students in applying for scholarships at all levels (Central, State and institution)
- Scrutinise the documents for the various scholarship schemes
- Receive and verify the scholarship applications and recommend them forward

Scholarship Policy Guidelines

Mumbra College Of Arts and Commerce (Night) has established a comprehensive scholarship policy that outlines the rules and guidelines to be followed since the inception of the college. The policy encompasses the awarding of scholarships based on both merit and the government's reservation policy applied to enrolled students. Each academic year, the college aims to grant a scholarship to a deserving student in each discipline. Additionally, the college recognizes the possibility of providing other forms of financial support, subject to the availability of sponsored funds and compliance with governmental guidelines. The selection process involves meritorious students submitting applications, and special consideration is given to deserving students with exceptional skills in areas such as sports, arts, differently-abled individuals, culturally-oriented talents, and other specific skill sets. The scholarship committee, established by the college, is responsible for reviewing applications and recommending eligible candidates for the scholarship and any applicable financial support. Ultimately, the Principal holds the final authority to approve the scholarship awards if there is any dispute.



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As part of its commitment to fulfilling the above objectives, the college has established a Scholarship Committee to handle the college's various scholarship schemes (Central Government, State Government, Scholarships/Freeships offered institution). Scholarships are allocated and distributed under the mentorship of a faculty member designated as the Coordinator of Scholarships. The committee also functions for the dissemination of information regarding various government and college-specific scholarship schemes. A student applying for a government scholarship must apply directly through the National Scholarship Portal (<https://scholarships.gov.in/>) and his/her application will be verified by the scholarship committee.

Four types of College scholarships are

i. Merit Scholarship

- Awarded to students based on outstanding academic performance.
- The number and value of scholarships will be determined annually.

Awarded for I, II and III year.

ii. PTA Scholarships

- Awarded to students demonstrating financial need as assessed through a comprehensive evaluation process.
- Financial documents, such as income statements and family circumstances, will be considered
- Awarded for I, II and III year.

iii. Alumni Scholarships

- Awarded to students demonstrating financial need as assessed through a comprehensive evaluation process.
- Financial documents, such as income statements and family circumstances, will be considered.
- Awarded for each I, II and III year.



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iv. Endowment / Sponsored Scholarships

- Designed for students pursuing specific fields of study, research projects, or disciplines.
- Criteria and application requirements will be tailored to each sponsored scholarship

The Scholarship Committee and Selection Procedure

A standard procedure is followed for the same.

- The students who are intending to avail scholarship have to submit their application in a prescribed format to the head of the department.
- The college scholarship applications are distributed by HOD's for college Merit scholarship, PTA scholarship and Alumni scholarship
- Plus Two marks of the students will be considered for first year Merit, PTA and alumni scholarship
- The head of the department based on the applicant's academic performance and the economic background scrutinize the application and the same is discussed in the Department Level Monitoring Committee (DLMC) and be shortlisted for College scholarships based on various categories.
- Usual submission of the application happens in February / March before the academic year begins in the case of already enrolled students and June/ July for First year students
- The recommendation of the DLMC is forwarded to the scholarship selection committee by the Head of the department.
- The scholarship selection committee shall diligently review all received scholarship applications, based on predetermined criteria. The committee consists of Principal, Heads of Departments (HoDs), College Head Accountant, College Council Secretary, PTA secretary, IQAC Coordinator and Scholarship Coordinator.



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• The final decision on scholarship recipients rests solely with the committee members, who maintain impartiality in their decision-making process. Students who are deemed ineligible for the scholarship due to various factors will not be considered for the award. It is important to note that the availability of funds during a specific academic year also plays a role in the final award of scholarships.

• It is also responsible for exploring additional funding sources to ensure equitable distribution of scholarships based on merit and the promotion of programs, without compromising the competitive qualifications of eligible candidates.

Furthermore, the scholarship committee will establish a repository of open scholarships and maintain a list of institutions that award scholarships to meritorious students. It will develop procedures to attract students with scholarship grants from external agencies, NGOs, and encourage students to apply for competitive scholarships, whether need-based, merit-based, or governmental.

Eligibility Criteria

The eligibility criteria for scholarships are contingent upon the nature of the scholarship, which may include merit-based, reservation-based, government-defined eligibility criteria, and more.

The specific guidelines for eligibility, determined by the committee and approved by the Principal, will be clearly indicated on the application form.

During the scholarship selection process, several additional indicators are taken into account.

These may encompass previous academic scholarship awards, demonstrated excellence in extracurricular activities, and the financial hardships faced by deserving candidates, as identified in the application form.



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All eligible students must ensure timely submission of the college scholarship application form within the specified timeframe. The selection committee reserves the right to request additional information and documents deemed necessary for evaluation. Such information may include the applicant's participation in scholarly activities, which serve as indicators of academic excellence. In exceptional cases, recommendations from competent authorities may also be considered.

It is the student's responsibility to submit all required documents along with the application for consideration. Incomplete or inadequate information will result in the rejection of the application.

Award Notification

Once the application formalities are complete, the committee convenes to review the received applications for the current academic year. The scholarship award decisions are made based on various factors, including merit, eligibility as per government regulations, special talents, sports achievements, and more. After the list is published, suitable date, time and venue has to be fixed to disburse the Scholarships. This will be the responsibility of the College Council.

The scholarship award notification clearly specifies the amount, type of scholarship (special categories), duration, and terms and conditions for renewal and termination of the scholarship.

To accept the scholarship, students must sign the scholarship acceptance letter before the specified deadline.

It is the college's policy to award only one scholarship per year to an individual student. The recipient will be notified accordingly and advised to carefully review the terms and conditions for availing the scholarship before signing the acceptance letter. The clause emphasizes that the college reserves the right to withdraw the scholarship at any time if the candidate is found ineligible or fails to meet the requirements.



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Renewal of Scholarship

The Selection Committee conducts a thorough assessment of students on a semester-wise basis, evaluating both their academic performance and adherence to the College's code of conduct when considering scholarship renewal. The review process for renewal applications follows the terms outlined in the agreement signed at the time of the initial scholarship award.

Decisions regarding scholarship renewal or rejection are made on a case-by-case basis, taking into account the suitability of each individual's circumstances as determined by the committee.

In the event that a student is deemed ineligible for renewal based on specific grounds, the scholarship may be awarded to other deserving candidates in accordance with the College's guidelines.

Scholarship Progression and Character

Recipients of the scholarship are required to strictly adhere to the rules and regulations of the College, maintaining a clean record in terms of discipline and character. Any instance of misconduct will result in disciplinary action and potential withdrawal of the scholarship.

It is essential to recognize that the College views its students as brand ambassadors and, therefore, expects exemplary behaviour from scholarship awardees.

Endowment /Sponsored Scholarships

Endowment scholarships are established in recognition of donors, philanthropists, family donations, and other contributors. However, the availability of funds and donors plays a significant role in determining the establishment of these scholarships. The committee responsible for scholarships also collaborates to ensure that scholarship details are hosted on the college website.

They actively promote scholarship ethics and excellence, and work towards developing effective application protocols and selection processes.



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Scholarship and Financial Support Categories

The number of scholarships considered in an academic year may vary based on factors such as fund availability, merits of enrolled students, and need-based considerations for financial support in the form of tuition fee waivers, as per the Scholarship Policy guidelines set by the College. The following guidelines, subject to change, have been established by the college for the award of scholarships and other forms of financial support:

- Only one scholarship per student per academic year will be awarded, subject to renewal if all conditions are met.
- The validity of the scholarship is determined solely at the discretion of the committee.
- The mode of redeeming the scholarship amount will be decided by the competent authority.
- The academic records and behaviour of the awardee will be thoroughly evaluated prior to renewal.
- All eligible students must apply for scholarships using the college's application forms after completing the enrolment process. Scholarship applications received after the deadline will not be considered.
- The scholarship amount allocated for each program is based on the financial balance sheet maintained by the scholarship selection committee. The committee will also make recommendations regarding other financial support.
- A prospective awardee list will be created based on the overall score, taking into account the qualifying exam, participation in social responsibility activities, special recognitions, and extracurricular skills of the applicants.
- Any scholarship awardee who discontinues their studies will be required to repay the fees for completed semesters or return the scholarship amount as per the college's scholarship guidelines.



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- Scholarship recipients must maintain satisfactory performance in all semesters, have no backlogs, and adhere to a model code of conduct.
- The college reserves the right to utilize scholarship awardees for promotional activities, and the awardees will act as ambassadors of the college.
- The scholarship application form may be modified, as necessary, to include refined criteria for an effective selection process.
- No student is allowed to hold more than one scholarship at a time, regardless of the type and amount of the scholarship or study support donations.

Currently, the college provides scholarships and partial financial support in the form of college scholarships. The scholarship and financial support offerings are subject to change based on the college's policies and guidelines.

All scholarships granted by the college are subject to approval by the scholarship selection committee and the competent authority. The decision made by the scholarship selection committee is considered final.



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