



॥ ज्ञान दीपेन् भास्वतः ॥

Shree Panchal Samaj Madhyavart Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE OF ARTS & COMMERCE

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Shree Panchal Samaj Madhyvarti Mandal's

YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Annual Maintenance Policy

Policy for Physical, Academic and Support facilities:

The college has enough space to accommodate all the requirements. There are enough classrooms for routine classes with spacious library, administrative office auditorium hall, departmental cabins, conference room and other basic facilities as per the university affiliation norms. Internal cleaning of the college building is equally distributed among all the support staff. Garbage Van (GhantaGadi) of Municipal Corporation of Palghar, regularly collects it. Both urinals and toilets are also regularly cleaned with proper hygiene. College has set up separate units for collecting solid and liquid waste. Sanitary Napkin Vending Machine with destroyer is also set up in the college which is sponsored by the Municipal Corporation, Palghar. Furniture if any, damaged is replaced by new ones. Black boards and White boards if broken are changed urgently. Broken glass panels of windows are replaced once in a year. We have ----- classrooms. The college has its own canteen and offered on annual



contract basis which provides good quality food items at affordable rates and Canteen Committee regularly reviews its rate and gives specific instructions about the hygiene and quality of the food.

Maintenance and utilization of Library:

Library has an advisory committee appointed by the Principal to monitor the smooth and effective functioning of all the services provided. It also shoulders various responsibilities like finalizing the annual budget, purchase of the reference books, purchase of the text books and some other important books, journals and periodicals, etc. Library is substantially computerized. Monthly cleaning of the books and racks is done to preserve them. The advisory committee makes suggestions regarding the extension of the library. It also takes decision about the Library fees, book collection late fees, deposits, weeding out policy of the unwanted books etc. The Library provides open access for all users. It provides book bank facility. Library makes available different newspapers in Marathi, Hindi and English. Library provides facility to out-door readers who include retired staff, alumni and general readers. Stock verification is done as per the guidelines of the norms. Librarian seeks recommendations from the Departments to purchase necessary books. The College has provided free Wi-Fi facility to students and staff. The college has AMC with MKCL for the library software.

Maintenance and utilization of computers:

There are total 63 computers and one laptops in the college, out of which twenty five are for student's purpose and remaining are for academic and administrative purposes. The college has AMC with Jai Hind Computers and Sales Ltd, Kurduwadi on yearly basis. Maintenance of computer is done regularly as per requirement and major work is done during the vacation. He looks after the maintenance job, such as updating of operating system, antivirus, software, hardware and technical problems, etc. In case of physical damage, we call expert from related agencies. Power back up is provided to the computer systems to use them optimally. Broadband Internet is provided and Wi-Fi units are also set up in the college. LAN and internet connectivity is regularly tested. The audio-visual system is set up in the classrooms, cultural hall and seminar hall. The college conducts examinations of the university



through online software and training is provided to the staff when needed. We arrange guest lecture under different activities. The college website is maintained regularly by AMC with Dream Technologies,

Maintenance and utilization of Sport Complex:

We have spacious Gymnasium Hall and a large play-ground which are well maintained and used optimally. Gymnasium Hall is utilized for playing indoor games such as table tennis, wrestling, chess and carom etc. We have 400 X 8 mtrs running track on the play-ground. We have plenty of availability of space on the play-ground with running track on which we have two Kho-Kho grounds, Long Jump unit, Kabaddi ground, spacious Volley-ball ground. The college has organized sports competitions, NCC and NSS camps at District level and Zonal level. Students of the college have participated at University, State and National level.

Extra-Curricular Activities:

There is a spacious hall for Cultural and other activities. It is well equipped with the audio-visual system and maintained regularly. There are various musical instruments for practicing cultural activities. (Local Managing Committee) (Now CDC, College Development Committee) takes proper decisions and implements them for the betterment of the college and for the welfare of students. The Institution has a provision of budget allocation for various activities. We take care that maintenance like repair of furniture, electrical work and equipment is get to be done from respective agencies at proper rates.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Anti-Ragging Policy

Anti-Ragging Policy

In pursuance to the judgment of the Hon'ble Supreme Court of India dated 8-5-2009 in civil Appeal No. 887/2009, the UGC framed "UGC Regulations on curbing the menace of ragging in higher educational Institutions, 2009" which were notified on 17th June 2009, Yeshwantrao Chaphekar College has designed Anti-Ragging Cell.

Ragging is considered as a sadistic thrill, and it is a violation of Human Rights. Ragging is totally prohibited in Yeshwantrao Chaphekar College, Palghar, inside and / or outside the campus and anyone found guilty of ragging and / or abetting ragging whether actively or passively, or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time being in force.



College ensures that a congenial and welcoming environment is given to the freshers. To achieve this objective following committee has been formed by the Institute as per UGC Regulation 2009.

Sr.No.	Name	Designation	Phone No.
1		Principal	
2		Assistant Professor	
3		Assistant Professor	
4		Student Representative	

What Is Ragging?

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009

Clause 3

1. Misconduct of any student either in spoken or written form or any action that has the effect of harming others.
2. Indulging in undisciplined activities that cause physical or psychological harm or fear or apprehension
3. Asking others to do things that they normally will not do and causes a sense of shame or emotional embarrassment.
4. Any act that disrupts the others academic activity by any senior student
5. Financial extortion or forceful monetary burden on a fresher or any other student.
6. Any act of physical abuse including sexual, homosexual assaults, stripping of clothes, forcing lewd acts and gestures causing physical and mental torture.
7. Any act of abuse by spoken words, emails, posts, public insults to derive sadistic pleasure.



8. Any act that affects the mental health and self-confidence of any student with or without an intent to derive sadistic pleasure or priority over others.

Ragging, as defined by the Honourable Supreme Court of India in its landmark judgment in 2001, is

"Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student."

Instructions To Freshers

1. You do not have to submit to ragging in any form.
2. You do not have to compromise with your dignity and self-respect
3. You can report incidents of ragging to the authorities concerned.
4. You can contact any member of the Anti-Ragging Squad / Anti Ragging Committee of the College, or the Principal.
5. The college is obliged to permit the use of communication facilities (Landline and Mobile phones) for seeking help.
6. If you are not satisfied with the enquiry conducted by the College, you can lodge a First Information Report (FIR) with the local Police, and can complain with the civil authorities also.
7. The college is in any case required to file FIR if your parents or you are not satisfied with the action taken against those who 'ragged' you.
8. Your complaint can be oral or written, and would be treated by the authorities in strict confidence.



9. Take active part in all institutional activities intended to end ragging on campus.

Procedure

Any case related to ragging reported by a student to the Anti Ragging Committee, will be subject to an enquiry where cross examination will be held to know the exact situation whereby the complainant and the accused will be given an opportunity of being heard. The committee will review the facts and figures relevant to the case and will give its decision within 7 days from the date of complaint.

Punishments for Ragging

1. Every single incident of ragging, a FIR shall be lodged without exception by the college authorities with the local police. In addition, one or any combination of the following punishments can be awarded:
2. Cancellation of admission.
3. Suspension from attending classes.
4. Withholding / withdrawing scholarship / fellowship and other benefits.
5. Debarring from appearing in any test / examination or other evaluation process.
6. Withholding results.
7. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
8. Suspension / expulsion from the hostel.
9. Rustication from the institution for a period ranging from 1 to 4 semesters.
10. Expulsion from the institution and consequent debarring from admission to any other institution.
11. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.



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Policy for Management of Bio-degradable Waste for Yeshwantrao Chaphekar College, Palghar:

Purpose: The purpose of this policy is to establish effective management practices for bio-degradable waste within Yeshwantrao Chaphekar College, Palghar. The policy aims to promote sustainable waste management, reduce the environmental impact of bio-degradable waste, and encourage the adoption of composting and recycling practices.

Policy Guidelines:

1. **Waste Segregation:** Implement a waste segregation system to separate bio-degradable waste from other types of waste at the source.
2. **Composting Facilities:** Establish on-campus composting facilities to process bio-degradable waste, including food scraps, plant matter, and other organic materials. Ensure proper management of composting processes, including temperature control, moisture management, and turning of compost piles.
3. **Education and Awareness:** Conduct educational programs, workshops, and awareness campaigns to educate students, faculty, and staff about the importance of segregating bio-degradable waste and the benefits of composting.
4. **Collection and Handling:** Implement an efficient collection system for bio-degradable waste, ensuring designated bins or containers are available at strategic locations across the campus. Provide clear instructions and signage to guide individuals on proper waste disposal.
5. **Monitoring and Evaluation:** Regularly monitor and evaluate the effectiveness of bio-degradable waste management practices, including the quantity and quality of compost generated. Make necessary adjustments and improvements based on feedback and performance indicators.
6. **Partnerships and Collaboration:** Establish partnerships with local organic farmers, gardening enthusiasts, or community organizations to facilitate the utilization of compost generated from bio-degradable waste.
7. **Integration with Landscaping:** Utilize the compost generated from bio-degradable waste in campus landscaping and gardening activities to enrich the soil and promote sustainable landscaping practices.
8. **Continuous Improvement:** Continuously explore opportunities to improve bio-degradable waste management practices, such as exploring innovative composting techniques or engaging in research collaborations related to sustainable waste management.



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Disable-Friendly Campus Policy for Yeshwantrao Chaphekar College, Palghar:

Purpose: The purpose of this policy is to create an inclusive and accessible campus environment for individuals with disabilities within Yeshwantrao Chaphekar College, Palghar. The policy aims to promote equal opportunities, eliminate barriers, and provide support services to ensure a disabled-friendly campus.

Policy Guidelines:

1. **Accessibility Standards:** Ensure that the campus infrastructure, including buildings, pathways, parking areas, and restrooms, complies with accessibility standards and guidelines to accommodate individuals with disabilities.
2. **Assistive Technologies:** Identify and provide assistive technologies, such as wheelchair ramps, elevators, accessible restrooms, tactile pathways, and Braille signage, to enhance accessibility throughout the campus.
3. **Training and Sensitization:** Conduct disability awareness and sensitization programs for students, faculty, and staff to promote a better understanding of disability-related issues and foster an inclusive campus culture.
4. **Support Services:** Establish support services, such as disability resource centers or inclusion offices, to provide guidance, counseling, and assistance to students with disabilities, ensuring they have access to necessary accommodations and resources.
5. **Campus Navigation:** Provide accessible maps, wayfinding signage, and digital navigation tools to assist individuals with disabilities in navigating the campus independently.
6. **Inclusive Learning Environment:** Implement inclusive teaching practices and provide necessary accommodations, such as accessible course materials, assistive technology, and support for students with disabilities, to ensure equal access to education.
7. **Communication Accessibility:** Ensure that communication channels, including websites, online platforms, and campus announcements, are accessible to individuals with visual or hearing impairments through the use of appropriate technologies and accessible design.
8. **Continuous Improvement:** Regularly review and assess the effectiveness of disability-friendly initiatives, seek feedback from individuals with disabilities, and make necessary adjustments and improvements to create a more inclusive and accessible campus environment.



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Green Campus Policy for Yeshwantrao Chaphekar College, Palghar:

Purpose: The purpose of this policy is to establish environmentally sustainable practices and promote a green and eco-friendly campus within Yeshwantrao Chaphekar College, Palghar. The policy aims to reduce the environmental impact of the college's operations, conserve resources, and create a healthier and more sustainable learning environment.

Policy Guidelines:

1. **Sustainable Design and Construction:** Incorporate sustainable design principles in the construction and renovation of buildings, including energy-efficient designs, use of eco-friendly building materials, and efficient space utilization.
2. **Renewable Energy Integration:** Install renewable energy systems, such as solar panels or wind turbines, to generate clean energy and reduce reliance on conventional energy sources.
3. **Efficient Water Management:** Implement water conservation measures, such as installing water-efficient fixtures, implementing rainwater harvesting systems, and promoting water-saving practices across the campus.
4. **Waste Management:** Establish effective waste management practices, including recycling programs, composting facilities, and waste reduction strategies, to minimize the amount of waste sent to landfills.
5. **Green Transportation:** Encourage students, faculty, and staff to use eco-friendly transportation options, such as cycling, carpooling, or public transportation, by providing infrastructure, incentives, and awareness campaigns.
6. **Sustainable Landscaping:** Adopt sustainable landscaping practices, including using native plants, practicing efficient irrigation, and minimizing the use of pesticides and chemical fertilizers.
7. **Indoor Environment Quality:** Promote a healthy and sustainable indoor environment by ensuring good ventilation, using eco-friendly cleaning products, and minimizing exposure to harmful chemicals.
8. **Biodiversity Conservation:** Preserve and enhance the natural biodiversity on campus by maintaining green spaces, planting trees, and creating habitats for local flora and fauna.



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Waste Management Policy for Yeshwantrao Chaphekar College, Palghar:

Purpose: The purpose of this policy is to establish effective waste management practices within Yeshwantrao Chaphekar College, Palghar. The policy aims to minimize waste generation, promote recycling and waste reduction, and ensure proper disposal of waste to minimize environmental impact.

Policy Guidelines:

1. **Waste Reduction and Segregation:** Promote waste reduction practices, such as minimizing paper usage, encouraging digital documentation, and adopting reusable alternatives. Implement a waste segregation system to separate recyclable, non-recyclable, and hazardous waste.
2. **Recycling Program:** Establish a comprehensive recycling program on campus, including designated recycling bins for paper, plastic, glass, and other recyclable materials. Partner with local recycling agencies or organizations for proper waste collection and recycling.
3. **Composting:** Implement a composting program to recycle organic waste, including food scraps and garden waste, and utilize the compost for landscaping and gardening purposes on campus.
4. **Electronic Waste Management:** Implement proper procedures for the disposal of electronic waste, including computers, printers, and other electronic devices. Partner with certified e-waste recyclers to ensure responsible disposal and recycling of electronic waste.
5. **Awareness and Education:** Conduct awareness campaigns, workshops, and educational programs to educate students, faculty, and staff about waste management practices, the importance of recycling, and responsible waste disposal.
6. **Waste Audits and Monitoring:** Conduct regular waste audits to assess waste generation patterns, identify areas for improvement, and measure the effectiveness of waste management initiatives. Monitor waste management practices to ensure compliance with the policy.
7. **Collaboration with Stakeholders:** Collaborate with local authorities, waste management agencies, and community organizations to develop sustainable waste management solutions and foster community engagement in waste reduction efforts.
8. **Continuous Improvement:** Continuously review and update waste management practices, explore innovative solutions, and set targets for waste reduction. Encourage feedback and suggestions from the college community to improve waste management processes.



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Water Conservation Policy for Yeshwantrao Chaphekar College, Palghar:

Purpose: The purpose of this policy is to promote responsible water usage, conservation, and sustainable water management practices within Yeshwantrao Chaphekar College, Palghar. The policy aims to reduce water consumption, improve water use efficiency, and minimize the environmental impact associated with water use.

Policy Guidelines:

1. **Awareness and Education:** Conduct regular awareness campaigns, workshops, and educational programs to educate students, faculty, and staff about the importance of water conservation and ways to minimize water usage.
2. **Water Audit and Monitoring:** Conduct regular water audits to identify areas of high water consumption, detect leaks, and track water usage patterns. Monitor water consumption regularly to identify areas for improvement.
3. **Infrastructure and Equipment:** Install water-efficient fixtures, faucets, and appliances that meet recognized water conservation standards. Regularly maintain and repair plumbing systems to prevent water wastage due to leaks or inefficiencies.
4. **Irrigation and Landscaping:** Implement smart irrigation systems, promote water-efficient landscaping practices, and use native plants that require less water.
5. **Rainwater Harvesting:** Explore the feasibility of implementing rainwater harvesting systems across the college campus to capture and utilize rainwater for non-potable purposes, such as irrigation or flushing toilets.
6. **Process Optimization:** Identify processes that consume significant amounts of water and implement measures to optimize water usage, including recycling and reuse wherever feasible.
7. **Stakeholder Engagement:** Engage students, faculty, staff, and the local community in water conservation efforts through communication, awareness programs, and setting targets for water reduction.
8. **Continuous Improvement:** Regularly review and assess water conservation initiatives, measure performance, and set targets for further reduction in water consumption. Encourage feedback and suggestions from the college community to improve water management practices.



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Energy Conservation Policy for Yeshwantrao Chaphekar College, Palghar:

Purpose: The purpose of this policy is to promote energy efficiency, reduce energy consumption, and encourage the use of renewable energy sources within Yeshwantrao Chaphekar College, Palghar. The policy aims to mitigate the environmental impact associated with energy use and contribute to sustainable energy management.

Policy Guidelines:

1. **Energy Audit and Monitoring:** Conduct regular energy audits to identify areas of high energy consumption, detect inefficiencies, and track energy usage patterns. Monitor energy consumption regularly to identify areas for improvement.
2. **Energy-Efficient Infrastructure:** Implement energy-efficient technologies, equipment, and systems to optimize energy use. This includes the use of energy-efficient lighting, HVAC systems, insulation, and energy-efficient appliances.
3. **Renewable Energy Integration:** Explore and invest in renewable energy sources such as solar panels or wind turbines to generate clean energy and reduce reliance on conventional energy sources.
4. **Behavioral Change:** Encourage students, faculty, and staff to adopt energy-saving habits, such as turning off lights and equipment when not in use, optimizing natural lighting, and using energy-efficient appliances.
5. **Power Management Systems:** Install power management systems that automatically power down or put devices into sleep mode when not in use for extended periods.
6. **Energy Awareness and Training:** Conduct regular energy conservation awareness campaigns, training programs, and workshops to educate students, faculty, and staff about energy-saving practices and the benefits of energy conservation.
7. **Procurement Guidelines:** Incorporate energy efficiency criteria into procurement processes, favoring energy-efficient products and services.
8. **Continuous Improvement:** Continuously evaluate and upgrade energy-saving initiatives, measure performance, and set targets for further reduction in energy consumption. Embrace emerging technologies and best practices in energy management.



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Innovation & Incubation Policy for Yeshwantrao Chaphekar College, Palghar:

Purpose: The purpose of this policy is to foster a culture of innovation and support the incubation of new ideas and startups within Yeshwantrao Chaphekar College, Palghar. The policy aims to encourage students and faculty members to think creatively, develop innovative solutions, and provide the necessary resources to incubate and scale promising ventures.

Policy Guidelines:

1. **Innovation Culture:** Create an environment that values and encourages innovation, creativity, and entrepreneurial thinking among students, faculty, and staff members.
2. **Idea Generation:** Establish platforms and mechanisms for students and faculty to submit innovative ideas, suggestions, and proposals for consideration.
3. **Incubation Support:** Provide dedicated resources, infrastructure, and mentorship to support the incubation of promising ideas and startups within the college.
4. **Funding and Grants:** Seek opportunities to secure funding and grants to support innovation projects and provide seed capital for startup ventures.
5. **Intellectual Property Rights:** Establish guidelines for the protection and ownership of intellectual property generated through innovation and incubation activities, ensuring that creators retain appropriate rights.
6. **Collaboration and Partnerships:** Foster collaborations with external stakeholders, including local industries, research institutions, and community organizations, to facilitate knowledge sharing, networking, and access to additional resources.
7. **Performance Evaluation:** Incorporate innovation-related metrics into student and faculty evaluations to recognize and reward their contributions to the innovation ecosystem.
8. **Review and Monitoring:** Regularly review the effectiveness of the policy, monitor the progress of incubated projects and startups, and make necessary adjustments to ensure continuous improvement.



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Entrepreneurship Development Policy for Yeshwantrao Chaphekar College, Palghar:

Purpose: The purpose of this policy is to foster an entrepreneurial mindset among students and faculty members of Yeshwantrao Chaphekar College, Palghar. The policy aims to provide them with the necessary support and resources to develop their entrepreneurial skills, explore entrepreneurial opportunities, and contribute to economic growth.

Policy Guidelines:

1. **Entrepreneurial Awareness and Training:** Organize workshops, seminars, and entrepreneurship development programs to create awareness about entrepreneurship, develop entrepreneurial skills, and provide guidance on starting and managing a business.
2. **Mentoring and Coaching:** Establish a mentorship program that connects aspiring student entrepreneurs with experienced mentors who can provide guidance, advice, and support throughout their entrepreneurial journey.
3. **Financial Support:** Facilitate access to financial resources, such as grants, loans, or seed funding, to help students kick-start their entrepreneurial ventures.
4. **Networking Opportunities:** Organize networking events, entrepreneurship conclaves, and industry interactions to facilitate connections with potential partners, investors, and mentors.
5. **Incubation Facilities:** Develop dedicated incubation centers or spaces within the college campus equipped with infrastructure, amenities, and support services to assist student entrepreneurs in developing their businesses.
6. **Regulatory and Legal Support:** Provide guidance and assistance on regulatory compliance, legal requirements, and intellectual property protection to ensure students can navigate the legal landscape effectively.
7. **Evaluation and Recognition:** Establish a mechanism to evaluate and recognize successful student entrepreneurial ventures, fostering a culture of entrepreneurship and inspiring others to pursue their entrepreneurial aspirations.
8. **Continuqus Support:** Offer ongoing support, advice, and resources to help student entrepreneurs sustain and grow their businesses, even after graduation.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Clean and Green Campus Policy

↓ Introduction:

The Green Campus Policy of the college envisions a Clean and Green Campus where environmental friendly practices and education combine to promote sustainable and eco- friendly practices in the campus and beyond the campus. It also offers the institution an opportunity to take the lead in redefining its environmental culture through instilling environmental ethics among the students and staff.

↓ Mission

To create environmental consciousness among the society and actively involved in the activities to protect the planet earth from the unscrupulous human invasions for a sustainable, pollution-free and healthy life ahead.

↓ Objectives

- To sensitize the students and the staff to minimize the use of polluting products and use environment-friendly products and services.



- To instill the importance of cleanliness for a healthy life
- To Create awareness about environmental issues by organizing Events, Rallies, Awareness Campaigns, Cleanliness Drives, Seminars, Workshops, presentations, Tree Plantation Drives, Wildlife Photography Competitions, Rangoli Competitions, Essay Competitions, Bird Watching Programs, Excursions, Study Tours, Guest Lectures, Talks, etc.
- To make students and staff aware about raising voice against the hazardous practices destroying Nature and promote environment friendly practices among the society.

↓ Initiatives Taken to Implement the Clean and Green Campus Policy

The Institution is committed to managing its campus in accordance with its Clean and Green Campus Policy by establishing the following infrastructure and carrying out the following activities:

- Landscaping with Trees and Plants
- Ban on Single-Use Plastic
- Rainwater Harvesting
- Solid Waste Management
- Water Management
- E-waste Management
- Display Boards to Promote Environmental Sensibility on College Campus.
- Installation of Incinerator in the Girls' Common Room
- Observance of Days to protect and Nurture Environment
- The Green, Environmental and Energy Audit

Landscaping with Trees and Plants

As per the Clean and Green Policy of the Yeshwantrao Chaphekar College, Palghar, the college strives to plant various types of ornamental and medicinal variety, wild plant species of trees, in large numbers within and outside the campus. Gardeners and full time adequate support staff have been appointed for the maintenance of gardens and keeping the campus litter-free, clean and Green Campus.



The tree-plantation drives are undertaken by the NSS of the college in the month of July every year.

Ban on Single-Use Plastic

The campus of Yeshwantrao Chaphekar College, Palghar, is a plastic-free campus where there is a complete ban on single-use plastics in classrooms, laboratories, canteen,, and in the other premises. The college facilitates environment friendly substitutes like stainless steel, washable and reusable tumblers at all water units and mandates the canteen to serve only in stainless steel or paper plates/glasses/cups to systematically ban the use of plastics on the campus.

Rainwater Harvesting

The college ensures rain-water conservation through rainwater harvesting. The rain water from the roof top outlets is carried through the well-connected pipelines to the wells or is collected in the large water harvesting tanks and the overflowing rain-water from these tanks is discharged in the soak-pits for ground water recharge. Excess Water in the Water Harvesting Water Collection Tanks is discharged in the Pit for Groundwater Recharge

Solid waste Management

The Solid waste generated in the campus is segregated as bio degradable and non-degradable and handed over to Palghar Municipal Corporation as a part of Swachh Bharat Abhiyan and "Our Palghar, Clean Palghar"

All Departments, laboratories, and Classrooms are provided with dustbins for dry wastage disposal. Segregation of the waste into dry and wet waste is done through the separately allotted dustbins at strategic locations in the college.

Water Management

The water for all other purposes is supplied through another set of distribution pipes. The college has two wells with ample water. The ground water from the wells is pumped into the storage tanks / elevated service reservoirs located at different places in the campus. The water is



distributed through well-laid pipe network.

Entire distribution system is well supervised by the college administration to ensure that there are no leakages and wastages of water through Leakages in the pipelines and the water-taps etc. Regular cleaning of the water tanks is regulated by the administrative staff of the college All the stakeholders of the college are well-educated to use water economically and efficiently

Apart from carrying out Cleanliness Drives, Awareness Campaigns, the College NSS volunteers also aware for ground water recharge in the adopted villages during the NSS Special Camps.

E-waste Management

E-waste management by the Department of IT Components and other small devices/parts of non-repairable equipment's are used to fabricate new experimental kits / power supplies. This is one of the best practices of the IT department.

The department has started reusing the electronic components from the discarded instruments, PCs, UPS, etc. such as transformers, transistors, ICs, Capacitors, Inductors, Resistors, Connectors, Sockets, Switches, Wires, LEDs and other electronic or electrical devices to fabricate the instruments and experimental kits that are used in the IT Laboratory.

The students and faculty have also involved in the maintenance and repairs of the instruments and experimental kits, which led to increase their life and the optimum uses. This have not only become a step towards the E-waste management but also cultivated innovative ideas among the students and the faculty. The students have also gained many skills through these activities.

Display Boards to Promote Environmental Sensibility on College Campus

Various boards including Quotes that promote environmental awareness and ethics including air-pollution control, plastic-free campus, conservation of



energy, recycling of resources, tree plantation, Nature conservation, etc. are displayed for all the stakeholders of the college.

Installation of Incinerator in the Girls' Common Room

The college has installed an Incinerator for the disposal of sanitary pads in the Girls' Common Room as a step towards eco-friendly disposal mechanisms.

Observance of Days to Protect and Nurture Environment

The organization of various events like Rallies, Awareness Campaigns, Cleanliness Drives, Seminars, Conferences, Workshops, presentations, Tree Plantation Drives, Wildlife Photography Competitions, Rangoli Competitions, Essay Competitions, Bird Watching Programs, Excursions, Study Tours, Guest Lectures, Talks, etc. on the occasion of various days like- 'International Day for the Preservation of the Ozone Layer' (16 September), 'World Environment Day' (05 June), 'International Tiger Day' (29 July), 'Wildlife Week' (02 to 08 October), 'World Biodiversity Day' (22 May), 'World Wetland Day' (02 February), 'World Water Day' (22 March), 'World Sparrow Day' (20 March), 'Great Backyard' Bird Count (GBBC)' (14 February), Mahatma Gandhi Jayanti (02 October), 'Army Day' (15 January) 'Bird Week' in first week of November, etc. ensures to create awareness among young students and public about various environment related problems and conservation of Nature and natural resources in the surrounding area and educating on how to live an Eco- friendly life.

The Green, Environmental and Energy Audit

Dilima Singh

W/C PRINCIPAL
S.P.S.M. Mandal's
Yeshwantrao Chaphekar College
of Art & Commerce
College Road, Tembhode, Palghar (W)
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Yeshwantrao Chaphekar College

Palghar

Code of conduct for students, principal, teachers, administrators and unskilled staff

CODE OF CONDUCT FOR STUDENTS

- Student should be punctual and should maintain discipline in the college.
- Student should get at least 75% of attendance, if not he/she is not eligible to appear for the examination, as per the university rule.
- Student is advised to utilize facilities available in our college properly.
- Student should maintain cleanliness in the campus.
- Student is advised to participate in all the programmes and activities conducted by the college.
- Ragging is strictly prohibited.
- Student should not involve in any kind of illegal activities.
- Student is not allowed to use mobiles in the classroom and library.
- Student should protect property of the college.
- Student should not remain absent without prior permission.



CODE OF CONDUCT FOR THE PRINCIPAL

- The Principal should ensure quality in education and academic activities.
- The Principal should chalk out policy and plan to execute the vision and mission of the college.
- The Principal should form various college level committees and appoint co-ordinators.
- The Principal should convene meetings of different Cells as and when required.
- The Principal should monitor financial matters efficiently.
- The Principal should motivate teachers to enhance their knowledge by attending various trainings.
- The Principal should ensure that the directions issued by the Department of Collegiate Education are strictly complied with.



CODE OF CONDUCT FOR TEACHERS

- Teacher should maintain dignity and decorum of the post.
- Teacher should perform his or her duty honestly.
- Teacher should actively involve with the students in co-curricular and extracurricular activities.
- Teacher should prepare teaching plan of the allotted subjects.
- Teacher should inculcate patriotism and discipline among students.
- Teacher should avail leaves with prior intimation.
- Teacher should work towards betterment of the Institution.
- Teacher should be available for consultation to students.
- Teacher should not indulge in casteism.
- Teacher should not remain absent from duties without prior permission.
- Teacher should not engage directly or indirectly in any trade or business.



CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

- Administrative staff should look after student's admission and examination.
- Administrative staff should be well versed in e- administration.
- Administrative staff should behave politely and compassionately with parents/guardians.
- Administrative staff should develop co-operative and friendly relationship with faculty members.
- Administrative staff should perform all professional activities through proper channels.
- Administrative staff should not involve in unethical practices.
- Administrative staff should not remain absent from duties without prior permission.
- Administrative staff should not engage directly or indirectly in any trade or business.



CODE OF CONDUCT FOR UNSKILLED EMPLOYEES

- Unskilled employees should give importance to cleanliness of the institution.
- Unskilled employees should behave politely and compassionately with students, teachers, parents and administrative staff.
- Unskilled employees should develop co-operative and friendly relationship with faculty members.
- Unskilled employees should not involve in unethical practices.
- Unskilled employees should not remain absent from duties without prior permission.
- Unskilled employees should not engage directly or indirectly in any trade or business.

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॥ ज्ञानं दीपेभ्यः मानवतः ॥

**Shree Panchal Samaj Madhyvarti Mandal's
YESHWANTRAO CHAPHEKAR COLLEGE, PALGHAR**

College Road Tembhode, Palghar(W) Dist-Palghar 401404

Mobile No: 9272232240,

Email: yccvidyasankuls@gmail.com

CODE OF PROFESSIONAL ETHICS

I. Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of her/his students and the society at large. Therefore, every teacher should see that there is no incompatibility between her/his precepts and practice. The national ideals of education which have already been set forth and which she/he should seek to inculcate among students must be her/his own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- ii. Manage their private affairs in a manner consistent with the dignity of the profession;
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- v. Maintain active membership of professional organisations and strive to improve education and profession through them;
- vi. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- vii. Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- viii. Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- ix. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and



- x. Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- i. Respect the rights and dignity of the student in expressing her/his opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- iii. Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- vi. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully to other teachers and render assistance for professional betterment;
- iii. Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities

Teachers should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;



- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- vi. Adhere to the terms of contract;
- vii. Give and expect due notice before a change of position takes place; and
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff

Teachers should:

- i. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- ii. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- i. Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- i. Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Energy Policy

A key component of the Yeshwantrao Chaphekar college, Palghar Sustainability Program is energy conservation. Listed below are several guidelines that are intended to manage and reduce energy consumption on all college campus. These guidelines should be followed by all faculty, staff, administration, and students.

The Energy usage Policy of college is to manage energy in such a systematic way to minimize its impact on the environment. It will help us to embed efficiency and environmental awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of natural resources and to limit its usage.

Policies:

- To assess source energy usage and measure its impact on the environment.
- To count CO₂ emissions generated by our means of transportation - Vehicles.
- To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads.
- To install photovoltaic solar panels for the generation of alternate energy.
- To install LED bulbs in the whole campus to save energy.
- To develop systematic waste management mechanism.
- To develop rainwater harvesting unit.



- To undertake tree plantation drive.
- To take additional measures to continuously improve our energy consumption.
- To ensure the availability of necessary resources to achieve our objectives.
- To encourage use of advanced technology to minimize energy consumption, atmospheric emissions, and noise, particularly from our vehicle fleets.
- To engage in dialogue with the government agencies, municipal corporation and the affiliating university and actively work with the local organizations in the areas of environment, energy efficiency and sustainable development.
- To monitor and respond to emerging environmental and energy issues. To strengthen our employees' and students' environmental knowledge and skills to improve our own environmental performance.
- To provide information and training opportunities on energy saving measures.
- To offer opportunities for employees and students to engage in initiatives which contribute to environmental protection.

Occupant Responsibilities:

- Turn off lights when leaving a room.
- Turn off computer at the end of the day.
- Keep copiers, printers, & fax machines on standby when not in use.
- Adhere to temperature set points.
- Keep windows closed when air system is on.
- Keep building doors closed when air system is on.

Facilities Management Practices:

- Purchase energy star compliant equipment whenever possible.
- Incorporate renewable energy into projects whenever possible.
- Schedulers of classes, meetings, and other campus activities endeavor to minimize energy use.
- Windows and doors should be kept closed when the heat and air conditioning system is operating.
- Electric vehicles are available to transport people and materials across campus.
- Energy saving fixtures, lamps, and bulbs are used to replace existing less efficient lighting whenever feasible.
- Occupancy/Motion Sensors to control lighting installed wherever feasible.

This policy will be communicated to the students and employees via internal communication channels and will be made available on the institutional website.



The Energy Policy, objectives and targets will be reviewed on a regular basis by Review of this policy document shall be done by a committee chaired by Principal & Chairman IQAC of the College, Energy Committee Convener. The other members of the committee shall nominate by the IQAC under the guidance of the principal of the college.

Checked By
(Co-ordinator IQAC)

Approved By
Principal
Nilima Singh
I/C PRINCIPAL
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