

S.M.Y. SEAMEN WELFARE FOUNDATION'S

T. S. RAHAMAN



“TSR RULES AND REGULATION HANDBOOK FOR STUDENTS”

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“TSR RULES AND REGULATION HANDBOOK FOR STUDENTS”

Training Ship Rahaman takes pride in the responsibility of its students and the social and educational atmosphere of its campus.

Training Ship Rahaman College students are held responsible for their conduct at all times. Any student who engages in academic or social misconduct shall be subject to student conduct action by the Disciplinary Committee.

The College reserves the right to withdraw from any student the privilege of attending college at Training Ship Rahaman for any lawful reason that the College deems appropriate.

The following considerations constitute the foundation of the College’s justification for establishing expectations of student conduct, codifying those expectations, and adopting equitable processes for assessing student conduct.

The College’s mission as a maritime and maritime hospitality educational institution establishes its identity as standalone program college with a distinctive history and culture.

The Service rules and code of conduct of the College charge the faculty with responsibility for the welfare of students and the conditions under which they are to live and learn.

The College’s standards of conduct and the procedures for determining responsibility for misconduct reflect its particular mission and history. These standards and procedures do not attempt to duplicate civil and criminal legal processes, nor do they attempt to substitute for them. As an institution structured to accomplish its stated educational mission, the College has an independent interest in maritime and hospitality education, upholding standards of academic and social conduct, and these expectations may differ from those found in society at large. The College is committed to fundamental fairness in its student conduct procedures.

By the action of enrolment and registration at Training Ship Rahaman College, students voluntarily enter an educational and residential community with standards of academic honesty and respect for persons and property. In choosing to enroll in the College, students become responsible in their conduct to those standards as stated in the Student Code of Conduct.

The College may address student academic and social misconduct through its own processes and apply sanctions governing the terms of membership in the College. The College reserves the right to deal with misconduct whether or not law enforcement agencies are involved and/or criminal charges may be pending.

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Part I: Training Ship Rahaman College - Privacy Policy and Terms of Service

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Part II: Admission Rules and Regulations

A. Admission and Academic Rules and Regulations -

- The admission to the program is provisional and will be confirmed only after receiving enrolment confirmation from the University. If University does not accept the enrolment due to any reason, such candidates have to discontinue the program.
- Admission to BSc NS, BSc MHS, etc. course will be purely on merit basis. Admission to BA in Culinary Arts course will be purely based on entrance test and personal interview.
- T. S. Rahaman does not charge any amount other than course fees for admission. Admission will be declined if the management comes to know that any candidate is trying to secure admission by unfair means.
- A dossier will be maintained for each student, this will carry the entire details of the student's performance in the field of academics and discipline. This will be presented to the recruiters during interview.
- When a candidate joins the course a PAP card (Professional attitude Points) will be issued to him with 100 points. For every act of indiscipline marks will be deducted and every act of merit marks will be added. Once the marks reaches 70 or below, the student will be suspended from the classes till the parent meets the principal. Thereafter points will be raised to 100. When the PAP points reach 70 for the third time, the student will be rusticated.
- In case the candidate becomes medically unfit during the course he will not be eligible for Continuous discharge certificate (CDC). In addition to passing of final examination and completion of OCCP course, Issuance of CDC will also be subject to submission of valid Medical fitness certificate from a DG approved doctor at the end of the course. Training Ship Rahaman will not be responsible for non issuance of CDC due to change in Government policies on issuance of CDC by Shipping Master.
- The course involves handling of hazardous equipments, study tours ashore and offshore and adventure trips. Students required to adhere to the safety norms strictly. 'Training

ship Rahaman' will not be liable for payment of compensation whatsoever towards any expenses cost arising from any accidents / mishap during the program.

- Students will not be permitted to appear for final examinations until and unless they clear all fees dues for the respective semester. The fees paid for the course is not refundable under any circumstances.
- 100% attendance is expected from all candidates, those candidates having less than 75% attendance will not be permitted to appear for the final examinations.

B. Admission Cancellation Policy

1. Securing a reservation with your deposit of online payments means you accept the terms and conditions of our cancellation Policy.
2. Cancellation made 60 days before the date of course will receive a 90% refund.
3. Cancellation made between 60 to 30 days before the commencement course will receive 50% refund of the fees paid or option of a credit, which is valid for 6 months from the cancellation date.
4. Cancellation made from 30 to 15 days before the commencement course will receive a 30% refund of the fees paid.
5. Cancellations made less than 14 days before the commencement course will forfeit the fees paid.
6. All refunds are payable after receiving a written application to the “Principal”, the refund will be processed by Accounts department after getting written approval from “Principal” within 3 working days either by cash/cheque/DD/NEFT.
7. We do not issue refunds or credits on account of flight cancellations under any circumstances. You may take out travel insurance to protect yourself against such eventualities.
8. Refunds or credits will not be issued if the participant wishes to leave before completion of the course.
9. Any request for change of course dates must be received not less than 30 days prior to commencement of the course through email. Changes are subject to availability of seats. If there is no availability, a credit will be issued, which can only be used for the same course at another date or for a different course subject to availability within next six months from the date of cancellation.
10. GST, if applicable will not be refunded.

Part III: Training Ship Rahaman College - Code of Student Conduct

The purpose of the Code is to express community standards of honesty, respect for persons and property, and responsible use of freedom. The Code reflects the College's mission and identity, and it exists to guide conduct, safeguarding and promoting the College's educational activity.

Students are responsible for reading and reviewing the Code of Student Conduct, and for understanding the responsibilities they assume by enrolling in the College.

For purposes of handling student conduct matters, a “student” is defined as someone who has enrolled and has not formally severed recognized student status with the College. Students retain this status throughout their careers at Training Ship Rahaman College, including academic terms, scheduled vacations, summer months, periods of leave, or off-campus study.

Student conduct action may not be brought against someone who has formally severed recognized student status with the College or who has graduated from the College except when such an individual may once again be a recognized student. The College reserves the right to at any time bar any non-current member of the Training Ship Rahaman College from being on campus or participating in College-sponsored activities. In situations where it may not be possible to resolve a case prior to a student’s graduation, the Principal (or designee) may cause the student’s degree to be withheld until the case is fully resolved.

The College reserves the right to investigate and sanction alleged misconduct even when it occurs off campus. The College usually will apply the Code in instances where the off-campus misconduct:

- ❖ occurs in connection with a College-sponsored event or when students are acting as representatives of the College, or
- ❖ directly affects another member of the Training Ship Rahaman College, or
- ❖ suggests a potential danger or threat to others.

It is important that students know where to turn when they have questions, and for the College to be confident that those to whom they turn understand the student conduct system. In addition to the language of the Code itself, the College makes available a variety of resources: Counselors, The Student Council, Course In Charge, the Disciplinary Committee, and the Principal. If a student has a general question about student conduct policy, The Student Council are able to provide helpful and accurate answers and may refer more detailed questions to other campus resources. For more detailed information, students may speak with the Counselors and Course In Charge, who have extensive familiarity with the student conduct process and who are prepared to explain it to students and faculty who become involved in any aspect of a student conduct matter. The Counselors are not associated with the Disciplinary Committee and do not determine any element of a case, but serve as an independent, informed resource for students.

A. Training Ship Rahaman College Statement on Academic Integrity

Training Ship Rahaman College is an academic community deeply engaged in inquiry and intellectual exchange and is committed to core principles of academic freedom, academic integrity and rigorous, creative scholarship. We recognize that intellectual and artistic exchange depend on a mutual respect for independent inquiry, reflection and expression. Faculty, staff, and students alike are therefore dedicated to fostering an environment that upholds the highest standards of fairness, integrity, and respect in all their academic endeavors.

As contributors to an ongoing scholarly and creative conversation that depends upon thoughtful and fair acknowledgment and treatment of the inquiries, reflections, and expressions of others, each member of the Training Ship Rahaman College is expected to use and represent the work of others fairly and honestly; to acknowledge the work of others fully and accurately through proper attribution and citation; and to produce their own work unless collaboration is permitted. Faculty and staff members are expected to meet these standards in all their work as described in the “TSR CODE OF CONDUCT HANDBOOK”; students are subject to the policies and procedures described below.

In educating students in the values, dispositions, and responsibilities of independent thinkers and scholars, the TSR faculty recognizes that certain scholarly practices reflect complex tasks that require instruction and practice. Faculty are committed to teaching these critical practices. Students, in turn, are responsible for learning these scholarly practices and demonstrating them in all their work; they are not only a means of showing learning but of developing genuine understanding, not only the mark of an independent scholar but the way to become one.

This policy statement outlines these principles and practices, roles, and responsibilities. Potential consequences for students are described in the Training Ship Rahaman College Academic Integrity Procedures.

CAMPUS RULES AND REGULATIONS: -

- A. General Rules.
- B. Hostel Rules and Regulations.

A. General Rules -

- The Standing Rules and regulations of the TSR shall be binding on all students. This may be changed without prior intimation to the students.
- Cadets or Students are not allowed to keep more than about Rs. 500/- in cash with them. Excess cash should be deposited with the cashier and can be withdrawn in lots of Rs. 500/-.
- Uniform is to be worn at all times during training. Hence, very few civilian clothes are to be brought. In case any student found not in the proper uniform, he has to Penalize for the day. Students are always required to wear correct uniforms except during bed time.
- Cadets are permitted ‘shore leave’ in uniform only on Sundays between 07.00 and 20.00 hours.
- Cadets are not allowed to stay out of the campus at night under any circumstances. Parents are instructed not to make any request for the same.
- Visitors are permitted only on Sundays between 09.00 and 18.00 hours.
- The use of tobacco and alcohol is strictly prohibited in the TSR. If the candidate is found in alcoholic condition or under drug effect, this would cause immediate rustication from the TSR. The TSR’s decision in this case will be final. No appeal against the decision will entertained from parents or guardians.
- TSR / Sir Mohamed Yusuf Seamen Welfare Foundation have zero tolerance policy against ragging and narcotics, if a student is found to be indulged in any of above, it shall result in rustication of student and the case will be reported to the police.
- Long hair, moustaches and beards are not allowed during the period of training. Sikh candidates are exempted from this.
- Special area has been earmarked for Cadets to meet their guests. Guests wishing to meet the cadets are to approach the course instructor / Course Officer (during off work hours).

The cadets will be informed, whilst the guest wait in the guest waiting area for meeting and not in classroom.

- In case if the student withdrawing from the course in between the Completion period of the course, he has to pay entire amount of the concern course fees. (Either withdrawing himself or rusticated due to major offence).
- Not attending classroom lectures without permission will result in Violation will attract suitable penalty and punishment as decided by authorities.
- In case the applicant withdraws from the course before commencement of the course or does not report on the day of commencement of course. I or we shall not ask for any refund or transfer of any fees.
- The college is not responsible if any student/parents paying any money to any agent for admission or placement.
- All payments must be made in college, at the college counter only and receipts to be obtained for all payments.
- In case of any major indiscipline by any student the case will be dealt by a disciplinary committee and the decision of the committee will be final.
- Disputes are subject to Mumbai jurisdiction.
- T.S. Rahaman will not be responsible and in a position to keep a track of the students or his any act whenever out of the campus.
- Students on shore leave and Non Residential Students will not be permitted to enter hostels or be in the campus after 1730 hrs.
- Use of mobile phones is prohibited inside mess & during class room studies. It is strongly recommended that student carry mobile phone without camera. If student is caught with camera mobile or smart phone during class room hours and in mess his / her phone shall be confiscated and a fine of Rs.500/- will be imposed on the candidate or may hand over to Parents.
- To discourage thefts, Students are not permitted to keep more than Rs. 500/- , expensive mobile phone or jewellery with them.

B. Hostel Rules and Regulations -

- The following are prohibited in the campus including hostel.
 - Illegal drugs
 - Gambling
 - Fire arms of any kind
 - Knives
 - Pets or live sock of any description
- For B Sc. Maritime Hospitality Studies and BA Culinary Arts students - Candidates enrolling for the course will have the option to choose being residential or a day scholar. He has to choose his residential status at the beginning of the course and will not be permitted to change the same in between the course. Residential Students will not be permitted to go out of the campus except on Fridays at 1600 hrs and on non teaching days.
- Special area has been earmarked for Cadets to meet their guests. Under no circumstances the guests are to proceed to the hostel rooms.
- In case of damage or loss of hostel property the cost will be recovered from the students if identified It will be individual otherwise all the student of the hostel room (Individual area) decided by the associate warden.
- Gold ornaments or other valuable items are not allowed to be kept.

- The use of electrical appliances such as immersion heaters, electric stove/ heaters / electric iron are forbidden in any of the rooms allotted for residence. Private cooking in the hostels / student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
- When the students go out of their room, they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.
- Parents / friends /relatives of the students will not be permitted to enter student hostels.

Violations of Academic Integrity:-

Violations of principles and practices of academic integrity fall into two subcategories: (1) plagiarism and misuse of sources and (2) cheating.

1. Plagiarism and Misuse of Sources

Plagiarism is the use without proper attribution of someone else's words, ideas or other work as if it were one's own. Failure to properly indicate and acknowledge the work of others can lead a reader, listener or viewer to think that information, research, ideas, words, images, data, artistic and creative elements, or other work are the student's own efforts, when they are not. Plagiarism significantly departs from accepted standards in the academic community and misleads others into thinking the work is the student's own.

Misuse of sources, like plagiarism, reflects failure to properly credit the work of others but involves errors, mistakes, incomplete, or inadequate attempts and other errors in citation, quotation, and attribution that would not seriously mislead others into thinking the work is the student's own.

Plagiarism and misuse of sources carry different consequences as described in Training Ship Rahaman College Academic Integrity Procedures.

The responsibility to give credit for material that would not qualify as common knowledge applies to almost all types of assignments and situations, not just papers, and not only to final work but also submitted drafts. Work in which students must acknowledge sources and the contributions of others includes but is not limited to draft and final versions of the following:

- ❖ talks and other oral presentations
- ❖ visual aids, presentation slides, or other media tools
- ❖ websites, Web pages, webcasts, and other multimedia work
- ❖ artistic, musical, and other creative work
- ❖ lab reports
- ❖ problem sets
- ❖ thesis chapters, papers, proposals, literature reviews, abstracts, annotated bibliographies, and other writing
- ❖ exams, including in-class and take-home exams.

2. Cheating

Cheating involves violating recognized norms for academic inquiry or specific norms established by faculty, Training Ship Rahaman College or University for particular assignments or using other methods, including technology, to gain unearned academic advantage. Examples of cheating include but are not limited to the following:

- ❖ unauthorized collaboration
- ❖ using materials not permitted during an exam, when writing a paper, or in completing other assignments
- ❖ receiving assistance beyond what is permitted
- ❖ manufacturing or falsifying data
- ❖ submitting the same work to satisfy the requirements of two different courses without getting permission from the instructor of the second course or permission from both instructors if the same work is submitted in two courses during a single semester
- ❖ knowingly providing assistance of any kind to another person who is attempting to cheat or plagiarize

Violations of academic integrity are among the most serious offenses that students can commit; any violation may result in consequences at both the course and institutional levels. Procedures, findings, and consequences for violations of academic integrity may depend on specific circumstances, such as the student's grade level, educational background, prior violation of academic integrity policies, attempts made to cite or acknowledge sources, and the amount and type of work at issue. Procedures and potential consequences for students are described in Training Ship Rahaman College Academic Integrity Procedures.

B. Social Misconduct

Training Ship Rahaman College students are held responsible for their conduct at all times. Any student who becomes disorderly, is involved in any disturbance, interferes with the rights of others, damages property, or is individually or as a member of a group involved in unacceptable social behavior on or off campus may be subject to student conduct action by the Office of Disciplinary Committee.

General Categories of Social Misconduct

Cases of social misconduct usually fall into one of several general categories. While not exhaustive, the following categories illustrate the expectations of the College and provide examples of misconduct subject to student conduct action. Many of these categories, and the accompanying examples, have a counterpart in the Criminal Code. The stipulated definitions of state and local criminal codes and the processes of the criminal justice system are not part of the TSR Code of Student Conduct. Addressing a violation of the College's Code of Conduct does not exempt the individual from prosecution by proper authorities under criminal or civil code, and criminal or civil prosecution does not exempt the individual from being held accountable under the College's Code of Student Conduct.

1. Actions Against Persons:-

Conduct which involves force, threat of force, or intimidation directed at an individual or group of individuals may constitute an “action against persons” violation.

Examples of actions against persons violations include:

A. Assault

This includes any unwanted physical contact, as well as fighting and physical altercations.

B. Sexual Misconduct

Please refer to the Government police on it for detailed definitions regarding sexual misconduct violations (e.g., rape, sexual assault, dating violence, domestic violence, and stalking) and the procedures for adjudicating alleged violations.

C. Hazing

Following Laws, Training Ship Rahaman College prohibits injurious hazing, defined as “any action or situation which recklessly or intentionally endangers the mental or physical health of a student. . . .” Specifically, hazing means an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, (1) could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual through, for example, humiliating, intimidating, or demeaning treatment, (2) destroys or removes public or private property, (3) involves the consumption of alcohol or drugs, or the consumption of other substances to excess, or (4) violates any College policy. An act may be considered hazing regardless of the person’s consent to participate.

D. Harassment, Intimidation, or Bullying

This includes acts of intimidation, stalking, confrontation, verbal slurs, insults or taunts, physical force or threat of physical force made with the intention of causing fear, intimidation, ridicule, humiliation, disparagement, disruption to the educational environment, or damage to property. Such acts may be committed in person, by proxy, via telephone or cell phone, via text message, or any electronic means including social networking websites.

2. Actions Against Property

Conduct which results in damage to property of another individual or of the College, or conduct which improperly converts another’s property to personal use may constitute an “action against property” violation.

Examples of actions against property violations include:

A. Theft.

To steal or knowingly possess stolen property or any item reasonably thought to be lost and not abandoned.

B. Damaging the property of another person or of the College.

Students may be subject to student conduct action for damage to the property of another person or College property, including their own rooms, in addition to providing restitution for any monetary costs assessed by another person or the College to repair such damage.

C. Illegally entering College facilities

This includes unauthorized possession, use, or duplication of College keys or cards, passwords, or other means of access.

3. Dangerous or Disorderly Conduct

Conduct that is dangerous to self or others or conduct that creates a disturbance or disrupts the ability of the College to carry on its essential functions may constitute a “dangerous or disorderly conduct” violation. In accordance with the Drug-Free Schools and Communities Act, the College’s standards of conduct prohibit the unlawful possession, use, or distribution of illegal drugs and alcohol by students and employees, on the College’s property, or as part of any of its activities.

Examples of dangerous or disorderly conduct violations include:

A. Illegally possessing, using, or distributing any scheduled drugs.

Unlawful possession, distribution, or use of illegal drugs and narcotics, including amphetamines, marijuana, cocaine, heroin, and LSD, renders a student liable to disciplinary action, including confiscation of materials, student conduct action up to and including suspension and dismissal, and/or referral to local police authorities.

B. Violating the College’s alcohol policy

Training Ship Rahaman College observes all laws governing the use of alcoholic beverages within the State of Maharashtra. Students are held responsible for complying with all aspects of laws and Training Ship Rahaman College alcohol policy. The prohibitions of the Training Ship Rahaman College Student Conduct Code and law include, but are not limited to, the following:

a. The sale of alcoholic beverages by any person who does not have a license to sell such beverages in full force and effect at the time of the sale;

b. The sale of alcoholic beverages by any person to a person who has not attained the age of 21 years;

c. Consumption or purchase of alcoholic beverages by any person who has not attained the age of 21 years;

d. The furnishing of, procurement of or delivery of alcoholic beverages to a person who has not attained the age of 21 years;

- e. The furnishing of, procurement of, or delivery of alcoholic beverages to a person who is intoxicated;
- f. The presentation of any written or oral evidence of age which is false, fraudulent, or not a person's own for the purpose of ordering, purchasing, or attempting to purchase or otherwise procuring or attempting to procure intoxicating liquor by a person who has not attained the age of 21 years;
- g. Transportation by automobile within the state of Maharashtra of alcoholic beverages by any person who has not attained the age of 21 years;
- h. Possession or use of a keg by any student on the premises of the College except at registered events or parties where the appropriate measures are in place to prevent underage consumption of alcohol;
- i. Possession or consumption of hard alcohol or any beverage containing hard alcohol by any student on the premises of the College, at any College-sponsored event, or while the student is engaged in a College-related activity.
- j. Violations of College policy or law at registered events or parties occur at the risk of the individuals involved and are not the responsibility of the College.

Violators of these policies may be subject to student conduct action, including confiscation of materials, the revocation of the privilege of using College facilities for such events and/or referral to the Office of Disciplinary Committee. The College reserves the right to involve law enforcement authorities and/or undertake legal proceedings against a student for the violation of this policy.

The College will also utilize its mental health resources to help students involved with drugs and alcohol.

C. Possessing a weapon on campus

Weapons prohibited on campus include but are not limited to firearms, ammunition, knives, BB or pellet guns, bows, arrows, and slingshots. These items are not permitted except by permission of Training Ship Rahaman College Security and Campus Safety, which will register and store them. It is the responsibility of students to check with TSR College Security if there is a question of whether an item would be prohibited under this policy.

D. Fire safety violations

Possessing or producing explosives and setting fires are prohibited. Intentionally setting off a fire alarm, misuse of a fire extinguisher, or any action that might cause a fire in a College building will be considered a serious offense and may be met with student conduct action, including suspension or dismissal by the Disciplinary Committee. Firecrackers, flares, and explosives are prohibited on campus. Accidentally setting off a false fire alarm incurs a fine that increases for repeated incidents.

E. Disorderly conduct

Conduct which infringes on the freedom and activities of others, or conduct which is disruptive, harassing, or a nuisance may constitute disorderly conduct.

F. Failing to leave a College building after a fire alarm has sounded or other notice of fire has been given, whether or not a drill.

G. Urination or defecation in any location not designated for that purpose.

H. Conduct which disrupts normal operations of the College and/or impedes access to College facilities.

4. Actions Against the Institution

Conduct which involves the unauthorized accessing or alteration of documents and records controlled by the College, including class papers and examinations, or improper use of College electronic and physical resources, may constitute an “action against the institution” violation.

Examples of actions against the institution violations include:

A. Altering a College ID

B. Tampering with College documents or records by hand or electronically

C. Misappropriation of College funds

D. Claiming falsely to represent the College or a College registered organization

E. Use of any College resources, including electronic and physical, in support of any for-profit enterprise. This may include access to student, staff, and faculty information, residence halls, and other campus-owned spaces, etc.

F. Information, network, computer, social media account, and telephone violations including violations of the Information & Library Services Acceptable Use Policy or any other related college policy

G. Misrepresentation to gain access or use of a service or facility

H. Violations may include lying in order to gain access to a College building, office, lab, etc..

5. Obstruction of College Procedures

Conduct which interferes with the regular procedures of the College, investigation of alleged Code violations, the process by which they are resolved, or their outcomes, or that violates any College policy may constitute an “obstruction of College procedures” violation. Application of this section shall not be used to restrict the exercise of free expression of any member of the College community.

Examples of obstruction of College procedures include:

A. Refusing to identify oneself to College employees in the pursuit of their duties or to comply with appropriate instructions (e.g., refusing to provide one’s name or to disperse when asked to do so by campus Security)

B. Refusing to appear before College administrators or Security personnel charged with authority in matters of student conduct

C. Refusing to attend or to testify when called as a witness in a student conduct hearing

D. Knowingly providing false information to any College official with intent to deceive during any phase of the student conduct process (including the investigatory stage) or conspiring with others to do so

E. Harassing witnesses or others involved in the student conduct process at any time during the student conduct process, including the time during which any sanction is in effect

F. Violating the terms of any sanction or not completing a sanction imposed by an appropriate authority (e.g., the Office of Disciplinary Committee) in a student conduct matter.

G. Bribing or attempting to bribe a College official

H. Use or possession of a forged, altered, or falsified document, such as a fake ID

I. Assisting a person in violating a College policy or attempting to violate a College policy

Part IV: Disciplinary Process

Office of Disciplinary Committee

A. Investigation of Complaints Alleging Misconduct

All reports of misconduct shall be referred to the Course In Charge which shall have the authority to investigate such reports and refer students for alleged violations of the Code of Conduct to the appropriate level of the student conduct system like Discipline In Charge, Discipline Committee or Principal. The Principal oversees the overall student conduct system and delegates authority to other staff in Student Affairs to act as the Discipline In Charge(S) both broadly and in given situations. Before referring a student for an alleged violation, the Discipline In Charge shall conduct such investigation into the facts and circumstances of the reported misconduct as may be necessary, at a minimum, to establish that there is reasonable cause to believe that (1) there has been a violation of the Student Code of Conduct and (2) a particular student has committed that violation. The Course In Charge may conduct such additional investigation deem necessary to determine the pertinent facts of the matter at hand. For cases alleging violations of the sexual misconduct policy, all investigations shall follow the procedures outlined in the Government's Sexual Harassment Policy.

The Course In Charge calls students in for questioning at an initial stage of an investigation. Students are expected to cooperate with the Course In Charge and must meet with the Discipline In Charge when called upon to do so. For the purposes of this policy, a "respondent" is a student who is responding to an allegation that they violated the Code of Student Conduct. Although any person may bring a matter to the attention of the Discipline In Charge for further investigation, for the purposes of this policy, a "complainant" is a student, faculty member, or staff member who has brought a concern to the attention of the Discipline In Charge alleging that a student violated the Code of Student Conduct.

Students may serve as evidentiary witnesses. In cases involving an allegation of misconduct that falls into the category of "Actions Against Persons," the complainant is likely to be an evidentiary witness. The complainant may be another student or a faculty or staff member. In cases of an Action Against Persons, when the complainant declines to be a witness or a formal complainant, the Disciplinary Committee may nevertheless proceed with a referral for misconduct if sufficient evidence, independent of the complainant's testimony, exists to support the referral. In such cases there will be no complainant. Examples of sufficient independent evidence may include circumstances in which (a) there is sufficient testimony from an eyewitness other than the complainant or (b) there is authentic electronic or physical evidence or video or audio recordings which identifies the respondent and depicts the act or acts of misconduct.

The Discipline In Charge should provide the respondent (and the complainant in cases alleging Actions Against Persons) with a copy of or a link to the student conduct procedures.

B. Composition of the Disciplinary Committee.

The pool of members from which the composition of the Disciplinary Committee shall be drawn for a specific case shall be comprised of at least 7 members of the TSR community. The pool

shall include a minimum of 2 students, 4 faculty members, and 1 staff member. Student members are appointed by the College Student Council. Faculty members are selected by the Principal in consultant with the Chairman. Staff member is appointed by the Chairman at the recommendation of the Principal and may not ordinarily include Student Affairs staff. Ordinarily, all members of the pool shall be appointed by June 1 for the academic year.

The composition of the Disciplinary Committee shall, as much as is feasible, reflect the diversity of the TSR student body at large. Specific attention should be given to this during the recruitment and selection of new members.

The Principal shall arrange yearly training for all members of the Disciplinary Committee. The initial training will provide an understanding of the scope of the Code of Student Conduct, the scope of the authority of the Disciplinary Committee and information regarding sanctioning precedent for previous cases.

Additional training will be provided as needed and may include case studies, bias, and social justice topics as they relate to the work of the committees.

C. Procedures for Resolving Alleged Misconduct

Following an investigation, the College provides several methods for addressing alleged violations of the Code of Student Conduct. The Course In Charge has the authority and discretion to refer any given case to the method of resolution the Course In Charge deems most appropriate in a given situation or to determine that there is not sufficient evidence to support a referral for a violation of the Code of Student Conduct. This decision is final and may not be appealed. For cases alleging violations of the sexual misconduct policy, all resolutions shall follow the procedures outlined in the Government's Sexual Harassment Policy.

1. Discipline In Charge Review

The Discipline In Charge shall have authority to render decisions in minor cases of misconduct where outcomes of suspension or expulsion are not under consideration.

Sanctions in these cases may include, but are not limited to, letters to a student's file, loss of various privileges, referral to counseling, community service, removal of a student from College housing or dining, other required actions, or being placed on probation.

The decision in a minor case of misconduct shall not be recorded on the student's permanent record, but will remain in the student's confidential file called PAP card and Dossier, until graduation. The Discipline In Charge shall give/send the student a letter identifying the misconduct, stating the decision regarding sanctions.

If the Discipline In Charge makes a decision in a minor case of misconduct that the student found responsible feels is unjustified, that student may appeal the decision to the Disciplinary Committee and Principal. The student appealing the decision must submit the appeal in writing to the Disciplinary Committee and Principal within two class days from the time at which the original decision was communicated to them in writing by the Discipline In Charge. Students may appeal the decision of the Discipline In Charge only on the following grounds:

That the Discipline In Charge violated the fair application of the procedures of the student conduct process as outlined in the Code and that such violation may have had a prejudicial effect upon the outcome of the Discipline In Charge Review;

- That new evidence was discovered after the Discipline In Charge Review and could not readily have been discovered beforehand and such evidence might have had an effect upon the outcome of the hearing; or
- That the penalty imposed upon the respondent is grossly inappropriate.
- The Disciplinary Committee and Principal may affirm, reverse, or otherwise modify the original decision of the Discipline In Charge.

Required Action.

- Penalties
- Disciplinary Probation:- The term “disciplinary probation” means that a sanction of suspension or dismissal is held in abeyance and will take effect only after the Committee finds that the student has committed a further violation. If a student already on disciplinary probation comes before the Committee for a second case of misconduct and is found to have violated the Code of Student Conduct again, the first penalty held in abeyance now goes into effect. The Committee also may take additional action on the second offense. Disciplinary probation is not recorded on the student’s permanent record, but will remain in the student’s confidential file until graduation.
- Suspension:- The Committee may suspend a student for a specified period of time, or indefinitely. The Committee also may impose conditions to a student’s readmission to the College. A student who is suspended must leave the campus and may not return until the suspension is revoked. Unless otherwise specified, the suspension goes into effect immediately (within two class days) and the student is dropped from all courses. In some cases, the Committee may decide to defer the suspension until the end of the semester. Suspension will be noted on the student’s official transcript, but only during the time that it is in effect.
- Dismissal:- The Committee may dismiss (i.e., expel) a student. This severs with finality a student’s connection with the College. Dismissal will be noted on the student’s permanent record and on the student’s official transcript.

In determining appropriate sanctions, the Disciplinary Committee may decide that some combination of these penalties should be imposed. The Committee’s sanctioning decisions should specify any special conditions. Unless otherwise provided for by the Committee, all sanctions go into effect two class days after the hearing.

2. Disciplinary Committee Review

The Disciplinary Committee Review method of resolution is a formal hearing.

Part V: Resources, Rights, and Responsibilities

Summary of Student Rights and Responsibilities

1. Respondent's Rights and Responsibilities

Respondents have opportunities to make decisions affecting their own welfare throughout the process by which an allegation of misconduct is adjudicated. This is fundamental to the principles of fairness upon which the Code and its procedures are constructed. Respondents accused of either academic or social misconduct always have the right to be heard and to present their side of the story. Specifically, respondents have the following rights and responsibilities:

The right to notification of the allegation with sufficient specificity to allow for preparation to defend against the allegation.

The right to adjudication of allegations at a hearing.

The right to attend the hearing, to make a statement to the Committee, and to question witnesses.

The right to respond to all statements, testimony, or other evidence offered at the hearing (however, the respondent may not make statements while witnesses are testifying and being questioned).

The right to be free from harassment and retaliation from the complainant or other witnesses (or parties acting on their behalf) at any time during or after the investigation and hearing.

The right to appeal a decision of the Student Conduct Committee to the Appeals Committee.

The responsibility to refrain from contact (direct or indirect) with the complainant or other witnesses, certain members of the TSR community or members of the community at large involved in the pending case, or with members of the Committee, when so directed by the Discipline In Charge, the Discipline Committee, etc.

The responsibility to make a good-faith effort at conflict resolution options when this option is chosen by all parties as an alternative method of resolution.

The responsibility to abide by the instructions of the Chairs of the Committee, including instructions regarding witness.

The responsibility to testify truthfully at the hearing.

The responsibility to abide by the terms of a conflict resolution agreement or by any sanctions determined by the Committee, etc.

The respondent may consult with an attorney, but that attorney may not be involved in the College's student conduct processes. In the very specific circumstance where the College has initiated student conduct proceedings while a criminal case arising out of the same conduct is pending against the student in court, the student shall be allowed to have an attorney present during the College student conduct proceedings. Even then, any attorney retained by the student has an extremely limited role as an advisor: the attorney may not make statements or ask questions at the hearing, but is simply available to advise the student during the proceedings. Note that if a current member of the College community is otherwise eligible to serve as an advisor to a student, that individual will remain eligible to serve as an advisor regardless of the individual's status as a practicing or nonpracticing attorney, or of the individual's experience or education in the legal field.

Note: The Committee Chairs always have the right to remove from the hearing any individual, including an attorney, whose conduct unduly interferes with the proceedings. In the event that the respondent plans to have an attorney attend the Committee hearing, the respondent must inform the Chairs in a timely manner so that the College can determine whether it wants its own attorney present.

2. Complainant's Rights and Responsibilities (The rights and responsibilities described in this section are equally applicable, where relevant, to students and to faculty or other College employees who accuse a student of misconduct).

While all cases which are brought before the Disciplinary Committee are presented by the Discipline In Charge, in some cases there is a principal witness who alleges to have been injured by the respondent. This second party, the "complainant," also has much at stake at the student conduct hearing and has certain rights that the process must respect. For purposes of a Committee hearing, a student or College employee who accuses a student of misconduct is an

evidentiary witness (as distinguished from a character or expert witness). In cases involving an allegation of Actions Against Persons, the complainant has a particular set of rights and responsibilities, noted below.

The right to bring to the attention of the Discipline In Charge an incident of misconduct by a student. This does not include the right to insist on a hearing before the Committee, since it is the Discipline In Charge who has authority to conduct an investigation and to determine whether a case should go forward.

The right to meet with the Chairs of the Committee at a pre-hearing conference at which the complainant may challenge, on the basis of actual bias, the presence of a member of the Committee at the hearing; to make a statement at the hearing; and to propose evidentiary witnesses, one character witness, and one expert witness; the right to be present during any testimony which relates directly to the complainant and the right to pose questions through the Chairs when the testimony relates directly to the complainant; and the right to be informed of the decision of the Committee. (The right to be present at the hearing is not absolute, however; the complainant may not make statements while witnesses are testifying and being questioned.)

The right to be free from harassment and retaliation from the respondent or other witnesses (or parties acting on their behalf) at any time during or after investigation and hearing.

The right to be informed of the outcome of the student conduct proceeding.

The right to be notified of the option to notify proper law enforcement authorities, including local police, and the option to be assisted by campus authorities in notifying such authorities, if the complainant so chooses.

The responsibility to testify truthfully at the hearing.

The responsibility to refrain from contact (direct or indirect) with the respondent or other witnesses, certain members of the TSR community or members of the community at large involved in the pending case, or with members of the Student Conduct Committee, when so directed by the Judicial Officer, the Student Conduct Committee, or its Chairs.

The responsibility to make a good-faith effort at conflict resolution when this option is chosen by all parties as an alternative method of resolution.

The responsibility to abide by the instructions of the Chairs of the Committee, including instructions regarding witness.

Any person who feels they have been the victim of a crime always has the option of going to local law enforcement officers and pursuing the case through the criminal court system.

Respondents or complainants may benefit from meeting with a psychological, religious, or substance abuse counselor to discuss the difficult issues and problems raised by the alleged incident of misconduct. While counselors are available through the College and confidentiality is

maintained, in some instances parties to a conduct case may feel more comfortable seeking the assistance of someone not associated with the College, and they should feel free to do so.

3. Policy on Student Support

Departments have a responsibility to provide student support in all areas of their college life from registration to graduation.

Department supporting students with –

- Registration,
- Module choice,
- Fees,
- Examinations,
- Induction,
- Mentoring,
- Special circumstances and
- Complaints.

Department responsibilities include –

- Maintaining student progression records,
- Student employability,
- Timetabling,
- Designing and running the curriculum.

Guidance is available to enable departments to support students effectively in the supporting student's booklet and on the student services. These resources cover support from an academic and administrative perspective and also in situations related to students' emotional and physical wellbeing.

Departments are responsible for supporting and promoting the student development in order to allow students to reflect on their learning and achievements.

To further assist students in promoting their skills and achievements a transcript, bonafide certificate, transfer certificate and leaving certificate has been introduced which outlines students' academic achievements and extra curricula activities.

College is supporting international students as per the University of Mumbai guidelines.

Part VI: Citizen Charter

CITIZEN CHARTER

Management of T S Rahaman appointed Principal as an officer for handling citizen charter.

He is responsible for good governance through transparency, accountability and responsiveness of the administration.

POLICY ON COMMUNITY RELATION

The Principal is committed to providing educational programs and services which meet state mandates and which reflect the needs of the industry, the community and the region. That commitment extends to include the responsibility for keeping the community and the public fully informed of the developments within the TSR.

The success of community relations depends to a great extent on how well people understand the TSR goals and accomplishments. Community relations is a function that

evaluates public attitudes, shapes the policies of the organization in the public interest and produces a program of action to earn community understanding and respect.

The TSR administrators, teachers and staff seek to provide for the successful educational, emotional and social development of all students. Uninterrupted instructional time is essential to accomplish this goal. The TSR encourages parents, guardians and interested members of the community to visit the college, view the educational program, and offer constructive comments. While parents and community members are welcome and encouraged to visit TSR, it is imperative to know who is on the College grounds at all times. Besides inviting parents, guardians and the community to open house activities and other special events, the Principal shall develop procedures which facilitate visits during regular college days when all visitors must first register at the College office. The Principal may refuse to register any visitor whose acts or presence he/she judges would disrupt normal college operation, threaten the health and safety of students or staff, or cause property damage. To ensure minimum interruption of the regular classroom program, college visits should first be arranged with the teacher and Principal. The TSR recognizes that under law, any person whose conduct materially disrupts class work or extracurricular activities or cause a disturbance on college grounds may be guilty of a misdemeanor and subject to a fine, imprisonment, or both. When such conduct occurs, the Principal may take action leading to the imposition of these penalties. Possession of unauthorized dangerous instruments, weapons or devices is prohibited on college premises, on any public right-of-way immediately adjacent to college property, or any other place where a teacher and student(s) are required to be in a connection with assigned college activities.

The TSR is committed to establishing and maintaining effective communication with the community served. The TSR appreciates the importance of addressing the needs of the local community in the creation of programs. The TSR will strive to keep the community fully informed to the best of its abilities as developments occur within the Colleges/programs.

The TSR endeavors to establish and maintain effective communications with the community by: 1. Promoting public relations at College/program, district and county level. 2. Keeping the goals, programs, achievements and needs of the Colleges/programs before the public. 3. Aggressively carrying out a public relations program. 4. Providing a variety of ways for people to become involved in the Colleges and programs and to express interest in and concern for the Colleges, programs and clients. 5. Anticipating and providing information needed by the public in a timely, comprehensible and appropriate manner. 6. Facing controversial issues and presenting the public with the information needed to understand those issues.

All general educational materials initiated through the TSR that are proposed to be given to the students, distributed to Faculties or posted in colleges or classrooms must have prior approval of the Principal. In addition, such materials distributed by the TSR shall have the source clearly identified and have adequate time allocated for delivery.

Part VII: Policy on Environment Sustainability

1. POLICY ON ENVIRONMENT SUSTAINABILITY

PRINCIPLES FOR ENVIRONMENTAL SUSTAINABILITY

In implementing this policy, TSR will be guided by the following principles:

- Protection of the habitat of fauna and flora and bio-diversity;
- Conservation of resources both renewable and non-renewable;
- Reduction of waste and pollutants in all their forms;
- Recognition of the importance of heritage and Maritime cultural values;
- Promotion of healthy conditions for Students, Faculties, Staff and their family members; and,
- Fostering environmental awareness and education about sustainable development and maritime culture within the student community.

ENVIRONMENTAL SUSTAINABILITY POLICY & GUIDELINES

Developing an Environmental Management System for students.

The TSR Environmental Sustainability Policy and Guidelines formally presents TSR's commitment to the environment and the broader principles of sustainability including the social, economic and cultural aspects. This document provides general guidelines to protect the natural environment during the set up and running of courses. TSR expected to run the education that is respectful of the environment.

The EMS follow the approach of plan, implement, check and review as a continuum ensuring control and striving for continual improvement:

- Plan: The planning stage involves the identification of the environmental issues, developing or changing a policy and commitment to the environment. The planning phase will contribute the establishment of the objectives and practical environmental performance targets established by the TSR as well as the development of the formal control measures to be applied in subsequent stages.

The policy must be signed by the senior officer of the organization. The policy must then be communicated throughout the organization. Suggested commitments that a policy could include are: • a commitment to sustainability, • promoting environmental awareness • minimizing impact to the environment, pursue a goal of causing no harm to the environment • meeting or exceeding all environmental, health and safety regulations that would apply • recognize that conducting the teaching in a healthy environment is important for the well being students, officials, etc. • implement an effective environmental management system, • adopt best available practices and •

recognize the opportunity to work with partners to achieve goals and objectives • commit to continuous improvement of environmental performance.

- **Implementation:** This stage involves the development and application of appropriate internal controls, document management, development of operating procedures and training required to ensure the environmental commitments are applied throughout the organization.
- **Check:** This stage involves routine monitoring during the development and execution. This is achieved through routine checks of actions to ensure that the environmental aspects identified during the planning phase are adequately protected during the day to day activities. This stage also requires an effective reporting mechanism to ensure that any malfunction or environmental degradation is reported and corrective action is taken. Monitoring at the day-to-day operations level and reporting findings up through the organization to the point where appropriate changes can be made is an appropriate approach to ensure compliance and improvement.
- **Review:** The cornerstone of an effective sustainability and EMS is striving for and achieving continual improvement from year to year. In ongoing operations, this is achieved through routine internal and external audits. This approach would be appropriate for events that recur annually.

The above aspects are considered in the context of operation and potential remedies developed during the planning stages. This includes a consideration of the flow of goods, services and people to and from the different places. For example: • Types of goods purchased and the type of waste product that it will create and consider alternatives that can reduce the waste stream • Consider how people will get to and from the different places – consider opportunities to maximise the use of public transport, the use of non-polluting forms of transportation, etc.

A senior member of the TSR are delegated the responsibility of overseeing the implementation of the EMS. Clear lines of responsibility are established and communicated to all staff. Simple checking and reporting method is used to ensure that environmental aspects are addressed for various work activities and to track any problems that might need further investigation.

An important factor in implementing an EMS is through effective environmental training and awareness programmes. These programmes will ensure that all members of the organization are fully aware of the sustainability goals and the environmental commitments of the TSR. All members of the organization should receive environmental training appropriate to their role in TSR. Specific roles and responsibilities within the EMS should be reviewed with each management team member. The EMS should give the environmental training and orientation requirements for new students and staff. The presentation of positive environmental stories in the TSR campus can enhance the public perception of the EMS in general.

After the completion of each academic year, there should be review of the EMS in relation to the objectives and targets that were set. The review should be in the form of a report that includes: • The original objectives and targets • A measure of how well they were achieved • A review of what worked and what didn't work • Suggestions for future. A copy of the report should be submitted to the Principal and it will be used to contribute to TSR's ongoing effort.

Continual improvement of an environmental and sustainability performance is the ultimate objective of the EMS.

TSR Policy and Guidelines - Environmental Aspects and Issues -

These include:

- Water quality and Water use

Drinking Water – Water quality of the potable water supply is, in accordance with the applicable national standard, fit for human consumption.

Water use –

- a) Water supplied by Government is used for drinking purpose.
- b) Rainwater harvesting is used effectively and water is used for gardening. Reed Bed System is used to collect Waste water and used for watering plants.
- c) Adopt good practices for efficient use of water in all facilities (e.g. showers & toilets, boat washing, catering etc.)

- Soil Quality –

- (a) Prevent compaction and erosion of soil in the construction and operation of temporary facilities.
- (b) Completely avoid the leaching of toxic materials and products into the soil.

- Air quality

- (a) Select non-toxic materials and processes in order to eliminate the risk of toxic emissions or off-gassing from items such as paints, carpets and cleaning materials.
- (b) Provide smoke-free indoor and outdoor environments.
- (c) Adopt a no idling policy for vehicles whenever possible.
- (d) (e) The indoor and outdoor air quality should at least meet the guidelines for the time being in force.

- Energy Management

- a) Solar panels are used to generate energy.
- b) Water heater are installed on hostels.

- Waste management –

Solid Waste – Provision is made for the on-site collection of solid waste in appropriate containers for the safe and hygienic collection, recycling or disposal off site of all such waste.

Materials and Wastes

- (a) Reduce reuse and recycle materials as much as possible.
- (b) Implement a waste management plan for the administration and operations that outlines the types of waste and materials generated and how they will be collected, reused, recycled or

disposed of. Efforts should be made to apply the same waste management system across all areas of TSR when other stakeholders are also involved.

(c) Avoid waste to be thrown in the water body. No waste should be left in the water body.

(d) Preference should be given to purchasing items that have less packaging, or reusable and/or recyclable packaging.

(e) Avoid or reduce the amount of non biodegradable and toxic materials purchased. Appropriate waste management measures have to be applied in order to avoid release of toxic waste to the water body or soil.

• Additional areas related to sustainable benefits: – Social and Cultural Sustainability

(a) Provide access to all facilities for people specially with disabilities.

(b) Ensure high standards of occupational health and safety in the food and beverage preparations, sanitation and waste storage.

(c) Encourage the participation of students, staff, etc. in the organization and running of the program.

(d) Involve and communicate with the students, staff, etc. about the environmentally sustainable actions being undertaken.

Protecting Nature

(a) Develop plans to minimise, mitigate or remediate the impact the students, etc. may have on flora and fauna species including those caused by temporary facilities, infrastructure and activities.

(b) Identify sensitive habitat and undertake protection and/or restoration projects for native flora and fauna in areas affected by events and temporary facilities, while ensuring that access to sensitive habitats is prevented.

(c) Minimise noise and light pollution.

(d) Avoid scheduling events, etc. during periods significant to birds, animals, etc. such as nesting and spawning seasons.

(e) Avoid the use of chemical substances such as defoliant, etc. in order to get rid of weeds or other aquatic flora species in the water body.

(f) Seek opportunity to enhance the campus environment whenever possible.

However, Department must be practical in what can be accomplished and the environmental programs that are developed should be consistent with the scope of the EMS, the environment it is set in and the financial resources available. The development and implementation of an EMS

has benefits beyond environmental protection and meeting specified environmental objectives. Often, in the process of carrying out an EMS, more efficient ways of doing things are found and usually improved efficiency translates into reduced costs.

Term Definition -

Environment Management - Development that meets the needs of the people today without compromising the ability of future generations to meet their own needs.

Waste management - Administration of the reduction, collection, separation, storage, transportation, transfer, processing, treatment and disposal of wastes and recyclable material.

Drinking Water – Water quality of the potable water supply is, in accordance with the applicable national standard, fit for human consumption.

Waste water - Water that carries wastes from homes, businesses, and industries. It is usually a mixture of water and dissolved or suspended solids.

Water quality A term used to describe the chemical, physical, and biological characteristics of water with respect to its suitability for a particular use.

Solid Waste – Provision is made for the on-site collection of solid waste in appropriate containers for the safe and hygienic collection, recycling or disposal off site of all such waste.

Part VIII: Safety Rules & Policies

Safety Rules & Policies

Workplace safety rules and general safety guidelines are necessary parts of a comprehensive safety program of TSR. In addition to general safety rules, job specific safety rules are needed to ensure task safety training addresses all hazards for each job.

Hazard Reporting

Identification and reporting of potentially unsafe or unhealthful working conditions is the responsibility of all employees. Employees and students are encouraged to report unsafe or unhealthful working conditions to their teachers, immediate officers, etc. to promptly investigate the situation and take appropriate corrective actions.

Signs and Tags

Signs and tags are not intended as substitutes for preferred abatement methods such as engineering controls, substitution, isolation, or safe work practices. Rather, they are additional safety guidance and increase the employee's awareness of potentially hazardous situations. Tags are temporary means of warning all concerned of hazardous conditions, defective equipment, etc. Tags are not to be considered as a complete warning method, but should only be

used until a positive means can be employed to eliminate the hazard; for example, a "Do Not Start" tag is affixed to a machine and is used only until the machine can be locked out, de-energized, or inactivated.

Planned Work

Work shall be planned and supervised to prevent injuries in the handling of materials and in working together with equipment. Students and employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation unless it has been determined that it is safe to enter. Confined spaces can be quite hazardous from toxic fumes, gas, and other hazards can gather in the spaces creating a dangerous hazard. Machine guards and other protective devices must be in their proper place before machinery and equipment is used and employees, students, etc. must report any deficiencies or hazards to the teacher, officers, etc. when they are detected. If the equipment is unsafe to operate, do not operate the equipment until it has been replaced or repaired.

Hazard Safety Control

Substitution. The risk of injury or illness may be reduced by replacement of an existing process, material, or equipment with a similar item having more limited hazard potential. Some examples include: brush painting instead of spray painting to reduce inhalation hazards, welding instead of riveting to reduce noise levels, use of safety cans instead of bottles to store flammable liquids, etc. Care must be exercised in any substitution to ensure that the substitute materials are technically acceptable and to avoid introducing new or unforeseen hazards.

Isolation. Hazards are controlled by isolation whenever an appropriate barrier or limiter is placed between the hazard and an individual who may be affected by the hazard. This isolation can be in the form of physical barriers, time separation, or distance. Examples include machine guards, electrical insulation, glove boxes, acoustical containment, and remote controlled equipment.

Ventilation. The control of a potentially hazardous airborne substance by ventilation can be accomplished by one or two methods: diluting the concentration of the substance by mixing with uncontaminated air or capturing and removing the substance at its source or point of generation. Local exhaust ventilation is generally the preferred and more economical method of hazard control. However, dilution ventilation can be very effective for the removal of large volumes of heated air or for the removal of low concentrations of non-toxic or low toxicity contaminants from minor and decentralized sources.

Administrative Control.

This method of hazard mitigation depends on effective operating practices that reduce the exposure of individuals to chemical or physical hazards. These practices may take the form of limited access to high hazard areas, preventive maintenance programs to reduce the potential for leakage of hazardous substances, or adjusted work schedules which involve a regimen of work in high hazard and low hazard areas. Adjusted work schedules are appropriate only when the hazard is recognized as having a limit below which nearly all workers may be repeatedly exposed without adverse effect.

Personal Protective Equipment. This method of hazard control is least preferred because personal protective devices may reduce a worker's productivity, while affording less effective protection against the recognized hazard than other methods of control. Nevertheless, there are instances where adequate levels of risk reduction cannot be achieved through other methods, and personal protective devices must be used, either alone or in conjunction with other protective measures.