



# **SONOPANT DANDEKAR ARTS, V.S. APTE COMMERCE AND M.H. MEHTA SCIENCE COLLEGE, PALGHAR**



## **Student Support Services**

**Prepared by  
Internal Quality Assurance Cell**

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Available at Website, Library & Administrative Office

# STUDENT SUPPORT SERVICES

## I) PREFACE

The Student Support Service Manual encompasses within itself a range of administrative services provided to the learner post-admission such as travel concessions, insurance claims, scholarships etc.

This Student Manual serves as a guide to navigating the resources and support services available to you during your time at our institution. It serves as a crucial roadmap for both students and staff. It is expected to empower students by providing clear expectations, procedures, resources, and support, reducing confusion and anxiety. A well-crafted manual fosters a focused learning environment enhances communication consistency and provides valuable documentation for future improvements.

The manual acts as a ready reference for students to access the services with ease. Also, it helps prospective learners to refer to services offered by the institute as the documents are available on the website.

For feedback and queries, you are requested to co-ordinate with the IQAC team.



**SONOPANT DANDEKAR SHIKSHAN MANDALI'S  
SONOPANT DANDEKAR ARTS, V. S. APTE COMMERCE,  
M. H. MEHTA SCIENCE COLLEGE, PALGHAR**

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**SONOPANT DANDEKAR SHIKSHAN MANDALI'S  
SONOPANT DANDEKAR ARTS, V. S. APTE COMMERCE,  
M. H. MEHTA SCIENCE COLLEGE, PALGHAR**



**Travel Concessions  
(Railway & Bus)**

## II) ISSUANCE OF TRAVEL CONCESSIONS

### A. RAILWAY CONCESSION

The college in order to facilitate travel concessions to students for commuting to and from Place of residence to Place of College acts as liaison between the travel authorities (Indian Railways and MSRTC only) and the student. It facilitates travel concessions only to bonafide students travelling through train and/ or bus only.

In case of those travelling by local railways, the college acts as an issuing body while in case of bus travel it acts as a verifying body.

THE PROCEDURE IS DESCRIBED BELOW:

**STUDENT → COLLEGE (ISSUES CONCESSION) → STUDENT → RAILWAY AUTHORITIES**

PROCEDURE FOR RAILWAY CONCESSION:

**Who can apply for Railway Concession?**

**Daily Commuting Concession:**

1. Students travelling by Train can avail this facility.
2. The concession will be provided only from Residence to College
3. The age limit is upto 25 years of age.
4. Class available – First and Second.
5. Period – Monthly and Quarterly
6. Note during vacation period no concession shall be issued.

Long journey Concession: - Available for going to native places only either by Train or by Air during Vacation period (Summer, Diwali and winter vacation).

*All Girls are permitted to travel with free passes on a monthly basis and for second class only.*

**Where to apply for Railway Concession?**

**College office:**

**Students under Faculty of Arts and Science : Counter No. 2**

**Students under Faculty of Commerce : Counter No. 8**

**Counter Timings:** Degree College: 10.30 a.m. to 12.45 p.m. & 1.45 p.m. to 3.30 p.m.

### How to apply for Railway Concession:

- 1) The Student needs to get oneself issued with Railway Concession Card from the respective counter on payment of Fee of Rs. 10/ per card.
- 2) The fee to be paid in cash over the counter.
- 3) Documents Required for issuance of card are as follows –
  - Address proof (Aadhar Card, Ration Card, Light Bill, Driving License, Rental or Property Agreement),
  - Date of Birth Proof (Leaving Certificate or birth Certificate) Or College ID Card.
- 4) Once a card is issued, the student needs to present it before the respective counter for seeking concession.
- 5) Note the card is valid only for one academic year.
- 6) In case the card is lost/ damaged, a duplicate card needs to be issued for the academic year in the prescribed format. (Specimen)
- 7) In case of change in residential address during the academic year, the student needs to surrender the old card and get himself/herself issued a new card following the same procedure. (Specimen)
- 8) Further note that the railway concession shall be issued only to the Regular students in person and not its representative under any condition.

### Waiting Period:

1. The Railway Concession form will be issued the next day post submission of application as per the guidelines stated above.
2. The duplicate railway concession card shall be issued within two working days from receipt of the application and payment of fee.
3. In case of any grievances the student may approach the college authorities or drop the letter in the complaint box in the prescribed format. (Specimen for reference only)



**SPECIMEN FOR APPLICATION OF ISSUANCE OF DUPLICATE  
RAILWAY CONCESSION CARD**

Date:

To,  
The Principal,  
S. D. ARTS, V.S. APTE COMMERCE &  
M.H. MEHTA SCIENCE COLLEGE,  
PALGHAR, Palghar – 401 404.

**SUBJECT - ISSUANCE OF DUPLICATE RAILWAY CONCESSION CARD**

Respected Sir/ Madam

I, Kum/Kumari. \_\_\_\_\_ (Name as per Aadhar Card)  
studying in \_\_\_\_\_ (First Year/ Second Year/ Third Year) at \_\_\_\_\_(UG/PG)  
level under Faculty of \_\_\_\_\_(Arts/ Commerce / Science) under Course  
\_\_\_\_\_in the Academic year 20\_\_ - 20\_\_ request you to issue me an  
duplicate railway concession card.

My PRN number is \_\_\_\_\_.

The card has been \_\_\_\_\_ (misplaced/ damaged) on account of \_\_\_\_\_ (provide  
reason in not more than 50 words).

I therefore request you to do the needful.

Thank you,

\_\_\_\_\_

(Signature of the Student as per the Aadhar Card/ Pan Card)

**SPECIMEN FOR APPLICATION OF ISSUANCE OF NEW RAILWAY  
CONCESSION CARD DUE TO CHANGE IN RESIDENTIAL ADDRESS  
DURING THE ACADEMIC YEAR.**

Date:

To,  
The Principal,  
S.D. ARTS, V.S. APTE COMMERCE &  
M.H. MEHTA SCIENCE COLLEGE, PALGHAR  
Palghar – 401 404.

**SUBJECT - ISSUANCE OF NEW RAILWAY CONCESSION CARD**

Respected Sir/ Madam

I, Kum/Kumari. \_\_\_\_\_(Name as per Aadhar Card) studying in  
\_\_\_\_\_ (First Year/ Second Year/ Third Year) at \_\_\_\_\_(UG/PG) level under  
Faculty of \_\_\_\_\_(Arts/ Commerce / Science) under Course  
\_\_\_\_\_in the Academic year 20\_\_\_\_ - 20\_\_\_\_ request you to issue me  
a new railway concession card. My PRN number is\_\_\_\_\_.

During the year I have been relocated from \_\_\_\_\_(Name of Old Railway  
station) to \_\_\_\_\_ (Name of New Railway Station). I hereby submit the address  
proof as required for your reference. I therefore request you to do the needful.

Thank you,

\_\_\_\_\_

(Signature of the Student as per the Aadhar Card/ Pan Card)



## B. BUS CONCESSION

**STUDENT → BUS DEPOT/AUTHORITIES / FILLS THE FORM → SUBMITS FORM FOR VERIFICATION TO THE COLLEGE-**

Students who wish to avail bus concession from MSRTC need to visit in person with the required documents as listed by the authorities at the designated depot and get the formalities such as form filling and payment of nominal charges at the depot. The college has no role in the application process. Once the application process is adhered to, the students need to submit the same to the college for verification and attestation. The procedure for the same is described below -

### **Who can apply for Attestation on Bus Concession Form?**

1. Only the bonafide Regular Students of the Institute.

### **Where to apply for Attestation on Bus Concession Form?**

**College office :**

**Students under Faculty of Arts and Science - Counter No. 2**

**Students under Faculty of Commerce - Counter No. 8**

**Counter Timings:** Degree College: 10.30 a.m. to 12.45 p.m. & 1.45 p.m. to 3.30 p.m.

### **How to apply for Attestation on Bus Concession Form:**

1. An Application for the verification and attestation in the prescribed format needs to be submitted on the respective counters. (Specimen )
2. A copy of the college I- Card needs to be submitted along with the application.
3. The application should be done in person only and not representative.

### **Waiting Period**

1. The form shall be duly verified and attested within 2 working days from the date of receipt of the application in the prescribed format.
2. In case of any grievances the student may approach the college authorities or drop the letter in the complaint box in the prescribed format. (Specimen for reference only)



**SPECIMEN FOR APPLICATION FOR VERIFICATION AND  
ATTESTATION OF BUS CONCESSION FORM**

**To,  
The Principal,  
S.D. ARTS, V.S. APTE COMMERCE & M.H. MEHTA SCIENCE COLLEGE, PALGHAR  
Palghar – 401 404.**

Date:

**SUBJECT -VERIFICATION AND ATTESTATION OF BUS CONCESSION FORM**

Respected Sir/ Madam

I, Kum/Kumari. \_\_\_\_\_(Name as per Aadhar Card) studying in  
\_\_\_\_\_ (First Year/ Second Year/ Third Year) at \_\_\_\_\_(UG/PG) level under  
Faculty of \_\_\_\_\_(Arts/ Commerce / Science) under Course \_\_\_\_\_in the  
Academic year 20\_\_\_\_ - 20\_\_\_\_ request you to kindly attest my bus concession form  
issued by \_\_\_\_\_.

My PRN number is \_\_\_\_\_.

I request you to do the needful.

Thank you,

\_\_\_\_\_

(Signature of the Student as per the Aadhar Card/ Pan Card)



**SONOPANT DANDEKAR SHIKSHAN MANDALI'S  
SONOPANT DANDEKAR ARTS, V. S. APTE COMMERCE,  
M. H. MEHTA SCIENCE COLLEGE, PALGHAR**



**Issuance & Attestation of  
Various Official Documents**

### III) ISSUANCE/ ATTESTATION OF VARIOUS OFFICIAL DOCUMENTS

Under this category, students will be issued following documents on request in the prescribed format. A Glimpse of document specifications and common procedure to be followed is described as below -

| Sr. no | NATURE OF DOCUMENT                         | DOCUMENTS REQUIRED<br>(Other than Application in Prescribed Format)  | Fees to be paid (Rs)                                   |
|--------|--|--|--|
| 1      | <b>Bonafide Certificate</b>                | <ul style="list-style-type: none"> <li>Attested Photocopies of Mark-sheet/s. (Last attended semester)</li> </ul>   | Rs.20  |
| 2      | <b>No Objection Certificate</b>            | <ul style="list-style-type: none"> <li>Attested Photocopies of Mark-sheet/s. (Last attended semester)</li> </ul>   | Rs.20  |
| 3      | <b>Transfer Certificate</b>                | <ul style="list-style-type: none"> <li>Submit duly filled-in Transfer form from the college where the student has secured admission.</li> <li>Duly attested photocopies of FY/SY/TY Degree College mark-sheet</li> </ul>   | Rs.100   |
| 4      | <b>Migration Certificate</b>               | <ul style="list-style-type: none"> <li>Duly attested photocopies of FY/SY/TY (All Semesters) Degree College mark-sheets</li> <li>Photocopy of Identity Card of the last class attended.</li> <li>Attested photocopy of HSC Mark-sheet</li> <li>Duly filled in Migration Form (Available in Migration Section, University of Mumbai, Kalina, Santacruz (E), Mumbai – 400 098) Also available on the University of Mumbai website – www. mu.ac.in</li> </ul> | As Per University norms                                |
| 5      | <b>Transcripts</b>                         | <ul style="list-style-type: none"> <li>Attested Photocopies</li> <li>of all the Mark-sheet/s.</li> <li>Identity Proof</li> </ul>   | Rs.1000<br>(5 copies)<br>Additional<br>Rs. 50 per copy |
| 6.     | <b>Duplicate Marksheet</b>                 | <ul style="list-style-type: none"> <li>Approval Copy from the Examination Department</li> </ul>  |  |
| 7      | <b>Attestation of Education Documents</b>  | <ul style="list-style-type: none"> <li>Original and Photocopy of the documents (maximum 3 copies)</li> </ul>   | Rs.500   |
| 8.     | <b>Caste Validity</b>                      | <ul style="list-style-type: none"> <li>Student's Caste Certificate (Attested Photocopy)</li> <li>Student's Father Caste Certificate/School Leaving Certificate Photocopies OR</li> <li>Uncle and Aunt's Documents.</li> <li>Student's Grand-Father Caste Certificate or School Leaving Certificate.</li> <li>Native Place Address proof 7/12 Utara.</li> </ul>   |  |
| 8      | <b>Transcript Attestation</b>              | <ul style="list-style-type: none"> <li>Application Letter</li> <li>Marksheets</li> </ul>   | Rs.5<br>per copy                                       |
| 9      | <b>Syllabus Attestation</b>                | <ul style="list-style-type: none"> <li>Application Letter</li> <li>Syllabus copy</li> </ul>  | Rs.10<br>per copy                                      |
| 10     | <b>Any other document not stated above</b> | <ul style="list-style-type: none"> <li>Application Letter</li> <li>Relevant Supporting Documents.</li> </ul>   |  |

Note: Kindly visit the document as per your programme as listed below:

| Faculty               |    |   | Counter No. |
|-----------------------|----|---|-------------|
| <b>UNDER GRADUATE</b> |    |   |             |
| <b>Arts:</b>          | 1  | Bachelor of Arts (B.A)                                  | <b>05</b>   |
| <b>Commerce:</b>      | 2  | Bachelor of Commerce (B.Com)                            | <b>04</b>   |
|                       | 3  | Bachelor of Management Studies (BMS)                    | <b>01</b>   |
|                       | 4  | Bachelor of Accounting and Finance (BAF)                | <b>01</b>   |
|                       | 5  | Bachelor of Banking and Insurance (BBI)                 | <b>03</b>   |
|                       | 6  | Bachelor of Financial Market (BFM)                      | <b>01</b>   |
| <b>Science:</b>       | 7  | Bachelor of Science (B.Sc)                              | <b>06</b>   |
|                       | 8  | Bachelor of Science – Biotechnology (B.Sc-Biotech.)     | <b>07</b>   |
|                       | 9  | Bachelor of Science– Information Technology (B.Sc-I.T.) | <b>09</b>   |
|                       | 10 | Bachelor of Science – Computer Science (B.Sc-C.S.)      | <b>03</b>   |
| <b>POST GRADUATE</b>  |    |   |             |
| <b>Arts</b>           | 11 | Master of Arts (Marathi)                                | <b>11</b>   |
|                       | 12 | Master of Arts (Politics)                               | <b>11</b>   |
|                       | 13 | Master of Arts (History)                                | <b>05</b>   |
|                       | 14 | Master of Arts (Psychology)                             | <b>05</b>   |
|                       | 15 | Master of Arts (Economics)                              | <b>07</b>   |
|                       | 16 | Master of Arts (Geography)                              | <b>11</b>   |
| <b>Commerce</b>       | 17 | Master of Commerce (Advanced Accountancy)               | <b>03</b>   |
|                       | 18 | Master of Commerce (Business Management)                | <b>03</b>   |
| <b>Science</b>        | 19 | Master of Science (Organic Chemistry)                   | <b>08</b>   |
|                       | 20 | Master of Science (Analytical Chemistry)                | <b>08</b>   |
|                       | 21 | Master of Science (Botany)                              | <b>08</b>   |
|                       | 22 | Master of Science (Zoology)                             | <b>08</b>   |
|                       | 23 | Master of Science (Biotechnology)                       | <b>07</b>   |
|                       | 24 | Master of Science (Information Technology)              | <b>07</b>   |
|                       | 25 | Master of Science (Mathematics)                         | <b>07</b>   |
|                       | 26 | Master of Science (Physics)                             | <b>08</b>   |

**COUNTER TIMINGS:**

**Degree College: - 10.30 a.m. to 12.45 p.m. & 1.45 p.m. to 3.30 p.m.**

**Cash Counter**

**02\***

(\*subject to change refer website or notice board for latest updates.)

**Examination Counter**

**10\***

## PROCEDURES:

### ISSUE OF BONAFIDE CERTIFICATE AND NO OBJECTION CERTIFICATE

- Application in the prescribed format
- Attested Photocopies of Mark-sheet/s last attended and College I- Card and/ or Fee Receipt
- Verification by the clerk
- Obtain signature from the Vice-principal/Principal
- Pay Fee of Rs. 20/-

### TRANSFER CERTIFICATE:

#### (Aided Counter no. 3, Self-finance Courses Counter no.10)

(For obtaining Transfer from Sonopant Dandekar College to another college)

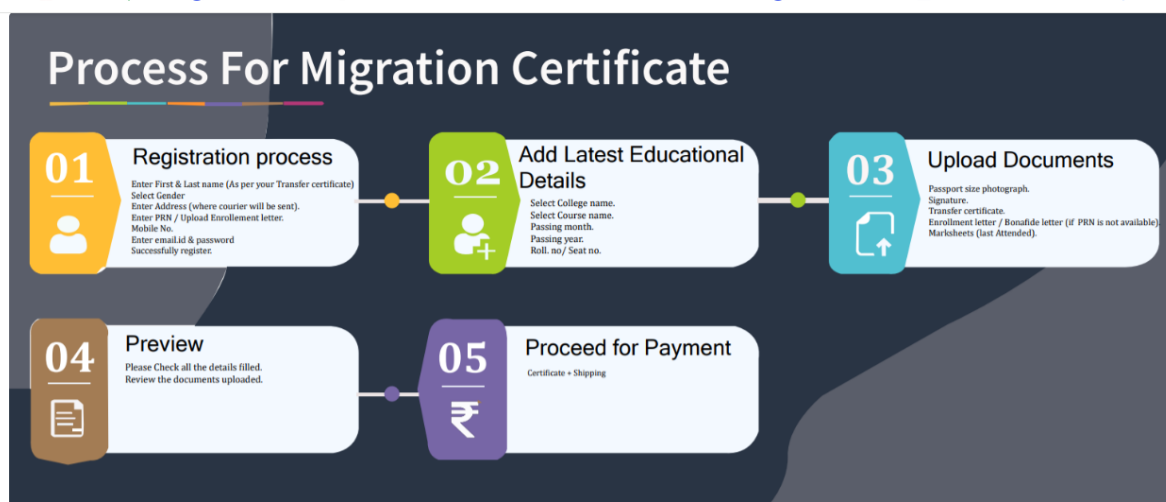
- Submit duly filled-in Transfer form from the college where the student has secured admission.
- Duly attested Photo copies of FY/SY/TY Degree College mark-sheet with date of birth and Div. Roll no. written on the TY mark-sheet.
- Transfer Certificate Fee - Pay Rs.100/- on the cash counter.
- Transfer Certificate will be sent directly to the new college within 10 days

### MIGRATION CERTIFICATE:

Migration process is now online, you are requested to visit below website. In case of any queries you can contact the counter allotted as per the programme.

<https://mu.migrationcertificate.in/index.html>

### Process for Migration Certificate:



## TRANSCRIPTS – DEGREE COLLEGE:

(F.Y.B.A./B.Sc./B.Com./ S.Y.B.A./B.Sc./B.Com./T.Y.B.A./B.Sc./B.Com.& M.Sc.-I/II)

- Application Form Duly filled should be submitted along with attested Photo copies/original mark-sheets of each year of the course (All Semester for new syllabus).on counter no. 3
- Particulars like Class, Div. Roll No., academic year and subjects of each year, address, telephone/mobile numbers, should be written without fail
- Fee to be paid on counter no.2 : FIRST 5 COPIES Rs. 1000/- (Minimum copies)
- Additional copy Rs.50/- per copy

## EDUCATION VERIFICATION: (Aided, Self-finance)

- Documents required: Photo copy of the Mark-sheet of the student
- Fee Amount: Rs. 500/- PER STUDENT/ PER MARK-SHEET by Cash **OR** Demand Draft drawn in favour of, 'PRINCIPAL, SDARTS VSA COM MHMSCCOLLEGE, PALGHAR'.

## CASTE VERIFICATION/VALIDITY

### **Caste Verification/Validity of Students (Science):**

The students who have secured admission in Medical College and Engineering College/Architecture College / Pharmacy College and need caste verification /validation certificate will be required to fill the form online on **barti.maharashtra.gov.in.** / **etribvalidity.mahaonline.gov.in** and submit the print out of the application form along with the following documents to the college office as per the admission schedule.

The college then verifies all the above documents and forwards to the concerned office for verification/validation.



**SPECIMEN FOR APPLICATION OF \_\_\_\_\_**  
**( AY - \_\_\_\_\_ )**  
**(Documents listed in the table no. \_\_\_\_\_)**

To,  
The Principal,  
S.D. ARTS, V.S. APTE COMMERCE & M.H. MEHTA SCIENCE COLLEGE, PALGHAR  
Palghar – 401 404.

Date:

**SUBJECT - ISSUANCE OF \_\_\_\_\_ (Document Required)**

Respected Sir/ Madam  
I, Kum/Kumari \_\_\_\_\_ (Name as per Aadhar Card) wish to  
apply for issuance of \_\_\_\_\_ (name of the document). I hereby attach the  
required documents for your reference. My details are as below -

FULL NAME :

DOB : (MM/DD/YYYY)

PRN NO :

SEMESTER AND SEAT NUMBER OF THE LAST EXAM ATTENDED:

Currently studying in: \_\_\_\_\_ (First Year/ Second Year / Third Year/ ) at \_\_\_\_\_ (UG/PG)  
level. (If not Applicable strike it off)

Last Attended Semester: Academic year \_\_\_\_\_ (If not Applicable strike it off)

Contact no : \_\_\_\_\_

Alternate contact no. : \_\_\_\_\_

Residential Address : \_\_\_\_\_

List of Documents attached along with application:

I further affirm that the information stated above is true and correct. I also declare that I  
shall duly comply with the procedure stated/ communicated by the college authorities.

Thank you,

\_\_\_\_\_  
**(Signature of the Student as per the Aadhar Card/ Pan Card)**





**SPECIMEN FOR RAISING A GRIEVANCE UNDER ISSUANCE OF TRAVEL CONCESSIONS/ OFFICIAL DOCUMENTS**

To,  
The Principal,  
S.D. ARTS, V.S. APTE COMMERCE & M.H. MEHTA SCIENCE COLLEGE, PALGHAR  
Palghar – 401 404.

Date:

**SUBJECT -RAISING A GRIEVANCE FOR \_\_\_\_\_**

Respected Sir/ Madam

I, Kum/Kumari \_\_\_\_\_ (Name as per Aadhar Card) studying in \_\_\_\_\_ (First Year/ Second Year/ Third Year) at \_\_\_\_\_ (UG/PG) level under Faculty of \_\_\_\_\_ (Arts/ Commerce / Science) under Course \_\_\_\_\_ in the Academic year 20\_\_\_\_- 20\_\_\_\_. My PRN is \_\_\_\_\_.

I wish to draw your attention towards \_\_\_\_\_ (state your grievance/grievances)

Thank you,

\_\_\_\_\_

**(Signature of the Student as per the Aadhar Card/ Pan Card)**



**SONOPANT DANDEKAR SHIKSHAN MANDALI'S  
SONOPANT DANDEKAR ARTS, V. S. APTE COMMERCE,  
M. H. MEHTA SCIENCE COLLEGE, PALGHAR**



**Group Insurance Scheme**

## IV. CLAIMING UNDER GROUP INSURANCE SCHEME

### A. SCHEME - An Overview

The 'Yuva Raksha' was introduced into the Higher Education Institutes affiliated under University of Mumbai by Department of Student Welfare in the academic year 2002-2003. The primary objective was to protect the interests of the student fraternity in case of any mishaps during their tenure of study.

#### The Modalities of the Scheme are stated below -

1. Scheme will be called as "YUVA RAKSHA"STUDENTS' GROUP INSURANCE SCHEME
2. University of Mumbai has authorized "The Oriental Insurance Company Ltd." (Thane and Andheri Divisional Office) as official insurance company
3. The Scheme is **Mandatory** to all Colleges / Institutes / Departments. All Principals / Heads / Directors are requested to take the Fees for Insurance from students at the time of admission only. (Vide Circular No. CONCOL/Fee/292/of 2008 w.e.f. July 7, 2008).
4. Every admitted student must be covered under the scheme.
5. Principals/Directors of Colleges/Institutes will implement the scheme at their level and he/she will sign the MoU (Memorandum of Understanding) with the Oriental Insurance Company Ltd. only. Insurance Policy will be in the name of the Department/College/Institute. Every year the Director/Head/ Principal of the Department/College/Institute must pay their premium to the company directly. (The company addresses and concerned persons are mentioned below for your ease of reference)
6. The Scheme will be implemented year wise (12 months) and is to be renewed every year. The Principals/Heads/Directors should collect the amount of premium at the time of admissions of the students and the same will be sent to the Insurance Company for the relevant academic year.
7. The Registration Form will be issued at the time of admission to cover the students under the Scheme. (Specimen )
8. Designated College will collect the premium amount from students at the time of admission. In case a Department/Institute/College wants to pay premium in advance

the same will be accepted in the beginning of the academic year only, by handing over a letter and a cheque to the insurance company for the same. Also once the admission process is completed the final list along with the students list, be sent to the insurance company for the procedure at their end to cover the students under the Insurance Policy.

9. Details of the Schemes of Policies are as Follows For Affiliated Colleges and Recognized Institutes of the University Premium rates (18% GST extra) are mentioned below:

Premium rates (18% GST extra) are mentioned below:

| Sr. No. | Scheme | Sum Insured per student Annum | Premium Paid by Student as per Fee Receipt | GST (18%)  | Administrative Charges will remain with the College only | Amount to be taken from student | Premium paid to Insurance Company per student per Annum |
|---------|--------|-------------------------------|--|------------|--|---------------------------------|---|
| 1       | A      | Rs.1,00,000/-                 | Rs.20/-                                    | NIL        | NIL  | Rs.20/-                         | Rs.20/-   |
| 2       | B      | Rs.2,00,000/-                 | Rs.40/-                                    | Rs. 7.20/- | Rs.2.80/-  | Rs.50/-                         | Rs.47.20/-  |
| 3       | C      | Rs.3,00,000/-                 | Rs.60/-                                    | Rs.10.80/- | Rs.4.20/-  | Rs.75/-                         | Rs.70.80/-  |
| 4       | D      | Rs.4,00,000/-                 | Rs.80/-                                    | Rs.14.40/- | Rs.5.60/-  | Rs.100/-                        | Rs.94.40/-  |
| 5       | E      | Rs.5,00,000/-                 | Rs.100/-                                   | Rs.18.00/- | Rs.7.00/-  | Rs.125/-                        | Rs.118.00/-   |

**\*Subject to latest amendment that will be displayed on website.**

## B. WHAT DOES THE SCHEME COVER?

The Scheme will cover the following three contingencies in case of Accidents-

- 100% coverage in case of sad demise of the insured.
- 100% coverage for permanent disability (Disability means loss of limbs, loss of eye sight or sense of hearing or paralysis).
- 75% coverage for hospitalization expenses arising out of accidents which includes cost of medicines as well as expenses for doctor fees.
- This Scheme can be covered 24 hours hospitalization due to accident cause only and no natural death and sickness covered.

5. Accidents death includes Rail/Road/Air Accidents, Injury due to any Violent Collision, Fall Injury due to Fire, Explosion, Snakebite, Frostbite Burn Injury, Drowning, Poisoning, Natural Calamity, Riots but it will not include suicide or attempt to suicide.

**NOTE :** These are only illustrative and not an exhaustive list of types of accidents. Insurance cover will be enforcing for one full year from the date of issue of Scheme.

### C. CLAIM PROCEDURE

Procedure to Obtain Claim from the Insurance Company

1. Intimation of Claim through Email/Letter by the College/Institute/ Department to the Insurance Company on behalf of students within 7 days of the mishap
2. Submission of following documents by the Principal/Director/Head to the Insurance Company.
3. Payment to College/Institute/Department by the Insurance Company through Cheque.
4. Issue of Cheque to the Student/Nominee by College/Institute/ Department

### D. CLAIM COVERAGE

1. The policy can be covered on 24 hours
2. No natural death and sickness covered
3. An accident may include events like-
  - Rail/road/air accident
  - Injury due to any collision/fall
  - Injury due to bursting of gas cylinder
  - Snack-bite, frost bite/dog bite
  - Burn injury, drowning, poisoning
  - Natural calamity and riots include under the said policy
  - **Suicide or attempt of suicide will not include under the said policy**
4. Participation in any adventurous sports activities with prior consent of the College/Institute/Department will be covered (Other than the standard exclusion).
5. Accidents while sight-seeing, tour or excursion, swimming can be covered. Accidents while participation in NSS Camps/NCC Camps/Sports Tournaments/Youth Festival/ Avishkar Research Convention through prior permission of Principal/ Director/Head/ University Authorities can be covered.

6. Claims will be considered even if students meet with an accident anywhere in India Or abroad

#### **E. Documents Required from Students/Nominee**

(To be Submitted through College/Institute/Department)

#### **A) In the Event of Accidental Injuries**

1. Attested Photocopy of Identity Card of Student
2. Attested Photocopy of PAN Card of Student
3. Attested Photocopy of Aadhar Card of Student
4. Medical Certificate about the Nature and Extent of Accident Resulting Injuries
5. Medical Examiner's Report Disablement Certificate issued by Civil Surgeon
6. Details of Treatment Rendered by the Attending Doctor/Hospital/Nursing Home Original Discharge Card
7. Hospital Bill and Payment Receipt
8. Medical Bill with Proper Prescription
9. Test Report with Bill X-Ray Report along with Films and Bills Fitness Certificate
10. CT Scan Report along with Films and Bills
11. MRI and Sonography Report along with Films and Bills Police Report / FIR (Wherever Applicable)
12. Medical Legal Certificate from Hospital
13. Valid Driving License of the Students if Accident Occurred while Driving Vehicle.
14. Any other Document/Information if Found Necessary

#### **B) In the Event of Accidental Injuries in Permanent Disablement**

1. Attested Photocopy of Identity Card of Student
2. Attested Photocopy of PAN Card of Student
3. Attested Photocopy of Aadhar Card of Student
4. Medical Certificate about the Nature and Extent of Accident Resulting Injuries
5. Disability Certificate
6. Fitness Certificate
7. Valid Driving License of the Students if Accident Occurred while Driving Vehicle
8. Any other Document /Information if Found Necessary

### **C) In the Event of Accidental Death**

1. Attested Photocopy of Identity Card of Student
2. Attested Photocopy of PAN Card of Student
3. Attested Photocopy of Aadhar Card of Student
4. Attested Photocopy of PAN Card of Nominee
5. Attested Photocopy of Aadhar Card of Nominee
6. Attested Photocopy of Post-Mortem Report from Concerned Police Station
7. Attested Photocopy of F.I.R./Police Report from Concerned Police Station
8. Attested Photocopy of Punchnama from Concerned Police Station
9. Attested Photocopy of Report of Doctor/Hospital/Nursing Home
10. Attested Photocopy of Death Certificate
11. Attested Photocopy of Inquest Panchnama from Concerned Police Station
12. Attested Photocopy of Cause of Death Certificate
13. Attested Photocopy of Valid Driving License of the Students if Accident Occurred while Driving Vehicle
14. Attested Photocopy of Visera Report if Visera Preserved from Concerned Police Station Attested Photocopy of Final Investigation Report from the Concerned Police Station if the Case is Registered under U/S 174
15. Any other Document/Information if Found Necessary



**SONOPANT DANDEKAR SHIKSHAN MANDALI'S  
SONOPANT DANDEKAR ARTS, V. S. APTE COMMERCE,  
M. H. MEHTA SCIENCE COLLEGE, PALGHAR**



**Scholarships and Freeships**



## V) SCHOLARSHIPS AND FREESHIPS

### A) What do you mean by the term SCHOLARSHIPS AND FREESHIPS?

The scholarship is basically a financial aid offered to students for pursuing studies while a Freeship is an exemption of the fee amount. The general overview of the two is elaborated below-

#### Scholarship :

The scholarship consists of a particular amount irrespective of the tuition fee. It can be less or more than the tuition fee. On various occasions, candidates need to apply for a scholarship, and candidates become eligible for it automatically on fulfillment of certain criteria.

#### Freeship :

Freeship is when the total tuition fee is paid by the authority which is sponsoring it for the time period which they have approved. It may waive off certain heads such as tuition fee, examination fee etc while other heads need to be paid. Under freeship the amount is directly remitted to the institution.

### B) Authorities which provide Scholarships and Freeships to the students at the Institute.

| <b>Government of India</b><br>Central Scheme  |   |
|---|---|
| <ul style="list-style-type: none"><li>● Mode of application : Online</li><li>● Website : <a href="http://www.scholarships.gov.in">www.scholarships.gov.in</a></li></ul> |   |
| Name of Authority providing scholarship   | Name of the scholarship   |
| Ministry of Minority Affairs  | Post Matric Scholarships Scheme for Minorities  |
| Department of Empowerment of Persons with disability  | Post-matric Scholarship for Students with Disabilities                                |
| Ministry of Social Justice and Empowerment  | Top Class Education Scheme for SC Students  |
| Ministry of Tribal Affairs  | National Fellowship and Scholarship for Higher Education of ST Students - Scholarship |

| <p>UGC Schemes</p> <ul style="list-style-type: none"> <li>• Mode of application : Online</li> <li>• website : <a href="http://www.scholarships.gov.in">www.scholarships.gov.in</a></li> </ul> |   |
|---|---|
| Name of Authority providing scholarship   | Name of the scholarship                               |
| University Grants Commission MHRD   | PG Indira Gandhi Scholarship for Single Girl Child    |
| University Grants Commission MHRD   | Post Graduate Scholarship for University Rank Holders |

| <p><b>Government of Maharashtra: Aaple Sarkar</b></p> <ul style="list-style-type: none"> <li>• Mode of application : Online</li> <li>• website : <a href="http://www.mahadbtmahait.gov.in">www.mahadbtmahait.gov.in</a></li> </ul> |  |
|--|--|
| Name of Authority providing scholarship  | Name of the scholarship  |
| <b>Social Justice and Special Assistance Department</b>  | <ul style="list-style-type: none"> <li>• Government of India Post-Matric Scholarship</li> <li>• Post-Matric Tuition Fee and Examination Fee (Freeship)</li> <li>• Rajarshri Chhatrapati Shahu Maharaj Merit Scholarship</li> <li>• Post-Matric Scholarship for persons with disability</li> </ul>  |
| <b>Tribal Development Department</b>   | <ul style="list-style-type: none"> <li>• Post Matric Scholarship Scheme (Government of India)</li> <li>• Tuition Fee &amp; Exam Fee for Tribal Students ( Freeship)</li> </ul>   |
| <b>Directorate of Higher Education</b>   | <ul style="list-style-type: none"> <li>• Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Scheme</li> <li>• Assistance to Meritorious Students scholarship</li> <li>• Education Concession to the Children of Ex-Servicemen</li> <li>• Eklavya Scholarship</li> <li>• State Government Open Merit Scholarship</li> </ul>   |
| <b>VJNT, OBC and SBC Welfare Department</b>  | <ul style="list-style-type: none"> <li>• Post Matric Scholarship to VJNT Students</li> <li>• Tuition Fees and Examination Fees to VJNT Students</li> <li>• Post Matric Scholarship to OBC Students</li> <li>• Post Matric Scholarship to SBC Students</li> <li>• Tuition Fees and Examination Fees to OBC Students</li> <li>• Tuition Fees and Examination Fees to SBC Students</li> </ul> |

|  |   |
|--|---|
| <b>Minority Development Department</b> | <ul style="list-style-type: none"> <li>● State Minority Scholarship Part II (DHE)</li> <li>● Scholarship Scheme for State Minority Communities Pursuing Higher Professional Education/All Post H.S.C Courses.(Part-I)(Technical Course(DTE))</li> <li>● Minority Scholarship</li> </ul> |
|--|---|

|  |
|--|
| <p><b>Government of Maharashtra: Aaple Sarkar</b></p> <ul style="list-style-type: none"> <li>● Mode of application : Online</li> <li>● website : <a href="http://www.mahadbtmahait.gov.in">www.mahadbtmahait.gov.in</a></li> </ul> |
|--|

| Name of Authority providing scholarship          | Name of the scholarship  |
|--|--|
| Social Justice and Special Assistance Department | <ul style="list-style-type: none"> <li>● Government of India Post-Matric Scholarship</li> <li>● Post-Matric Tuition Fee and Examination Fee (Freeship)</li> <li>● Rajarshri Chhatrapati Shahu Maharaj Merit Scholarship</li> <li>● Post-Matric Scholarship for persons with disability</li> </ul>  |
| Tribal Development Department                    | <ul style="list-style-type: none"> <li>● Post Matric Scholarship Scheme (Government of India)</li> <li>● Tuition Fee &amp; Exam Fee for Tribal Students ( Freeship)</li> </ul>   |
| Directorate of Higher Education                  | <ul style="list-style-type: none"> <li>● Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Scheme</li> <li>● Assistance to Meritorious Students scholarship</li> <li>● Education Concession to the Children of Ex-Servicemen</li> <li>● Eklavya Scholarship</li> <li>● State Government Open Merit Scholarship</li> </ul>   |
| VJNT,OBC and SBC Welfare Department              | <ul style="list-style-type: none"> <li>● Post Matric Scholarship to VJNT Students</li> <li>● Tuition Fees and Examination Fees to VJNT Students</li> <li>● Post Matric Scholarship to OBC Students</li> <li>● Post Matric Scholarship to SBC Students</li> <li>● Tuition Fees and Examination Fees to OBC Students</li> <li>● Tuition Fees and Examination Fees to SBC Students</li> </ul> |
| Minority Development Department                  | <ul style="list-style-type: none"> <li>● State Minority Scholarship Part II (DHE)</li> <li>● Scholarship Scheme for State Minority Communities Pursuing Higher Professional Education/All Post H.S.C Courses.(Part-I)(Technical Course(DTE))</li> <li>● Minority Scholarship</li> </ul>  |

University of Mumbai

Mode of application: To be applied offline in the college to the scholarship committee or nodal officer (i.e Principal of the College)

Name of Authority providing scholarship

Name of the scholarship

Department of Student Development

- Financial Assistance to Needy and Financially Backward Class Students
- Financial Assistance to ST Students
- Financial Assistance to SC/ST/DT/NT Students

### College Level

Mode of application : To be applied Offline by student to the scholarship committee or nodal officer (i.e Principal of the College)

(\*Note: The schemes are updated on college website and notice board for relevant academic year)

### Scholarship Committee:

Dr. Kiran J. Save, Principal (Chairperson)

Mr. Santosh Gaikwad (Administrative Representative)

Mrs. Supriya Urade (Office Superintendent)

Dr. Sapna Jadhav (Academic Representative)

Mr. Prashant Kadam (Academic Representative)

### Note :

- This is not an exhaustive list of scholarships.
- Please read the notice board for further updates.
- Students are eligible for any one of the scholarships only

## VI) LOST & FOUND RULES

### A. Policies:

1. All students, faculty, staff members, visitors, and contractors are responsible for the care and protection of their personal property while on the premises.
2. The Institution accepts no responsibility for the loss of personal property left unattended on the premises, including theft and vandalism for such property.
3. The Institution provides the Lost and Found Service for students, faculty, staff members, visitors and contractors to ensure that personal property reported lost or found on premises are accounted for.
4. The person who turned in the item will have no claim at any point to the item if the owner is not located.

### B. Procedure:

1. Responsibility for Lost and Found Service: The Administrative Section manages Lost and Found Service, and establishes regulations and procedures relating to the service.
2. Confidentiality: The Section is responsible for maintaining the confidentiality of student data in the service records
3. Lost Property: If you have lost your personal belongings in the premises contact the Administrative Office.
4. Found Property: If you find unattended items in the premises:
  - Hand the item to the Lost and Administrative Office or to the security in the building where you found the item within 24 hours.
  - Provide the following information: - Your name, ID card and contact number.
  - A description of the item(s) found. - Date, time, location found, surrender the found item
5. Found Item : Known Owners
  - The Found item that is known owner (by the claim, or the personal information on the item), will be contacted.
  - The section is responsible for contacting the owner via email or telephone within maximum 3 working days of finding the item, and the owner should present the ID or any valid ID to proceed with the delivery process.
  - However, if someone is attending on behalf of the item owner, he/she should provide the Lost and Found service with the following documents:

1. Identification card for the owner either plus their contact information (name, phone no. and email)
2. Authorization letter from the owner authorizing him/her to receive the item, and he/she must present the ID for identification.
  - The person attending on behalf of the owner should know the item's specifications (item description, lost date, location where it is lost).
  - The person who will receive the item on behalf of the owner should sign on the delivery form.
7. Unclaimed or remained Items: The unclaimed or remained items will be dealt as following:
  - Unclaimed items of significant monetary value will be held for one year.
  - Items commonly considered of insignificant monetary value will be held for 2 months.
  - The Administrative Section has sole discretion with regards to categorizing items to be of significant or insignificant monetary value.
  - After the held period, the items that are unclaimed or not delivered to the owners, will be disposed of under the supervision of the Administrative Section.
  - The section will get rid of these items by official methods that either (donation, or damaging), depending on the item type.

## **VII) CLOSING REMARK**

Listing out the diverse information sought by students all the round with 100% accuracy in the handbooks / written policies/ website is difficult. To overcome this challenge, a student who needs to obtain information not available in the manual can seek information from the academic and administrative supervisor.