



S.S.T. College of Arts & Commerce

(Affiliated to University of Mumbai, Mumbai)
Ulhasnagar - 421 004, Dist. Thane.



4.4.2

THERE ARE ESTABLISHED SYSTEMS AND PROCEDURES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS ETC.

INTRODUCTION OF THE COLLEGE

SST College of Arts & Commerce is a premier educational institution in Mumbai, Maharashtra established with an aim to equip the youth with quality as well as career-oriented education based on high ethical values enabling them to achieve their potential and creative abilities. We empower our students to become responsible and productive members of society.

Maintenance and Utilisation of Physical, Academic, and Support Facilities

For any institution to function efficiently and effectively, it is essential to maintain and upgrade the existing facilities and ensure optimum utilisation of all the available resources. Such a vision needs constant maintenance and recurring work activities which are carried out throughout the year by following numerous SOPs - Standard Operating Procedures. Following is a detailed and descriptive list of all the SOPs carried out by SST College of Arts and Commerce, Ulhasnagar.



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ADMISSION

PROCEDURE

ADMISSION PROCEDURE

- Students seeking admission to the college will be given the college prospectus along with the prescribed form. The form with all necessary information should be duly filled and necessary documents must be attached before submitting the same.
- All admissions are provisional subject to the confirmation of the University.
- In case the original mark sheet of H.S.C. has been submitted for admission to any college, a certificate to that effect, signed by the Principal of that college must be produced.
- All admissions are valid for one academic year ONLY and must be renewed by a fresh application every subsequent year.
- During admission, the concerned student should be personally present in the office.
- Students are required to preserve all receipts. At the time of refund of deposits, the receipt must be produced. Without receipt, the deposit amount will not be refunded. The office will not supply the receipt, etc. No request for refunds shall be entertained without proper receipt.
- Original college leaving certificate of XIIth as the case may be will have to be deposited with the college. Under no circumstances shall such a certificate be returned to the students.
- A student seeking admission to any class must fill out the admission form and complete the formalities. The student will not be admitted to any course unless the form is submitted to the office along with the necessary documents & payment of fees.
- The admission to F.Y. classes will be based on merit and as per the university of Mumbai and government rules. The admission schedule will be displayed on the notice board immediately after S.S.C./H.S.C. results.




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**FACULTY - ACADEMICS
AND PEDAGOGY**

FACULTY - ACADEMICS AND PEDAGOGY

1. Curriculum COURSE FILE CONTENTS

S.N.	Topics
1	Vision, Mission, PO's, & CO's, PSOs
2	Syllabus (University Copy)
3	Course Objectives, Course Outcomes And Topic Outcomes
4	Course Prerequisites
5	CO's, PO's Mapping
6	Course Information Sheet (CIS)
	a). Course Description
	b). Syllabus
	c). Gaps in Syllabus
	d). Topics beyond syllabus
	e). Web Sources-References
	f). Delivery / Instructional Methodologies
	g). Assessment Methodologies-Direct
	h). Assessment Methodologies –Indirect
	i). Text books & Reference books
7	Teaching Lesson Plan
8	Teaching References Plan
9	Lecture Notes -Unit Wise (Soft Copy)
10	PPT (Soft copies)
11	University Previous Question papers
12	CIE Question Papers
13	MID exam Objective Question papers
14	Assignment topics with materials
15	Tutorial topics and Questions
16	Result Analysis-Remedial/Corrective Action
17	Sample Students Descriptive Answer sheets
18	Sample Students Assignment Sheets
19	Record of Tutorial Classes
20	Record of Remedial Classes
21	Record of guest lecturers conducted
22	Attendance Register/Teacher Log Book
23	Time Table
24	Academic Calendar
25	Continuous Evaluation-marks (Test, Assignments etc)
26	Status Request internal Exams and Syllabus coverage
27	Daily Lecture Report




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PEDAGOGICAL METHODS TO COVER SYLLABUS

- Traditional Classroom Lectures: 3 / 4 lectures for theoretical subjects; 6 lectures for practical subjects.
- PowerPoint presentations for better understanding and audio-visual input.
- Interactive sessions such as group discussions, question and answer, one-on-one topic explanation, flipped classroom, debates, etc.
- Tests to check students' current knowledge on the subject.
- Module-wise Doubt and Revision lectures.
- Providing handwritten notes and uploading digital study material through LMS.

ACTIVE LEARNING METHODS

Exploratory learning is a method of teaching and learning that encourages students to look closely at and research new material in order to find connections between their prior knowledge and unexpected subjects and concepts. Explore activities must come after Engage activities. Engaging activities are designed to activate prior knowledge, which sparks interest, motivation, and forges a personal connection between the learner and the subject.

PROJECT-BASED LEARNING

Project-based learning is a student-centred pedagogy that involves a dynamic classroom approach in which it is believed that students acquire a deeper knowledge through active exploration of real-world challenges and problems.

A dynamic approach to teaching in which students explore real world problems and challenges, simultaneously developing 21st Century skills while working in small collaborative groups.

In PBL, students gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem or challenge.

As a result, students develop deep content knowledge as well as critical thinking, collaboration, creativity and communication skills. PBL unleashes a contagious, creative energy among students and teachers. Research confirms that PBL can help students be successful. In today's rapidly changing and complex world, by developing a broader set of knowledge and skills as well as improving academic achievement.

SSTC believes that preparing its students for the future, which is an unpredictable task and project-based learning, helps them fight real-life issues to come up with solutions that help them put their knowledge to real-time use. The College encourages its students to take up such projects and also, helps them financially aiding them and connecting them with non-profits NGOs, corporate etc.




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Students use technology and inquiry to respond to a complex issue, problem or challenge. PBL focuses on student-centred inquiry and group learning with the teacher acting as a facilitator, as opposed to the one- incharge.

Activities match as nearly as possible the real world task of professionals in practice rather than class room-based tasks. Lastly, it allows a range and diversity of outcomes open to multiple solutions, rather than a single correct response obtained by the application of pre-defined rules & procedures.

We as an Institute encourage & motivate our students to pave their way to a promising future by taking up Project Based Learning.

FLIPPED CLASSROOM LEARNING - EDUPEDIA (SSTC DIGITAL LEARNING PLATFORM)

SST Edupedia is our Digital Platform to help learners access free educational content. The main objective is filling the learning gaps that are present in the classroom teaching. During this pandemic delivery of the lectures effectively in the classroom alone is a very difficult task and hence, providing a very flexible solution for learning at their doorstep may solve the problem. Edupedia aims at helping students to learn not only the course curriculum taught by their teachers but also various industry interactions workshops and seminars.

STUDENT EXCHANGE PROGRAMME

Student Exchange Programme is the collaborative learning (CL) technique a collection of teaching and learning practices that encourage student collaboration in small groups (three to five students) to maximise their own and each other's learning. A student exchange program is a special program in which a student from one program imparts their knowledge of their course to a student from another program. Like how a first-year B.Sc (Information Technology) student gives a power point presentation on computer skills to first-year B.Com students, and then B.Com students get a presentation on marketing abilities in IT class. It is needed that the timetable of the student exchange program be prepared by the coordinators of the various programs, and they are obligated to consult with one another while doing so. Students can increase their ability to create a course of action that will allow group members to finish on time and encourage one another's development.

- Students are divided into groups.
- Based on faculty observations, each group comprises three to five members of various degrees of good, average, and below average.
- Each group is assigned a topic to present in another class.
- The students then present it by splitting the topics among themselves.
- The professor of the relevant topics monitors all groups.




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CASE STUDIES

Essentially a case study is a scenario, real or imaginary, which describes an event, situation, experience, etc. which students are required to read, assimilate, analyse, devise and answer questions based on the case study. Case studies used by teachers should be relevant to the course content and relatively easy to understand. Many students are inductive rather than deductive reasoners, which means they learn best from instances rather by logical growth beginning with fundamental ideas. Case studies can thus be an extremely effective educational tool. Moot Court is mainly used by the second year students as a method used in the area where instructors want students to investigate how their learning applies to real-world circumstances. Cases can range from a simple "What would you do in this case?" question to a full description of a situation with facts to examine. Your course objectives will determine whether you utilise a simple scenario-type case or a complex detailed one.

Most case studies demand students to respond to an open-ended inquiry or create a solution to an open-ended problem with several alternative solutions. A one-paragraph response to a fully prepared group action plan, proposal, or conclusion are examples of requirements.

ELEMENTS FOUND IN COMMON CASES:

Most "full-blown" instances share the following characteristics:

- A decision-maker who is wrestling with a question or a problem that must be resolved.
- A context description for the problem (a law, an industry, a family).
- Supporting data, which can include everything from data tables to URL links, quoted remarks or testimonies, documents, photos, video, or audio?
- Case studies can be completed alone or in groups, allowing students to collaborate on solutions and share the workload.

THE BENEFITS OF USING CASE STUDIES IN THE CLASSROOM

The students are actively engaged in figuring out the principles by abstracting from the instances, which is a significant advantage of teaching via case studies. This improves their abilities in:

- Resolving issues
- Analytical tools, both quantitative and qualitative, depending on the situation
- Making decisions in difficult situations
- Managing Ambiguities
- Case study guidelines for use in class

In its most basic form, the presentation of the case study creates a framework for examination. It is beneficial if the case statement gives sufficient information for students to think out solutions and then determine how to apply those solutions in other similar circumstances. Instructors may choose to present multiple scenarios so that students can find similarities and differences between them.




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EVALUATING PERFORMANCE AND LEADING THE CASE DISCUSSION

Descriptive cases are less interesting than decision cases. To begin the discussion in class, the instructor can ask a simple, noncontroversial question that all students should be able to easily answer. Some of the best case discussions, on the other hand, begin by compelling students to take a side. Some instructors will need a formal "open" of the case, summarising the student's whole analysis. Others may like to direct the debate with questions that bring students from problem identification to problem solving. An experienced instructor guides the class's questions and discussion to keep it on track and going at a suitable pace.

To encourage students to finish the assignment before class and to drive attentiveness during class, the instructor should grade participation—quantity and, importantly, quality—during the case discussion. This could be a straightforward check, check-plus, check-minus, or zero. The lecturer should get as many pupils involved as feasible. To engage all students, the instructor can break them into groups, let each group several minutes to discuss how to answer a case-related topic, and then invite a randomly selected student from each group to explain the group's response and reasons. Rolling dice, shuffled index cards with one student's name on each, a spinning wheel, and other methods of random selection can be used.




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2. CO-CURRICULAR

In most cases, students, parents, teachers, and educational institutions all have doubts regarding the role that extracurricular activities play in education. In point of fact, the courses that students take and the activities they participate in outside of class complement one another. By their very nature, extracurricular activities actually help to strengthen the fundamentals that are taught in the classroom. Through participation in these events, students have the opportunity to develop their friendships and express their feelings. Students are encouraged to develop their skills and ideas through participation in extracurricular activities, many of which focus on creative works. The adolescent stage is characterized by times of upheaval and restlessness, during which the vigor of young people needs to be channeled before it is wasted on pointless endeavors. These are the kinds of activities that inspire students to learn while they are also having a good time.

TOP 10 ADVANTAGES OF CO-CURRICULAR ACTIVITY

- ❖ Students are better prepared for the future when they participate in extracurricular activities, often known as CCAs. CCAs open up new avenues for structured and significant learning opportunities.
- ❖ Participation in extracurricular activities can benefit a person's life in many different ways, including the social, academic, intellectual, cultural, democratic, civic, and artistic spheres.
- ❖ The development of a person's personality in all aspects is aided by participation in extracurricular activities.
- ❖ Students benefit from CCA because it makes them more active and energetic, which in turn helps them learn and enables them to develop a variety of abilities.
- ❖ The CCA enriches the learning experience of children, deepens their understanding, and provides benefits that go above and beyond what is expected by students and their parents.
- ❖ Students are better able to utilize their latent potential and become productive citizens when they participate in extracurricular activities in addition to their academic schooling.
- ❖ Students that excel in athletics typically have strong academic credentials as well.
- ❖ The value of education can be better appreciated, and a spirit of healthy competition can be nurtured, through participation in extracurricular activities.
- ❖ Students receive support, both practically and professionally, for a better future through extracurricular activities.
- ❖ In addition to providing mental rest, it is a fantastic way to maintain physical fitness and health.




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ROLE OF A TEACHER IN CO CURRICULAR ACTIVITIES

When it comes to the organization and execution of extracurricular activities, the instructor should take on a number of responsibilities. The college has a significant bearing on the way extracurricular activities are organized and carried out. In the end, it is the responsibility of the college or the instructor to make sure that activities are carried out. It's possible for a teacher's job responsibilities to include things like planning, leading, innovating, directing, organizing, managing, directing, recording, advising, motivating, communicating, and coordinating. During the course of completing these activities, the instructor faces a wide variety of obstacles. However, they should not give up and instead complete the assignment with the assistance of their teachers and older classmates.

Following is a list of co-curricular and extracurricular activities which are conducted throughout the year:

- a. Sports/Indoor and outdoor athletics
- b. Departmental Courses
- c. Value-added Courses
- d. Online National and International Courses
- e. Seminars, Workshops, Guest Lectures, etc.
- f. National Service Scheme (NSS)
- g. Cultural Activities such as Music, Dance, Drama & Cultural Programmes
- h. Visits & Exhibitions
- i. Events, Competitions, Activities, etc.
 - I. Debates and discussions
 - II. Social-interaction
 - III. Art groups
 - IV. Library work
 - V. Classroom Games and Activities



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3. MENTORING AND FEEDBACK

MENTORING

The goal of the mentoring process is to connect the Mentee with someone who will guide him through his learning process so that he can make the greatest use of the facilities and resources available to him at the training institution.

MENTORING PROCESS

- Every Faculty member is assigned with 45 to 48 students to guide and direct them to improve not only in academic performance but also explore various career opportunities.
- Once assigned, the mentee will remain with the same mentor until the conclusion of the programme of study.
- Each year, First-Year students will replace graduating seniors on the list of mentors

WHAT SHOULD ONE MENTOR?

- Academic achievement
- Attendance of students
- Check for difficulty in any subject while learning in all courses (and report the same in department meetings)
- Status of the project
- CIE and Semester examinations preparation
- Students' communication abilities should be improved.
- The placement department has made progress in its aptitude training.
- Extracurricular pursuits
- Extracurricular pursuits
- Participation in cultural organisations
- Sports participation
- Additional/Personal Concerns
- Mentors must establish rapport with their mentees and maintain positive relationships with them.
- Mentees should be able to discuss personal difficulties with mentors and have them resolved as needed.




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STANDARD OPERATING PROCEDURE FOR FEEDBACK

Feedback from many stakeholders is collected to assist address gaps and enhance performance.

ONLINE FEEDBACK:

1. Online feedback from students obtained using LMS and Google forms
2. Feedback was collected twice during the academic year.
3. In order to enhance the ways in which teaching and learning are carried out, student feedback is gathered at the beginning of each semester.

The collected input is examined, and an action report is provided to IQAC, who then forwards it to the governing body, which takes the appropriate actions based on their suggestions.




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EXAMINATION AND EVALUATION

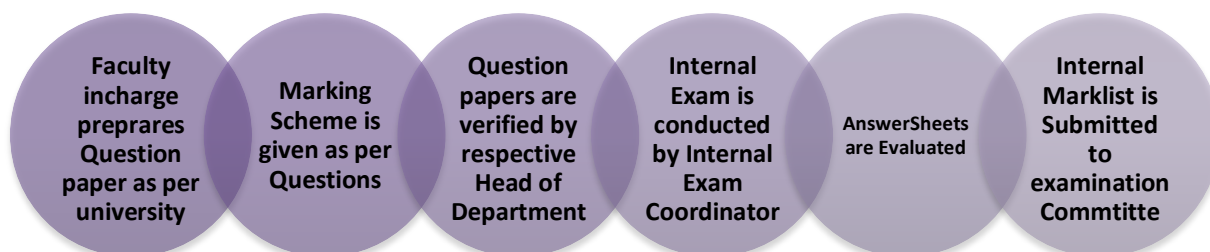
EXAMINATION AND EVALUATION

The evaluation of Professional courses shall contain two parts: Internal or midterm and External or End-Semester Assessment. Internal Exam is conducted for 25 marks and External or End-Semester Examination is conducted for 75 marks. Further Internal Examination of 25 marks is divided as under:-

Internal Exam Evaluation - 20 marks

Student's attendance/ submission of Assignments/ Presentations – 05 marks

The schedules of internal assessments shall be communicated to students and faculty in the beginning of the semester through the institute academic calendar which is prepared based on the university academic calendar. The internal exam time table shall be displayed on the notice board a week in advance.



- Questions are framed, such that they adhere to the university of Mumbai standard. It follows Bloom's Taxonomy and Outcome based Education in which COs are attained.
- The subject handling faculty prepares a question bank that covers an equal number of questions from each unit, covering all the topics.
- Department internal exam coordinator, under the guidance of HoD, checks the standard of the question bank.



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- College Internal exam Coordinator along with an Exam Team selects the final internal questions for each subject from the question bank.
- Question papers are given to the internal exam coordinators of the department on the day of test, after approval from the Principal.
- Internal exam coordinator ensures smooth conduction of tests.
- A Centralised valuation system is followed. The head of the Centralised scheme is an officer in-charge of exams of the college and marks are entered in softcopy as well as in hard copy.
- Students are required to submit an assignment of 25 Marks in relation to Foundation Course/ NSS/ NCC/ PE Subject in First year and Second year of Bachelor of Commerce and Arts. No separate internal exam will be conducted for the Foundation Course.
- The performance of a student in every subject/course of BAF/BMS/BCBI will be evaluated for 100 marks each, with 25 marks allotted for Internal Examination and 75 marks for SEE (Semester End-Examination). The performance of a student in every subject of BA & BCOM Course will be evaluated for 100 marks each for SEE (Semester End-Examination). The performance of a student in every subject/course of BSc.IT & BSc.CS Course will be evaluated for 150 marks each, with 25 marks allotted for Internal Examination, 50 Marks for practical Examination and 75 marks for SEE (Semester End-Examination).
- CIE Examination is conducted once in every semester for all subjects.
- **For All subjects**, during a semester, there shall be Power Point Presentation/ Group Discussion & Assignment.
- While the CIE shall be conducted on 50% of the syllabus, Internal Exam shall be conducted on the remaining 50% of the syllabus.
- If any student is absent from any subject of Internal Examination, Rexam is scheduled for such students.
- Internal assessment tests and other measures taken to judge the performance of students are done fairly and in an effective manner. Students are allowed to go through the valued answer scripts of internal assessment tests and doubts regarding evaluation are cleared.




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- Internal Test performance is intimated to the parents in 2 days and Parent Teachers Meeting is conducted within a week to discuss the performance of the students.
- Whenever class tests, internal assessment tests are conducted, the results of the students' 'performance are assessed by the faculty to identify slow and advanced learners. Students are encouraged to improve their performance in future by counselling.

The details of the SEE (Semester End-Examination) question paper pattern are as follows

- The end semester examinations will be conducted for 75 marks as per paper pattern prescribed by university for each course of Professional Courses. & 100 marks for Traditional Course – Arts & Commerce.
- Practical examination for Bsc.IT & Bsc.Cs shall be evaluated for Two Practicals of 20 Marks each, 05 Marks on Journal & 05 Marks on Viva-voce.
- The external examiner shall be appointed from the clusters of colleges which are decided by the examination branch of the University for Practical Exam and Project work of Semester V and Semester VI Students.

WORKING SYSTEM OF EXAMINATION COMMITTEE

In the present Credit Based Semester and Grading System of Examination introduced with effect from the academic year 2011-12, the conduct of various examinations is a continuous process. The following are the examinations held in an academic year.

- Additional Examinations of Semesters II and IV of the previous academic year.
- Regular and ATKT Semester I and III Examinations.
- Semester V Preliminary Examinations.
- Regular and ATKT Semester II and IV Examinations.
- Additional and ATKT Examinations of Semester I and III.
- Preliminary Examination of Semester VI.



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The examination work is categorised as follows:

PRE-EXAMINATION WORK:

- Preparation of list of students admitted in the academic year and allotment of seat numbers.
- Preparation of list of students appearing for ATKTY examination based on the result of previous exams.
- Notices/Circulars for students/Teaching and Non-teaching staff pertaining to all aspects of conduct of examinations.
- Preparation of list of students appearing for Additional and ATKTY examinations based on the result of previous exam to be given to the office for exam fee collection.
- Preparation of time table for examinations.
- Tagging of students who have paid the fees in the programme.
- Preparation and distribution of hall tickets of regular, additional and ATKTY students.
- Preparation of seating arrangement, attendance sheets, mark sheets, seat number labels, supervisor's reports, supervision duties for teaching staff and duties to be allotted to non-teaching staff (understudy supervisors and block peons)
- Checking stationery requirements for conduct of examination and placing orders for the same after following the prescribed procedure.
- Collection of multiple sets of typed question papers and keeping one set ready for taking the required number of copies.
- Making arrangements for the Centralised Assessment Programme (CAP).
- Overall supervision and making necessary arrangements for the smooth Conduct of exams.

EXAMINATION WORK:

- Keeping sufficient number of question papers for room /block wise distribution after thorough checking.
- Keeping a properly sufficient number of duly stamped main answer sheets and supplements and supervisors report for room wise distribution.
- Maintenance of supervision registers.
- Making announcements regarding unfair means and other exam related matters.



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- Dealing with unfair means cases when reported and forwarding all the cases to Principal for further enquiry by Unfair means Enquiry Committee.
- Taking rounds in all the blocks to ensure smooth conduct of examination and to ensure that supervisors are vigilant in their supervision, which is done by the chairperson and senior supervisors.
- Checking supervisors' reports, rectifying errors if any and maintaining absentee records.
- Giving information of absentees to the Principal and concerned class teacher.
- Collection of answer papers and supervision of their proper packing and arrangement in the CAP room.
- Ensuring the smooth conduct of CAP which starts from the first day of examination and maintaining a register for keeping track of assessment.
- Announcement of date of declaration of results before the last examination.

POST EXAMINATION WORK:

- Data entry of marks in the programme.
- Making arrangements for moderation of papers wherever applicable.
- Implementing changes due to moderation in the database.
- Cross checking of data entry.
- Preparation of consolidated mark sheets and finalising the result with Principal.
- Preparation of final individual mark sheets and consolidated result sheets.
- Cross checking of individual mark sheets and keeping them class wise with the list of students to be given to class teachers on the day of result declaration.
- Circular regarding application for verification/ revaluation of answer sheets and doing the needful if any application is received.
- Preparation of exam remuneration.
- Preparation of duplicate mark sheets when applications are received.

All examination related work is carried out by a Committee appointed by Principal as per Statute 483 of University of Mumbai Act consisting of minimum five Senior Faculty Members, with one member being designated as a Chairperson.



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ATTENDANCE

ATTENDANCE

- Students shall attend all classes, tutorials, seminars, practicals, and college examinations according to the timetable. Students remaining absent shall submit a leave note signed by their parents/guardians stating reasons for their absenteeism. Absenteeism on medical grounds should be supported by a medical certificate. In all cases, absenteeism over three days should be immediately brought to the notice of the principal.
- Students shall be in their classes on time. Latecomers may not be allowed to enter the class.
- Students will not go for a job, work or business, or private coaching during college hours. If anyone misses the lectures/practicals for that reason, his/her admission is liable to be cancelled immediately.
- Identity cards will be issued to the students after admission. Students shall be allowed to enter the college premises by showing a valid identity card. They should wear the identity card around their neck as long as they are on the college campus. Students must produce/ present identity cards for inspection or verification when demanded by any college staff. Refusal to produce an I-card for inspection amounts to indiscipline and will be punishable.

Attendance will be condoned on medical grounds by 10% (A student must keep a minimum of 65% attendance) provided it is substantiated by a relevant medical certificate within a week of getting the fitness certificate.




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**RECORD MANAGEMENT
AND
DOCUMENTATION**

RECORD MANAGEMENT AND DOCUMENTATION

To ensure the validity, security, reliability, and accessibility of electronic and hardcopy documents, colleges must have systems and processes in place. To preserve the integrity and accessibility of all records, they must be stored in safe and secure locations. Permanent records must be kept in conditions that assure their longevity. Temporary records that have reached the mandatory retention time may be disposed of by colleges (the minimum period the records must be kept for before they can be legally destroyed). To provide evidence of disposal activity, the principal must approve the disposal in writing.

Some records established as part of standard administrative procedure may be destroyed without permission once their administrative use has finished. Working papers, draughts, duplicate copies of records kept elsewhere, and short-term facilitative records are examples of these records (such as phone messages) unwelcome 'junk mail', colleges must dispose of records securely and guarantee that electronic and hardcopy data are destroyed in a way that renders them unreadable and irretrievable. For hardcopy records, the Department recommends using secure disposal bins.

Records that do not require archiving — Standard Administrative Practice

- Not all documents must be archived. Some records can be destroyed without first obtaining consent from your principal through your college's formal destruction process. These records are classified as Normal Administrative Practice (NAP).
- Working papers consist of crude notes and computations that are solely used to aid in the compilation of other records such as communication and reports. Handwritten attendance rolls, etc.
- Records with a short-term, transient value. For example, a to-do list or a reminder note.
- Additional copies of papers, emails, and publications are kept for reference. Duplicate copies of college Council papers, for example.

ARCHIVING BEST PRACTISES — HARDCOPY RECORDS

The steps for archiving college's hardcopy (paper) records:

Step 1: Sort the records

- Sort the data by kind. Put all financial records, for example, in one box.
- Place all college excursion permission slips in a separate box.
- This will make it easy to locate and discard the records.

Step 2 — Sort records into boxes: Arrange the records in their box in the order indicated by the record type.

As an example:




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- Arrange student files alphabetically by surname, then by year of graduation.
- Sort parent permission papers for camps and excursions by year, along with additional paperwork linked to that event.
- Sort personnel files alphabetically by surname, then by year of departure.
- Sort the materials from the college council meetings by month and year.

Step 3: Label and list the boxes.

- Label the boxes with the record type and year, such as 'Finance — batch reports — 2018-19' or 'Student files — exit 2019'.
- Make a list of your archived boxes, including the same information as on the box labels. Keeping a record list will assist you in quickly finding and disposing of records as needed.

Essentials of Archiving:

- Record keeping should be done at least once a year.
- Only archive inactive records.
- When possible, remove records from binders, clips, and plastic sleeves; these take up unnecessary space in archive boxes and make later disposal more time consuming.
- Use high-quality archive boxes made of durable cardboard with a double layer on the bottom to avoid collapse. To avoid boxes getting excessively hefty, use A1 or half-size archive boxes.
- Don't overfill the boxes. This can make them dangerous to lift and damage the boxes, causing them to endure less time.




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MAINTENANCE

MAINTENANCE

1. HEALTH CARE

First Aid Management:

- Encourage the faculty, staff, and students to sign up for first aid training as volunteers.
- Set up first aid instruction for the staff and professors with the help of authorised hospital staff or a medical professional.
- Display a list of all such trained employees together with their usual location of employment.
- Set up a first aid box or kit with all the necessary basic supplies in each area. Additionally, have emergency aids and all necessary antidotes in the designated locations.
- Perform a monthly or as needed check of the supplies kept in the first aid kit, replacing any that are used up or expired, and making a note of the results.

CUTS AND WOUNDS:

- As a preliminary step, attempt to halt the bleeding.
- Apply direct pressure while covering the incision with a clean towel or sterile gauze.
- If the wound is on a limb and there is no fracture, raise and support the affected portion.
- Over the wound, apply a sterile or clean dressing and some cushioning. Put pressure on the area and bandage it. Bandages should be tied firmly enough to stop bleeding but not so tight as to restrict blood flow.
- Apply more dressings or pads on top of the old ones and firmly wrap the wound if bleeding persists.

BURNS/INJURIES:

- Never apply greasy ointment, oil, cotton, or iodine.
- Encourage the victim. Put the wounded area under gently running cold water or submerge it for at least 15 minutes in cold water.
- Before the damaged region begins to swell, gently take off any jewellery, watches, belts, shoes, or other confining clothes from the area.
- Cover the area with sanitary, preferably non-fluffy, clean material.
- Do not touch the damaged area in any way, including breaking blisters or removing any loose skin.
- Anything that is stuck to a burn should not be removed.
- Flood the area with cold, running water for at least 15 minutes if you have chemical burns. Flush the wounded area while gently removing the infected garments. If there are body showers nearby, use them to flood the injured body parts.




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FRACTURES:

- Avoid moving the person, especially if a neck or spine injury is suspected. Support the damaged area.
- Use a splint (anything hard) to support the broken bone, and then cover it with rags, cloth, or another soft substance. To prevent the fractured component from shifting, tightly tie it in place.
- Never attempt to reposition bones that are sticking out.
- Prepare to transport the injured person to the hospital.

POISONING:

Call a doctor and administer a lot of water right away to dilute poison.

- Induce vomiting if you need to wait for medical assistance, unless the person has ingested anything poisonous.
- Give fluids (milk or water) to the person if they have ingested strong acids or alkalis to dilute the toxicity.
- In the event of gas poisoning, move the victim right away into an area with fresh air. Give artificial respiration if your breathing has ceased or is erratic.
- To transport the person to the hospital, request an ambulance and a breathing oxygen cylinder.

CHEMICAL IN EYE:

- Separate eyelids, flush with water right away for about 15 minutes, and then let a lot of water run over the damaged eye until no trace of the chemical is left. To clean the eyes, use an eye wash fountain or eye wash bottle.
- Hurry the victim to the hospital and cleanly bandage the injured eye.

OBJECT IN EYE:

- By using an eye wash fountain or the natural flow of tears, foreign particles can be eliminated.
- If the aforementioned methods don't work, gently roll back the upper eyelid while lowering the lower lid for inspection. Use the moistened corner of the cloth to sweep away any visible debris.
- Avoid touching or rubbing foreign objects that are stuck to the eyeball.
- A doctor needs to remove any sharp items that are inside the eyeball or have penetrated it. Take the victim to the doctor while lightly bandaging both of his or her eyes.



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ARTIFICIAL RESPIRATION:

- Immediately dial the local hospital number if a victim stops breathing. Take immediate action and breathe into the victim's lungs. Let another person call the doctor.
- Position the victim on his back. Eliminate any foreign objects from the victim's mouth.
- Lift the victim's head back and down while placing one hand over his neck.
- Put your mouth open and squeeze his nose shut. Exhale forcefully into the victim's mouth to widen his chest. Open your mouth to let the recirculated air out.
- four rapid breaths at first, then one every five seconds. Verify your head and jaw postures if you are having trouble breathing. Verify that the tongue is not obstructing the airway. Breathing from mouth to mouth once more.

2. PARKING

- Visitors/guests should ask the SSTC security staff person they will be seeing for parking instructions.
- Instructions must adhere to SSTC Parking regulations.
- Prior to their arrival, visitors/guests will acquire a parking space from the unit executive assistant. Unless there are available spaces in parking places, parking is behind the gate.
- Parking in the parking lot requires a visitor permit.
- Visitors are given first-come, first-served access to parking spaces.
- Permanent employees are allowed to apply for permits through Transportation and are required to follow all SSTC Parking rules.




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3. STATIONERY

An important component of a college's professional branding and image is its stationery. Controlling stationery usage is crucial to containing costs, demonstrating environmental responsibility, and lowering the likelihood of misunderstandings resulting from improper use of your college's name and image.

Physical, paper stationery is no longer utilised as frequently as it once was because so much business is now conducted online. Nevertheless, a lot of business transactions still need printed documents, so having a stock of stationery on hand is still crucial.

- **Letterhead:** Letterhead is business stationery with your college name and logo printed on the top. In some cases, you may want your college management, principal & board of directors to have personalised stationery that also contains their names and titles. Letterhead is used for most formal business communications, as well as for agreements and even contracts.
- **Memo pads:** Since many people now take notes on their computers or tablets, memo pads with the college logo are not used as often as they once had been. Still, some offices like to keep them around for internal and informal use by staff.
- **Sticky notes:** Sticky notes have an abundance of uses in the workplace, including communications between staff, and for providing additional greetings and information in mailed correspondence.
- **Envelopes:** Your stationery should include envelopes in different sizes, all printed with your college name, address and logo.
- **Labels:** Larger mailing labels with your college name and logo can be affixed to larger boxes and envelopes.

Guidelines for Employees:

- Encourage frugality and sustainability by pointing out that stationary costs your company money and is printed on paper. Use that is not essential wastes resources and is unsustainable.
- Encourage staff and teachers to refrain from utilising company stationary, such as memo pads, business cards, and envelopes, for personal correspondence. If the employee uses the stationery in the context of a side business or involvement with another organisation, it may cause confusion and is technically theft of college resources.
- Promote online communication: Promote online communication: Give each employee a




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Word document template and a graphic file of your company's logo so they may create professional-looking electronic correspondence.

ALTERNATIVE SUPPLIES:

Staff and teachers will be given alternatives to personalised stationery in order to cut costs:

- Simple stationery: For usage in the office, provide plain notepads, sticky notes, and envelopes.
- Packaging used by the Indian Postal Service and delivery services: For various delivery classes, the Indian Postal Service and private delivery services like FedEx or DHL offer free packaging supplies. Use labels printed with your logo for identification and branding purposes instead of special boxes and huge envelopes.
- Envelopes for intercollegiate correspondence: Use an interdepartmental or intercollege envelope when you need to distribute paper papers around your college. These robust envelopes include blank spaces where the name of the person who will be reviewing the documents can be written.



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4. ELECTRICITY AND WATER SUPPLY

ELECTRICITY SUPPLY

The policies that govern the Electrical Maintenance unit are divided into four categories:

1. Policies governing initial/base infrastructure assessments.
2. Policies governing electrical upgrades.
3. Policies governing electrical maintenance services.
4. Policies governing the procurement of electrical materials.

The following are the procedures used to implement these policies:

- Analyse the base electrical distribution network of a facility or infrastructure using the relevant assessment tools and determine the present electrical parameters.
- "As constructed electrical distribution diagrams" generation
- Electrical distribution upgrade schematics are created to accommodate biotech / lab equipment and IT infrastructure in accordance with recoSSTCsed international standards.
- Analysis, design, and size of appropriate primary backup systems (generators), as well as making recommendations to management
- Analysis, design, and sizing of appropriate secondary backup systems (inverters and UPSs), as well as making recommendations to management.
- Analysis, design, and sizing of appropriate intercom infrastructure.
- Preventive maintenance includes routine and periodic maintenance inspections, upgrades as needed, and wiring diagram updates.
- Predictive maintenance is carrying out planned power outages in order to improve maintenance services. This exercise is frequently conveyed to workers and personnel in order to ensure a smooth workflow.
- Repairs and replacements: repairs and replacements of electrical consumables are performed.
- A proper electrical stock list and inventory on the electrical materials is kept, and a periodic update is submitted to management.
- Electrical materials type recommendations are made and forwarded to the procurement section for sourcing.

WATER SUPPLY

Water, sanitation, and hygiene education (WASH) in educational institutions ensures ample safe water in classrooms, well-maintained sanitation and hand washing facilities, and good conduct. This strategy contributes to the realisation of studentren's rights to health, education, and participation, and has been widely recoSSTCsed for its siSSTCficant contribution to the achievement of the SDGs (Sustainable Development Goals), particularly



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those related to providing access to primary education, reducing student mortality, improving water and sanitation, and promoting gender equality. WASH in educational institutions not only promotes cleanliness and enhanced access to excellent education, but it also supports national and local actions to create equitable, long-term access to safe water and basic sanitation services in educational institutions.

ACCORDING TO THE COLLEGE'S SOPS:

- Each student must wash both hands with soap after using the restroom and before eating.
- Toilets and urinals will be consistently clean;
- each student will be able to drink safe water supplied by the college;
- adequate menstrual hygiene facilities will be available at college;
- all WASH facilities will be equitably available to all students, regardless of physical disability or social background;
- each student will consume hygienic and safe food;
- the overall environment of the college will be clean; and colleges should have disaster risk management provisions.
- Students, teachers, college management committees (SMC), guardians, elected officials, and municipal staff/education coordinators are the primary stakeholders in college SOPs.
- The college SOPs educate teachers, principals, SMCs, and PTAs on their WASH duties using the 7FATS paradigm.
- Colleges should adjust problem-solving training and a planned plan of action as needed in this strategy.

THE FOLLOWING COLLEGE SOPS HAVE BEEN DEVELOPED:

- 1) Access and use of hygienic toilets
- 2) Handwashing and personal hygiene
- 3) Menstrual hygiene management
- 4) Disaster risk management in college
- 5) Safe drinking water
- 6) Safe food
- 7) Clean environment




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5. WASTE MANAGEMENT

The SOP for Waste Management has the following goals: To give rules for categorising waste items To provide insight into any potential environmental problems caused by trash accumulation; and to offer proper waste treatment and disposal solutions.

SOLID WASTE MANAGEMENT:

Solid waste management would be handled either by in-house utilisation/consumption or by contracting with an approved agency to collect and dispose of it. Over — bins have been placed throughout campus to collect solid waste disposed of from various sources (labs / departments / Housekeeping / other operational or process oriented activities). These bins would be tagged with a specific colour to distinguish them as solid trash, viz. Green - Biodegradable, organic waste such as cooked food, vegetables, fruit, and leaves, among other things. Blue - Recyclable waste such as paper, cartons, cans, metallic products, and so on. Red - Non-biodegradable garbage such as glass, blades, expired medicine, bandages, and so on. Non-biodegradable Solid

TRASH:

All non-biodegradable solid waste has been outsourced to authorised agencies for collection and disposal. The college has contracted with local (Waste disposal) firms to dispose of non-biodegradable solid waste at a government-approved dumping yard. Plastic trash would be separated and recycled before being delivered to industry. A private (Waste disposal) contractor was hired to administer the E-Waste management system. They would gather and dispose of rubbish in accordance with environmental regulations.

STP (SEWAGE TREATMENT PLANT):

For the collection and treatment of sewage on campus, the college has outsourced a sewage treatment facility that has become operational. Wastewater from home, commercial, and residential sources would be treated by removing hazardous compounds that could harm the environment. The cleansed sewage would be used to irrigate gardens, wash vehicles, landscape, and flush toilets. The STP storage, which is made up of other biodegradable solid waste, will be used as manure.

RECYCLABLE WASTE:

The College has embraced a minimal and necessary usage of paper and other recyclable materials, which aids in resource conservation. Waste paper and recyclable waste would be collected from labs and departments and delivered to relevant private recycling units operating in and around the district.




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6. FURNITURE AND FIXTURES

The goal of this policy is to allow the institution to purchase, handle, and store furniture, furnishings, and accessories in all departments and locations while adhering to a set of guiding principles and allowing for choice and identity.

DEFINITIONS

- **Contracted/Preferred Supplier** – a vendor who has a contract with the institution.
- **Disposal** is the removal from the site of any item that is damaged or broken; no longer in current use by the institution or excess to requirements; items that are old and past their life expectancy (no residual value); and goods that are no longer Health and Safety compliant/ergonomically functional.
- **Furniture** – movable objects designed to facilitate a variety of activities, classified into key categories that include, but are not limited to:
 - **Work:**
Seating: a chair and a stool.
Surfaces include a bench, a table, and a desk.
 - **Accessories:**
Table and chair outside.
Indoors, there are lamps and curtains.
- **Storage** - the capacity and facility of the institution to retain a stock of furniture for reuse.
- **Plant and equipment assets** – include a variety of asset kinds (for example, furniture, music, technical, and general), as well as serving as a general 'catch-all' category for assets that are not defined elsewhere. Assets in this class are employed in the classroom or administrative functions, or are held for use in the core operational business. This policy only covers furniture.

STATEMENT OF POLICY

- The institution will buy, handle, and store furniture, furnishings, and accessories for all departments and other locations centrally.
- This policy applies to all departments, employees, and external contractors such as builders and architects.

OWNERSHIP

The institute owns the furniture, not particular departments or 'areas' of the institution.

OPTION AND IDENTITY

Departments and other sections of the institution will respect the values of choice and identity throughout the procedures indicated in this text.




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SAFETY AND HEALTH

- The institute has a duty of care to ensure that workplace furniture meets a minimal standard.
- To guarantee that chairs and furnishings are built to meet quality requirements while avoiding injuries.
- For furniture items necessary under a health and safety duty, the head of your department and the Furniture and Fixtures Coordinator must sign and agree.
- Workstation furniture for employees must fulfil ergonomic criteria. Furniture that is not utilised for extended periods of time will not be required to achieve this requirement.

PROCEDURES

REQUEST FOR FURNITURE:

- Furniture requests can be made via a direct/online request form.
- If the Warehouse does not have an item in stock, a purchase may be made if it can be justified and allowed.

PURCHASING

- Because the institution keeps furniture in stock in its Warehouse, the Furniture and Fixtures Coordinator will examine orders prior to purchase.
- Furniture acquired with institute funding is considered institution property and will typically remain within a building if the inhabitants migrate, taking the needs of the outgoing/incoming tenants into account.
- In compliance with the existing Capital Expenditure Guidelines, furniture items shall be listed on the institute's Asset Register.

STORAGE AND MANAGEMENT

- The Furniture and Fixtures Coordinator is in charge of maintaining an accurate and up-to-date inventory of stored furniture.
- To allow anybody to study available items, an approved furniture catalogue with current stock levels is kept.
- If available, a department/college can request used furniture from storage, which will be delivered to the needed location.
- Surplus furniture that has been declared to the Warehouse will be collected and evaluated for re-use.
- Unless there is a compelling need to keep it, furniture placed in storage is presumed to be available for use elsewhere on campus.
- Unoccupied building furniture may be redistributed at the discretion of the Furniture and Fixtures Coordinator.




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- Requests for furniture to be moved around campus should be submitted via the direct/online request form, unless they are part of a relocation project, in which case Campus Services will coordinate with relevant internal and external project managers.
- Campus Services will provide basic furniture alternatives for new staff as requested and as available when new roles and offices are created.

DISPOSAL

- Surplus furniture that cannot be reused will be disposed of properly.
- The Campus Services team will collaborate with Financial Services to ensure that the asset disposal process is completed accurately and on time.




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7. HOUSEKEEPING AND HYGIENE

The goal of this SOP is to lay out housekeeping services. Maintaining a safe work environment requires a clean workstation free of debris and clutter. Housekeeping is a never-ending task. At all times, proper management of routine duties should be maintained. Poor housekeeping has an impact on all elements of safety and can lead to minor and severe incidents.

HOUSEKEEPING APPLIES TO:

Lighting from Above
Washing Walls
Office Cleaning Window Cleaning
Visitors' and Lobby Areas
Toilets
Floor Stripping Carpet Care
top floor scrubbing
Physical and Chemical Laboratories
The Workshop
Clean Space
Material storage, including stacking.
Area for storing gas cylinders.
Containers for flammable liquids and gases.
Containers for hazardous garbage.
Cleaning the ventilation system.
Spilled liquids must be cleaned up as soon as possible.
Walkways, ramps, and staircases, for example, must be kept clean.
Every rubbish container.
Canteens (eating areas) must be maintained clean.

GENERAL CLEANING TECHNIQUES:

A clean working environment is essential for safety. Housekeeping is an essential component of the work. To maintain a pleasant and safe working environment, everyone must do their share to keep the facility tidy and clean. Slipping and other dangers will be avoided if our personnel maintain good housekeeping.

- 1) Clean up any paint, grease, oil, or water that has spilled on the floor right away. Someone could trip and fall, inflicting catastrophic injury.
- 2) Collect any banding, scrap metal, or other metal debris and place it in the scrap metal bins.
- 3) Gather all scrap lumber, sawdust, and other debris and place it in scrap lumber bins.




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- 4) Place any scrap papers, boxes, or other items in the appropriate garbage or recycling bins.
- 5) Place cans in can-marked bins.
- 6) After use, clean the machine and the surrounding area.
- 7) After use or at the end of your shift, return all hand tools to their respective locations.
- 8) Maintain clear walkways, streets, and spaces in front of fire extinguishers and electrical panel boxes.
- 9) Keep the lunchrooms as clean and tidy as possible. Put all trash in garbage cans.
- 10) Pick up any Blast Machines you see on the floor right away.
- 11) Never leave hooks or hangers on the floor; always put them back where they belong.
- 12) Before the end of the shift, empty garbage cans into garbage cans.
- 13) Maintain a tidy office and surrounding area.
- 14) Wipe down the computers with computer cleaning fluid at least once a week.
- 15) Stack pallets, crates, baskets, and other items carefully to prevent them from tumbling over.
- 16) Keep your workstation as tidy and efficient as feasible. Avoid excessive clutter.
- 17) Keep the stairwell clean of any obstructions.
- 18) Keep storage areas clean and well-organised.
- 19) Maintain a neat and clean locker room.
- 20) Maintain clean and well-organised desks and filing cabinets.
- 21) At the end of each shift, clean the office, computer, and printer areas.
- 22) Keep cleaning as you go. (As you work, keep your work area tidy.)
- 23) Clear the clutter and organise the tables and workstations you've been using so that the next person may begin with a clean workplace.




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8. CLASSROOMS

The atmosphere in which pupils learn has a significant impact on their performance. As a result, it is critical to offer them a tranquil, pleasant, and roomy environment. The college takes the required procedures to make this happen.

There are – classrooms in SSTC. While big classrooms hold 120 students in one sitting, the small ones hold 60 students.

- Heads of departments present the Principal with the need for classrooms prior to the start of the academic year, depending on the number of students enrolled.
- The Principal and the HODs meet to allocate classrooms, which are then disseminated to the faculty and students of the different departments.
- Every day, the seats and windows are cleaned, and the classrooms are mopped.
- In the event of any damage to the projector, internet, or audio systems, benches, lighting, or windows, the class in charge notifies the HOD by noting the incident in the breakdown register.
- The department follows up if needed, and efforts are taken to repair whatever is broken.
- The benches are wide and comfortable with no rough edges.
- The tube lights and fans are sufficient in number, and the sunlight from the window provides ample freshness.
- At the end of all the lectures, all the electrical appliances are properly turned off.



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9. LABORATORIES

SSTC's main objective is to promote a safe and secure working environment for people working in labs. The main objective is to formulate a set of written instructions in detail, how to perform a laboratory process or experiment safely and effectively.

- a. Science Lab
- b. Media Lab
- c. Information Technology Lab

GENERAL PROCEDURE FOR ALL LABORATORIES:

1. Disseminate vision and mission statements in the laboratory;
2. Maintain a dead-stock record;
3. Write a laboratory manual.
4. Display information about the lab timetable, total laboratory cost, list of major equipment, lab area, and standard operating procedures (SOPs);
5. Showcase models, charts, presentations, and so on.
6. Monitor equipment status, perform preventive and predictive maintenance, calibration, and yearly maintenance contracts for laboratory equipment.
7. Suggest new equipment to fulfil instructional demands, erection/installation and commissioning of new equipment, purchase of consumables, and so on, prior to the adoption of amended syllabus (if any);
8. Determine the size of the batch, the number of sets, demonstration kits, and so on;
9. Creation of a Continuous Assessment Sheet for the assigned batch.
10. Preservation of a sample journal copy;
11. Hold a mock practical or oral examination for the assigned batch;
12. Keep track of laboratory usage and equipment usage for specific tasks.
13. Maintain laboratory tests and consulting (if any) records;
14. Gather input from students on the operation of instruments and special needs on a regular basis.
15. Create a laboratory budget; and
16. Maintain laboratory safety and cleanliness.



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10. LIBRARY

- Every student must possess his/her Library card while making use of the Library and produce the same to the Library Staff on entering the Library.
- Complete Silence must be maintained in the Library. Any student who is found causing any sort of disturbance (talking, discussing etc.) in the Library is liable to be debarred from the Library facilities by the Librarian.
- Students who desire to borrow books for home reading will have to apply for a membership on the prescribed form. They will have to pay a deposit of Rs. 300/- (Subject to revision). A Reader's Ticket will be given to such students against the receipt of deposit. At a time, one Book will be issued against one Reader's Ticket for 5 days only and on the days specified for each stream/faculty from time to time.
- Students can get any book, i.e., Textbooks, reference books, Reference Sources for reading in the Reading Room against his/her Library Card. If such a book is taken outside without the permission of the Librarian then a fine of Rs. 50/- will be charged and no book will be issued to him/her in future.
- Books for overnight reading will be issued only after 3.00 p.m. and the same must be returned before 9.30 a.m. next day. A fine of Rs. 3/- per book will be charged, if overnight books are not returned before 9.30 a.m.
- Students can borrow novels on a separate Card i.e. Novel Card.
- Newspapers and Periodicals are issued against college I-Card for Reading in the Reading Room. Bound volumes of journals will be issued for current reading only.
- When books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the counter. On returning the books, if pages are found missing, the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
- Students are required to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such a case, the last reader will be held responsible unless he shows the Librarian at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last reader will be liable to compensate for damage. Books will have to be replaced and an additional cost of Rs. 10/- will have to be paid as processing charges.
- It is observed that some of the students do not return the Library Books on or before the due date stamped on the date slip in the book, thus depriving other students using the Library facilities. In order to prevent such students from keeping Library books with them for longer than normal, the fine charged will be Rs. 3/- per day.




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- In case a Reader loses a book he/she should replace the book. In case the book cannot be replaced, double the price of the book and an additional charge of Rs. 10/- as processing charges will have to be paid.
- Membership card is non-transferable. Students must not lend their Readers Ticket to any other student to borrow books from the Library. Library facilities will be suspended for students misusing cards.
- The college Leaving Certificate or Transfer Certificate will be issued to students only after he/she has returned all the Library books.
- Students of XIIth, S.Y. and T.Y. should renew their Reader's Ticket before 31st of July of each Academic Year. If they fail to do so, they will have to pay a fine of Rs. 5/- per day.
- Students of XIth & F.Y. should get their Reader's Ticket issued before 31st August of each Academic Year. Students of M.A., M.Com. & M.Sc. should get their Reader's Ticket issued before 31st October of each Academic Year. No Reader's Ticket will be issued to any student after this date. However, only in special cases or under genuine circumstances the Reader's ticket will be issued to the students after obtaining the Principal's permission, and the Student will have to pay a fine of Rs. 50/-.
- In case a student loses his/her Reader's Ticket then the student should apply for a Duplicate card on the prescribed form available at the Library Counter. Rs. 50/- will be charged as fine for issuing the Duplicate Reader's Ticket.
- Students are strictly prohibited from using their cell phones in the library. If he/she is caught, the cell phone will be confiscated for one week or fine of Rs. 500/- or both.




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11.SPORTS CENTRE/GYMKHANA

College provides the facilities for conduct of various sports events like Cricket, Football, Volleyball, Kabaddi, HandBall, Athletics, Table Tennis, Carom and Chess etc. College also participates in Intercollegiate competitions organised by University of Mumbai & other colleges. College also organises Inter-collegiate tournaments in some events. The college has a big playground for games.

RULES FOR COLLEGE GYMKHANA:

- The college provides the following gymkhana facilities for both Indoor and Outdoor games (table-tennis, carom, chess, athletics, football, volleyball and cricket). Students are required to read the notices regarding sports activities.
- Gymkhana facilities are available only to the bonafide students of the college. No outsider will be allowed to play in the college gymkhana.
- No student shall be permitted to use the gymkhana facilities without a proper Identity Card.

The gymkhana facilities will be available to the students on working days as per the following schedule:

- Morning Students -11.30 a.m. to 1.30 p.m. Day Students- 9.30 a.m. to 11.30 a.m. No student will be permitted to play in the gymkhana at the time of his/her lectures and other work in the college.
- The gymkhana facilities shall not be provided during the examination period.
- Students shall not create nuisance in gymkhana by the actions, which may obstruct the lectures and other work in the college.
- Students who are selected for tournaments shall not remain absent from participation and practice in case a player wants to remain absent, he/she must seek permission from the sports in-charge. ix. It is compulsory for the selected players to attend the coaching, if any, for various games and sports regularly, failing which he/she may be dropped from the team.
- Indiscipline in the team will not be tolerated.
- Students who do not make judicious use of sports equipment may be deprived of gymkhana facilities.
- Any loss or breakage of the gymkhana equipment at the hand of students will have to be made good by the students concerned.
- In view of the preparation for the final examination, all the gymkhana activities shall be closed at the end of February.
- Smoking is strictly prohibited in gymkhana.
- If a student is found guilty of breaking any gymkhana rules, he/she may be deprived of gymkhana facilities.



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12. SECURITY

To make Institutes safer and to have a plan of action in case of risky situations, security and safety regulations and procedures have been put in place. Parents, teachers, and students should all be aware of the rules and guidelines that the administration uses to help keep everyone safe so that they can follow them when necessary.

POLICIES FOR SECURITY AND SAFETY:

For an Institute to be considered safe and secure for students, several procedures must be in place. There are rules about staying at home or being healthy, strolling safely along the halls rather than jogging, and refraining from eating or drinking anything that could fall on the floor or spill during class. Rules against bullying and prejudice that create harmful circumstances are among other policies.

SECURITY:

The security team is under the direct supervision of the head of security, who collaborates with the institute's administration manager. The following are responsibilities connected to safety and security:

- 1) Establish and maintain security procedures throughout the company to lower risks, deal with emergencies, and reduce liability exposure to prevent financial loss to the company.
- 2) Manage comprehensive safety and security education and awareness programmes across the entire location for staff members and security personnel, and provide documented incident reports for all serious incidents occurring at the institute.
- 3) Manage all security workers, including contracted security professionals, and instruct them on the different policies and processes that have been approved by management.
- 4) The completion and signature of each Daily Security Report.
- 5) In the event of a medical emergency, assist and deploy security personnel.
- 6) Ensuring the protection and safety of all Institute assets and goods, including third-party assets in the Institute's care, and making sure that the movement of such assets and commodities is done in accordance with the established protocols.
- 7) Proactively advising the management on all security-related matters.

SECURITY GUARD:

Under the direction of the security supervisor, a security guard is at work. He should always act professionally, present himself professionally, and display a positive attitude. Being physically healthy is crucial for a guard to succeed in this line of work. Because a security guard's duties can vary, it is crucial for them to understand exactly what their company requires of them. The security guard's standard operating procedures change depending on the type of work they are performing. If the guard works in uniform, he is




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accountable for keeping himself well-maintained, preventing crimes from occurring on the property he is responsible for, and making sure the residents of the property are safe.

RESPONSIBILITIES RELATED TO SECURITY GUARD ARE AS FOLLOWS:

- 1) A guard should constantly conduct themselves professionally, present themselves well, and be upbeat.
- 2) Take control of his position and the entire institute's possessions.
- 3) After issuing the vendor/visitor card, properly record the visit in the visitor log and collect the photo ID card. Inform the vendor or visitor politely to wear the lanyard while walking around the facility.
- 4) To carry out his duties properly, remaining vigilant at all times, and paying attention to everything that happens nearby.
- 5) To leave his position only after being appropriately let go.
- 6) To follow all directions given by the supervisor or head security and to relay them to other security officers.
- 7) To interact pleasantly and help provide any information about the institute that is required with the students, staff, vendors, and visitors.
- 8) To keep a close eye out while on night patrol, to question any suspicious individuals, and to never let anyone through the security gate without the right authorization.
- 9) To collaborate with other security employees to maintain the institute's maximum safety and to communicate with one another so that everyone is aware of the situation.
- 10) In any situation not covered by instructions, call the immediate supervisor.

FIRE PRECAUTIONS:

Preventing fire tragedies and disasters from happening in Institutes, is the most important issue that an Institute must address secondary to its academic mission. An Institute must always be a fire safety place for our students, fire safety measures, fire devices, fire drills, fire exits, fire escapes and fire alarms are just components of a good fire safety measure. Fire tragedies and disasters can be prevented if proper fire safety measures are in place and religiously implemented.

WE MUST MAKE CERTAIN THAT THE

- Regular practise of fire drills and evacuation procedures; (once a month is an ideal interval).
- Smoke and fire alarms must be installed on every level of the building.
- Firefighting equipment, including fire hoses, sprinklers, and extinguishers, must always be in good working order. The upkeep of these gadgets must be ongoing.
- In the event of a fire, all fire exits and egresses must always be clear of anything that can slow down the evacuation process. Exit signs need to be appropriately placed at all times.



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- To provide the initial solution in the event of a beginning fire break out, responsible staff must have proper training in handling fire devices such as fire extinguishers and fire hoses.
- In cases of complex buildings, site maps leading to exits must be put on the walls or appropriate places. Fire safety signs notably / exit signs must be visibly located at all levels of the premises especially those pointing to fire exits.
- Elevators shouldn't be utilised when a fire is breaking out because they could become stranded in between floors if the power is disconnected.

TO HAVE AN EFFECTIVE FIRE FIGHTING SYSTEM, THE INSTRUCTIONS LISTED BELOW NEED TO BE STRICTLY COMPLIED WITH:--

- Every fire extinguisher is stamped with the date of filling. This can also be done by allotting serial numbers to each extinguisher and keeping a record in the office.
- A fire chart be displayed in admin mgr's office, depicting the location of each fire extinguisher and fire point. Fire exit markings must be affixed at vantage points for easy exit in case of fire.
- Provisioning of fire beaters, buckets and sand fire points.
- Fire practices must be carried out monthly and a record kept of the same in a fire fighting register. This record must show the numbers of individuals who attended the fire practices. After the event, all hoses/ coupling must be duly lubricated.
- The lift must have an extinguisher inside and a marking outside the lift door on every floor "DO NOT USE THE LIFT IN CASE OF FIRE".
- Practice evacuation drills once in three months.
- To prevent incidents of transformer fires, the following must be done; Check leakage of transformer oil once in a month. Campus electricians will be responsible for the same for transformers placed on the ground, these must be cordoned off to prevent access by putting barbed wire all around at 3 feet distance. Evolve drills in the campus to ensure that all ACs/ electrical appliances are switched off. Paste a neatly written notice in each faculty cabin/ office stating "PLEASE SWITCH OFF THE AC EVERY TIME YOU MOVE OUT"
- In areas of mass usage , such as libraries, conference halls, computer labs, bigger classrooms, auditorium etc. implement the system of one switch controlling multiple lights.
- In kitchens/ areas of cooking, the gas cylinders will be kept well outside and only a gas pipe would be allowed into the kitchen.



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SAFETY OF STUDENTS:

The following standing committees have been established to ensure student safety:

- Complaint Committee for Sexual Harassment Prevention
- The Committee for Handling Ragging Cases
- Committee for handling general indiscipline cases
- Sports Committee
- Students Welfare Committee

As soon as studentren reach the Institute grounds, we put their safety and security first. The company is dedicated to giving its students a secure and enjoyable environment. Bullying and harassment have no place in the learning settings of institutes, in our opinion. Parents and guardians are asked to notify management right once in incidents of bullying or harassment of their studentren. Every Institute has disciplinary rules that spell out what happens to anyone who harasses or bullies others.

TYPE OF CHECKS PRACTISED IN SSTC CAMPUS:

CCTV SURVEILLANCE:

CCTV is an important tool towards ensuring security in a college / institute campus. SSTC has put in place CCTV surveillance systems in its campus. College campuses pose many unique challenges when it comes to security. A video surveillance system must be carefully planned out in order to keep watch over the diverse assortment of facilities that comprise a typical campus community. From dormitories and libraries to sports complexes and sprawling student grounds, there's a lot to look after. Our CCTV surveillance system goes a long way in ensuring the safety of students, faculty, and facilities on campus.

Manual - the uniformed staff maintains a high profile while patrolling the campus their presence acts as positive deterrent against potential criminal actions

Equipment – this involves all physical equipment that have been installed to enhance security effectiveness, such as fencing, gates, CCTV.

Education - We through regular communication with the community as well as meetings and workshops with students and staff, strive ensure that there is awareness of security issues, and also provides on how to deal with various situations

Enforcement - in extraordinary circumstances the inspection committee is empowered to take whatever appropriate action is necessary to maintain order and security on campus.

CRIME PREVENTION

The best way for students and staff to prevent crime is to be aware of their surroundings and particularly the people in their environment. Students and staff are encouraged to be alert for suspicious persons in and around campus buildings and in parking areas. They should ask themselves questions such as :-



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- Are they new faces and hanging around for no apparent reason?
 - Are they looking into cars as they walk through the parking areas?
 - Are they going from room to room finding something unusual?
 - Are they carrying valuable property from buildings after normal working hours?
- If they suspect anything, they should call the Admin/Security Head.

PROTECTING YOUR PROPERTY:

- Lock the door and shut the windows whenever you leave your office, laboratory, or home.
- Access doors must never be left unlocked.
- Lock up your wallet or pocketbook when keeping it in the office in a filing cabinet that isn't frequently used.
- Never leave a bag, backpack, or laptop unattended in a public area, especially a cafeteria or a library.
- Record the serial numbers and brief descriptions of your valuables. Make your property engraved.
- Never park your automobile with anything on show inside.
- Spend money on a gear-lock or a steering wheel.
- Even while leaving a room briefly, lock the doors and windows.

13. TRANSPORT

All students who are eligible to avail concession for railway/bus journeys between the station near to the place of their residence and the college, and for journeys to their place of permanent residence (where the students or his parents normally reside as declared in their application form for admission) during vacations. Students are required to enter their local and permanent address correctly in the admission form to facilitate the issue of railway/bus concession order. The student may be required to produce documentary evidence of his/her residential address, if necessary.



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