



S.S.T. College of Arts & Commerce

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



6.1.2

**THE EFFECTIVE LEADERSHIP IS VISIBLE
IN VARIOUS INSTITUTIONAL PRACTICES SUCH
AS DECENTRALIZATION AND
PARTICIPATIVE MANAGEMENT**

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RESPONSIBILITIES OF VARIOUS DESIGNATES

1. PRINCIPAL

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the College Development Committee, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Council.

- He is the ex-officio member of College Development Committee, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.
- He is authorised to nominate Vice Principal, Coordinators, members and other administration functionaries in various committees. He is responsible for extension or changes of various functionaries in the administration, with the approval of the Academic Council.
- To conduct the meetings of the Board of Governors as per the stipulated guidelines.
- To hold Academic Council meetings as per the norms.
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that they can play their respective roles more effectively.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising careers and lifelong learning.
- He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, UGC, students and parents for the smooth and effective functioning of the college.




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THE DUTIES OF THE PRINCIPAL MAY BE SUITABLY CATEGORISED AS

A) ACADEMIC ADMINISTRATION:

- (i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by University of Mumbai , UGC, State Government and the CDC of the college.
- (ii) Shall be assisted by various Heads of the departments, Director (Academic), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.
- (iii) In matters related to decision implementation, the Principal will be assisted by the Governing Body and Academic council of the college.
- (iv) In matter of admissions, Coordinator, admissions cell will work as per directions from the principal
- (v) In matters related to academic work, he will be assisted by the IQAC, Board of Studies and heads of the departments.
- (vi) An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavour, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.
- (vii) Shall closely monitor the class work as per the time tables and the almanack with assistance of class work coordinators and other faculty in-charges.
- (viii) Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- (ix) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- (x) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- (xi) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, the Principal will be assisted by the Controller of examinations.
- (xii) In matters related to student attendance, drop outs, medical condition, the Principal gets assistance from the Head of Departments.
- (xiii) The principal should plan for training needs analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.



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- (xiv) Principal shall also ensure quality assurance and he should be assisted by Vice Principal, IQAC.
- (xv) Shall monitor, evaluate research, development and consultancy activities. Convenor R&D, should assist the principal in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.
- (xvi) The principal should promote industry-institute interaction for better employability of the students.
- (xvii) Arrange employability driven activities for students with the active association of Training and Placement Cell
- (xix) Shall efforts to look after the overall welfare of staff and students.
- (xx) For effective functioning of the college he shall build close rapport between staff, students and management.
- (xxi) Shall ensure perfect order and discipline among all the staff concerned and ensure a serene academic environment in the campus.
- (xxii) Shall maintain regular, right and appropriate contacts and interaction with government, UGC and University,
- (xxiii) Shall involve faculty members at different levels for various institutional activities.

B) GENERAL ADMINISTRATION

On general administrative matters Principal shall be assisted by Director (Academic), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc

- (i) Shall make a proposal for appointment to all posts of cadres including contract, part-time, ad hoc, and daily wage employees.
- (ii) Arrange performance appraisal of faculty and supporting staff.
- (iii) Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.
- (vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.
- (vii) Campus maintenance cell shall work under the instructions of Principal



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C) FINANCIAL ADMINISTRATION

- (i) Principal is assisted by the Finance committee in financial administration.
- (ii) Subject to the budget allocations for a specific area of expenditure, the principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- (iii) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body
- (iv) All contracts for and on behalf of the college (except himself and the college) when authorised by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.
- (v) Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.
- (vi) The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.
- (vii) Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- (viii) Shall countersign T.A bills.
- (ix) Shall have power to sanction advances and final withdrawal of EPF of the staff.




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DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT:

HOD is responsible for conducting all academic programmes of the department as per the norms of affiliating university. In pursuance of above objective he/she is required:

- To formulate timetables to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports.
- To train and update the faculty to deliver good instruction to the students.
- To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.

SPECIFIC DUTIES OF HOD:

- HODs are responsible for ensuring that all classes are held as per the time – table and make alternate arrangements for the class work of teachers absent on that day. Recommend for disciplinary action against those availing leave without prior arrangement for class work.
- HODs must verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. They should forward all the registers on the last working day of every month to the director's perusal.
- HODs are responsible for going around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- Should convene meetings of faculty twice in a fortnight to review academic and research activities of the Department.
- HODs should arrange guest lectures, preferably in a specialisation related to the department to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.
- Should monitor students' development and problems through feedback and counselling.
- Should appoint faculty counsellors to meet the needs of students suffering from the effects of stress and peer pressure.

DUTIES OF LAB-TECHNICIAN:

- Any unexpected breakdowns of laboratory machines/equipment must be reported immediately to the teaching staff in-charge of the lab.
- Damages caused to the laboratory equipment by students due to mishandling must be reported to the concerned staff member for further action.
- The responsibility of a lab assistant is to identify the requirement of lab consumables etc. preferably before the beginning of the semester and give the same in writing to the laboratory-in-charge.



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- All maintenance works must be carried out & recorded as per the schedules are given by the laboratory-in-charge, without affecting the regular lab class work.
- Issue register for tools issued to the students must be maintained for every Lab.
- Ensure all procurements are recorded properly in stock registers and maintain separate registers for consumables and non-consumables.
- To ensure the availability & proper maintenance of "first aid facilities and firefighting equipment".
- Avoid other activities during laboratory hours unless assigned by the senior management.
- Adjust laboratory work to a technician, who is familiar with that lab, in case of your absence.
- Ensure that the machine is in proper working condition & then allow the students to do the job.

DUTIES OF LAB-IN CHARGES:

- Prepare a plan of maintenance schedule at the beginning of the semester and make sure that it is carried out by the technician in a proper manner.
- The lab-In charge should take necessary steps to procure additional equipment / other materials required through HOD.



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TEACHING STAFF

In fulfilment of their obligations to the teaching profession, teachers will strive to:

- Advance the interests of the teaching profession through responsible, ethical practices.
- Regard themselves as learners and engage in continual professional development.
- Be truthful when making a statement about their qualifications and competencies.
- Contribute to the development and promotion of sound educational policy.
- Contribute to the development of an open and reflective professional culture.
- Treat colleagues and associates with respect, working with them in a very congenial environment.
- Assist newcomers to the profession, a disclosure is required by the law or serves a compelling professional purpose.
- Respect confidential information as and when necessary.
- Speak out if the behaviour of a colleague is seriously in breach of this code.

RESPONSIBILITY AND ACCOUNTABILITY

- Faculty must handle the subjects assigned by the Head of Department (HOD).
- Faculty must complete the syllabus in time. Faculty shall produce good results in the subjects handled by them and are accountable for the same.
- The Mentor Mentee system must be effectively implemented. Faculty shall monitor the respective group of students who are attached to them.
- Assignment topics for each course are to be given to the students within a week of the beginning of the semester.
- Assignments should be written in Project Book. The Project Book is to be collected from the students in time and returned to the students after correction.
- Faculty should be good counsellors and facilitators. They should help, guide, encourage and assist the students in ensuring that the teaching-learning process is effective and successful. Value-based education must be their motto.
- Faculty should maintain decorum both inside and outside the classroom and set a good example to the students.
- Faculty should carry out other academic, co-curricular and organisational activities that may be assigned to them from time to time.

DRESS CODE: FACULTY

Following is the dress code for the faculty of institute:

- **Gentlemen:** Formals with tucked in shirts. Shoes are mandatory .
- **Ladies:** Saree / Punjabi dress with dupatta

ID CARD:

- It is mandatory for students and staff to always display ID cards when they are on campus.



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- Faculty should avoid taking ID cards from students when they are involved in undesirable activities. ID cards can be demanded only to ascertain the identity of students. After noting the details of the student, the ID card must be returned to the student concerned on the spot.

COMMUNICATING WITH PARENTS:

Faculty should not summon parents to the institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the college discipline committee or for parents meeting date in coordination with HOD and principal.

STUDENTS - LATE COMING:

- Students should not be denied admission into the classrooms/laboratories when they report late for the classes. However, such students shall automatically lose attendance for those classes.
- Faculty must desist from awarding physical punishments to students indulging in misbehaviour in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- Cases of indiscipline, misbehaviour or insubordination should be dealt with with individuals at HOD or principal level as such faculty should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.

TAKING ATTENDANCE:

- Staff members must take attendance within the first 5 minutes of starting the period.
- Latecomers should not be denied admission to the classes for being late. However, such students need not be given attendance.
- Faculty is advised to refrain from awarding punishments like:
 - Dismissal from the classrooms,
 - Making them stand in and outside the classrooms,
 - Not marking attendance
- Troublemakers in the classrooms must be reported to the HOD/Principal/Director for further action.
- Students violating dress code must not be allowed to attend the lecture classes, laboratories, and library. Faculty members must report such cases to the administrative office for cancelling attendance for the day.

COURSE FILE:

Every faculty must maintain a course file for each subject offered during semester/year. It shall have the following details: syllabus, lecture plan, lecture notes for each period, date and time for preparation, date and time for delivery.



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CLASS ADJUSTMENT BEFORE GOING ON LEAVE:

- As per the rules of the institute staff members must adjust their classes and show the consent of the substitute faculty to the HOD before going on leave.
- All the staff members are advised to strictly follow the above procedure; failing which the leave will be treated as unauthorised with loss of pay.

PROCEDURE FOR RELIEF OF RESIGNATION:

- As per the service rules of the Institute, faculty members intending to resign are required to give two months' notice.
- The staff should deposit the following original Certificates.
 - 10th or equivalent
 - 12th or equivalent
 - Bachelor & Post Graduate certificate/SET/NET Certificate /M.Phil./Ph.D.
- Institute reserves the right to relieve the staff at any time during the notice period.

INSTRUCTIONS TO INVIGILATORS:

- Report to the chief superintendent at least 30 minutes before the commencement of examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes before the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement examination. Ensure that the candidate should not carry any material except hall ticket, ID card, and non-programmable calculator into the examination halls. Programmable calculators, cell phones, and other electronic items are not allowed for the examinations.
- Ensure that the relevant question papers are given for distribution in the hall.
- Candidates are not allowed to leave the examination hall until 3 hours from the commencement of examination.
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Malpractice cases, if any, should be reported to the chief superintendent immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

NORMS FOR CONDUCTING UNIVERSITY PRACTICAL EXAMINATIONS:

- Practical examinations should be conducted in the respective laboratories/workshops/drawing Halls only.
- Both the examiners (internal and external) should assess the students for 50% of marks allotted for practical/ assignments. Internal examiners have to brief the external examiners regarding the allocation of marks for each component of the practical activity.



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- Marks must be noted on the answer sheets indicating the marks awarded for each component of the practical activity.
- Both the examiners must sign on the answer sheets as well as on the award lists.

PROMOTION POLICY:

- Faculty members belonging to all branches may be notified as associate professors right from the date of joining provided they possess post-graduate qualifications. These promotions are need-based, i.e., to fulfil the cadre ratio required as per UGC norms.
- Faculty members belonging to other disciplines shall be promoted to assistant professors based on university selection only.
- Ph.D. holders having minimum five years' experience shall be promoted as professors irrespective of their discipline and selection by the university.
- Promotion to the cadre of professor is either through the university selection committee or governing body only.
- While promoting staff to higher cadre, due weight shall be given to feedback, involvement in extracurricular activities and administrative responsibilities.
- Experienced candidates working in reputed institutes may be given pay protection without insisting on fulfilling the above norms.



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ADMINISTRATIVE STAFF

DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF

There are many statutory committees like Management Committee, Finance Committee, Academic Council, Students Council, etc. The work relating to these bodies include:

- Issue of notices to the members requesting them to attend various meetings following established procedures and conventions on instruction from appropriate authority.
- Calling for subjects for inclusion in the agenda from the Principal /Head of Department, compile them and prepare agenda and notes for discussion in the various statutory body meetings after getting approval from the appropriate authority.
- Sending agenda and notes to the members of various committees.
- Gathering records of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.
- Maintenance of all important documents such as Memorandum of Association (MOA), Bye-laws and carrying out changes/modifications as and when necessary after approval by appropriate bodies, without destroying the immediately past versions.
- Seeking the approval of/information to the UGC, University and other bodies, as the case may be, wherever necessary for the changes/modifications made.
- Maintenance of all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the institution.



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SUPPORTING STAFF

Non-teaching employees and volunteers in college are committed to the following values: Loyalty, Integrity, Dignity, Responsibility, Respect, Justice and Care.

SUPPORTING STAFF DEMONSTRATE LOYALTY BY:

- Modelling and supporting commitment to the faith, and lifestyle values
- Being punctual and conscientious in all duties
- Dressing and behaving in a manner consistent with the standards expected by the college where we work
- Advocating a drug and alcohol free lifestyle
- Speaking supportively of the college where we work.

SUPPORTING STAFF DEMONSTRATE INTEGRITY BY:

- Being honest in words and actions
- Acting within the law
- Creating and maintaining appropriate relationships. This includes:
 - a. Interactions with students.
 - b. Notifying the Principal immediately if there is reasonable cause to suspect that a student is being harmed or is likely to be harmed.
 - c. Maintaining professional boundaries.
 - d. Being fair and impartial.

SUPPORTING STAFF DEMONSTRATE DIGNITY BY:

- Respecting diversity, treating students with care and compassion, respecting that each person has a unique family environment.
- Valuing each student without making comparisons with other students
- Being supportive of other staff members.

SUPPORTING STAFF DEMONSTRATE RESPONSIBILITY BY:

- Meeting the required standards for every task.
- Collaborating and cooperating with colleagues and administrators.

SUPPORTING STAFF DEMONSTRATE RESPECT BY:

- Showing mutual respect, trust and confidentiality
- Providing positive support for others.

SUPPORTING STAFF DEMONSTRATE JUSTICE BY:

- Being fair and reasonable at all times
- Being committed to the wellbeing of individuals, the wider community and the common good of all people.



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SUPPORTING STAFF DEMONSTRATE CARE BY:

- Being a positive influence and exercising sound judgement
- Showing care and compassion in all relationships
- Paying careful attention to our duty of care to others




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FOR THE STUDENTS

- Students shall not bring with them unauthorised persons into the college premises.
- Collecting funds for any purpose is strictly prohibited unless scrutinised and permitted by the principal.
- No meeting, demonstration, party or picnic will be permitted.
- No information about the college can be communicated to outsiders without the permission of the principal.
- Students are liable to be removed from the college for misconduct or any other serious breach of discipline.
- No refresher party/ farewell party shall be allowed without prior permission of the principal. (College authorities will not take up the responsibility for the functions held outside the college campus.)
- **SMOKING IS STRICTLY PROHIBITED** in the college premises.
- Students should take proper care of all college property. Any damage done to the property of the college by disfiguring walls, rooms, windows, and fittings or breaking the furniture and such things is a breach of discipline and will be punishable. As such damage done to the college property will have to be made good by the concerned class students. The students shall not throw papers or any other material which makes the premises dirty.
- Associations/Organizations will be formed only after the prior permission of the Principal.
- For inviting a person to preside/address/participate in association/organisation/visits etc., prior permission of the Principal is necessary.
- Any grievance regarding academic, administrative etc. should be first brought to the notice of the Vice Principal or the Head of Department before meeting the Principal.
- Strict discipline must be maintained at the time of the college functions and programmes.
- The loss of mark-sheet should be immediately reported to the Principal along with a detailed written explanation of the circumstance in which the mark sheet was lost. The report of the loss of mark-sheet should be reinforced with a police complaint made to the nearest police station and an affidavit (on a Rs. 50/- stamp Paper) specifying details. The principal may issue a duplicate mark-sheet after considering the propriety of the concerned student. Serious disciplinary action will be taken against students for misusing the mark-sheet.
- Matters not covered by the existing rules will rest at the absolute discretion of the Principal. Students will not be permitted to use mobile phones with camera, walkman and camera within the college premises.




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MISSION 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 Xth/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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**Various Departments /
Committees/Cells/Clubs & its Members &
Roles and Responsibilities**

Departments

Committees

Cell

BRIEF

Co-curricular activities are carried out to supplement the academic curriculum and help in learning by doing. These activities help students to develop problem-solving, reasoning, critical thinking, creative thinking, communication, and collaborative abilities.

The main goal is to expose pupils to a wide range of diverse cultural activities. The committee makes an effort to give students a chance to work together and develop their organisational abilities while running events. The committee's aims are as follows:

1. To give students a platform to develop beyond their academics
2. To creatively explore their talents and display their untapped abilities.
3. To organise different intra- and inter-collegiate activities.
4. To motivate pupils to actively participate in a range of activities.
5. To foster a sense of oneness among the students.

COMPOSITION OF THE COMMITTEE:

The committee would consist of at least 7 members. The generic membership details are as follows:

Sr. No.	Designation	Number of Members
1	Chairperson - Principal	1
2	Coordinator	1
3	Faculty Representatives	3
4	Student Representatives	2
	Total	7

The Composition can be altered as per requirements.

Meeting schedule:

- At the beginning of the academic year, the committee would formally assemble to organise the year's activities and present a strategic perspective plan in the prescribed manner.
- At the conclusion of the college year, a meeting would be held to review the activities.
- At the conclusion of the college year, the committee's progress was helped.
- The group would convene both formally and informally as needed, based on as necessary or in an emergency.



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- Informal meeting minutes are not required to be kept.
- Before an event began, the committee would convene to go through general planning as well as specific duties and obligations.

Functions of the coordinator:

- The committee coordinator is responsible for calling meetings and establishing the agenda for discussion.
- The committee's coordinator is in charge of making sure that each member has submitted and is maintaining the necessary paperwork.
- To record and distribute the meeting's minutes.

Working of the Committee:

- Prior to the start of the academic year, the committee must submit strategic perspective plans and an expected budget.
- Any events between colleges could be planned in collaboration with other committees.
- Additionally, the committee is in charge of planning national holidays and any other days that have significance locally, nationally, or internationally for the college.
- Therefore, the task of organising and scheduling cultural events during the academic year falls to the committee. (Proposed dates to be listed in the college's academic calendar.)
- Regularly scheduled informal meetings will be held by the committee coordinator to discuss and assign tasks.
- The committee must take into consideration the many cultural events that will take place throughout the academic year while creating the annual budget or budget for each particular event.

The following is the process for planning cultural events:

- Must formally request authorization to schedule events from the College administration.
- To choose the programmes' schedule, date, and hour.
- To let staff and students know about the happenings.
- To prepare certificates, brochures, invites, notice board displays, etc.
- To set up the location and the logistics.
- To extend an invitation to the Chief Guest and other honorees.
- To arrange souvenirs for visitors and awards, medals, and diplomas for competitors.
- To teach students the many skills needed to run the programme, such as compering, delivering the welcome speech, offering the vote of thanks, etc.
- The committee would be required to give the accounting department the bills and invoices for all connected expenses.
- The committee is in charge of submitting the report for publication as a press release or for publishing on the college website.



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DOCUMENTS MAINTAINED BY THE COMMITTEE:

- Copy of Strategic Perspective Plans submitted
- File the minutes of meetings for every formal meeting
- Circulars sent by the committee
- Circulars from IQAC/ Principal/ HODs linked to events organised.
- Brochures / Invitation cards
- Annual/individual event budget submitted
- Report on every event/ activity conducted
- Student enrolment in activities/attendance
- Photographs of the event
- Certificate issued (if any)
- Copy/photos of press releases or media coverage.




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DEPARTMENTS AND COMMITTEES

1. DEPARTMENT OF COMMERCE

ELIGIBILITY: A candidate for being eligible for admission to the three year integrated course leading to the Bachelor of Commerce must have passed standard X Examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination from other boards with the following subjects:

- I. English
- II. Any one of the Modern Indian Languages or Modern Foreign Languages or information technology.
- III. Any three subjects from among the subjects mentioned below:
 - a. Economics
 - b. Book-Keeping and Accountancy
 - c. Co-operation
 - d. Organization of Commerce
 - e. Geography
 - f. Mathematics and Statistics
 - g. Secretarial Practice
- IV. Any one optional subject carrying 100 marks.

DURATION: Six semesters spread over 3 years.




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2. DEPARTMENT OF COMMERCE (BANKING & INSURANCE)

ELIGIBILITY: A candidate for being eligible for admission to Bachelor of Commerce (Banking & Insurance) Degree Course shall have passed XII Standard Examination of Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent examination from any other board at one and the same sitting.

DURATION: Six semesters spread over 3 years.




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3. DEPARTMENT OF COMMERCE (ACCOUNTING & FINANCE)

ELIGIBILITY: A candidate for being eligible for admission to Bachelor of Commerce (Accounting & Finance) Degree Course shall have passed XII Standard Examination of Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent examination from any other board at one and the same sitting.

DURATION: Six semesters spread over 3 years.



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4. DEPARTMENT OF MANAGEMENT STUDIES

ELIGIBILITY: A Candidate for being eligible for admission to Degree Course in Bachelor of Management Studies shall have passed XII standard examination of Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent from any other board in the Arts, Science & Commerce Stream at one and the same sitting.

DURATION: Six semesters spread over 3 years.



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5. DEPARTMENT OF INFORMATION TECHNOLOGY

ELIGIBILITY:

A candidate for being eligible for admission to the degree course in Bachelor of Science Information Technology, shall have passed XII Std. Examination of the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination from any other board at one and the same sitting with Mathematics as one of subject

OR

Candidates who have passed Diploma in Computer Engineering Computer Science / Computer Technology/ Information Technology / Electrical, Electronics & Video branches of Engineering after S.S.C. IX Standard) are eligible for direct admission to the Second Year of the B.Sc. (I.T.) degree course. However, the Diploma should be recognized by the Maharashtra State Board of Technical Education or any other recoSSTCzed Government body.

OR

Students with Post HSC - Diploma in Computer Engineering/Computer Science / Computer Technology/ Information Technology and Allied Branches will be eligible for direct admission to the Second Year of B.Sc (I.T.). However, the Diploma should be recognized by the Maharashtra State Board of Technical Education on any other recognised Government body.

DURATION: Six semesters spread over 3 years.




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6. DEPARTMENT OF COMPUTER SCIENCE

ELIGIBILITY: A candidate for being eligible for admission to the three years integrated course leading to the Degree of Bachelor of Science in Computer Science must have passed Std. XII in Science stream conducted by Maharashtra State Board of Secondary and Higher Secondary Education with Mathematics and Statistics as one of the subjects or its equivalent examination from any other board.

DURATION: Six semesters spread over 3 years.



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7. DEPARTMENT OF ARTS

ELIGIBILITY: A candidate for being eligible for admission to the three year integrated course leading to the Bachelor of Arts must have passed Std. XII Examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or equivalent examination from other boards with the following subjects: (i) English (ii) An one of the Modern Indian Languages or Modern Foreign Languages or any Classical Language or Information Technology. (iii) Any four subjects carrying 100 marks each.

DURATION: Six semesters spread over 3 years.




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8. DEPARTMENT OF ARTS (MULTIMEDIA AND MASS COMMUNICATION)

ELIGIBILITY: A Candidate for being eligible for admission to Degree Course in Bachelor of Arts in Multimedia & Mass Communication shall have passed XII standard examination of Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent from any other board in the Arts, Science & Commerce Stream.

DURATION: Six semesters spread over 3 years.




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1. NSS UNIT

On September 24, 1969, a national service programme was made available to all undergraduate students in the nation. Through regular community connections, it fosters in students and teachers a spirit of volunteerism. It closes our academic institutions to the general public. To create connections between the campus and the community, NSS was founded. Since the SSTC's founding in 2004, social work has been conducted there under the auspices of NSS. It has planned numerous activities for the education of studenten from poor communities, such as literacy programmes and adopting villages by setting up special camps.

RESPONSIBILITIES

Programme Coordinator:

1. Selecting the programme officers and obtaining the appropriate authority's approval for their appointment.
2. Allocating the programme officers their share of responsibilities.
3. Supervision and monitoring of the university students' registration process to become NSS volunteers
4. Arrange for the newly enrolled student volunteers' orientation programme.
5. Coordinating, directing, and overseeing the NSS Unit's many social activities.
6. Ensure orderly conduct within the NSS grounds and stop illegal actions like ragging.
7. Daily review of the employee attendance register to ensure the regular attendance of office personnel.
8. Regular interaction with the student volunteers to address their issues.
9. Gathering student opinions regarding the programme officers and providing them with feedback to help them perform better.
10. Adhering to any rules or instructions issued from time to time by the university administration, the NSS Regional Directorate in Lucknow, and the Ministry of Youth Affairs of the Government of India.

Program Managers:

1. To work efficiently and precisely on the tasks assigned by the programme coordinator.
2. Participate actively in all social events hosted by the NSS Unit.
3. To assess the many competitive events occurring in the NSS Unit, such as the singing contest for patriotic songs, debates, essay competitions, etc.
4. To assist the student volunteers with registering with them in accordance with a Ministry of Youth Affairs requirement.
5. To make an effort to plan various activities and events within the NSS Unit.
6. To motivate the students to take part in the different events that occasionally take place in the NSS Unit.



OFFICE PERSONNEL:

1. To carry out the tasks or work assigned by the NSS's programme coordinator or programme officer.
2. To maintain the many vital NSS Unit files as well as the individual files of each Office employee that works in the NSS Unit.
3. To disseminate and maintain a record of the notices from Ministry/NSS Regional Directorate/University authorities.
4. To maintain the NSS Unit's property's cleanliness.
5. To keep track of office personnel attendance records in order to prepare salaries.

THE PROCEDURE :

1. All applications submitted to higher authorities by NSS Unit employees or student volunteers must go through the programme coordinator.
2. The NSS office must keep a record of the student volunteers' attendance.
3. In order to obtain their certificates, student volunteers must get in touch with the NSS headquarters.
4. Employees must obtain a leave application form from the office and return it filled out correctly to the office for approval before taking any type of leave.
5. The storekeeper or designated employees must enter any item purchased into the NSS Unit's stock register.

NSS

Sr. No	Name of Teacher	Designation
1	Mr. Jeevan Vichare	Co-ordinator
2	Mr Mayur Mathur	Member
3	Mr. Anil Teling	Member
4	Ms. Neha Telani	Member
5	Ramesh Jetilal Saroj	Student Representative
6	Nishant Hiran Meshram	Student Representative
7	Amarjeet Pyarelal Gupta	Student Representative
8	Dhanesh Bhaushabj Nikam	Student Representative
9	Bhoir Ankita Prakash	Student Representative
10	Vaishya Prachi Lalji	Student Representative



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2. CULTURAL COMMITTEE

The SST College of Arts and Commerce's Cultural Committee works to promote cultural diversity by planning a variety of events. The committee wants to establish a venue where students can showcase their creative abilities in a variety of contexts. The committee gives the students adequate chances to unwind and take pleasure in campus life in between challenging studies.

The committee's main goal is to expose pupils to a wide range of diverse cultural activities. The committee makes an effort to give students a chance to work together and develop their organisational abilities while running events. It provides a platform for showcasing our nation's customs and culture, giving kids a sense of pride in their country.

The committee's aims are as follows:

1. To give students a platform to develop beyond their academics
2. To creatively explore their talents and display their untapped abilities.
3. To organise different intra- and inter-collegiate activities.
4. To motivate pupils to actively participate in a range of activities.
5. To foster a sense of oneness among the students.

Composition of the Committee:

The committee would consist of at least 10 members. The generic membership details are as follows:

Sr. No.	Designation	Number of Members
1	Chairperson - Principal	1
2	Coordinator	1
3	Faculty Representatives	3
4	Student Representatives	5
	Total	10

The Composition can be altered as per requirements.

Meeting schedule:

- At the beginning of the academic year, the committee would formally assemble to organise the year's activities and present a strategic perspective plan in the prescribed manner.



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- At the conclusion of the college year, a meeting would be held to review the activities.
- At the conclusion of the college year, the committee's progress was helped.
- The group would convene both formally and informally as needed, based on as necessary or in an emergency.
- Informal meeting minutes are not required to be kept.
- Before an event began, the committee would convene to go through general planning as well as specific duties and obligations.

Functions of the coordinator:

- The committee coordinator is responsible for calling meetings and establishing the agenda for discussion.
- The committee's coordinator is in charge of making sure that each member has submitted and is maintaining the necessary paperwork.
- to record and distribute the meeting's minutes.

Working of the Committee:

- Prior to the start of the academic year, the committee must submit strategic perspective plans and an expected budget.
- All Intra-college cultural events in the college are the responsibility of the Cultural Committee.
- Any events between colleges could be planned in collaboration with other committees.
- Additionally, the committee is in charge of planning national holidays and any other days that have significance locally, nationally, or internationally for the college.
- Therefore, the task of organising and scheduling cultural events during the academic year falls to the committee. (Proposed dates to be listed in the college's academic calendar.)
- Regularly scheduled informal meetings will be held by the committee coordinator to discuss and assign tasks.
- The committee must take into consideration the many cultural events that will take place throughout the academic year while creating the annual budget or budget for each particular event.

THE FOLLOWING IS THE PROCESS FOR PLANNING CULTURAL EVENTS:

- Must formally request authorization to schedule events from the College administration.
- To choose the programmes' schedule, date, and hour.
- To let staff and students know about the happenings.
- To prepare certificates, brochures, invites, notice board displays, etc.
- To set up the location and the logistics.
- To extend an invitation to the Chief Guest and other honorees.
- To arrange souvenirs for visitors and awards, medals, and diplomas for competitors.

- To teach students the many skills needed to run the programme, such as compering, delivering the welcome speech, offering the vote of thanks, etc.
- The committee would be required to give the accounting department the bills and invoices for all connected expenses.
- The committee is in charge of submitting the report for publication as a press release or for publishing on the college website.

Documents Maintained by the Committee:

- Copy
- of Strategic Perspective Plans submitted
- File the minutes of meetings for every formal meeting
- Circulars sent by the committee
- Circulars from IQAC/ Principal/ HODs linked to events organised.
- Brochures / Invitation cards
- Annual/individual event budget submitted
- Report on every event/ activity conducted
- Student enrolment in activities/attendance
- Photographs of the event
- Certificate issued (if any)
- Copy/photos of press releases or media coverage.

CULTURAL

Sr. No	Name of Teacher	Designation
1	Mr. Tuhsar Wakse	Co-ordinator
2	Ms. Mayra Lachhani	Member
3	Ms. Bhavika Mulchandani	Member
4	Ms. Harshada Darekar	Member
5	Christina Pillay	Student Representative
6	Mandar Mhatre	Student Representative
7	Nilesh Shendge	Student Representative
8	Swarali Badekar	Student Representative
9	Aayush Rustogi	Student Representative



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3. WOMEN DEVELOPMENT CELL

In response to the Vishaka Judgment passed by the Supreme Court in 1997, the University of Mumbai set up the 'University Women Development Cell (UWDC)' in 2001 with the key purpose of making the University a gender-sensitive space. The University also directed all its affiliated colleges to set up a 'Women Development Cell' at college level.

In compliance with this directive of the University, the Women Development Cell of SST College of Arts & Commerce was set up in the year 2013. With the name of **Baruni (Goddess Durga)**. It is an active committee comprising of staff members and students of SST College of Arts & Commerce, and functions with an aim to prevent sexual harassment, promote well being of all the female students and staff members and create a gender sensitized community within campus as well as in the society.

Baruni plays an important role in voicing opinions on important matters that affect the daily life of women students. They provide a platform where students can comfortably participate and share their views. They actively promote gender equality

VISION:

The main Vision of Women Development Cell is to develop gender equality and highlight equal opportunities for education and growth at social and professional front.

OBJECTIVES:

The SSTC has established a women's empowerment cell to carry out several tasks that may fall under women's purview:

- Raising the status of women through education, increased awareness, literacy, and training is one of the goals of the women's empowerment cell.
- Women's empowerment has emerged as a key discussion point in the economic and development sectors.
- Women's empowerment is the capacity for women to take pride in their ownership of and access to resources, assets, income, and their own time. It also refers to their capacity to manage risk and advance their financial well-being and status.
- The empowerment of women and the achievement of gender equality are crucial for our society and the long-term growth of a nation. Women's empowerment is embracing and allowing those (women) who don't participate in the decision-making process.



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WOMEN DEVELOPMENT CELL

Sr. No	Name of Teacher	Designation
1	Ms. Neha Singh	Co-ordinator
2	Ms. Komal Kamra	Member
3	Ms. Bhavika Mulchandani	Member
4	Ms. Nishita Singh	Member
5	Jaya Birare	Student Representative
6	Sara Gaikwad	Student Representative
7	Desai Janhavi	Student Representative
8	Mohite Vaibhavi	Student Representative
9	Rathode Sujata	Student Representative



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3. STUDENT COUNCIL

The Students Council was established in 2012-13. As the name suggests it is of the students, for the students and by the students. By planning and carrying out College events and community service projects, the student council gives students the chance to grow as leaders. It also creates a space where each student can express their needs or concerns. The Students Council provides a platform where the students can showcase their talent without hesitation. The student council is responsible for the fluid and graceful functioning of Student and College organized events. The Students Council is the voice of the students to the administration and vice versa as well. A Student Council is a representative structure through which students in the college can become involved in the affairs of the college, working in partnership with the management, staff and students for the benefit of the college and its students. The benefit is Benefits of being involved in student council include: opportunity to improve reading and writing skills, gain experience in public speaking, and learn how to make a positive impact on school and community environment. Participating in student council, also called student government, builds leadership, communication skills, problem-solving, responsibility, and more.

VISION MISSION OF THE STUDENTS COUNCIL:

To develop well rounded, confident and responsible citizens who aspire to achieve their full potential and by achieving time bound goals with through innovative method.

MISSION OF THE STUDENTS COUNCIL:

To encourage students to have a high level of academic and cognitive understanding. To serve as a channel for the advocacy and representation by moulding holistic personality .

1.INDUSTRY COLLABORATIVE EDUCATION

SC offers students an Industrial visit which enables students to pursue a career in the Industry. SC relentlessly strives to bring students to participate in organising and Managing Visit and also SC events prepare students to the ever-growing industry demand for trained manpower.

2. OBJECTIVES OF THE PRACTICE

To conduct industry relevant workshops and guest lectures. To ensure Industrial Visit Viz, Biseri, Reliance Thermal Power Plant, National Stock Exchange, RBI, NPCI on Practical Based Learning in the field of Security Markets, Factory Court, Tribunal, Power Plants & Regulatory Bodies. To enable students to engage in a work area in the relevant professional fields.




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3. THE CONTEXT

Interacting with Industry and conducting Visits which is quite difficult since the Industry needs Postgraduate Management students from Business School. We organise Visits that are conducted only by Purely Management colleges. We are striving hard to get more exposure to Factory Visit.

4. The Practice

Industrial Visit, Seminar & Webinars are designed in collaboration with industry experts. Students gain knowledge through guest lectures and field visits to better understand the workings of the industry throughout the course. Industry professionals train faculty members and enable them to teach and execute specialised material.

5. EVIDENCE OF SUCCESS

Builds the confidence of the students and facilitates smooth transition into the industry. Encourages and facilitates the students to pursue their passions and make a career out of it. Industry Interface enables students to gain job specific training imparted as a part of the Students Council Initiative. Students become Job-Ready as per the requirements of Industry. Sharpens students' analytical and decision making skills

STUDENTS COUNCIL

Sr. No	Name of Teacher	Designation
1	Adv. Sunil Shah	Co-ordinator
2	Dr. Varsha Sawlani	Member
3	Mrs. Padma Deshpande	Member
4	Mrs. Reena Mishra	Member
5	ZOPE PRATHAMESH RAJENDRA	Student Representative
6	JANGALE HARSHADA CHANDRAKANT	Student Representative
7	MANDAVKAR AKANKSHA SURESH	Student Representative
8	SAWASTIKA SATYAJIT BANERJEE	Student Representative
9	MASKE PREM SHASHIKANT SUNITA	Student Representative




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4. DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

To foster a significant and long-lasting relationship between the universities and the society, DLLE was founded on October 12, 1978, and it has been acknowledged as a Statutory Department of the University of Mumbai since 1994. Its goal is to preserve the perspective of professionals who work with college and university students who have mental health needs. The department provides students extension work projects on social issues as part of its "Reach to the Unreached" operating slogan in order to help students become more aware of sociocultural realities. A project that requires degree-seeking college students to put in 120 hours of labour and submit a project report earns the student ten extra points on the final exam.

OBJECTIVES:

- To encourage students to embrace the principles of human growth.
- To serve as a venue and location for the discussion of innovations and ideas pertaining to social issues.
- To foster in the kids a sense of social consciousness.
- To foster in the kids a sense of social responsibility.

THE EXTENSION DIMENSION (REACH TO UNREACHED):

The college students participate in a variety of activities to raise social awareness of a variety of issues and problems in society, including Save Girl student, Pollution, Aids, Global Warming, Environment, Tree Planting, Importance of Education, Illiteracy, student Labor, Dowry Deaths, Malnutrition, Watershed Management, and many others. With the use of various activities including street plays, exhibitions, poster-making, songs, speeches, surveys, elocution competitions, seminars, and conferences, the students are raising awareness of these social concerns and challenges. For this reason, students are actually going to the community to engage it, inform it of its part in eradicating social issues, and try to persuade people of their obligations as perfect citizens.

The Department provides students with extended work projects including social issues in order to help them become more aware of sociocultural reality. The Extension Work activities and the field projects are monitored through a network of Field Coordinators who are experienced Extension work Teachers and also trained Students as Student Managers from affiliated colleges of University of Mumbai.

The Department's obligations to ensure the success of Extension Work are as follows:

- To deliver activity announcements to the colleges and the field coordinators (FC).
- To establish the activity's topic.
- To create educational resources and provide them to colleges.
- To outline the annexure format that the colleges must use.




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- To provide instructions on how to keep track of activities and take student enrollment fees in accordance with university approvals.
- To coordinate teacher training initiatives and distribute an informational circular to universities and teachers
- To conduct teacher training at district and departmental locations.
- To assign an honorary Field Coordinator to the group of five to six institutions so they can assist the other colleges in extension activities.
- To inquire reports of students training and activities conducted by the college.

SELECTION OF THE STUDENT MANAGER:

- Students will be chosen as Student Managers based on the following standards:
- Prior experience working on extensions
- Exceptional organisational skills
- The ability to efficiently perform work and complete a task
- Honesty, sincerity, and dynamism

GUIDELINES FOR AWARDING A STUDENT MANAGER TEN MARKS:

- 120 hours of work completed in accordance with the Student Manager's position and duties.
- 90% of attendees at meetings for the Department's contact training programmes and other initiatives.
- The creation and delivery of a project report.
- A maximum of students working under the Student Manager finishing the extension project effectively and earning 10 marks.
- Participation in the department's yearly extension education meeting.
- Wearing the badge and constantly carrying the students manager's booklet.
- Observing the Coordinator's Field Visit at the College and in the Community the entire time.
- Sending the Department any assignments you may have.
- Timely delivery of college reports to the department.



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DLLE

Sr. No	Name of Teacher	Designation
1	Mr. Dilip Ahuja	Co-ordinator
2	Mrs. Namrata Singh	Member
3	Ms. Madhu Tirthani	Member
4	Mr. Aiman Khan	Member
5	Ajay Bhardwaj	Student Representative
6	Shravani Dandekar	Student Representative
7	Sanjana Mishra	Student Representative
8	Shahrukh Shaiikh	Student Representative
9	Vandana Bhatia	Student Representative
10	Vaibhav Sonawane	Student Representative




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5. NATURE CLUB

Nature Clubs play an important role in creating environmental awareness amongst the future generation and perform activities to save the environment, like planting trees, organising posters, competitions on various environmental issues. It is a voluntary group which promotes the participation of students in learning about, and improving their environment, a means by which students and youth can organise themselves to learn more about this issue, and also take action to improve their immediate environment.

OBJECTIVES:

- To educate the students about their environment.
- To create a clean and green consciousness among students through various innovative methods.
- To mobilise students towards scientific enquiry into environmental problems.
- To involve them in efforts to preserve the environment.
- To motivate students how to imbibe habits and lifestyle for minimum waste generation.

PROCEDURE:

- Announcements - The faculty coordinator should submit a proposal to the Principal and IQAC for approval of the club for the academic year.
- Nominations: In mid-July, nominations are solicited from classmates and seniors. This is the ideal opportunity to persuade students to join your club. Clubs may accept new members at any time while they are in operation.
- Faculty Coordinator: The club moderator shall be involved in the scheduling (hours, venues, etc.) of club meetings. Club coordinators shall present to the faculty coordinator the tentative plan of event, date, and budget. The plan is subsequently presented to the Principal and IQAC by the Faculty Coordinator. Coordinators must also attend all official club meetings, events, and activities.
- Meetings: Club volunteers are expected to meet at least once a month in order to carry out the activities/events.

VOLUNTEER COORDINATOR/PRESIDENT:

- a. Shall develop a form for Members to declare their interest in the committee(s) on which they wish to serve.
- b. Will choose volunteers for events/activities and provide their names to Committee chairs.
- c. Will keep the Club's inventories up to date.
- d. Will be in charge of recording attendance during activities.



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AMONG THE ACTIVITIES ARE:

1. Encourage children to maintain their surroundings green and tidy by planting trees.
2. Promote the ethos of water conservation by decreasing water use.
3. Encourage students to adopt behaviours and lifestyles that result in minimal waste generation, waste separation at the source, and waste disposal to the nearest storage facility.
4. Educate students to raise awareness among public and sanitary professionals about the dangers of indiscriminate rubbish burning, which causes respiratory ailments.
5. Inform students that plastic bags should be used sparingly and should not be discarded in public locations because they clog drains and sewers, cause water logging, and serve as a breeding ground for mosquitoes.
6. Organise tree planting programmes, environmental awareness programmes such as quizzes, essay contests, painting competitions, rallies, and so on, and educate youngsters about waste reuse and waste product preparation.
7. Create a nature trail in wildlife sanctuaries, parks, and forest regions to learn about biodiversity.

NATURE CLUB

Sr. No	Name of Teacher	Designation
1	Mrs. Namrata Singh	Co-ordinator
2	Mr. Gangadhar Giri	Member
3	Mr. Sambhaji Khade	Member
4	Mr. Devidas Jalkote	Member
5	Waghmare Bhavana Dinkar Vandana	Student Representative
6	Mishra Sanjana Prabhunarayan Savita	Student Representative
7	Kor Akash Bhima Manisha	Student Representative
8	RAI VIVEK KUMAR HARERAM	Student Representative
9	Baikar Omkar Vishnu Vijaya	Student Representative




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6. DEPARTMENT OF RESEARCH

The objective of **Research & development (R&D)** initiatives undertaken by **SST College Of Arts & Commerce** is to obtain new knowledge, which may or may not be applied to practical uses. In contrast, the objective of academic R&D is to obtain new knowledge, applicable to the company's business needs, that eventually will result in new or improved products, processes, systems, or services that can increase the company's sales and profits.

1. ESTABLISHMENT OF RESEARCH AND DEVELOPMENT (R&D) CELL:

- 1.1 The Research and Development (R&D) Cell was established in July 2016 as per the decisions taken by the Academic Council.
- 1.2 The R&D Cell comprises of the following members:
 - (i) Principal -Chairman
 - (ii) Dean Research – Coordinator
 - (iii) Dean Academic
 - (iv) Head of all Academic Departments
 - (v) Members Senior Faculties, nominated by the Principal
 - (vi) Nominee from the Industry

2. RESPONSIBILITIES:

- 2.1 The R&D Cell is responsible for assisting the Academic Council in the performance of the Council's responsibilities in respect of the establishment and promotion of excellence in the Institute's research and development, and academic and research training activities. This includes the development, review and monitoring of achievements under the Research & Development, and those aspects of other university/Institute Plans.
- 2.2 The development and enhancement of the Institute's research capacities.
- 2.3 Motivate all faculties and students to pursue research in their respective areas of expertise and publish minimum one research article in UGC /Scopus / SCI journal for every year.
- 2.4 The protection and commercialization of the Institute's intellectual property.
- 2.5 Consultancy activities related to R&D.
- 2.6 The provision of research and development opportunities for academic staff to maintain enthusiasm, awareness of current scholarship and relevance in teaching and other Institutional activities.
- 2.7 The development of infrastructure conducive to promoting the quality and quantity of research and development.
- 2.8 Disbursement of Institute Research Funds to established researchers, both individually and in groups; including research infrastructure funds; higher degree by research



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candidates; seeding grants to beginning researchers; research initiatives across the departments; and provision of consolidated information to the Academic Council and other appropriate Institutional bodies.

- 2.9 Monitor the application of Research Funds to ensure that the funds are properly and formally accounted for.
- 2.10 Promote emerging areas of research and development.
- 2.11 Development of mechanisms conducive to the best possible ways of engaging and motivating research staff.
- 2.12 To monitor and enhance the quality of research programmes, projects and the research infrastructure within the Institute, including the training of research scholars.
- 2.13 To be responsible for the progression of research scholars.
- 2.14 To foster the development of multi-disciplinary research endeavours across faculties and departments.
- 2.15 Monitor the research and development performance of individuals, groups, and faculties to encourage excellence and productivity through maintaining a database of research and development activities.
- 2.16 Oversee the application of the Code of Research Ethics for the responsible practice of research.
- 2.17 To formulate incentive schemes for promoting research activities with teachers and students/scholars.
- 2.18 To promote building strategic, durable partnerships and develop funding solutions with Industries and research Institutions for steering, funding and cooperation.
- 2.19 Legislation on higher education is amended to support the export of education.

3. TERMS OF OFFICE:

- 3.1 Members of the R&D cell serve for terms of up to five years.
- 3.2 An appointed member may be appointed to serve for additional terms as per the approval of the Academic Council of the Institute.

4. QUORUM:

The quorum for meetings of the R&D cell shall be the nearest whole number above 50% of the membership of the R&D cell for the time being.

5. MEETING SCHEDULE:

The R&D cell will meet at least two times each semester. The Chairman / Coordinator is responsible for determining if more meetings are required.



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6. REPORTING:

The R&D cell will report to the Academic Council by way of its minutes.

7. POLICY FOR RESEARCH AND INNOVATION FUNDING: DEVELOPMENT PRINCIPLES:

- (i) Funding will be long-term and predictable, and allocated under transparent criteria.
- (ii) Long-term skills development requires a stable funding base: the diverse and strong technological and science base of this Institute will be safeguarded.
- (iii) New and current resources to be directed towards the most important targets: strengths and selected priority fields; infrastructures; the research career system; internationalisation.
- (iv) Research and innovation by individual departments will be activated through funding, with the aim of improving the ability to innovate through interdisciplinary research work.
- (v) The funding basis for the Institute to be diversified; quantitative objectives and incentives to be set for international funding through steering committees.
- (vi) A larger share of the research funds will be used for strengthening the knowledge base and for research and innovation as well as cross-border cooperation.
- (vii) Expanding the funding base of research institutes will be necessary in the future.

8. APPROVAL OF RESEARCH PROPOSALS:

- 8.1 The design and methodology of research undertaken by a member of staff or student, that makes use of research and subjects like people, human remains, other living beings and the environment, must be submitted to the R & D Cell for evaluation and approval, especially if legislation, professional councils or institutions affected by the research require it.
- 8.2 When students hand in research essays, mini-dissertations, dissertations and theses, they must declare that their research has complied with the Code of Research Ethics of the Institute.

9. CODE OF RESEARCH ETHICS:

This code expresses the ethical values of all staff engaged in academic and / or research activities at the SST College of Arts & Commerce , who have committed themselves to:

- 9.1 Uphold the values of freedom, democracy, equality, human dignity and respect for diversity.
- 9.2 Strive for distinguished scholarship, excellence in teaching, reputable research and innovation through leading, challenging, creating and exploring knowledge.
- 9.3 Accomplish the above individually, through collective efforts and partnerships with communities.



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9.4 The purpose of the Code of Research Ethics is to guide staff and students engaged in academic and research activities to:

- Respect the human dignity and rights of all stakeholders.
- Promote shared ethical values and fulfil all academic/research activities according to such values.
- Uphold and promote individual, group and institutional integrity when in the process of fulfilling the roles as Professors, Guides, Researchers, Mentors and Advisors.
- Create trust in the institution and the practice of science and engineering.
- This code can be amended from time to time to deal with other aspects of research duties.
- The pursuit of truth through free inquiry and open dialogue.
- Just and fair treatment of human beings, other living beings, the environment, and human remains.
- Complying with the highest standards of scientific and engineering research
- Making no misrepresentation in the dissemination of research information and findings and not fabricating data or information.
- Designating authorship of consulted research sources clearly, accurately and justly and assigning authorship of research publications accurately and justly.
- Committing no form of plagiarism.
- Practising or promoting no form of unfair discrimination in research.

10. RELATIONSHIPS WITH THE COMMUNITY:

- (i) Data or information shall be gathered and recorded in such a way that it can be made available at any time (after completion of the project) to other interested parties without undermining confidentiality.
- (ii) Researchers will judiciously consider potentially destructive consequences of their research activities, outcomes or outputs on the human or natural environments and will avoid such research projects, or assiduously reduce the risk of such consequences through their research activities.
- (iii) Researchers will exercise their rights to academic freedom and freedom of scientific research; researchers are accountable to the community for the way in which they exercise those rights



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11. RELATIONSHIPS WITH SPONSORS

- (i) The methods, contents and results of research that has been funded (fully or partially) by external funds, shall be fully disclosed. Full particulars of the person or institution from outside the Institute who funded the research shall be provided in the published results of the research.
- (ii) Researchers shall be honest with sponsors of their research about their qualifications and their research expertise and skills. Researchers shall ensure that sponsors require nothing of their research that is contrary to internationally acknowledged standards for ethical research.
- (iii) Researchers shall only utilise a sponsor's funds for purposes explicitly approved by the sponsor and authority with the following:
 - 60% to the researcher
 - 30% to the institute
 - 10% to the Department as corpus fund

12. RELATIONSHIPS WITH RESEARCH PARTICIPANTS AND RESEARCH OBJECTS:

- (i) Researchers shall, at all times, respect research participants' right to freedom, dignity, privacy and bodily and psychological integrity.
- (ii) Researchers shall treat non-human living beings with care, respect and awareness of their vulnerability and defenselessness.
- (iii) Researchers shall undertake research in a manner that does the environment no harm and that creates no additional environmental stress.
- (iv) Researchers shall undertake to carry out biohazard waste disposal as per established norms and practices.
- (v) Researchers may use people as participants of research only if they have given their proven informed consent for their participation in the research, or, in the case of persons younger than eighteen years, if their guardians have given such informed consent and also observe confidentiality.




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CRITERIA FOR FACILITATING PROFESSIONAL DEVELOPMENT PROGRAMS FOR THE FACULTY

1. ELIGIBLE EMPLOYEES

SST College of Arts & Commerce (excluding employees on leave without pay) with a regular full-time appointment and with one year of accumulated service are eligible employees

2. CRITERIA FOR PROFESSIONAL DEVELOPMENT

- (i) Courses, seminars, workshops and conferences intended to assist employees in maintaining and improving knowledge and skills relevant to the employees' responsibilities or to their career development at the Institute can be considered for funding.
- (ii) All professional development activities must be provided by an association that is in the business of career related training or upgrading, or a service provider that is in the business of educating.
- (iii) Employees approved for Professional Development Leave are entitled to up to 14 paid working days.
- (iv) The following will not be considered for funding –
 - Professional fees or dues
 - Training to meet minimum job requirements in the employee's current job (e.g. basic level training for newly installed or upgraded computer hardware or software will not normally be approved whereas intermediate and/or advanced computer training may be considered for funding).
 - Courses or programs an employee is expected to take at the sole request of a supervisor
- (v) General interest courses. An exception might be a course that could be an asset to the employee and the college.

CRITERIA FOR FUNDING

Eligible employees can access funds for approved professional development to a maximum of Rs. per financial year (April 1 to March 31). Maximum funding levels are set by the Board of Governors and reviewed periodically.

Approved funding for individual professional development activities will not be carried forward into the next financial year.

Allowable expenses must be submitted within two (2) weeks of the staff development activity.

Funds allocated to professional development activities will be in the following priority order:

- (i) Registration fees
- (ii) Materials and supplies
- (iii) Travel for activities off campus
- (iv) Accommodations and meals



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4. APPLICATION PROCEDURES

- (i) The College pre-approves requests for financial support for development activities only, does not normally approve funding requests retroactively.
- (ii) Requests for leave to participate in a professional activity must be obtained by the applicant from the Principal through their respective Head of the Department.
- (iii) Completed applications are to be submitted to the Principal's office at least one week prior to the event.
- (iv) Completed applications are considered on a first come first serve basis. Applications will be date stamped upon receipt and reviewed for completeness.

5. CANCELLATION

- (i) Employees can request to withdraw their application and/or approved funding by writing to the Principal after obtaining approval from the Head of the Department.
- (ii) Employees cannot use previously approved funding for a different purpose.
- (iii) Employees who do not attend the professional development event for which they have received approved funding must repay the money.

1. STUDENT PUBLICATIONS

STANDARD OPERATING PROCEDURE

Facilities associated with all publications are owned by SST College of Arts & Commerce As owner and publisher, the college determines the purposes and policies of these publications by actions of the Board of Regents and the College general administrative officers, particularly the chairman of the SST College Of Arts & Commerce

RESEARCH COMMITTEE

Sr. No	Name of Teacher	Designation
1	Dr. Varsha Sawlani	Co-ordinator
2	Ms. C Kalpana	Member
3	Dr Santosh Karmani	Member
4	Renuka Balkrishna Mogli	Student Representative
5	Saloni Kamble	Student Representative
6	Alfasa Eliyash Choudhari	Student Representative
7	Sakshi Gargurde	Student Representative
8	Sanket Lonkar	Student Representative



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COMMUNICATIONS MEDIA COMMITTEE

The Communications Media Committee usually meets when necessary to consider publication proposals. Anyone wishing to propose a new publication should secure from the chair of the Communications Media Committee information regarding the data needed in any proposal and the deadlines for submitting proposals.

Guidelines for student-printed materials are provided so that students, in preparing material for distribution and publication, may plan the contents of those materials to be consistent with the basic aims. Students or student organisations preparing newspapers, magazines, newsletters, handbills, mail out information, and any other type of written or printed material for public distribution should be aware of and must conform to the following guidelines which also apply to all statements, pictures, and illustrations in such material.

First and foremost: SST College Of Arts & commerce is committed to academic excellence in an atmosphere of freedom. Any issue may be responsibly discussed so long as no student publication denigrates or defames the basic principles of the human values.

Second: Statements may responsibly discuss College policies, stating both supporting and contrary views, provided that criticism shall not maliciously attack any individual nor attempt to incite defiance of or disobedience to any University policy or regulation. Attention may be called to proper procedures established by the College (or the absence thereof) for suggesting policy changes.

Third: Statements shall not be directed toward inciting disobedience or defiance of federal, state, or local laws or the promotion of civil disorder.

Fourth: Statements shall not be profane, indecent, or pornographic.

Fifth: The intellectual and/or aesthetic content of College student publications shall be consistent with the standards that one would expect in a serious intellectual or academic environment.

Sixth: No statements shall advertise the sale or use of alcohol or unlawful drugs.

Seventh: The publication or distribution of material about or containing language, pictures, or subject matter prohibited in the regulation concerning campus speakers will be grounds for College disciplinary action.




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TRAINING AND PLACEMENT CELL

Lakshya Training and Placement Cell at SST College of Arts and Commerce is primarily managed by the Placement Committee headed by the Principal of the institute as the Chairperson, other committee members which includes faculties and students from various departments. It is responsible for the holistic development of students' careers and establishment of strong and sustainable corporate relations.

The Institute helps each student in exploring placement opportunities by inviting various companies for campus recruitment of students who are in the final year of the programme and are likely to graduate at the end of the academic year.

Students are continuously counselled with regard to his/her career aspirations and options. The students participate in Career Guidance programmes wherein they are provided with various information about the career options, requirements of the industry, skills required in the students, how to opt for their Career Path Etc. By participating in the placement programme of the Institute, the students are assisted in getting their 'dream' jobs. The placement committee assists the visiting placement companies in identifying the 'right' candidate for their organisation.

As the executive members of this committee, we are responsible for administering the visit of organisations on campus and acting as facilitators for the smooth handling of the placement process. We are the sole body responsible for the primary contact of institutions with corporations.

ACTIVITIES:

- Formation of Students' Placement Committees for final placement and also for getting industrial training and industry linked project work for students.
- Communication, networking and relationship building with the potential recruiters
- Invitation to potential recruiters to visit the Institute.
- Grooming and training of the candidates for the placements so that their chances of selection increase.
- General follow-up, joining formalities and other administrative activities.

The Committee supervises and manages the whole placement process, which includes interacting with the HR representatives of Corporate Organizations, arranging a meeting with them, arranging necessary infrastructure to conduct the placement drive, and conducting and holding the on and off campus placements. Apart from this, the committee plays an important role in developing and maintaining a sustainable and long-term relationship with the corporate world

Once an organisation shows interest in recruitment from the Institute, the students are asked to register their interest for the job. An email/ E Message informing about the job opening and its details will be shared with the student coordinators and placement committee. Placement cell will try to get as many details as possible about the job profile. Only students who register for that particular job profile will be considered for the job opening and their



names and CVs will be shared with the company. Once the names of students are submitted, students are not allowed to withdraw from the selection process.

Sometimes companies come for Pre-Placement Talk / Group Discussion / Written Test and the short-listed students are interviewed at the campus or off the campus. Alternatively, some companies select students based on their CVs and may invite them for Group Discussions/Interviews at their offices. The final placement is governed by certain guidelines, which are framed to facilitate the students to get maximum benefits. These guidelines are revised from time to time.

LIST OF TEACHERS IN THE COMMITTEE

Name of the Teacher	Email Id
Asst Prof Padma Deshpande - Training and Placement officer	padmadeshpande@sstcollege.edu.in
Asst Prof Sunil Shah- Training and Placement officer	sunilshah@sstcollege.edu.in
Asst Prof C.Kalpana- Member	ckalpana@sstcollege.edu.in
Asst Prof Sambhaji Khandekar	sambhajikhandekar@sstcollege.edu.in
Shetty Anisha Murugan	Student Representative
Mhatre Mandar Eknath	Student Representative
Naidu Ishwarya Joy	Student Representative




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ALUMNI COMMITTEE

An educational institute should give a better arena for its graduates to refresh old memories and network with one another, both socially and professionally. The alumni forum should be well-managed in order to sustain bonds that can be a significant career tool for both alumni and students. As a result, an unified platform would be established for our Institute's former students and alumni. Our Institute's Alumni Cell exists to recognise Alumni for their contributions to the Institute as their Alma mater and to enhance the link of brotherhood among Alumni. It also celebrates the personal/professional achievements of the Alumni during the annual Alumni meetings. The Alumni Cell also maintains the smooth operation of the Alumni Association, which is led by alumni. The Alumni Cell Standard Operating Procedures have been prepared to guide the coordinator and members of the Alumni Cell.

OBJECTIVES

1. Gathering Alumni information and keeping it up to date.
2. Sending major institutional achievements and other developments via group email and other social media groups.
3. Organising frequent alumni interactions with students from all years.
4. Organising an annual Alumni meeting in December to solicit suggestions for improvement.

ALUMNI CELL STANDARD OPERATING PROCEDURES FOR ALUMNI CELL MEETINGS

1. The Alumni cell would hold a meeting once a month.
2. Meetings would be held on the dates specified in the circular issued by the Principal at the beginning of each month.
3. The meeting's agenda should include the following items:
 - a. the constitution / re-constitution of the Alumni Cell / Alumni Association.
 - b. Inclusion/Exclusion of bylaws-specified terms and conditions.
 - c. Organization of alumni gatherings, interactions, visits, invited alumni presentations, and so on.
 - d. Discuss departmental action plans for involving alumni in various activities.
 - e. Submitting Activity Reports and reviewing their Outcomes.
 - f. Alumni funding assistance and review is utilised.
 - g. Establishing positive and fruitful relationships with alumni.
 - h. Obtaining Voluntary Support from Alumni for the Institute's/Development Department's Initiatives.
4. Members are expected to provide all necessary documentation to the meeting.
5. Members are expected to actively engage in the Alumni cell's debates.
6. Monthly meeting minutes should be written and presented to the institution's head.
7. All documentation connected to Alumni Cell activities must be filed in the appropriate file after being reviewed by the Institution's Head.



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ALUMNI REGISTRATION

1. Registration forms would be distributed to students completing their final semester of study.
2. Registration paperwork filled out would be collected and processed by appropriate class advisers.
3. The final semester students would be charged a registration fee for participation in the Alumni Association.
4. Department coordinators should ensure that e-Registration forms are available on the Institute Website all year.
5. E-registrant data should be validated and enrolled as members of the Alumni Association on a regular basis.

ALUMNI MEETINGS INVITED AND HOSTED BY THE ALUMNI CELL

1. Alumni gatherings would be held once a year.
2. Information about the visiting alumnus must be acquired from all Departments.
3. The department alumni cell coordinator should contact the alumnus well in advance to arrange travel/accommodation.
4. The department head should ensure that all essential preparations, such as transportation (conveyance), food, lodging, mementos, and other associated facilities, are made at least one week before the scheduled date of visit.
5. If the alumnus has been requested to give a lecture or lead a session, plans should be made well in advance by contacting the intended audience.
6. Feedback from alumni on their interactions with current students and the activity should be solicited.
7. Alumni recommendations for the institution's development will be sought.
8. The head of the institution shall award the alumnus with a Letter of Gratitude.
9. Return travel arrangements must be made well in advance.
10. The alumnus will be asked for feedback on their experience.
11. Photographs and other visit data, as well as a thank you note, will be forwarded to the alumnus. In light of the foregoing, Manakula Vinayagar Institute of Technology, Puducherry seeks to: Ensure the control of Alumni Registrations, Relationships, and Networks Providing a conducive platform for Alumni interactions through Alumni Meets/Visits. Recognizing Alumni's Professional Achievements and Attainments.



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ALUMNI COMMITTEE

Sr. No	Name of Teacher	Designation
1	Mr. Dilip Ahuja	Co-ordinator
2	Mr. Deepak Dubey	Member
3	Mr. Ravindra Jaiswal	Member
4	Mr. Sambhaji Khandekar	Member
5	Chonkar Janavi Santosh Shweta	Student Representative
6	Acharekar Pallavi Shankar	Student Representative
7	Mhatre Pratik Ashok Vandana	Student Representative




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GRIEVANCE REDRESSAL CELL

“There is always a solution to the every challenging situation”

As human creatures we have desires from life and when these desires are not satisfied it clears the way to discontentment and disappointment. As an institution makes a certain set of desires among the students and when these desires are not met it leads to grievances. At SSTC we prioritise student’s fulfilment, hence The Grievance Redressal Cell (GRC) aims to look into the complaints lodged by any student and redress it as per requirement. The students can state their grievance regarding any academic and non- academic matter within the campus through the online and grievance/ suggestion box.

OBJECTIVES

- To render a platform for the students to address their complaints, Issues and concerns.
- To develop a responsive and accountable attitude among all the stakeholders in order
- To maintain a harmonious educational atmosphere in the College.
- To maintain strict confidentiality, if necessary.

PROCEDURE

- The individual can visit the grievance cell at any given point of time to voice their concerns or can fill an online grievance form.
- The concern/issue will be addressed and communicated to the higher authority.
- A feedback for the same will be communicated to the individual who has raised the grievance
- A suggestion box is also placed in the campus to address concerns.

GRIEVANCE REDRESSAL CELL	
Dr. J.C. Purswani	Chairman
Mrs. Reena Mishra	Member
Mrs. Padma Deshpande	Member
Mr. Sunil Shah	Member
Mr. Jeevan Vichare	Member



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THE OBC CELL

The OBC Cell was established in the College with the primary aim of empowering the OBC students in the College. Cell is committed to provide an environment that supports diversity and respects everyone regardless of colour, religious belief or cultures and also commits to ensuring protection of everyone and acting as per the provisions of constitution of India in such matters. The Cell has been set up to help students from these communities become part of the mainstream and achieve all-round development.

OBJECTIVES

- To ensure equal opportunities for education of OBC students
- To facilitate financial support to students from these communities from governmental agencies and other sources
- To make the OBC students aware of the various scholarships schemes of the Central Government and Government of Maharashtra.
- To collect reports and information of Government of Maharashtra and UGC's orders on various aspects of education, employment of OBC students
- To publicise the various Central and State Government scholarship schemes and any updates in these matters

FUNCTIONS AND ACTIVITIES

- To collect reports and information of Government of Maharashtra and UGC's orders on various aspects of education, employment of these students.
- To publicise the various Central and State Government scholarship schemes and any updates in these matters
- To coordinate with Programme Coordinators, Department Heads and the Mentoring Council to identify students from these communities who need special assistance such as remedial classes and bridge courses, as well as those who are advanced learners and could be given extra attention and guidance

OBC CELL COMPOSITION

The OBC Cell will comprise the following members:

- Two faculty members, at least one of whom will be from a OBC Community
- One of the faculty members will be the Chairperson of the Cell
- College Librarian
- College Director of Physical Education & Sports
- Clerk
- Nodal Officer dealing with Scholarships for students from the OBC community



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OBC Cell	
Mr.Deepak Gavade	Chairman
Mr. Kirshna Salgaonkar	Member
Mr.Anil Telinga	Member
Mrs.Suvarna Nikam	Member
Mrs Vandana Chandanshiv	Member
Mr. Rahul Akul	Member
Mr. Arun More	Member
Ms. Meenakshi Mhatre	Member
Aherraio Vaibhavi Anil	Student Representative
Gaikwad asmita anand	Student Representative
MALI MINAL BHAGVAN CHHAYA	Student Representative
ROY SONAM MANAV	Student Representative



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THE MINORITY CELL

Minority cell of the college was established with the purpose of empowering the minority communities in the college and assisting them in their curricular, co-curricular and extra-curricular activities. The Cell has been set up to help minority students from the Christian, Muslim, Jain and other communities achieve holistic development.

OBJECTIVES

- To ensure equal opportunities for education of minorities
- To facilitate financial support to students from these communities from governmental agencies and other sources
- To make the minority students aware of the various scholarships schemes of the Central and State Governments.
- To encourage these students to enrol for courses, workshops, programs, etc. which the College offers students in an attempt to equip them with the skills needed for their careers
- To provide these students with a grievance redressal mechanism in addition to the regular redressal mechanism

FUNCTIONS AND ACTIVITIES

- To collect reports and information of Government of Maharashtra and UGC's orders on various aspects of education, employment of minority students
- To publicise the various Central and State Government scholarship schemes and any updates in these matters
- To coordinate with other College Cells and Committees such as the Mentoring Cell, Placement Cell, Students' Council, Sports Council, Cultural Council, etc. and ensure that students from minority communities participate in their activities
- To coordinate with Programme Coordinators, Department Heads and the Mentoring Council to identify students from these communities who need special assistance such as remedial classes and bridge courses, as well as those who are advanced learners and could be given extra attention and guidance




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MINORITY CELL COMPOSITION

The Minority Cell will comprise the following members:

- Two faculty members, at least one of whom will be from a Minority community
- One of the faculty members will be the Chairperson of the Cell
- College Librarian
- College Director of Physical Education & Sports
- Head Clerk
- Nodal Officer dealing with Scholarships for students from the Minority community

Minority Committee Members

Mr. Sunil Shah	Chairman
Mr. Santosh Karmani	Member
Mr. Jamal Athar	Member
Mrs. Varsha Sawlani	Member
Mrs. Vandana Chandanshiv	Member
Mr. Rahul Akul	Member
Mr. Arun More	Member
Ms. Meenakshi Mhatre	Member
Valecha Om Deepak Varsha	Student Representative
Manglani Khushi Kaluram	Student Representative
Shaikh Juber Shakil	Student Representative
Khan Ummekulsum Mohd Yunus	Student Representative
Khan Hamidraza Shoukin	Student Representative




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COMMITTEE FOR SC/ST

Schedule Castes (SC) and Schedule Tribes (ST) have been identified as the two most backward groups of Indian Society. They include all the castes, races or tribes, which have been socially, economically and educationally backward. The cell has been established to support and to bring students from such communities into the mainstream.

The SC/ST cell of the College was established with the purpose to empower the SC/ST students in the College. The College takes special interest in facilitating financial support to students from these communities from government agencies and other sources. They are also encouraged to enrol for career orientation & skill enhancement programs, which would equip them with the necessary skills to choose career options.

OBJECTIVES

- To improve the status of SC/ST students socially and educationally, so as to enable them to take their rightful place in the mainstream of the society.
- To counsel and guide SC/ST students and help in managing academic and personal issues of College life effectively.
- To provide an environment, where all such students feel safe and secure.
- To give prompt counselling for any emotional emergencies etc. arising on account of any event at the campus and or in personal life.
- To create the mechanism to redress the grievance of SC/ST students, if any
- To ensure protection and reservation as provided in the constitution of India.
- To arrange for special opportunities to enhance the career growth of SC/ST students.
- To create the awareness among SC/ST students regarding various scholarships programs of State Govt. and UGC.
- To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India, UGC and various government authorities.

ACTIVITIES

- To collect circulars & updated information of State Govt. and UGC's orders/directions on various aspects of education, employment of SC/ST Students.
- To communicate & circulate State Govt. and UG's decisions about different scholarship programs offered.
- To interact with the students and motivate them for better future planning.
- To function as a Grievance Redressal Cell for the Grievance of SC/ST students, if any and render them necessary help in solving their academic as well as career related issues.



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SC/ST CELL

Mrs. Smita Jagtap	Chairman
Mr. Tushar Wakse	Member
Mr. Sanjay Partole	Member
Mrs. Vandana Chandanshiv	Member
Mr. Rahul Akul	Member
Mr. Arun More	Member
Ms. Meenakshi Mhatre	Member
Sonawane Shital Ashok Asha	Student Representative
Kamble Sonali Prabhakar	Student Representative
Maske Prem Shashikant	Student Representative
Bhalerao Yashashree Sanjay	Student Representative




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ANTI-RAGGING COMMITTEE

Ragging is totally banned in the College and anyone found guilty of ragging and/or abetting ragging is liable to be punished, as it is a criminal offence.

As per the UGC notification in regard to prevention and prohibition of ragging in Higher Education Institutions, the College has constituted the Anti-Ragging Committee to prohibit, prevent and eliminate ragging on the College campus. Ragging is a criminal offence. Ragging is strictly prohibited by both State Govt. and Central Govt. Punishment for ragging will be as follows:

- (i) Imprisonment up to three years and fine of Rs.10,000/-
- (ii) Dismissal from the college

OBJECTIVES

- To prohibit, prevent and eliminate the scourge of ragging including any conduct by any student whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student.
- To monitor, direct and oversee the functions and performance of the Anti-Ragging Squads in prevention and curbing of ragging in the institution.

RESPONSIBILITIES

- To be vigilant at all hours all around the campus and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- To conduct an on-the-spot enquiry into any incident of ragging referred to it by the faculty or student or parent or guardian, as the case may be: and the enquiry report along with recommendations shall be submitted to the Head of the Institution for action.
- To offer services of counselling and create awareness to the students.




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ANTI-RAGGING COMMITTEE MEMBERS

Mr. Sunil Shah	Chairman
Dr. Santosh Karmani	Member
Mrs. Padmavati Deshpande	Member
Mrs. Varsha Sawlani	Member
Ms. Deepika Valecha	Member
Mrs. Deepa Agarwal	Member

ANTI-RAGGING SQUAD

Dr. Santosh Karmani	Member
Mr. Tushar Wakse	Member
Mr. Rahul Akul	Member
Mrs. Mayra Lachhani	Member
Mane Varsha Vijay Rekha	Student Representative
Sawant Prachi Sanjay Snehal	Student Representative
Tolani Preet Vishal Laxmi	Student Representative



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INTERNAL COMPLAINT COMMITTEE

In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the College is constituted as under to deal with complaints relating to Sexual harassment at the work place.

OBJECTIVES:

- To create awareness regarding women rights.
- To build self-esteem and dignity among girl students and ladies faculty members.
- To avoid and prohibit sexual harassment at the workplace.
- To arrange programs regarding health, personality development etc.

ICC CELL	
Dr.Khushbu Purswani	Chairman
Mrs. Reena Mishra	Member
Mrs. Padma Deshpande	Member
Mr. Sunil Shah	Member
Mr. Jeevan Vichare	Member
Naidu Ishwarya Joy	Student Representative
Goswami Nikhil Arvind	Student Representative
Theba sayyada anvarhusen	Student Representative
Chauhan Laxmi Achelal	Student Representative
Gupta Heena Nebulal Laxmi	Student Representative




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