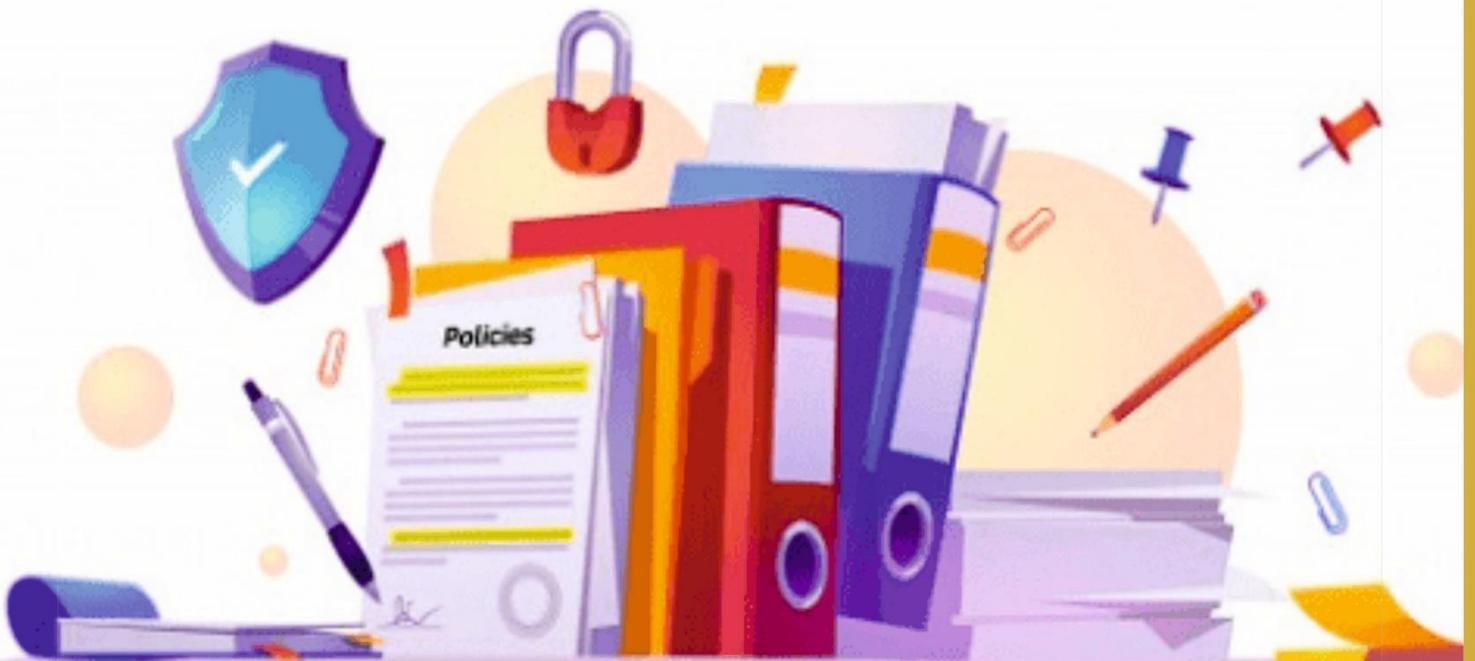




# S.S.T. College of Arts & Commerce

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



## 6.2.2

**THE FUNCTIONING OF THE INSTITUTIONAL BODIES IS EFFECTIVE AND EFFICIENT AS VISIBLE FROM POLICIES, ADMINISTRATIVE SETUP, APPOINTMENT AND SERVICE RULES, PROCEDURES, ETC**

## EMPLOYEE POLICIES

### TALENT MANAGEMENT POLICY

SSTC's aim is to create a holistic strategy, optimise faculty skill sets, meet short-term goals, and establish culture, engagement, competence, and capacity through integrated talent acquisition, development, and deployment processes that are linked with institutional goals. Recruitment and selection, induction, goal setting, performance appraisal, and faculty development programmes are all part of talent management. These methods aim to retain personnel and support their continual development of skills and competencies in order to fulfil long-term institutional goals and objectives.

- **Recruitment and Selection:** Recruitment and Selection are critical in order to hire people with the necessary skills and traits to help the institution achieve its goals. Apart from that, the institution follows the UGC Guidelines in attracting the suitable talent through the panel of the Staff Selection Committee.
- **Induction:** If the incumbent is selected, he or she will be welcomed into the SSTC Group with suitable on-boarding and induction procedures.
- **Goal Setting:** In collaboration with the HOD/Associate Director/Director/Principal, each faculty member creates a profile that specifies his or her attributes, research activities, books published, and so on, and sets goals for the coming year. Setting individual goals in line with institutional goals is done using the SMART technique (S-Specific, M-Measurable, A-Achievable, R-Realistic, and T-Time bound). It is critical to grasp the significance of goal planning if the department is to grow and expand in terms of departmental goals, student performance, and one's own career.
- **Performance Appraisal:** Students, HODs, Associate Directors, and the Director constantly review and evaluate faculties using a three-page self-evaluation form. To differentiate between Evaluation, Assessment, and Review, many parameters such as Results Analysis, Student Feedback, Conferences / Workshops attended, Research Areas, and so on are used.
- **Programs for Faculty/Administrative Staff Development:** A faculty member's Faculty Development Plan is critical to his or her professional progress and successful performance in teaching, academic engagement, and service. Similarly, the Admin Staff Development Program will ensure the successful functioning of all stakeholders, as well as the maintenance of a healthy atmosphere and campus etiquette in accordance with the institution's betterment. In consideration of the priorities of faculty professional growth and development, all faculties must prepare and submit to HoDs the Employee Evaluation Agreement Form, which depicts their annual development plans as well as personal plans for promotion, tenure, and participation in faculty development programmes. These proposals will be submitted by HoDs to the Associate Directors/Director/Principal.



  
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## ATTRACTION AND RETENTION POLICY

SSTC is devoted to Talent Retention in order to manage staff turnover and recruit high-quality employees. Aside from competitive salary and statutory benefits, employees are treated with proper workload, job stability, position clarity, rewards and recognition, adequate resources and funding, and, most importantly, best practices in employee management. SSTC's techniques for attracting and retaining top people include two-way communication, proper selection, chances for development and progress, performance-based appraisal, equal and fair treatment of all employees, engaging juniors in decision-making, and accountability transparency. SSTC thinks that it is in both the institution's and its workers' best interests to fairly compensate its staff for the value of labour delivered. The pay scales of all faculties are decided by their cadre in accordance with the Sixth Pay Commission as established by the statutory organisations.

### POLICY FOR NEW FACULTY APPOINTMENTS:

#### 1) ACCEPTANCE:

- a) Obtain approval from the appropriate authorities.
- b) The documents, including original certificates, percentage of marks, and other required criteria, must be validated by the concerned HoD/Associate Director/Director/Principal prior to receiving clearance from the authorised authorities.

#### 2) DOCUMENT SUBMISSION:

Individuals must submit their academic credentials, such as SSC, Inter, UG (CMM and OD), PG (CMM and OD), PhD (OD), and any other certificates, to the HR Department on or before the date of joining. In addition to the documents listed above, the following must be submitted:

- a) Copies of former employer's appointment order, relieving letter, and salary certificate.
- b) Copies of all certifications of experience.
- c) Six passport-sized pictures.
- d) Form 16, Previous SCM Document/Ratification Copy, if applicable.
- e) Aadhar Card, PAN Card, Voter ID Card, and Passport (if held).

#### 3) JOINING REPORT:

- a) Individuals must complete joining formalities by submitting a joining report and faculty information form to the HR Department after receiving signatures from the Section Head, Associate Director/Director/Principal of the relevant institution.
- b) In addition to the joining report, individuals must complete the faculty information form and the JNTU information form. Opening a Bank Account After enrolling in college, the individual must open a salary account with Bank of Baroda and send the account number to the Accounts Department and the HR Department.



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## PROCEDURE FOR LEAVES

1. Unexpected Leave
2. Paid Time Off
3. Compensatory Unpaid Leave
4. Study/Vacation Leave
5. Sick/Medical Leave
6. Duty Time Off (OD)
7. Maternity and Paternity Leave
8. Summer Vacation

Leave cannot be claimed as a right. When the exigencies of the services dictate it, the authority authorised to give leave of any kind has the option to refuse or terminate it. The nature of the leave owed and requested by an employee cannot be changed at the discretion of the sanctioning authority.

### 1. TEMPORARY LEAVE:

Casual leave is not earned through service. A member of staff on casual leave is not considered absent from work and his salary is not affected. In a calendar year, the maximum number of casual leaves is 12. Sundays and other holidays can be prefixed, interconnected, and suffixed using casual leaves. Casual leave cannot be combined with other types of leave. Casual leave is available on a quarterly basis. The Director/Principal may award an employee 6 days of special casual leave for self-marriage (only once). However, if the employee served for one year, this can be combined with the remaining CLs/ELs. The Director/Principal may award 4 days of special casual leave in the event of the death of his/her own dependents (own parents, own children, or lawfully married spouse), and these leaves may be combined with the remaining CLs/ELs.

### COMPENSATORY CASUAL LEAVE:

Compensatory Casual Leave may be awarded to employees in place of working on closed day(s) and must be used within 30 days of starting work.

### STUDY / SATISFIED LEAVE:

Under certain conditions, SSTC teaching employees may be allowed leave to further their study in India or overseas. The faculty member who is leaving must have completed a minimum of three years of service as stated above, will have a lien on employment, and will be eligible for 50% (full-time) or 100% (part-time) salary during such leave of absence. The faculty shall sign an agreement with SSTC outlining the aforementioned terms and circumstances of leave, as defined by the Director/Principal and officially approved by management on a case-by-case basis. The Management may, at its discretion, provide support for higher education fees in the form of an interest-free loan or 100% assistance. Staff



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employees who use full-time study facilities must sign agreements with the administration to serve the university for a minimum of five years (Ph.D.) or three years (M.E. or Ph.D. course work), along with sureties. In the event of a breach of contract, the employee must reimburse the fees and salaries received, as well as the current bank interest rate. Part-time employees must sign agreements with management to serve the institution for two years on half pay and four years on full pay after receiving the M.Tech. certificate, as well as sureties. In the event of a breach of contract, the employee must refund the agreed-upon amount plus the current bank interest rate. Higher education programmes must be completed within a two or three-year time frame. A faculty member can be sponsored for a six-month paid Ph.D. programme, but he or she must sign a two-year bond to serve the university after completing the programme. Sabbatical Leave is granted to faculty members who continue their research work.

#### **MEDICAL/ILLNESS LEAVE:**

Five days of exceptional leave can be granted / taken in the event of an employee's accident, hospitalisation, or operation due to a serious disease. This leave is only available for medical reasons, such as hospitalisation or serious illness lasting longer than three days. To obtain this leave, proper documentary evidence is required. iv. General short-term illness is assumed to be covered by CL/EL. v. For hospitalisation or serious sickness, this leave can be coupled with leave of duty.

#### **LEAVE OF DUTY (ON DUTY):**

The Institute may authorise any staff member to take special assignments with other institutions or industrial units for any official purpose while on duty. On duty may also be provided to visit faculty programmes, observer duty, and so on at the request of the institution's management. iii. If a member of staff is enrolled in a training programme sponsored by the institution, the entire period will be recognised as on duty, and he/she will be eligible for salary and benefits even if he is not working at the college during that time. iv. On duty may also be provided to staff members who are pursuing higher education for a maximum of 6 days per calendar year for examinations. They must present a proof of examination with their application for OD.

#### **MATERNITY/ PATERNITY LEAVE:**

Except for casual employees, women employees of SSTC may be awarded maternity leave for a duration of three months. A certificate from a competent doctor (M.B.B.S./ M.D.) is required to support a leave application. Maternity leave will not be applied to other types of leave. Maternity leave may be combined with other types of leave except casual leave; however, any leave requested in continuation of maternity leave may be granted only if backed by a medical certificate from a trained doctor (MBBS./ M.D.). The payment for maternity leave will be issued only when the female employee returns to work after taking maternity leave. An employee is entitled to maternity leave if she provides proof that she has less than two surviving



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children. Maternity leave must be requested at least three months in advance. Male employees are entitled to six days of paid paternity leave.

### **SUMMER VACATION:**

Every year, a circular on Summer Vacation and its terms and conditions will be sent to SSTC Faculties/Staff. With the agreement of the Director/Principal, such staff members may apply for vacation well in advance to their respective Authorities. In the event of a leave extension, Summer Vacation may only be combined with EL, which must be communicated to the appropriate authority well in advance. Employees who are entitled for additional vacation and travel for a distance greater than 1000 kilometres must provide travel tickets.

### **RESEARCH AND DEVELOPMENT**

"Learning is a Celebration" is one of the maxims that SSTC guarantees for its faculty/scholars. To institutionalise this learning approach, SSTC has dedicated itself to providing significant possibilities for its faculties to engage in research and development activities. Every department is urged to establish at least one of these centres. The centres are primarily concerned with applied research, product development, educational resource development, and industrial training. SSTC focuses on cross-disciplinary research, particularly in the fields of nanotechnology, robotics, automation, and big data, among others, which develops new ideas and encourages the development of innovative products and processes.



  
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**THE FUNCTIONING OF THE  
INSTITUTIONAL BODIES FOR  
ADMINISTRATIVE SETUP RULES  
PROCEDURE ETC**

**RECORD MANAGEMENT  
AND DOCUMENTATION**

## RECORD MANAGEMENT AND DOCUMENTATION

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

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

### Records that do not require archiving — Standard Administrative Practice

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

### ARCHIVING BEST PRACTISES — HARDCOPY RECORDS

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

#### Step 1: Sort the records

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

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

As an example:



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

### Step 3: Label and list the boxes.

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

### Essentials of Archiving:

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



  
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# **MAINTENANCE**

# MAINTENANCE

## 1. HEALTH CARE

### First Aid Management:

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

### CUTS AND WOUNDS:

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

### BURNS/INJURIES:

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



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### **FRACTURES:**

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

### **POISONING:**

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

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

### **CHEMICAL IN EYE:**

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

### **OBJECT IN EYE:**

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

### **ARTIFICIAL RESPIRATION:**

- Immediately dial the local hospital number if a victim stops breathing. Take immediate action and breathe into the victim's lungs. Let another person call the doctor.
- Position the victim on his back. Eliminate any foreign objects from the victim's mouth.
- Lift the victim's head back and down while placing one hand over his neck.



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- Put your mouth open and squeeze his nose shut. Exhale forcefully into the victim's mouth to widen his chest. Open your mouth to let the recirculated air out.
- four rapid breaths at first, then one every five seconds. Verify your head and jaw postures if you are having trouble breathing. Verify that the tongue is not obstructing the airway. Breathing from mouth to mouth once more.

## 2. PARKING

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



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### 3. STATIONERY

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

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

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

#### Guidelines for Employees:

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



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### ALTERNATIVE SUPPLIES:

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

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



  
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## 4. ELECTRICITY AND WATER SUPPLY

### ELECTRICITY SUPPLY

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

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

### The following are the procedures used to implement these policies:

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

### WATER SUPPLY

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



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

#### **ACCORDING TO THE COLLEGE'S SOPS:**

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

#### **THE FOLLOWING COLLEGE SOPS HAVE BEEN DEVELOPED:**

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



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## 5. WASTE MANAGEMENT

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

### SOLID WASTE MANAGEMENT:

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

### TRASH:

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

### STP (SEWAGE TREATMENT PLANT):

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

### RECYCLABLE WASTE:

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



  
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## 6. FURNITURE AND FIXTURES

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

### DEFINITIONS

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

### STATEMENT OF POLICY

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

### OWNERSHIP

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

### OPTION AND IDENTITY

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

### SAFETY AND HEALTH



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

## PROCEDURES

### REQUEST FOR FURNITURE:

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

## PURCHASING

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

## STORAGE AND MANAGEMENT

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



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

## DISPOSAL

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



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## 7. HOUSEKEEPING AND HYGIENE

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

### HOUSEKEEPING APPLIES TO:

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

### GENERAL CLEANING TECHNIQUES:

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

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



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



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## 8. CLASSROOMS

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

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

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



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## 9. LABORATORIES

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

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

### GENERAL PROCEDURE FOR ALL LABORATORIES:

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



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## 10.LIBRARY

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



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



  
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## 11.SPORTS CENTRE/GYMKHANA

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

### RULES FOR COLLEGE GYMKHANA:

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

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

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



  
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## 12. SECURITY

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

### POLICIES FOR SECURITY AND SAFETY:

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

### SECURITY:

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

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

### SECURITY GUARD:

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



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

### **RESPONSIBILITIES RELATED TO SECURITY GUARD ARE AS FOLLOWS:**

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

### **FIRE PRECAUTIONS:**

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

### **WE MUST MAKE CERTAIN THAT THE**

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



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

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

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



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## SAFETY OF STUDENTS:

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

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

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

## TYPE OF CHECKS PRACTISED IN SSTC CAMPUS:

### CCTV SURVEILLANCE:

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

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

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

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

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

## CRIME PREVENTION

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



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

### **PROTECTING YOUR PROPERTY:**

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

### **13. TRANSPORT**

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



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