



SINDHU EDUCATION SOCIETY'S
(S.E.S) SWAMI HANSMUNI MAHARAJ DEGREE
COLLEGE OF COMMERCE

Netaji Chowk, Opp. Dena Bank, Ulhasnagar-421 004, Dist. Thane (Maharashtra), Ph-9359676772

E-mail: shmdegrecollege@gmail.com

Website: www.shmdegrecollege.in

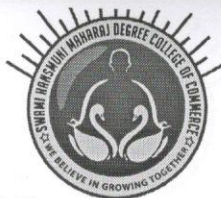
PLACEMENT POLICY

Placement Cell:

The SHM College Placement Cell plays a crucial role in locating job opportunities for Undergraduate and Postgraduate students passing out from SHM College. It establishes working touch points with reputed firms and industrial establishments; operating round the year to facilitate a connection between companies and graduates. It has become imperative for educational institutes and universities to identify the dynamic technological trends and the resultant paradigm shift in corporate needs to be able to deliver the same in the existing or upcoming curriculum of academia. These deliberations are crucial for preparing students to be employable and job ready, and catering the industrial needs in a much more efficient and effective way.

Objectives:

- Create awareness among students regarding available career options and help them in identifying their career objectives.
- Guide the students in developing skills and job-search strategies required to achieve their career objectives.
- Mentor students on relationship building, transitioning to new business jobs, and crafting their resumes.
- Partner with employers and alumni to build a network pool for students.
- Identify suitable potential employers and help them achieve their hiring goals.
- Organize activities which aid in career planning.



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Skill Development and Training:

Skill development is a crucial term these days and every organization is focused to hire skilled employees or train them to get good skills prior to hands-on jobs. Skill and specialization are what the market is demanding these days. With booming globalization, skill training is an integral component of increasing efficiency and productivity for sound economic development of any economy. In India, the demand for skilled manpower is huge and to cover this gap, it is very pertinent to re-engineer the skill ecosystem. Students who have registered for Placements as an option ideally undergo a minimum of 30 hours Skill Development Program to be eligible for Placements. You are requested to contact your respective Placement Officer for more details.

The focus on training and skill development is as follows:

- Skill based learning focuses on increasing employability
- Equip students with appropriate hands-on skills which will help them to be job ready.
- Core focus on job role based skills leads to comprehensive specialization, thereby increasing efficacy of the candidate. SHM College Quality Policies.
- Skill Training interventions raises confidence, improves productivity and competency of an individual through focused outcome based learning.
- Keeping in view the industry requirements, the training curriculum must be designed for preparing the students for entry-level Graduate Placement and focus must be given to Personality Development, Communication Skills and Vocabulary, Resume Preparation and Email Writing, Group Discussion, Interview Skills, Aptitude Training and Practice Tests.



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• Other areas of focus could be as follows, but not limited to this. Self-Awareness and Self-Management, Presentation Skills, Time management, Goal Setting and Decision Making, Workplace Ethics, Conflict Management Placement Process and Registration: All Final Year Undergraduate Students, Diploma and Final Year Postgraduate Students are eligible to apply to be part of the Placement Service. Students must submit an online Placement Application and submit a copy of the same to the respective Placement Officers.

STEP 1 – Check eligibility with your respective Placement Officer.

STEP 2 – Click the following link and apply Online.

STEP 3 – Submit the copy of the Confirmation Sheet to the Placement Officer.

STEP 4 – Retain One Copy for yourself. Eligibility No backlogs.

- Attendance requirement: Student must maintain 75% attendance
- CGPA/ Percentage requirement: All students must have a minimum of 55% in 10th, PUC and Degree.
- Any other criteria there are two types of Campus Placements Programs: On-Campus Placement: In On-Campus Placement drives, companies visit the college to select final year students. The selection is based on a student's ability to clear the Aptitude Test, HR Interview and other parameters set by the company based on their requirements. Off-Campus Placement/ Pool Drives in Off-Campus Placement drives, recruitment is conducted at a common place that could be any particular college or in the premises of the host company/institution. Students from many other institutions are invited to participate in such drives. Off-campus placements are mass recruitment drives to bring a large number of opportunities and deserving undergraduates to the same table.



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Placement Process:

STEP 1 - HR of a company contacts College or Placement Officer contacts the company

STEP 2 - Announcement is made of a Placement Drive with details pertaining to the Job Description and CTC – Cost to Company. SHM College Quality Policies.

STEP 3 - Placement Representative is contacted with details regarding the Date and Timing.

STEP 4 - Students are required to Sign-Up for the Placement Drive.

STEP 5 - Companies confirm the Drive with Infrastructure Details.

STEP 6 - Students participate in the Placement Drive.

STEP 7 – Students attend a Pre-Placement Talk, Education Qualification is confirmed, Written Test, Group Discussion (Option), Technical Interview, HR Interview and Post Placement Talk

STEP 8 - Short-listed or Selected Candidates are announced Responsibilities of students:

- It is the responsibility of the student to check Announcements/Notices/ updated information/shortlisted names etc. displayed on the notice boards of Placement Office/Department Notice Boards. Students are expected to be on time as per the announcements.
- Failure to read the notice board/ERP Notification/WhatsApp Message/College App/Website will not be accepted as an excuse for not participating.
- Students not meeting the eligibility criteria mandatorily laid out by the company, would not be allowed to sit for the same.
- Students are advised to be dressed as per the formal dress code of the college at the time every Recruitment Drive.
- Students should carry their Official College ID Card.



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- All the following documents must be with the candidate during Interview: Multiple Copies of Resume, Passport Size Photographs, Copies of 10th, 12th, Degree Marks Cards and other relevant certificates, Government Issued ID Cards.
- Attendance must be claimed by the student within 48 hours of the completion of the drive.
- Students must clarify queries/doubts, if any, related to package, job profile, and place of work, bond details or in similar regards with the Placement officer and on instruction can be clarified from HR officials of the Company during Pre Placement talk.
- A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company.
- If any student does not complete the Process for any other reason, except not qualifying, he/she will not be allowed to continue the benefit of placement services.
- The college follows 'One Offer Policy'. Here, students are permitted to attend any number of interviews until they receive one offer from companies. Any violations in this aspect will result in disciplinary action by the placement department. Note: A student is obligated to accept an offer if the CTC and the job description provided in the offer letter match the information communicated by the placement department or SHM COLLEGE Quality Policies 98 the company. In today's job environment, location is a variable and hence location may change.
- All communication will be only between the company and the placement department. The placement department will in turn communicate the same to the student.
- Students who accept an offer are obligated to join the company as per the terms of the offer.
- Students who pursue offers external to the placement department are requested to keep the placement department informed to avoid conflicts with the activities of the placement department.



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- Students who want to pursue higher studies, should refrain from the Placement process.

Discipline:

- Students should maintain discipline and show ethical and decent behavior in every action they make during the placement process. Any student found violating the protocol set by the company or defaming the Institute's name would be debarred from the placements for the rest of the academic year and it could lead to strict disciplinary action by the Institute.
- Students found cheating or misbehaving in the selection process (PPT/Test/GD/ Interview) will be disqualified from the placements for the rest of the academic year.

Joining Status: In case a student decides not to join where he/she got selected, he/she should inform the company in writing with reasons at the earliest and also required to submit a copy of that letter/mail to the Placement Office.

Offer Letter:

Offers received from companies must be collected from the Placement Office/ Company as per timings in the notice. The responsibility of going through the offer letter and taking further actions such as signing and accepting and sending it back to the Placement Office/ Company lies entirely on the student. In case offers are received directly by the student from the company, the copy of the same must be submitted to the Placement Office. As an alternative to offers of which the placement cell has no record; maintaining a student list/letter of intent/email communication is advisable.

Signature





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MAINTAINENCE POLICY (PHYSICAL, ACADEMIC & SUPPORT)

Preamble

The Institution believes in the value “challenge to do more and strive for excellence”. For the past few decades, the College has endeavoured to achieve academic excellence in teaching and research with a creative approach and strong commitment to serve the society through focused socially oriented outreach programmes. The College has also established a Maintenance Policy (Physical, Academic and Support) in alignment with its vision and mission. The primary mandate of this policy is to ensure proper service condition through physical, academic and support machineries of the institution for its overall smooth functioning.

Policy Statement

Through this policy, it is ensured that all the physical, academic and support infrastructure is well equipped and maintained to support the delivery of high quality teaching and learning in the College without any service interruptions.

Objective

This policy is designed to develop action plans and procedures for the maintenance, repair and replacement of all equipment—physical, academic and support infrastructure to sustain the delivery of quality teaching and learning in the College and ensuring the College’s smooth operations.

Scope

- Details of all hi-tech equipment, machinery and guarantees/warranties of the equipment – physical, academic and support infrastructure of the College is maintained in the ASSEST REGISTER which is available in the administration office. Records details include:



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- Date of purchase
- Name & Details of Fund utilized to purchase
- Purchase Invoice Details
- Purchase Price • Contact details for servicing contract
- Location of equipment / machinery in the College
- Staff member responsible for day to day checking
- Setting out a uniform maintenance and repair procedure for all the equipment across all the departments and centres of the College.
- Ensuring the effective utilization of resources for teaching, learning and training.
- Ensuring the replacement of equipment and furniture in a procedural way, on a regular basis without service interruptions.





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THE ROLE OF THE MANAGEMENT

	Roles	Responsibilities
i	Head of Administration-Principal	<ul style="list-style-type: none">• Overall responsibility for service and maintenance of all physical, academic and support infrastructure equipment.• The maintenance of Building, Furniture, Electrical, Garden, Sports- Ground, and IT are forwarded by the Principal to the respective In-charge Heads for necessary actions.
ii	Maintenance Officer	<ul style="list-style-type: none">• Overall in-charge of building, furniture and house-keeping services.
iii	In-Charge-Electrical	<ul style="list-style-type: none">• Overall in-charge of lighting, electrical, solar & cabling for electricity and internet in the Conference halls, Audio Visual rooms and auditoriums (both indoors and open air).• Responsible for the periodical/ annual maintenance of the above in the respective locations.• To maintain records of periodic maintenance, repair logs and replacement details of the concerned equipment.
iv	In-Charge-Garden	<ul style="list-style-type: none">• Overall-in-charge of College Garden, Compost making and Garden maintenance.• Responsible for the periodical/ annual maintenance of the above in the respective locations.



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v	In-Charge-Sports Ground	<ul style="list-style-type: none">• Overall in-charge of Sports Ground and its maintenance (Refer Sports- Policy for Details).• Responsible for the periodical/ annual maintenance of the above in the respective locations.
vi	In-Charge-IT	<ul style="list-style-type: none">• Overall in-charge of IT equipment (ref. IT- policy for details).• Responsible for the periodical/ annual maintenance of the above in the respective locations.• To maintain records of periodic maintenance, repair logs and replacement details of the concerned equipment.
vii.	In-Charge-ERP	<ul style="list-style-type: none">• Overall in-charge of ERP (Ref. ERP policy)

PROCEDURE FOR MAINTENANCE

The following procedure provide acceptable and effective maintenance and repair of academic resources.

Maintenance- This procedure includes routine and preventive maintenance as follows:

- Regular lubrication of machinery/ equipment (Lift, Gen Sets, moving parts).
- Checking of equipment's component to ensure proper operation of all electrical equipment including lifts and generators.
- Acquire maintenance contract from the supplier/ vendor for all the equipment purchased and contacting them for servicing major equipment defects with or without warranty.



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- Regular clean-up and upkeep of Reverse Osmosis Water Filters of the College, including overhead water tanks, rain water sump, well, bore-well are done periodically at the end of each semester.
- Regular clean-up and upkeep of College kitchen and its equipment is done by the Kitchen contractor.
- At the end of every semester, periodical maintenance is carried out.
- Keep servicing records for all equipment in database of equipment & resources of the College in the ASSET REGISTER maintained for the purpose.

Repair

- Repair is carried out based on the request from the concerned in-charge Head.
- For equipment under warranty, the supplier is informed to take corrective action.
- For equipment outside warranty, the head in charge will fix faults with the help of College technicians if possible. Any faults that can't be rectified by local technicians will be handed over for external servicing.

Replacement:

- Any parts to be replaced during repair servicing will be purchased in compliance with the College's financial rules and regulations.
- Any equipment/ furniture found to be obsolete or not repairable due to unavailability of spares or any other reasons, will be replaced as a whole as per College purchase procedure.
- Any obsolete equipment or furniture no longer in use but still working is donated to sister institutions in the District/ State.



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Support:

- Adequate housekeeping staff are available at any point of time during the working hours of the College.
- Appropriate necessary number of housekeeping staff to all the floors of the College to ensure clean classrooms, lecture halls, computer labs and toilets for students and staff use.
- Ensure that the toilets are regularly cleaned on scheduled times daily.
- Ensure that the students and staff's special requests for arrangements for workshops, conferences and other such academic, co-curricular programs are met as and when requested.

Dissemination of Policy information

This policy is disseminated to all stakeholders through the Total Quality Management (TQM) and Non-Teaching Staff Meeting including the College website.





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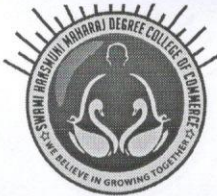
INFORMATION TECHNOLOGY POLICIES

Introduction:

The Institution recognizes the critical nature of Information Technology (IT) services in higher education in the 21st century, given the exponential growth of the use of digital tools in every area of functioning. Students and faculty are increasingly dependent on digital formats for sharing information both within and outside the institution. We understand the importance of facilitating IT use, protecting data and updating technologies to keep abreast of global developments.

Background and Purpose

The Information Technology (IT) policies exist to enable, maintain and secure appropriate and permissible use of the college's information technology infrastructure. The policies reflect the institutions vision and mission objectives while articulating and strategy and directions for the operation, use and upgrading and updating of information technology. This policy sets forth responsible and acceptable use of IT resources on campus in order to advance the institutions vision and mission. These resources are provided for teaching and learning purposes, research, and administrative functioning of the institution. They are accessible to all students, faculty, staff, administrators, authorized guests, and others who have permission of the Head of the institution.



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Definition of Information Technology Resources

The definition of Information Technology Resources (ITR) for the purposes of this Policy include, but are not limited to the transmission cables on campus, servers, cloud storage, wireless networks, internet connections, all software under license for educational purposes, institutional PCs and computer/ digital accessories in departments, offices, lecture halls, and audio-visual rooms, computers in laboratories and browsing centres, projectors, laptops, wired networks, LANs, internet connectivity, intranet, college website, institutional email accounts, printers, copying machines, media room, data in digital format, and digital technology deployed in any other dedicated space on campus.

The use of personal digital devices used on campus (laptops, iPads, iPhones, Android phones or any other device) shall conform to the appropriate and relevant regulations given in this policy.

Violations of any clause leading to compromised cyber security on campus will result in severe sanctions, including banning of the use of personal digital devices on campus for that individual.

SCOPE

This policy applies to all members of the (S.E.S.) Swami Hansmuni Maharaj Degree College of Commerce, alumni, retired staff and faculty, authorized guests, consultants, and any other person who has the express permission of the Head of the institution to use IT resources on campus. All those who have access to institutional IT are responsible for ethical use of all data/ devices/ technology available, and their privacy is ensured.



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POLICY STATEMENTS

- (S.E.S.) Swami Hansmuni Maharaj Degree College of Commerce IT resources are provided to authorized users only for the advancement of the mission and vision of the institution and to enable and support the functioning and operations of the different constituents of the institution.
- Authorized users shall take care to ensure the safety, confidentiality and security of all IT resources.
- Authorized users shall respect the Intellectual Property Rights of other members.
- Authorized users shall use IT resources in accordance with the IT Policy, Online/ Remote Teaching Policy, and other Policy directives of the institution.

CODE OF CONDUCT

The Policy integrates the Code of Academic Integrity which applies to all students and research scholars, administration and everyone who makes use of technology on campus. It prescribes not only adherence to integrity and ethical use of resources both online and offline, but also to use of the institution's digital resources. This includes computer and network violations such as hacking, introducing a worm or virus, illegally obtaining computer passwords and altering data, unauthorized access to data, computers and networks, using the institutions ITR for commercial/ personal purpose, infringement of copyright, harassment of another user, disclosing sensitive and confidential data/ information to unauthorized persons, and physical damage to ITR.

Violations of the Code of Conduct by students shall be handled by the Principal in consultation Secretary of the Sindh Education Society. In all sanctions and rulings, the decision of the Principal shall be final. The right to deny access to ITR on campus rests with the Principal and her decision shall be final.



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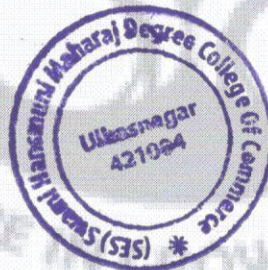
Wi-Fi

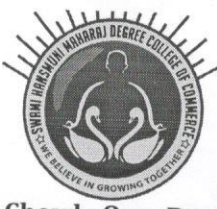
Wireless networking is an important aspect to technology deployment on campus since it offers many benefits that support the institutional mission. It is one of the objectives of this policy to ensure that wireless connections are centrally controlled and deployed to provide optimal levels of service and ensure maximum security. The institution prohibits the installation of non-standard or misconfigured wireless access points. The purchase and installation of wireless equipment is centralized to ensure that inappropriate devices are not installed and used on the institutions networks. All resolution of hardware, software, or network issues shall be the responsibility of the respective IT Teams. Any Access Point which is connected to the institutions network infrastructure is the responsibility of the relevant team from the IT Unit. Only devices authenticated by the IT teams may access network resources.

CYBER SECURITY

The institution reserves the right to use two levels of security: Site Blocking with Sonic Wall and website blocking with Fort iGATE firewall.

Pranav





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RECRUITMENT AND SELECTION POLICY

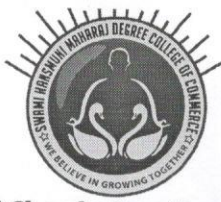
A Recruitment and Selection Policy is an essential component and the purpose of this policy is to provide guidelines and procedures for hiring and selecting the best qualified candidates for various positions in the college. The institution ensures openness and transparency in all the steps to appoint eligible candidates without any discrimination by adopting policies as prescribed by University of Mumbai.

Procedure:

- A copy of advertisement is sent to the University for Approval. On the receipt of the approval advertisements are realised in the National/ state level newspaper. Fifteen days' time are given for the applicants to apply for the post advertised.
- Screening Process: We have established a screening process to evaluate the qualifications and experience of candidates, which includes a review of resumes, cover letters, and interviews.
- Setting up Selection Committee to interview the identify candidates to be interviewed. The selection committee panel is constituted sanctioned by the university to conduct the interviews.
- Interview Process: We have established a structured interview process that includes questions related to the job description and requirements.
- Setting up Screening Committees to identify candidates to be interviewed are selected and interview letters are sent to the candidate.
- Selection committee reports are placed before the university with required documents for approval.
- Once the approval letters received from the university, the appointment letters are issued to the candidates.




Principal
(SES) Swami Hansmuni Maharaj
Degree College of Commerce
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GRIEVANCES REDRESSAL POLICY

A grievances redressal committee has been formed to look into the complaints filed by the students. The purpose of a Grievance Redressal Policy is to provide a mechanism for students to voice their complaints or grievances and to ensure that those grievances are addressed in a timely and fair manner.

Objectives:

- To strive hard to create healthy atmosphere for the smooth functioning of the Institution.
- To encourage students to express their grievances freely without any fear.
- To understand the problems at academic and administrative level.

Procedure and functions:

- The College has formed a Grievance Redressal Committee, consisting of faculty members and student representatives, to address grievances raised by students.
- Step wise guide: The College had clearly outlined the procedure for filing grievances, including the forms and documents required, and the timelines for submitting grievances.
- Confidentiality: The Grievance Redressal Committee ensures that the grievances are handled with utmost confidentiality and privacy.
- Timely redressal: Our College ensures that all grievances are addressed in a timely manner, and students are kept informed of the progress and outcome of their grievances.
- Appeals process: Our college provides an appeals process for students who are not satisfied with the outcome of their grievances.
- Prevention of retaliation: The Grievance Redressal Committee ensures that students who file grievances are not subjected to any retaliation or discrimination.
- Record keeping: The College maintains records of all grievances filed and the actions taken to redress them.
- By implementing a Grievance Redressal Policy, our degree college creates a safe and supportive environment for students and foster a culture of transparency and accountability.



Kiran
Principal
(SES) Swami Hansmuni Maharaj
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RESEARCH POLICY

Institution creates effervescent atmosphere to cultivate the research culture among the teachers and students by adopting scientific way to build professional competence.

Objectives:

- To create awareness and opportunities in research and development among the students and faculty members to involve in research activities.
- To encourage and facilitate the publication of the research work/ projects in reputed academic journals.
- To make effort to improve the availability of research infrastructure requirements to facilitate research.
- To organise seminars, conferences, and workshops frequently to enhance the research culture among the students and faculty member's.
- To depute faculty members to attend the seminar, conference and workshop organised by other institutions.
- To organise research workshop to empower the students and faculty members to undertake the research activities.
- To ensure publications in quality journals, indexed in Scopus/ Web of Science and Indian Citation Index with good impact factor.
- To undertake minor research projects.
- To motivate faculty members to register for PhD.

Measures to promote research:

Research Funding: We have established a mechanism for funding research activities, including research grants, sponsorships, and other forms of financial support. Each Faculty is required to publish minimum two research papers per academic year in UGC & other Journals.



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Netaji Chowk, Opp. Dena Bank, Ulhasnagar-421 004, Dist. Thane (Maharashtra), Ph-9359676772

E-mail: shmdegrecollege@gmail.com

Website: www.shmdegrecollege.in

Research Ethics: We have established ethical guidelines for research activities, including the protection of human subjects, animal welfare, and the responsible use of research resources.

Research Facilities and Resources: We provide adequate facilities and resources for research activities, including access to libraries, laboratories, and other research facilities.

Research Collaboration: We encourage collaboration among faculty and students, both within the institution and with other institutions or organizations.

Research Publication and Ph.D. enrolment: We encourage the dissemination of research output through publications, conferences, and other forums.





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ENVIRONMENTAL POLICY

The Institution is dedicated to observe to the principles of protection of environment and sustainability. This policy sets out principles, priority areas, procedures for implementation, management of campus environment.

Objectives of Environmental Policy

To reduce its environmental footprint by minimizing waste, reducing energy and water consumption, and using environmentally-friendly products and services.

To encourage sustainable practices such as recycling, composting, and using public transport or carpooling.

To protect natural resources such as forests, water bodies, and biodiversity.

To engage with the local community and local NGOs to promote environmental awareness and collaborate on environmental initiatives.

To create a culture of sustainability among its students and staff, promoting values such as responsible consumption and environmental stewardship.

Priority areas:

Recycling programs: We implement recycling programs to reduce the amount of waste that is generated on campus.

Energy-efficient practices: We adopt energy-efficient practices, such as using LED lighting, to reduce energy consumption and lower greenhouse gas emissions.

Sustainable transportation: We encourage the use of sustainable transportation methods, such as biking, walking, or public transportation, by providing bike racks, promoting carpooling.

Sustainable food practices: We adopt sustainable food practices, such as serving locally sourced and organic food, to reduce the environmental impact of the food served on campus.



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Green spaces: We create green spaces on campus to promote biodiversity and provide students with access to nature.

Steps for protection of Environment:

Reduce, reuse, and recycle: This is one of the most effective ways to protect the environment. By reducing our consumption of resources, reusing items whenever possible, and recycling materials, we can help reduce waste and conserve resources.

Conserve energy: We are conserving energy by turning off lights and appliances when not in use, using energy-efficient appliances and light bulbs, and reducing our use of heating and cooling systems.

Use sustainable transportation: We encourage our students and staff to reduce our carbon footprint by using public transportation, walking, or biking instead of driving alone.

Support conservation efforts: We support conservation efforts by volunteering with environmental organizations, donating to conservation causes, and supporting legislation and policies that protect the environment.

Avoid the use of harmful chemicals: We avoid the use of harmful chemicals by using natural cleaning products, avoiding pesticides, and properly disposing of hazardous waste.

Protect natural resources: We protect natural resources by conserving water, planting trees, and avoiding activities that harm wildlife and their habitats.

Raise awareness: We are raising awareness about environmental issues by guiding our students and staff to talk to their friends and family, sharing information on social media, and participating in environmental campaigns and events.





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SEXUAL HARASSMENT POLICY

POLICY STATEMENT

The Institution is committed to providing a campus that is free of sexual harassment irrespective of gender, race, caste, creed, and religion, place of origin, sexual orientation, disability, or economic status. The Institute's students, faculty, and non-teaching staff, and others associated with Institute have the right to be in an environment free from any form of discrimination and conduct which can be considered harassing, coercive, or disruptive, particularly behaviours that are tantamount to sexual harassment as defined in this policy. This will assist individuals who believe they have been subjected to sexual harassment seek support and remedial action. The Institute is committed to taking all necessary steps to ensure that none of its members and others associated with it are subject to sexual harassment and will enforce this Policy to the fullest extent necessary. This Policy is also in furtherance of requirements of the legislation – The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the Rules made to this law in 2013 (collectively referred to as 'law'). In addition, this Policy shall be read with reference to any provisions of the Regulations, rules and other policies of the Institute, as applicable. Relevant guidelines of the Ministry of Human Resource Development, Government of India, and the University Grants Commission, may also be referred in the implementation of this Policy.

SEXUAL HARASSMENT

Sexual harassment includes any one or more of the following unwelcome acts or behaviours (whether directly or by implication): (a) physical contact and advances; (b) a demand or request for sexual favours; (c) making sexually colored remarks; (d) showing pornography; or (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Further, the



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following circumstances may also amount to sexual harassment if it occurs or is present in relation to any other act of sexual harassment: (a) implied or explicit promise of preferential treatment; (b) implied or explicit threat of detrimental treatment; (c) implied or explicit threat about present or future; PAGE 2 OF 7 (d) interference with work or creating an intimidating or offensive or hostile environment; or (e) humiliating treatment likely to affect health or safety.

DEFINITIONS

(a) 'Campus' means the location or the land on which the Institute and its related facilities like libraries, laboratories, classrooms, student halls of residence, toilets, health centres', canteen, bank counters etc. are situated. It also includes within its scope places visited as a member of the Institute including transportation provided for the purpose of commuting to and from the Institute. Locations outside the Institute including field trips, internships, study tours, excursion, and short term placements, places used for camps, cultural festivals, and sports meet, online sessions, groups and events, and such other activities where a person is participating in the capacity of an employee or a student of the Institute are also included. (b) 'Director' is the chief executive authority of the Institute. (c) 'Faculty' means persons who are on the regular and contractual rolls of the Institute, and shall include faculty who are full time, contract, ad-hoc, part-time, visiting, adjunct, guest, honorary, or on special duty or deputation. (d) 'Non-Teaching Staff' includes any employee of the Institute, who is not included in the category of Faculty. (e) 'Student' means a person admitted and pursuing a program of study, including short term training programs, in the Institute. Provided that a person who is in the process of taking admission and is not yet admitted, shall be treated for the purpose of this Policy as a student, where any incident of sexual harassment takes place against such person, in the process of admission. Provided that a student of any other institution, who is a participant in any of the activities of the Institute shall also be treated for the purpose of this Policy, as a student of the



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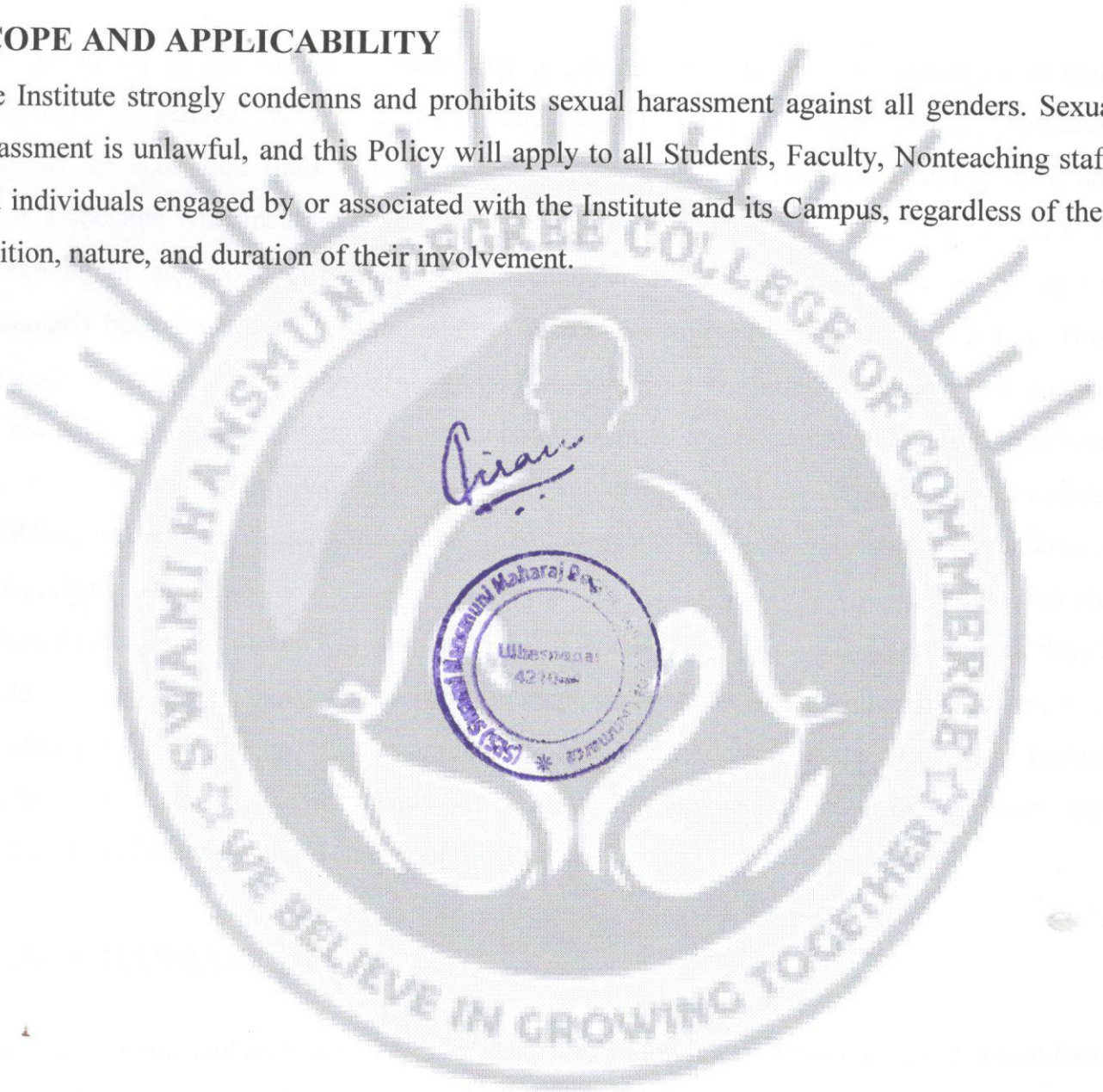
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Institute, where any incident of sexual harassment takes place against such student in the said activities of the Institute.

SCOPE AND APPLICABILITY

The Institute strongly condemns and prohibits sexual harassment against all genders. Sexual harassment is unlawful, and this Policy will apply to all Students, Faculty, Nonteaching staff, and individuals engaged by or associated with the Institute and its Campus, regardless of their position, nature, and duration of their involvement.





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SCHOLARSHIP POLICY

The Institution observes to the rules and regulations to aim scholarship facility from the Government, Non-Government and Trust facilitate students for their educational benefits to the students.

Government Scholarship:

The college has to register in MHADBT for applying the scholarship for students. The office has to provide information regarding fee structure every year for the approval. Once, approved by the department, office informs all the students in notice. It includes details of scholarship, eligibility & documents required.

Steps:

1. Online Application:

Students are required to apply on MHADBT link.

2. Screening:

The offices do the scrutiny and suggest the necessary corrections required. The forms are forwarded to the Principal login for approval.

3. Selection:

The final applications are selected and awarded on the basis of fee receipts.

Non-Government Scholarship:

The foundation provides funds to the needy students for B.com and other few streams. Students are benefited with a certain amount of scholarship. The college office recommends the needy students and shall be approved by the Principal.



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Steps:

1. Application:

The students apply for the request of financial assistance to the head of Institution.

2. Scrutinize:

The applications are scrutinized by office with the necessary documents attached, forwarded later to Principal for the approval.

3. Sanction:

The final list approved by the principal is forwarded to Geeta Israni foundation. The amount is sanctioned and communicated to the students via college office.

Association Scholarship:

The institution provides funds through donors. Students shall be eligible for tuition fee waiver for the given academic year. Principal shall propose recommendation of the students, further to be approved by the Management committee.

Steps:

1. Application:

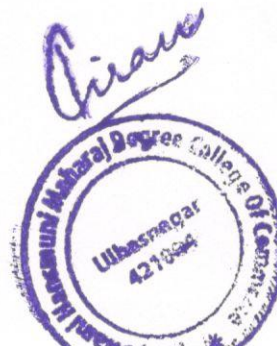
The college receives application from the students for fee concession.

2. Verification:

The request letter is verified at office level and necessary documents attached. The needy students are recommended to the management via principal.

3. Sanctioning:

The Management committee sanctions the amount and approves the deserving applicants. Further, the sanctioned amount is communicated via general office.





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ADMISSION PROCEDURE POLICY

The admission committee formed by the college make certain that admissions policies and procedures are ethical and transparent accessible to the prospect students as per instructions of University of Mumbai.

Procedure:

Firstly, pre-admission form is released by University of Mumbai online. Candidates have to fill and submit within stipulated time. The sale of admission forms will be followed as per University of Mumbai admission schedule. College provides admission on the merit list as per the applications received.

Verification & Securitization: The submitted forms are confirmed and scrutinized by the admission committee for further procedure.

Preparation of Merit List:

As per the instructions of University of Mumbai, first, second & third merit list is prepared displayed on the notice board.

Payment of Fees:

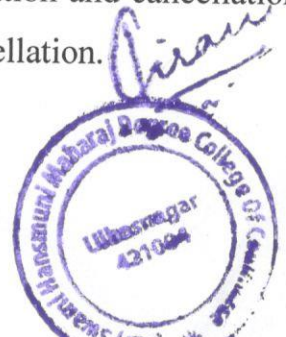
Students have to deposit fees as per the structure displayed.

Enrolment:

This process is initiated by office admission committee and further sent to University for confirmation.

Cancellation:

Student who wishes to cancel admission is required to submit an application and cancellation form. It will be further uploaded on University portal and MKCL for cancellation.





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DISCIPLINE POLICY

Character building is the dominant value of the Institution. We set its foot firmly on grooming good characters and enhances the manner to maintain the decorum of the institution. Every student must precisely follow disciplined and respectable behaviour both inside and outside the College and not to indulge in any activity which will tend to bring down the image and repute of the College.

1. The college gives utmost priority for discipline and every one, student or staff, is bound to adhere to the rules and regulations of the college and maintain strict discipline.
2. Under disciplinary action, the principal is empowered to fine, suspend or even expel a student from the college in the interests of the institution's image and repute.
3. Mobile Phone usage inside the college campus is strictly prohibited.
4. Browsing is banned during the class hours.
5. Listening to Music through any device inside the college campus is punishable.
6. Every Student shall conduct himself / herself in a refined manner and not to cause any disturbance to the working of the classes or to fellow students and to the smooth conduct of the classes.
7. Consuming Alcohol and Smoking are strictly prohibited in the college campus.
8. No function shall be arranged by the students in the college campus without prior permission from the principal.
9. Writing on walls, pillars, bath rooms, and furniture or black boards is strictly prohibited.
10. During class hours, eating snacks / taking lunch inside the class rooms or along the corridors or on the staircase are not permitted.



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11. If students indulge in any act of vandalism to college property, He/she will be fired and proper disciplinary action will be taken against him/her.
12. Students are advised to switch off fans and lights when they leave the class rooms.
13. No students shall remain in the hostel during class – hours unless he / she is sick and is permitted to be on leave.
14. No student will be allowed in the examination hall after 30 minutes of commencement of the examination.
16. Students have to bring all the necessary items such as hall ticket, admit card, pen, pencil, calculator, Scale, rubber, etc., to the test / exam hall.
17. Students should be inside the exam hall till the expiry of the stipulated time for the internal tests and university examinations.
18. All students should be properly tucked in shirts and neatly dressed on all working days.
19. Any student, who indulges in movements which may lead to communal ill feelings or enmity will be liable to be punished with fine, suspension, loss of attendance, debarred from promotion to higher semester or even expulsion from the College as per the decision of the College discipline council.
20. Students should attend classes, submit assignments, records, homework etc. in time. Students coming late shall enter the class only with the permission of the teacher. Late comers will not get attendance for the period. No student shall leave the class before the class is dispersed by the teacher handling the class. Every hour attendance is mandatory.
21. Students shall move silently when proceeding from one class to another without disturbing other classes.



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22. The college properties should be handled with utmost care and our college building, furniture, library books and the premises should be in spick- and -Span.
23. The Continuous Internal Test (CIA), Unit Test and Model Examinations are to be attended by all the students with sufficient preparation.
24. Students must work quietly while a student in the library he must maintain silence and work quietly without disturbing the fellow students work.
25. Students must park their vehicles only ear marked parking areas and should not use the vehicles inside the campus beyond the parking areas.
26. Under any circumstances, no student or outsider is permitted to meet a faculty member while he is engaging classes or on invigilation duty.
27. Students are expected to look at the College Notice Board every day.
28. Students should always wear their identity cards around the neck.
29. 30. Being co-educational Institution students must maintain dignified approach and decent behaviours with opposite sex. Any indecent behaviour will be viewed seriously and severe action will be taken by the Principal.
31. Students should inculcate the good habit of depositing the waste packets and papers into the dust bins and should not be strewn in the class or the road side.
32. Using Crackers within the college or hostel campus even during festivals is strictly forbidden.
33. Students have to be regular in their attendance. No student shall absent himself/herself from classes without obtaining prior sanction for leave from the concerned class teacher. A student joining after medical leave should produce Medical certificate from Registered Medical practitioner.

