



**SNDT Arts and Commerce College for Women,
Karve Road, Pune**

Student-Handbook

Table of Contents

Introduction.....	4
Induction.....	4
Programmes Offered	4
Contact Details.....	5
Departmental Communications	5
Faculty List and Key Contacts	6
For complete teaching faculty list please visit http://www.sndtarts.ac.in/Faculty/Faculty.aspx	6
Student Communications and Personal Details	6
Centralised University Library	6
Computer Laboratory	6
Student Learning and Development.....	7
Students’ Council.....	8
Student-Support Facilities	8
Learn New Skills (Add-On Courses)	8
Hostel Facilities.....	8
The Code of Conduct	8
Examination Regulations	9
Syllabuses	9
Feedback from Students.....	10
Safety and Security	10
Students’ Suggestions, Complaints and Academic Appeals	10

Introduction

About the University

The SNDT Women’s University was established in 1916 by Bharatratna Maharshi Dhondo Keshav Karve and generously supported by Sir Vittaladas Thackersey. It is the first of its kind in India, imparting education exclusively to women, to suit their aspirations in the fast changing world. It got a statutory recognition in 1951 and became one of the statutory Universities in Maharashtra with national jurisdiction. It has been striving for upliftment, betterment and empowerment of women from all social strata throughout Maharashtra and some other states through comprehensive and all round progress in education. In 2015, the National Assessment and Accreditation Council (NAAC) has accredited SNDT Women’s University in the second cycle with ‘A’ grade.

About the College

SNDT Arts and Commerce College for Women, is a constituent college of the SNDT Women’s University. It is the first and the premier college of this University, carrying the glory and heritage of the renowned university, situated at Maharshi Karve Vidya Vihar, Karve Road, Pune. This college has been offering various courses in Arts and Commerce right from junior college (XI, XII) to graduation. The college also offers degree programmes such as B.V.A., B.C.A. To cope up with the changing demands of the job market, the College has introduced a new programme B.A.F. from the academic year 2014-15. Qualified and experienced teaching faculty, personal attention to the students, up to date and challenging syllabus, various co-curricular and extra-curricular activities, hostel facilities, well equipped library, sports facilities are some of the special features of this College. In 2015, the College, in the second cycle, has secured ‘B’ grade (CGPA 2.76) in the National Assessment and Accreditation Council (NAAC) accreditation.

Induction

The induction to the entry level students for the Academic year 2019-20 will begin with a common opening Address to the students of all the programmes in the month of July 2019. The details of the opening address will be communicated to the students through SMS on their registered mobiles. In the second phase, all the Departments will organise Induction Sessions for all the students in their departments in the week immediately succeeding the opening address.

Programmes Offered

As a student of this College, you will be opting for one of the following programmes offered. The details of these programmes are available through <http://www.sndtarts.ac.in> under pull down menu Courses.

Sr. No.	Faculty	Programmes
1	Bachelor of Arts	English
		Hindi
		Marathi
		Economics
		Psychology
		Geography
2	Fine Arts	Music
		Drawing and Painting
3	Commerce	B. Com.
		BAF
4	IT	BCA

Contact Details

Your primary point of contact in the Department will be through the following In-Charge Faculty:

Sr. No.	Department	Name of In-Charge Faculty	Mobile Number
1.	Commerce	Mrs. Vasanti Joshi	9766636011
2.	BAF	Dr. Smita Deshpande	9823114618
3.	English	Dr. Mrunalini Ghatage	9422002697
4.	Hindi	Dr. Shivdatta Wavalkar	8600266823
5.	Marathi	Dr. Priya Jamkar	9423223475
6.	Economics	Dr. Madhura Joshi	9689928560
7.	Psychology	Dr. Manasi Rajhans	9527717693
8.	Geography	Mr. Ravindra Hande	9860507819
9.	BVA	Dr. Rajetri Kulkarni	9890291244
10.	Music	Mrs. Minakshi Baswant	9527538612
11.	BCA	Mrs. Madhuri Pant	9922419724

For all administrative and academic problems and queries as you progress through your studies you are to contact:

- Principal, Dr. Anand G. Jumle: collegepune@sndt.ac.in, mobile no: 7588320308
- Vice Principal, Dr. Madhavi Kulkarni: mkulkarni@collegepune.sndt.ac.in, mobile no: 9422525299

Departmental Communications

Your primary point of contact in the Department will be through the following email addresses:

Sr. No.	Department	Email address
1.	Commerce	commerce@sndtarts.ac.in
2.	BAF	baf@sndtarts.ac.in
3.	English	english@sndtarts.ac.in
4.	Hindi	hindi@sndtarts.ac.in
5.	Marathi	marathi@sndtarts.ac.in
6.	Economics	economics@sndtarts.ac.in
7.	Psychology	psychology@sndtarts.ac.in
8.	Geography	geography@sndtarts.ac.in
9.	Music	music@sndtarts.ac.in
10.	BVA	bva@sndtarts.ac.in
11.	BCA	bca@sndtarts.ac.in

The students of Commerce Department can get detailed relevant information on its website <https://sites.google.com/site/commercesndtpune>

The following support teams will provide a central point of contact for all non-academic queries as you progress through your studies including initial enquiries, applications, finance and study support.

- Admission, Scholarships, Examination, and Results- sndtartspune@gmail.com
- Fees and Finance- office@collegepune.sndt.ac.in

Please contact your relevant team for any queries you may have regarding your programme.

Faculty List and Key Contacts

For complete teaching faculty list please visit <http://www.sndtarts.ac.in/Faculty/Faculty.aspx>.

Student Communications and Personal Details

The College keeps a record of your personal details such as your full name, address, telephone numbers, personal email address and your mobile number. It is important to keep your details up to date as this will help you to receive information about your studies and examinations; and also, to ensure that official documents are provided to you with the correct name details.

You can check and update your profile by logging-in to <http://sndt.digitaluniversity.ac> using username and password.

The SNTD Women's University, Mumbai has provided the students a facility of smart phone application titled *e-suvidha*. This application can be downloaded by the students from Google Play Store.

It is important that you check your email account frequently to ensure that you do not miss any important communication from the College.

Scholarships and Free-Ships

The students can avail all government scholarships and concessions in the fees by making online application on the portal of Government of Maharashtra by logging-in to <https://mahadbtmahait.gov.in/Login/Login>. The students are expected to complete all the formalities of online application as per time schedule specified. The students availing such scholarships and concessions have to strictly follow the rule of compulsory minimum attendance.

Centralised University Library

A centralized library is available in the Campus. The students have to pay library registration pay with the admission fee and have to get the membership of the library. For more information, you can contact The Deputy Librarian, Dr. Durga Murari through librarypune@sndt.ac.in.

The Library provides you with:

- access to a huge range of specialist digital and print information resources for your subject;
- help in finding and using information - online, face to face;
- Spacious reading halls;
- PCs with internet facility.

Please note that the library organises orientation for the first year students and every year the students are expected to renew their library card. The Library is a shared resource for all members of the University.

The application for *e-library* of the University is also available on the Google Play Store.

The link to the digital library of SNTD Women's University is: <https://www.sndt.ac.in/library/>

Computer Laboratory

Well-equipped computer lab with internet facility and up dated soft-wares is available. The students get free access to computers with internet everyday between 10 a.m. to 11.30 a.m. and 4 p.m. to 5 p.m.

Student Learning and Development

Studying in the College is a stimulating, challenging and rewarding experience. In order to make the most of this experience, the College provides a wide range of resources and services to support and enhance your academic development in different areas. The following activities help you develop the skills and abilities you need in order to succeed in your studies and to enhance your abilities.

Sports Department:

To promote the sporting spirit and to motivate students to participate in sports and games, training in the sports like Kho-Kho, Kabaddi, and Volleyball etc. is arranged in the College. Expert coaches are appointed for this purpose. Students can participate in different sports at University and National level. Special coaching is imparted for individual as well as team sports. In gym multi-functions machines like trade mill, crossover, and cycles are available. Timings of gym are from 8 a.m. to 12.30 p.m. and 1p.m. to 5.30 p.m. (Teacher-in-Charge: Ms. Radhika Raut, 9764294060)

N.C.C.:

The College has a separate N.C.C. Unit attached to 2 Maharashtra Girls Battalion. It is managed by an associate officer (ANO). (Teacher-in-Charge: Ms. Kashifa Inamdar, 9545952549)

N.S.S.:

As per the guidelines and the orders of government, the College has the department of N.S.S. Students can participate in different National and Social awareness programmes. This department arranges visits to social institutions; and also, arranges lectures-cum-discussions on different social problems and issues with a view to creating social awareness among the students. A special residential winter camp is organized every year. ((Teacher-in-Charge: Mr. Ashok Kokate, 8668395568)

Cultural Activities:

With a view to developing all round personality of the students, this department organizes competitions for theatre events, literary events, as well as for drawing, music and dance competitions. (Teacher-in-Charge: Mrs. Meenakshi Basawant, 9527538612)

Shabdotsav:

Students write articles on current topics and current events in the College magazine '*Shabdotsav*', which manifests their understanding of these issues. (Teacher-in-Charge: Dr. Priya Jamkar, 94232234215)

Please note that the student gets incentive marks for participation and excellent performance in Sports / Cultural / N.S.S. / N.C.C.

Contact Details of In-Charge Teaching Faculty Members are:

Sr. No.	Department / Cell	Name of the Teacher	Mobile Number
1	Sports Department	Ms. Radhika Raut	09764294060
2	NCC	Mrs. Kashifa Inamdar	09545952549
3	NSS	Mr. Ashok Kokate	08668395568
4	<i>Shabdotsav</i>	Dr. Priya Jamkar	09423223475
5	Students' Council	Dr. Shivdatta Wavalkar	08600266823
6	Cultural Activities	Mrs. Meenakshi Basawant	09527538612

Students' Council

A students' council of the college is formed with representative of each class every year as per the provisions of the Maharashtra Universities Act. It also includes representatives of sports, NSS, and NCC. (Teacher-in-Charge: Dr. Shivadatta Wavalkar, 8600266823)

Student-Support Facilities

The students can approach following committees and cells for resolving their personal issues and problems in the College:

- Anti-Ragging Committee and Internal Complaint Committee:
Mrs. Bhakti Prabhudesai, Mobile 9767887339 and Mr. Ashok Kokate, Mobile 07276537128,
Mr. Mahesh Bachhav, Mobile 8805669762 and Mr. Sandeep Mate, Mobile 9892476244

Please note that every student has to fill-in on-line anti-ragging Affidavit by using the following URL: http://www.antiragging.in/Site/Affidavits_Registration.aspx

- Grievance Cell: ([Link](#))
Dr. Anand G. Jumle, Principal
Mrs. Vasanti Joshi Mobile 9766636011
Dr. Mrinalini Ghatage Mobile 9422002697
Mrs. Meenakshi Basawant Mobile 9527538612
- Counselling Centre (Psychology Department):
Dr. Manasi Rajhans, Mobile 9527717693
Dr. Prajakta Bhadgaonkar, Mobile 9767591479

Learn New Skills (Add-On Courses)

The students can enhance their career prospects by undergoing one or more add-on courses offered in the College along with their studies for the degree programme. The students are expected to complete at least two add-on courses during their three-year academic programme in the College. The announcements of the courses will be done in the months of July and October every year. The students need to enroll themselves for these courses as per their need and liking. After completing the course successfully the student will be awarded a Certificate with appropriate credits.

The students are expected to visit <https://swayam.gov.in> for free on-line MOOC Courses offered by Ministry of Human Resource Development (MHRD).

Hostel Facilities

Students from outside Pune can avail themselves the hostel accommodation on merit basis. The student has to pay accommodation and mess charges at subsidized rates. Medical facility is also available. Hostel has its own rules and regulations for maintaining discipline in the hostel as per the University guidelines. For more information, the students can contact Hostel Superintendent on 020-25432297 or 020-25433146.

The students are requested to contact Mrs. Meherarati Bade, Mobile 9011022632 or Mr. Ashok Kokate, Mobile 7276537128 for the night-out permission.

The Code of Conduct

This section is a quick guide to students' responsibilities as a student. The College expects its students to behave responsibly and with consideration to others at all times. Failure to adhere to

student's responsibilities can have serious consequences and may lead to the termination of your studies.

These responsibilities relate to:

- attendance
- Examination

Attendance

The College operates a Student Attendance Monitoring procedure. Your attendance will be monitored throughout the academic year; and, if classes are missed without an acceptable explanation being provided to your department then the procedure of neglect of academics will be initiated. This may result in your termination for the particular course for that semester.

As per Government Rule, the student has to attend 80% of the lectures conducted for availing financial benefits of scholarships and free-ships.

Use the following link to access the Code of Conduct:

<http://www.sndtarts.ac.in/Downloads/Files/Handbook%20of%20Code%20of%20Conduct.pdf>

Examination Regulations

For all the programmes,

- a. All examination will be conducted in semester pattern
- b. Internal examination of 25 marks and external examination of 75 marks will be conducted.
- c. The student has to pass in the internal examination. If she is unable to score minimum passing marks (09 out of 25) in the internal, she will not be allowed to appear for the external examination of that subject in the respective semester.
- d. The degree will be awarded to a student on the basis of her marks in the last year examinations. The marks of compulsory English of these examinations will be included for calculation of the final percentage.
- e. The first year student will be promoted to second year with ATKT of maximum five papers of the first year. The second year student is also promoted to Third year with ATKT of maximum five papers of the second year, provided they have passed in all the papers of the First year.

Any change in the examination and assessment pattern (internal and external) will be implemented according to the University Rules.

For detail rules visit <http://www.sndtarts.ac.in/Exams/RulesForExamination.aspx>.

For verification, photo copy, and revaluation application forms visit

<https://www.sndt.ac.in/examination-section/verification-photocopy-reval>

The contact details Examination Section, SNDT Women's University, Mumbai, visit

<https://www.sndt.ac.in/examination-section>

For examination-related other application forms visit <https://www.sndt.ac.in/examination-section/download-forms>

Syllabuses

The syllabuses of different courses are available on respective Google Classrooms of the course.

The latest question papers are available in Google Classrooms of the Courses as well as on <https://www.sndtarts.ac.in> under Exams pull-down menu.

Link to Citizens' Charter: <https://www.sndt.ac.in/pdf/exam-section/citizens-charter/citizens-charter.pdf>

Feedback from Students and Parents

The College collects following on-line feedbacks from the students every year through questionnaires sent to the email addresses of the students. The students are expected to respond and give their valuable feedback to the College by responding to the mails.

- Feedback on teaching-learning (January-April)
- Feedback on teacher-performance (January-April)
- Feedback on the curriculum and syllabuses (July-August)

Every year the parents are expected to give feedback about curriculum and administration through questionnaires sent to the email addresses of the students in the months of July-August.

Safety and Security

The premise of the College is under CCTV surveillance. Fire extinguishers are installed at prime locations of the College.

Every student of the College is covered by an Insurance policy covering accidents and hospitalisation. The Campus of the College is under 24*7 Security.

Students' Suggestions, Complaints and Academic Appeals

The suggestion boxes are installed in the College premises at prominent places for the students to tender their suggestions and complaints. The students can also make academic appeals in writing to the respective Head of the Department.

The students are bound by all the rules and regulations made by the College from time to time. The Principal also reserves the right of modifying these rules as and when felt necessary. All disputes pertaining to the department or the College will be settled through Students' Grievance Cell.