



VIDYA PRASARAK MANDAL'S

R Z Shah College of Arts, Science & Commerce

Mithagar Road, Mulund East - 400081

Affiliated to University of Mumbai

Accredited by NAAC with Grade "A"

PROSPECTUS

2025-26

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Vidya Prasarak Mandal (Regd.)

MANAGING COMMITTEE

<u>Founder</u>	Late Shri N B H Kulkarni
President	Shri Shrinivas G. Mokashi
Chairman	Shri Ramesh K Chiniwar
Hon. Vice-Chairman	Shri Sriram Kulkarni
Hon. Vice-Chairman	Shri Krishna H. Deshpande
Hon. Gen. Secretary	Shri Anand Narayanrao Katageri
Hon. Secretary	Shri Dattatraya K. Mule
Hon. Jt Secretary	Shri Prasanna Pandit
Hon. Treasurer	Shri Pramod Mulgund
Hon. Dy. Treasurer	Dr Arun Hanchinal

MEMBERS

1. Dr. Arundhati Govind Hoskeri
2. Dr. Rohinirani Desai
3. Dr. Veerendra Sharanappa Adigal
4. Smt. Nirupa Jorapur
5. Shri Sanjeev Gornal
6. Shri Surendra S. Kamanahalli
7. Shri Ajit Umrani
8. Shri Ajit M Deshpande
9. Shri K P Jayateerth

College Development Council

SR. NO.	NAME OF THE MEMBER	DESIGNATION
1	Shri Ramesh Chiniwar	Chairman
2	Shri Anand Narayanrao Katageri	Hon. Gen. Secretary
3	Shri Pramod Mulgund	Hon. Treasurer
4	Shri Krishna Deshpande	Member
5	Shri Sriram Kulkarni	Member
6	Shri Chetan Shah	Trust Nominee
7	Dr Rohinirani Desai	Member - Research
8	Dr Arun Hanchinal	Member
9	Shri Sanjeev Dharwadkar	Member
10	Dr Veerendra Adigal	Member
11	Dr Kavita Sharma	I/C Principal, Ex-Officio Secretary
12	Shri Vilas Mahajan	Member, Vice Principal, HOD
13	Mrs. Rajashree Prabhu	IQAC Coordinator
14	Dr. Om Dewani	Member Rep. of Teaching Staff
15	Mrs. Anita Lopez	Member Rep. of Teaching Staff
16	Mrs. Prachi Raorane	Member Rep. of Teaching Staff
17	Shri Mangesh Korde	Member Rep. of Non-Teaching Staff
18	Shri Ganesh Nadar	President & Sec. of College Student Council
19	Ms. Lily	Member, Alumni

FROM THE PRINCIPAL'S DESK



Dr. Kavita Sharma
MA, PhD, PGD(HRM) B.Ed., SET
In-Charge Principal

It is both an honour and a privilege to extend my warmest welcome to all students, esteemed parents, respected faculty members, and valued well-wishers as you acquaint yourselves with the distinguished legacy of VPM's R. Z. Shah College of Arts, Science and Commerce.

I am deeply proud to lead an institution that stands as a beacon of academic excellence, personal enrichment, and community engagement. Guided by a visionary and selfless management, our college has consistently demonstrated an unwavering commitment to holistic development and meaningful growth. Their tireless efforts have enabled the institution to earn a reputation for distinction and integrity within the academic and local community.

At VPMs R.Z. Shah College, we believe that education transcends the mere accumulation of knowledge. It is a transformative journey - one that cultivates critical thinking, nurtures ethical values, and equips individuals to navigate the complexities of an ever-evolving global landscape. Our NAAC 'A' grade accreditation (First Cycle) is a testament to our commitment to quality and excellence. With ICT-enabled classrooms and a dynamic learning environment, we offer our students the tools and opportunities to pursue their academic and personal aspirations with purpose and passion.

Our dedicated faculty, who are the cornerstone of our academic achievements, bring not only subject-matter expertise but also an unwavering commitment to mentoring and nurturing students. Beyond the classroom, we emphasize the importance of holistic development through a diverse array of cultural activities, sporting events, student-led clubs, and social outreach initiatives such as the NSS, CWDC, Extension work. In addition, our focus on employability is reflected in the wide range of certificate and skill development courses designed to make our students industry-ready and socially responsible.

As we look to the future, we remain steadfast in our mission to prepare students to be competent professionals, conscientious citizens, and compassionate human beings. We continue to enhance our infrastructure, integrate emerging technologies, and refine our academic offerings to ensure alignment with global benchmarks.

Let us move forward together, building a vibrant community that inspires learning, fosters innovation, and upholds the highest standards of excellence. We are truly delighted to welcome you to the VPM family.

Dr. Kavita Sharma
In-Charge Principal
e-mail - vpmdgcol@yahoo.co.in

VICE PRINCIPALS



Mrs. Anjaneeka Uday

Vice Principal
HOD Mathematics



Mr. Vilas T Mahajan

Vice Principal
HOD IT & CS

HOD's & COORDINATORS



Dr. Kavita Sharma

In-Charge Principal,
HOD Arts,
Coordinator BAMMC



Dr. Om P Dewani

HOD Accountancy
Coordinator BAF



Mrs. Rajashree Prabhu

IQAC Coordinator
Coordinator IT & CS



Mrs. Prachi Raorane

HOD Commerce and Management
Coordinator BMS



Mrs. Pratibha Jithesh

Coordinator BBI

Teaching Staff

Sr. No.	Name of the Teachers
1	Dr. Kavita Sharma
2	Mr. Vilas Mahajan
3	Dr. Om Dewani
4	Dr. Barkha Shamnani
5	Dr. Sujata Zalkikar Gudi
6	Mrs. Shilpa Jadhav
7	Mrs. Rajashree Prabhu
8	Mrs. Prachi Raorane
9	Mrs. Anjaneeka Uday
10	Mrs. Pratibha Jithesh
11	Mrs. Anita Lopez
12	Mr. Yuvraj Wagh
13	Mrs. Sanketa Parab
14	Mrs. Sampurna Sarode
15	Dr. Bhavini Dand
16	Mrs. Smita Jadhav
17	Ms. Seema Ughade
18	Mr. Ravindra Phadke
19	Ms. Krutika Solanki
20	Mrs. Sneha Patil
21	Ms. Sayali Tillu
22	Mrs. Priyanka Patil
23	Mrs. Harsha Kulkarni
24	Mrs. Kavita Chouk
25	Mrs. Sujata Thube
26	Mrs. Shraddha Shinde
27	Mrs. Neelam Vishwakarma
28	Ms. Angela Arakal
29	Ms. Laxmi Yadav
30	Mrs. Sony Gupta
31	Mr. Neerajkumar Chaurasiya
32	Ms. Hiral Joshi
33	Ms. Khushboo Paradkar

Non Teaching Staff

- 1 **Mr. Mangesh Korde**
- 2 **Mr. Jagdish Takkelar**
- 3 **Mrs Deepa Mulik**
- 4 **Mr. Nilesh Patil**
- 5 **Mrs Aparna Shanbhag**
- 6 **Mr. Gurudatta Tople**
- 7 **Mrs. Jyoti Mhaskar**
- 8 **Mr. Subhash Borse**
- 9 **Mr. Sandeep Sonawane**
- 10 **Mr. Swapnil Nayak**
- 11 **Mr. Alpesh More**
- 12 **Mr. Baslinga Takkelar**
- 13 **Mr. Santosh Harad**
- 14 **Mrs. Ashwini Sawant**
- 15 **Mrs. Sushila Naik**
- 16 **Mr. Kalpesh Mohite**
- 17 **Mr. Sachin Varankar**
- 18 **Mrs. Rathnavathi Poojary**
- 19 **Mr. Vijay Jaiswal**

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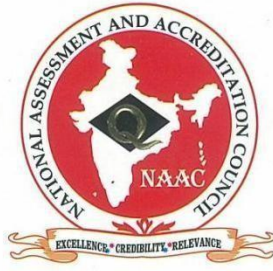
1. INTRODUCTION

The most important part of education is to inculcate in the students the spirit of “We can do it” – Dr. A.P.J. Abdul Kalam

Vidya Prasarak Mandal is an esteemed trust situated at Mulund (East), Mumbai 400081, Maharashtra, which strives to enhance quality in education. The college was established in the year 2003 and is affiliated to University of Mumbai. Our institution has rendered untiring service to the Mulund region and its vicinity. It has earned a fine reputation for excellence in all spheres spanning from academics to extracurricular activities and sports. Starting with B. Com. B. A., B. Sc. and B. Sc. (Information Technology), with only 78 students in the year 2003, now the college has strength of about 2000 students pursuing graduation degrees. Today the College conducts various programmes like B. Sc. (CS), B. Com. (B&I), B. Com. (A&F), BMS and BAMMC.

The infrastructural and technological improvements being undertaken to meet the growing demands of modern education will also further rekindle inquisitiveness and quest for knowledge among the students. Our dedicated teaching faculty members share a great rapport with students and are always encouraging and are supportive of their new ideas. We instill right attitude, positive attitude and attitude of gratitude. We have been accredited with grade “A” by NAAC.

Our motto ‘Knowledge is Power’ has been and will continue to be the source of inspiration in every activity. Blessed with the visionary leadership of the management, dedicated teaching and non-teaching staff, alumni and students, Vidya Prasarak Mandal will continue to march forward in its journey towards excellence.



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
is pleased to declare
Vidya Prasarak Mandal's*

*Ramniklal Z. Shah College of Arts, Science and Commerce
Mulund (E), Mumbai, Dist. Mumbai Suburban,
affiliated to University of Mumbai, Maharashtra as
Accredited*

*with CGPA of 3.04 on four point scale
at A grade
valid up to September 05, 2027*

Date : September 06, 2022



S. C. Sharma
Director

EC(SC)/122/1st Cycle/MHCOGN110927

VISION



To Facilitate a Student Centered Environment Where The Intellectual, Cultural, Social, Physical And Recreational Needs Of The Students Are Fulfilled.

MISSION



With a spirit of sincerity we foster an integrated character, imbued with high moral, social, ecological and spiritual values in students respect cultural and ethnic diversity in the community set high standards of academic, professional and societal performance empower students with leadership training skills to enable them to be agents of social change equip students with global competency develop inquisitive minds to inculcate a culture of research mould teachers to be role models for students.

INSTITUTIONS RUN BY VIDYA PRASARAK MANDAL

1.1 Kannada Balwadi & Primary School

VPM's Kannada Primary School was started in 1957. It is the first institution started and managed by Vidya Prasarak Mandal, Mulund(E). The School is recognized and aided by the B.M.C. The Balwadi in Kannada was started in 1999. VPM supports children's education by freeships, provision of school uniforms, travel support, free note books, medical examination and other supportive things.

1.2 Kannada High School & Jr College

Kannada High school Semi English medium was started in 2008-09. The Jr. College was started in the year 1991 with Commerce and Science faculties. It has been named Smt. Vanaja Sunder Shetty Memorial (VSSM) Junior College. The Subject of Information Technology was started in the Junior College from 2014-15.

1.3 Dolphin Kids Pre-School

The School was started on 11th August 1972. It comprises of Nursery, Jr. K.G. and Sr. K.G. classes for tiny tots of ages between two and a half and three. It is a co-ed school equipped with audio visual facilities and trained teachers. It conducts field trips, Nature visits, Geeta chanting, Karate and PT for physical and mental development of the pupils.

1.4. English Primary School

The School was started on 11th August 1972 along with Pre-Primary. It is a co-ed school. The school follows Central Board syllabus from 2008-09. The school pupils are exposed to intra/inter school competitions at various levels. Students are encouraged to participate in various activities like Geeta shlokas, Karate, Bharat Natyam and Nature Visit. Students are trained for middle school scholarship and competitive exams.

1.5 B R Tol English High School

It was founded in 1972. The school secured 100% results in SSC Exam year after year, with maximum number of students securing Distinction and hardly anyone securing Pass class. Students are encouraged to participate in State and National level competitive examinations and sports. They have won prize seven at the national level. The Management introduced CBSE curriculum from 2008-09. The first batch of students appeared at the CBSE Examination in 2013.

1.6 Institute of Professional Studies

VPM's Institute of Professional Studies (IPS) was established by VPM in 1997. At present, it provides computer education to students from Std. III to Std. IX, Diploma in Computer Studies to the Junior College students, Computer Diploma to the Commerce students and a Post Graduate Diploma in Media Studies and Tally and several other courses.

1.7 Centre for International Studies

VPM's Centre for International Studies (CIS) was established in 1997 as an independent Trust to promote Research and Study of International Relations. Since inception, VPM's CIS has held many public lectures and seminars for the benefit of teachers of the colleges affiliated to Mumbai University. VPM's CIS has received funding for these activities from Ministry of External Affairs, Maulana Abdul Kalam Azad Institute of Asian Studies, Kolkata, ICSSR (Western Region, Mumbai) and the USEFI, New Delhi. The Centre has also brought out several publications of merit. CIS has also been recognised by Mumbai University to enroll students for MA (by Research) and Ph.D. in Political Science.

1.8 VPM's IAM International School

VPM'S IAM International and Dolphin Kids, belongs to a chain of institutes run by the Vidya Prasarak Mandal Trust. With a sprawling campus, situated in the heart of Airoli, in Sector-19, VPM'S is the go-to choice for all looking for great quality and affordable education for their children.

With a team of highly dedicated and qualified educators, VPM'S endeavours to deliver the best schooling experience, by focusing on inculcating ethics and values, imparting knowledge, and including a wide range of co-curricular and extra-curricular activities.

1.9 VPM's R Z Shah College

VPM's College of Arts, Science and Commerce was established in the year 2003 after permission was granted to start the college on a "permanently unaided basis." The College was renamed as VPM's R.Z. Shah College of Arts Science & Commerce in 2009. The total strength of the students was 1904 in 2023-24.

They are assisted by 33 teaching staff and 20 non-teaching staff under the able guidance of the Principal. The results of final year students of all courses at the examinations held by the University of Mumbai have been always higher than the University of Mumbai pass percentage.

The College provides various facilities, including a Library, well equipped laboratories, gymkhana, an auditorium and an IT infrastructure with brand new computers having high configurations. It also has several student associations and committees like NSS, Extension(DLLE), Entrepreneurship cell, Cultural committee to encourage extracurricular involvement. The College's Internal Quality Assurance Cell (IQAC) oversees the improvement of academic and administrative processes.

The College has formed several committees to carry out various administrative and academic functions. The College has a Science Association, Social Science Association and Marathi Vangmay Mandal. With increase in volunteers, the college Unit conducts a number of socially helpful programs. Students are encouraged to participate in all co-curricular and extra-curricular activities and competitions. Our Students won many prizes at Intercollegiate and University level competitions.

COURSES OFFERED BY COLLEGE:

- ❖ **Bachelor of Commerce (B.Com.)**
- ❖ **Bachelor of Science (B.Sc.)**
- ❖ **Bachelor of Arts (B.A.)**
- ❖ **B.Com. (Management Studies)**
- ❖ **B.Com. (Banking & Insurance)**
- ❖ **B.Com. (Accounting & Finance)**
- ❖ **B. Sc. (Information & Technology)**
- ❖ **B.Sc. (Computer Science)**
- ❖ **B.A.M.M.C. (BA in Multimedia and Mass Communication)**

2 REGULAR COURSES

2.1 Bachelor of Commerce (B.Com.)

Total intake is 240.

I. Objective

The Bachelor of Commerce Degree provides basic grooming skills for a career in Accountancy and Finance. It equips students with a wide range of knowledge required to take up career in any type of organization. It is a three years integrated course.

II. Eligibility

A candidate for being eligible for admission to the three year degree course leading to the Bachelor of Commerce must have passed the Higher School Certificate (Std.XII) examination conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education.

Must have passed an examination of another University or Body recognized as equivalent to Higher Secondary School Certificate (Std.XII) Examination (As per ordinance-0.2152).

III. Subjects

FYBCOM: As per NEP (National Education Policy) guidelines

Semester I	Semester II
Accountancy and Financial Management-I	Accountancy and Financial Management-II
Economics for PE-I	Business Economics-II
Commerce-I (Introduction to Business)	Commerce-II (Introduction to service sector)
Quantitative techniques-I(OE)	Minor in Accounting paper-I
Introduction to the Constitution of India (OE)	Quantitative techniques-II (OE)
Business Etiquettes & Corporate Grooming (VSC)	Academic and Business writing (OE)
Negotiation Skills (SEC)	Tourism management (VSC)
Business Communication skill-I (AEC)	Business Leadership Skills (SEC)
The Course Fundamentals of People's skills (VEC)	Business Communication skill-II (AEC)
Indian knowledge system (Generic-I)	Value Education course (VEC)
Co-curricular activities	Co-curricular activities

SYBCOM As per NEP (National Education Policy) guidelines

TYBCOM

Semester V	Semester VI
Commerce — V	Commerce — VI
Business Economics — V	Business Economics — VI
Financial Accounting & Auditing – VII	Financial Accounting & Auditing – IX
Financial Accounting & Auditing – VIII (Cost Accounting)	Financial Accounting & Auditing - X (Cost Accounting)
Applied Component: Computer Systems & Applications -I	Applied Component: Computer Systems & Applications-II
Applied Component: Direct and Indirect Taxes-I	Applied Component: Direct and Indirect Taxes-II

2.2 Bachelor of Science (B.Sc.)

Total intake is 120 with a single major in the subject of Chemistry.

I. Objective

This course gives students a basic understanding of pure science subjects which will help them to do research work at P.G. levels. It also gives them theoretical and practical knowledge which helps them to make a career in their respective discipline. It is a three-year integrated course.

II. Eligibility

A Candidate for being eligible for admission to the three-year degree course leading to the Bachelor of Science (B. Sc.) must have passed the Higher School Certificate (Std. XII) examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education, Pune (As per ordinance -0.2145)

III. Subjects

FYBSc : As Per NEP (National Education Policy) guidelines

(Subject Combination: Physics, Chemistry and Mathematics)

Semester I	Semester II
Chemistry-I	Chemistry_II
Physics- Introduction to Mechanics	Physics
Mathematics- Algebra-I and Calculus-I	Mathematics
Calibration of glassware and instruments (VSC)	Business economics for investment decisions (OE)
Data analytics-I (SEC)	Commercial Analysis of Food Samples (VSC)
Introduction to Communication skill-I (AEC)	Data analytics-II (SEC)
The Course Fundamentals of People's skills (VEC)	Introduction to Communication skill-II (AEC)
Indian knowledge system (Generic-I)	Co-curricular activities

SYBSc (GS) As per NEP (National Education Policy) guidelines

TYBSc (GS)- (Chemistry)

Semester V	Semester VI
Physical Chemistry	Physical Chemistry
Inorganic Chemistry	Inorganic Chemistry
Practical of USCH501 & USCH502	Practical of USCH601 & USCH602
Organic Chemistry	Organic Chemistry
Analytical Chemistry	Analytical Chemistry
Practical of USCH503 & USCH504	Practical of USCH603 & USCH604
Heavy and Fine Chemicals	Heavy and Fine Chemicals
Practical of USACHFC501	Practical of USACHFC601

2.1 Bachelor of Arts (B.A.)

Total intake is 120.

I. Objective

This is a three-year integrated course which gives knowledge of social sciences. The student can up a Master's Degree in their respective discipline and also make a career in Administrative Services. There is a provision for MA (by Research) and Ph.D. in the subject of Political Science on the campus.

II. Eligibility

A candidate for being eligible for admission to the three-year integrated course leading to the degree of Bachelor of Arts must have passed the Higher School Certificate (Std. XII) examination conducted by the Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with English (As per ordinance-0.2138)

III. Subjects

FYBA As per NEP (National Education Policy) guidelines

Semester I	Semester II
The Constitutional Framework of Indian Polity-I	Political Science-II
Ancient India: From Earliest times to C. 350CE	History-II
Microeconomics-I	Microeconomics-II
Introduction to psephology (VSC)	Principles and Practices of Management(OE)
Democratic awareness through legal literacy (SEC)	Media and Election Studies(VSC)
Communication Skills in English I (AEC)	Citizen and Law(SEC)
The Course Fundamentals of People's skills (VEC)	Communication Skills in English II (AEC)
Indian knowledge system (Generic-I)	Co-curricular activities

SYBA As per NEP (National Education Policy) guidelines

TYBA

Semester V	Semester VI
History -IV (History of Medieval India)	History-IV (History of Medieval India)
History – V (History of Modern Maharashtra)	History-V (History of Contemporary India)
History – VI (Introduction to Archaeology)	History – VI (Introduction to Museology & Archeology Science)
Political Science -IV (International Relations)	Political Science -IV (India in World Politics)
Political Science – V (Political Thought)	Political Science-V (Indian Political Thoughts)
Political Science – VI (Political Process in Modern Maharashtra)	Political Science – VI (Determinants of politics of Maharashtra)

3. PROFESSIONAL COURSES CONDUCTED IN THE COLLEGE

3.1 B.Com. (Management Studies)

Total intake is 60.

I Objective

This course gives students necessary skills to become management professionals. The aim of this course is to give students a wide application of the subject rather than just an understanding of the existing commercial approach so that the student understands and knowledge can adapt and devolve to match the skills that are required in twenty-first century. The course includes project work in various subjects by visiting industries and taking practical experience of organizational working.

This is a three-year full time course.

II Eligibility

A candidate for being eligible for admission to the B.M.S. degree courses shall have passed the H.S.C. Examination branches with two years or three years' duration after S.S.C. conducted by the Board of Technical Education, Maharashtra State or its equivalent examination by securing minimum of 45% marks for general category (in one attempt) at the respective Examination and minimum 40% marks for the reserved category (in one attempt). The stream-wise weightage to be given is as under (As per ordinance-0.3941).

Stream	Commerce	Arts	Science	Diploma in Engineering & other
Percentage	45%	25%	25%	5%

III. Subjects

FYBMS: As Per NEP (National Education Policy) guidelines

Semester I	Semester II
Principles of Management – I	Principles of Management - II
Bharatiya Theory of Management	Global management theories and styles
Logic and Data Interpretation (OE)	Industry and service management (Minor)
Open-source technologies (OE)	Direct Taxation -II (OE)
Information technology in business management (VSC)	Advanced Excel (OE)
Business start-up skills (SEC)	Foreign exchange market and Derivatives (VSC)
Business Communication skill-I (AEC)	MS Office (SEC)
Introduction to Law of Torts and Consumer Protection act (VEC)	Business Communication skill-II (AEC)
Indian knowledge system (Generic-I)	Value Education course (VEC)
Co-curricular activities	Co-curricular activities

SYBMS As per NEP (National Education Policy) guidelines

TYBMS

Semester V	Semester VI
Logistics & Supply Chain Management	Operation Research
Corporate Communications & Public Relations	Project Work
Marketing Electives:	
1. Service Marketing	1. Brand Management
2. E-Commerce & Digital Marketing	2. Retail Management
3. Sales & Distribution Management	3. International Marketing
4. Customer Relationship Management	4. Media Planning & Management
Human Resource Group - Electives:	
1. Finance for HR Professionals & Compensation Management	1. HRM in Global Perspective
2. Strategic Human Resource Management & HR Policies	2. Organizational Development
3. Performance Management & Career Planning	3. HRM in Service Sector Management
4. Industrial Relations	4. Workforce Diversity

3.2 B.Com. (Banking & Insurance)

Total intake is 60.

I Objective

- a. To create for students an additional avenue of self-employment and also to benefit Banks and Insurance companies and Industries by providing them with suitable trained candidates for recruitment.
- b. To prepare students to exploit opportunities, being newly created, in the field of Banking and Insurance due to Liberalization, Globalization, and Privatization.
- c. To provide adequate understanding about Banking and Insurance among students.
- d. To give adequate exposure to operational environment in the field of Banking and Insurance.
- e. To inculcate training and practical approach among students by using modern technologies in the field of Banking and Insurance.

II Eligibility

A candidate for being eligible for admission to the Bachelor of Commerce (Banking & Insurance)

degree course shall have passed XII Std. Examination of the Maharashtra State Board of Secondary & Higher Secondary Education, Pune or its equivalent and secured not less than 45% marks in aggregate (40% in the case of reserved category candidates) at one and the same sitting in the Commerce Stream (As per ordinance- 0.5209)

III. Subjects

FYBBI : As Per NEP (National Education Policy) guidelines

Semester I	Semester II
Principles and practices in Banking and Insurance	Management Process and Organizational Behaviour
Fundamental Accounting-I	Fundamental Accounting-II
IT- Fundamentals of computers (OE)	E-Commerce (Minor)
Logic and Data Interpretation (OE)	Problem solving using computers (OE)
Soft skills and personality development (VSC)	Cost Accounting-II (OE)
Application of MS Excel in Business (SEC)	Start ups (VSC)
Business Communication skill-I (AEC)	Insurance Broking and Advisory (SEC)
Foundation of Behavioural Skills - Basic Level (VEC)	Business Communication skill-II (AEC)
Indian knowledge system (Generic-I)	Value Education course (VEC)
Co-curricular activities	Co-curricular activities

SYBBI As per NEP (National Education Policy) guidelines

TYBBI

Semester V	Semester VI
Business Ethics & Corporate Governance	Security Analysis and Portfolio Management
Financial Services Management	Auditing – II
Financial Reporting & Analysis in Banking & Insurance	Human Resources Management
Auditing – I	International Business
International Banking & Finance	Central Banking
Research Methodology	Project Work in Banking & Insurance

3.3 B.Com. (Accounting & Finance)

Total intake is 60.

I Objective

- To create for students an additional avenue for self-employment and also to benefit Banks and Insurance companies and Industries by providing them with suitably trained candidates for recruitment.
- To prepare students to exploit opportunities being newly created, in the field of Accounting and Finance due to Liberalization, Globalization, and Privatization.
- To provide an adequate understanding of Accounting and Finance among students.
- To give adequate exposure to the operational environment in the field of Accounting and Finance.
- To inculcate training and practical approach among the students by using modern technologies in the field of Accounting and Finance.

II Eligibility

A candidate for being eligible for admission to the Bachelor of Commerce (Accounting & Finance) degree course should have passed XII Std. Examination of the Maharashtra State Board of Secondary Education or its equivalent and secured not less than 45% marks in aggregate at the first attempt (40% in the case of reserved category) in the Commerce Stream (As per ordinance-0.5204).

III. Subjects

FYBAF : As Per NEP (National Education Policy) guidelines

Semester I	Semester II
Financial Accounting-1	Financial Accounting-II
Auditing-I	Auditing-II
IT Google workspace (OE)	Minor in Accounting and Finance
Logic and Data Interpretation (OE)	IT-Data analysis with excel (OE)
Vocational skills in A&F-I (VSEC)	Non-banking financial companies (OE)
Vocational skills in A&F-II (VSEC)	Vocational Skills in Accounting Paper –III (VSEC)
Business Communication skill-I (AEC)	Vocational Skills in Accounting & Finance Paper – IV (VSEC)
Foundation of Behavioural Skills - Basic Level (VEC)	Business Communication skill-II (AEC)
Indian knowledge system (Generic-I)	Value Education course (VEC)
Co-curricular activities	Co-curricular activities

SYBAF As per NEP (National Education Policy) guidelines

TYBAF

Semester V	Semester VI
Cost Accounting — III	Cost Accounting – IV
Financial Management -II	Financial Management – III
Taxation - III (Direct Tax Paper I)	Taxation - IV (Direct Tax Paper II)
Management - II (Management Application)	Economics - III (Indian Economy)
Financial Accounting – V	Financial Accounting – VII
Financial Accounting – VI	Project Work

3.4 B.Sc. (Information Technology)

Total intake is 60.

I Objective

This course gives students the necessary skills required to become IT professionals. The program contents are Theory and Practical oriented. Students will have to exert more in order to grasp skills and concepts. The focus of the program is IT and Management of IT.

II Eligibility

(a) A candidate for being eligible for admission to the degree course in Bachelor of Science – Information Technology, shall have passed XII Standard examination of the Maharashtra State Board of Higher Secondary Education or its equivalent with Mathematics and Statistics as one of the subjects and should have secured not less than 45% marks in aggregate for Open category and 40% marks in aggregate in case of Reserved category candidates.

(b) Candidates who have passed Diploma (Three years after SSC - Xth Std.) in Information Technology /Computer Technology /Computer Engineering / Computer Science / Electrical, Electronics and Video Engineering and Allied Branches / Mechanical and Allied Branches/ Civil and Allied branches are eligible for direct admission to the Second Year of the B.Sc. (IT) degree course.

(c) However, the Diploma should be recognized by the Board of Technical Education or any other recognized Government body. Minimum marks required: 45% aggregate for Open category candidates and 40% aggregate for reserved category candidates.

OR

Candidates with post HSC Diploma in Information Technology /Computer Technology/ Computer Engineering/ Computer Science and Allied branches will be eligible for direct admission to the Second Year of B.Sc.(IT). However, the Diploma should be recognized by the Board of Technical Education or any other recognized Government Body. Minimum marks required: 45% aggregate for open category candidates and 40% aggregate for reserved category candidates. (As per ordinance- 0.5051)

III. Subjects

FYIT: As Per NEP (National Education Policy) guidelines

Semester I	Semester II
Programming with C	OOPs with C++
Database management	Web Designing
Practical-I	Practical II
Basics of fintech (OE)	Minor paper
Credit Rating (OE)	Human resource management (OE)
Combinational and sequential design (VSC)	Non-banking financial companies (OE)
Office tools for data management (SEC)	Assembly Language Programming (VSC)
Introduction to Communication skill-I (AEC)	PL/SQL (SEC)
The Course Fundamentals of People's skills (VEC)	Introduction to Communication skill-II (AEC)
Indian knowledge system (Generic-I)	Value Education course (VEC)
Co-curricular activities	Co-curricular activities

SYIT As per NEP (National Education Policy) guidelines TYIT

Semester V	Semester VI
Software Project Management	Software Quality Assurance
Internet of Things	Security in Computing
Advanced Web Programming	Business Intelligence
Linux System Administration	Principal of Geographic Information System
Enterprise Java	Cyber Laws
Project Dissertation	Project Implementation
Internet of Things Practical	Security in Computing Practical
Advanced Web Programming Practical	Business Intelligence Practical
Linux Administration Practical	Principals of Geographic Information System Practical
Enterprise Java Practical	Advanced Mobile Programming Practical

3.5 B. Sc. (Computer Science)

Total intake is 60.

I Objective

B.Sc. (Computer Science) gives a student the necessary skills needed to become a computer professional. It is the aim of this course to give the student a wide application of the subject rather than just an understanding of the existing commercial approaches so that the student understanding and knowledge can adapt and evolve to match the skills that are required in the twenty-first century.

The Course includes substantial exposure to the major software packages used in the work place. It focuses on the Internet, Multimedia, Networking and other advances in modern computing.

B.Sc. Computer Science gives students a firm grounding in the computing skills, which will enable them to analyse problems and plan and implement business solutions. It enables the students to understand the basic topics underpinning these disciplines.

II Eligibility

A Candidate for being eligible for admission to the Three-year integrated course leading to the degree of Bachelor of Science (B.Sc.) must have passed Higher Secondary School Certificate Examination (XII) in Science conducted by the Maharashtra Board of Secondary and Higher Secondary Education with Mathematics and Statistics as one of the subject or its equivalent (As per ordinance-O.5719).

Admission will be on merit, based on order of preference as follows: -

1. Aggregate Marks at HSC or equivalent
2. Aggregate Marks in Science Group (Physics, Chemistry and Mathematics)
3. Marks in Mathematics and Statistics and Physics
4. Marks in Mathematics and Statistics

III. Subjects

FYCS SEMESTER- I & II: As Per NEP (National Education Policy) guidelines

Semester I	Semester II
Digital Systems & Architecture	Design & Analysis of Algorithms
Fundamentals of Database Systems	Object Oriented Programming
Computer Science Practical 1 (Practical)	Computer Science Practical 2 (Practical)
Marketing mix-I (OE)	Minor subject
Case studies in Management (OE)	Marketing mix-II (OE)
Introduction to Programming with Python(VSC)	Leadership Management (OE)
Linux Operating System (SEC)	Web Technologies (VSC)
Introduction to Communication skill-I (AEC)	Database Management Systems using PL/SQL- 2
The Course Fundamentals of People's skills (VEC)	
Indian knowledge system (Generic-I)	Value Education course (VEC)
Co-curricular activities	Co-curricular activities

SYCS As per NEP (National Education Policy) guidelines

TYCS

Semester V	Semester VI
Core Subject	
Artificial Intelligence	Data Science
Artificial Intelligence Practical	Data Science Practical
Information and Network Security	Cloud Computing and Web Services
Information and Network Security Practical	Cloud Computing and Web Services Practical
Skill Enhancement	
Elective -I	
Linux Server Administration	Information Retrieval
Linux Server Administration Practical	Information Retrieval Practical
Elective -II	
Cyber Forensics	Ethical Hacking
Cyber Forensics Practical	Ethical Hacking Practical
Generic Elective	
Project Implementation	Cyber Laws and IPR
Project work-I	Project work -II

3.3 BA in Multimedia and Mass Communication (BAMMC)

Total intake is 60.

I Objective

The objective of the course is to provide students with a firm grounding in communications skills. It aims to develop ability for critical thinking and creativity and to give the students an opportunity to combine the theoretical curriculum with practical applications, through detailed research, lucid writing skills, oral presentation skills and the mastery of various mass communications media in our global information age.

II Eligibility

A candidate for being eligible for admission to the Degree course in BAMMC shall have passed the H.S.C. Examination of Maharashtra Board of Higher Secondary Education or its equivalent from any stream i.e. Science, Commerce or Arts.

III. Subjects

FYBAMMC :As Per NEP (National Education Policy) guidelines

Semester I	Semester II
Evolution of Communication	Overview of Print production
Fundamentals of Mass Communication	Basics of Radio & Television
Contemporary Affairs	Introduction to New Media
Web designing (OE)	Minor paper
Marketing Mix-I (OE)	Social media marketing (OE)
Visual Communication (VSC)	Marketing Mix-II (OE)
Introduction to Computers - I (SEC)	Translation Skills (VSC)
Communication skills in English-I (AEC)	Introduction to Computers - II (SEC)
Indian constitution (VEC)	Communication skill in English-II (AEC)
Indian knowledge system (Generic-I)	Value Education course (VEC)
Co-curricular activities	Co-curricular activities

SYBAMMC As per NEP (National Education Policy) guidelines

TYBAMMC (Advertising)

Semester V	Semester VI
Advertising & Marketing Research	Digital Media
Copywriting	Advertising Design
Brand Building	Advertising in Contemporary Society
Documentary & Ad Film Making	Brand Management
Agency Management	Media Planning and Buying
Direct Marketing & E-Commerce	Entertainment & Media Marketing

4. ADMISSION PROCEDURE

Admission to various classes starts after the declaration of the results of the H.S.C. Examination of the Maharashtra State Board of Secondary and Higher Secondary Examination, Pune.

1. Students seeking admission must submit the online Application form duly filled in.
2. No admission is valid unless and until it is granted by the authority of the Principal and full fees received by the college.
3. All admissions are valid for one academic year only. A student who has qualified himself/herself for admission to the next higher class/semester will have to fill in a fresh application in the prescribed form and pay the full fees within the period notified.
4. A student to be admitted to the college shall pay the full fees. Once admitted to the college, the student will be considered duly enrolled for the whole academic year/semester.
5. For admission to any class, the following certificates and documents must be produced: -
 - a. The passing certificate of the last Examination passed.
 - b. A valid statement of marks.
 - c. A No-objection Certificate from the Head of the Institution by students who are transferred from other colleges affiliated to the University of Mumbai.

OR

A Transfer Certificate/ Leaving Certificate

 - d. An Eligibility Certificate applicable to students passing an examination:
 - (i) Other than the H.S.C. Examination of the Maharashtra State Board of Secondary and Higher Secondary Examination, Pune.
 - (ii) Of any University other than the University of Mumbai.
6. Admissions are provisional until all the necessary certificates are submitted to the college and are approved by the University of Mumbai.
7. As the college is a linguistic minority institution, 50% of the seats will be reserved for minority quota (including 15% Management) and remaining 50% will be for open.
8. In-house students will be given preference in FIRST YEAR BA, B.Sc. & B.Com only. This provision is not applicable for Professional Courses.

Guidelines to fill Pre-Enrollment Form

The Pre-enrollment form which must be filled by Student at <https://muugadmission.samarth.edu.in/>. The details filled in by the student in this form will appear in all his/her certificate, marksheets, hall tickets, enrollment form. Therefore, utmost care should be taken while filling out the Pre enrollment form. The details filled in by the students must be correct, authentic, and precise. Following are few guidelines for the same:

- 1) Name: your name should exactly match with your XIIth marksheet. In case of Maharashtra Board, the name appears as surname, own name, father's name, mother's name and in case of CBSE- own name, father's name, surname (It should match exactly with XIIth marksheet)
- 2) Photo and Sign: The photo and sign should be legible & clear. It must be according to the size specified by university. (refer to - mum.digitaluniversity.ac.in)
- 3) Subject: The subject selection should be as per the availability of subject in the college. Make sure you select the subject/papers which are taught in the college.
- 4) DOB/Gender: Make sure you select personal details such as gender/DOB/Medium of instruction/ Disability (if any) 5) Name in Marathi: The name in Marathi script should be as you desire/write in all your testimonials.

GUIDELINES FOR FORM FILLING FOR ADMISSION 2025-26

Note: - 1. Please provide a clear passport size black and white photo. Please do not upload selfies.

❖ **Please provide clear picture of signature (for signature a plain paper and with the black pen put your signature and scan it with the help of your mobile)**

❖ *** Marks Fields are mandatory to be filled**

❖ **Please also Keep the necessary documents ready for uploading in JPG/Pdf format**

❖ **Once the form is confirmed no changes can be done**

Step 1	Click on the: - https://enrollonline.co.in/Registration/Apply/VPM/
Step 2	<p>After link is opened, Click on Go to Sign Up</p> <p>Create your own Username and Password, Enter your Email Id, Mobile Number and then Click on Register.</p> <p>You will get a SMS regarding successful registration with Username and Password Use that Username and password and Login</p>
Step 3	Once you Login, Read the instructions carefully and Select Applying for Under/Post Graduate then click on Continue to proceed.
Step 4	After Clicking on Continue, it will show up menu option for form filling
Step 5	Personal Details: Enter your proper and correct personal data and Click on Save and Next .
Step 6	Address Details: Fill the address details and click on Save and Next .
Step 7	Education: (for Undergraduate). Fill the details of your HSC/SSC exam & Click on Save & Next .
Step 7	Photo & Signature Details: Upload Photo and Signature and click on Save and Next .
Step 8	Course Selection: Select your specific Course and click on Save and Next .
Step 9	Last Qualifying Exam Details: Enter your Last Qualifying Exam Details. (Please enter the details carefully).and click on Save and next .

Important Notes:

- ❖ The success rate for Rupay cards is on the lower side, you are advised to use another card in case of awaited/ failure of payment.

If you want to apply for multiple courses, then go to Course Selection page again & Select the other course for which you have to apply & do the above steps again.

*******ONCE THE FORM IS CONFIRMED NO CHANGES WILL BE DONE*******

- ❖ In Queries regarding payment issue, where payment is deducted but still show **"PAY NOW"** option again,
 - Refresh the page by pressing (CTRL + F5) Or wait for Next 24 hrs.
 - Do not make multiple transactions.
 - Click on Payment Re-query to Check the Transaction Status.
 - Inform the College office regarding failed transactions.

1. PAYMENT & REFUND OF FEES

5.1 Rules of Payment

Fees & deposits must be paid at the time of admission through Online payment as per the Guidelines to the students for the FY classes in the admission schedule available on the College website. All the fee receipts must be retained as proof of payment and produced as and when demanded by the college till he/she applies for refundable deposits or TC.

5.2 ORDINANCE RELATED TO REFUND OF FEES

0.2859 Refund of Tuition, Development, and all other fees after cancellation of admissions. Candidates who have taken admission in undergraduate courses in Govt. colleges, in Govt. aided and unaided courses conducted by affiliated colleges and recognized institutions may request a refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on the 30th day and thereafter from the date of cancellation. A percentage of the fee for the course shall be refunded to the candidate after deducting charges as follows: - Table - 1. Fee deduction on cancellation of admission Note: The total amount considered for the refund of fees from the commencement of the academic term of the courses includes the following:- 1) All the fee items chargeable for one year are as per relevant University circulars for different Faculties (excluding the courses for which the total amount is fixed by other competent authorities) 2) The fee charged under headings which are to be paid as University share (including Vice-Chancellor's fund, University fee for sports and cultural activities, E- charge, disaster management fund, exam fee, and enrollment fee) is non-refundable if payment is made by the College prior to the date of cancellation. 3) Fee collected for Identity Card, Library Card, Admission Form and Prospectus, enrollment or any other course-specific fee is not refundable after the commencement of the academic term.

Period and Percentage of deduction charges						
	(i)	(ii)	(iii)	(iv)	(v)	(vi)
	Prior to commencement of academic term and instruction of the course	Upto 20 days after the commencement of academic term of course	From 21st day upto 50 days after commencement of the academic term of the course	From 51st day upto 80 days after the commencement of academic term of the course or August 31st whichever is earlier	From September 1st to September 30th	After September 30th
Deduction Charges	Rs. 500 Lump sum	20% of the total amount of fees	30% of the total amount of fees	50% of the total amount of fees	60% of the total amount of fees	100% of the total amount of fees

For Refund Policy Refer University of Mumbai Circular No. AAMS_UGS/ICC/2024-25/42

Note:

The total amount considered for the refund of fees from the commencement of academic term of the courses includes the following:-

- 1) All the fee items chargeable for one year are as per relevant University circulars for different Faculties (excluding the courses for which the total amount is fixed by other competent authorities)
- 2) The fee charged under headings which are to be paid as University share (including Vice-Chancellor's fund, University fee for sports and cultural activities, E- charge, disaster management fund, exam fee and enrollment fee) is non-refundable if payment is made by the College prior to the date of cancellation.
- 3) Fee collected for Identity Card, Library Card, Admission Form and Prospectus, enrollment or any other course specific fee is not refundable after the commencement of the academic term.

5.3 Refund of Fees

Refund of Tuition, Development and all other fees after cancellation of admissions:

ALL REFUNDABLE DEPOSITS

The amount of Caution Money, Library Deposit, and Laboratory Deposits, if any, will be refunded when a student leaves the college or cancels the admission. Deposits not claimed within one 'year after leaving the college or cancellation of admission will be forfeited. The amount of deposits will be refunded to the student after 15 days from the date of receipt of the application duly signed by the student and guardian and NOC from the concerned departments. The students who have not surrendered their Identity Cards, and Original Deposit Receipts must surrender the same against refund of deposits otherwise they stand to lose the deposits. Provided that wherever admissions are made through centralized admission process for professional and/or for any other courses conducted by other competent authorities, the Refund Rules are applicable if specified by such authorities (as per the rules of relevant agencies) for the 1st year of admission. In case of admission to subsequent years of the course, 0.2859 is applicable for cancellation of admission. Provided further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant courses. Further, the Rules 0.2859-A& 0.2859-B have been repealed and the amended one 0.2859 relating to the refund of tuition fee, developmental, and all other fees after cancellation of admission for the Undergraduate Courses, has been brought into force with effect from the academic year 2008-2009. NB: Students seeking cancellation of admission must submit an application enclosing the original fee receipt & proof supporting the reason for cancellation.

Table-1: Fee Deduction on cancellation of admission

NOTE: The total amount considered for the refund of fees from the commencement of academic term of the courses includes the following:-

1. All the fee items chargeable for one year are as per relevant university circulars for different faculties (excluding the courses for which the total amount is fixed by other competent authorities).
2. The fee charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor fund, University fee for Sports and Cultural activities, E-charge, Disaster Management fund, Examination fee and Enrollment fee) are non-refundable if payment is made by the college prior to the date of cancellation.
3. Fee collected for Identity card and Library card, admission form and prospectus, enrollment and any other course specific fee are not refundable after the commencement of the academic term.
4. All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned at the time of cancellation.

Provided that wherever admission process is for professional and/ or for any other courses by other competent Authorities, the refund rules are applicable if specified by such authorities (as per the rules of relevant agencies) for the 1st year admission. In case of admission to subsequent years of the course O.2859 is applicable for cancellation of admission.

Provided, further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant courses.

Further that O.2859-A & O.2859 - B have been repealed and the amended O.2859 relating to the refund of Tuition Fees, Development and all other fees after cancellation of admission for the Undergraduate Courses has been brought in to force with effect from the academic year 2008-2009.

List of Few Scholarships in Maharashtra State

Website for registration: - <https://mahadbtmahait.gov.in/>

Name/Title of scheme	Category	Annual Income
Social Justice and Special Assistance Department 1. Post-Matric Tuition fee and Examination Fee (Freeship).Maharashtra 2. Government of India Post-Matric Scholarship for SC Students, Maharashtra 3. Post-Matric Scholarship for Persons with Disability, Maharashtra Documents Required <ul style="list-style-type: none"> Income Certificate (Provided by Tahsildar). Caste Certificate. Caste Validity Certificate Mark sheet for last appeared examination Mark sheet for SSC or HSC Father death Certificate (if required) Hostel Certificate (if required) CAP round allotment letter Mark-Sheet for the last appeared examination Domicile Certificate Disability Certificate (Only for Disability) Guardian Certificate 	SC SC All	 2.5 Lakhs 2.5 Lakhs
Tribal Development Department 1. Post Matric Scholarship for Persons with Disability, Maharashtra 2. Tuition Fees and Examination Fees to ST Students, Maharashtra Documents Required <ul style="list-style-type: none"> Income Certificate (Provided by Tahsildar). Caste Certificate. Caste Validity Certificate Mark sheet for last appeared examination Mark sheet for SSC or HSC Father death Certificate (if CAP round allotment letter) Mark- Sheet for the last appeared examination Domicile Certificate 	ST ST	 2.5 Lakhs 2.5 Lakhs
Directorate of Higher Education (DHE) 1. Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulk Shi shyavrutti Yojna, Maharashtra		
<ul style="list-style-type: none"> Students should submit a domicile certificate issued by Authorized official. Students should submit the previous year Annual income certificate issued by Authorized official. Family Declaration Certificate about two children. Attendance Certificate. Previous year Mark sheet. 	Open	8 Lakhs

2.State Government Open Merit Scholarship.		
1. Scholarship for students studying Mathematics/Physics Documents Required <ul style="list-style-type: none"> • Previous Year Marksheet. • Domicile Certificate. • Bonafide Certificate. 	Open For BSc General Science Students	
OBC/SEBC VJNT SBC Welfare Department 1.Post-Matric Scholarship to VJNT Students, Maharashtra 2. Post-Matric Scholarship to OBC Students, Maharashtra 3.Post-Matric Scholarship to SBC Students, Maharashtra 4.Tuition Fees and Examination Fees to VJNT Students, Maharashtra 5.Tuition Fees and Examination Fees to OBC Students, Maharashtra 6.Tuition Fees and Examination Fees to SBC Students, Maharashtra <u>National Scholarship Portal</u> <ol style="list-style-type: none"> 1. Educational documents of student 2. Student's Bank account number and IFSC code of the bank branch 3. If Aadhaar is not available, then Bonafide student certificate from Institute / School and 4. Aadhaar Enrolment ID and Scanned copy of Bank passbook 	VJNT OBC SBC VJNT OBC SBC MUSLIM/JAIN/CHRISTIAN /PARASI/SIKH	1.5 Lakh 1.5 Lakh 1.5 Lakh 1.5 Lakh 6.0 lakh (4.5 lakhs non-creamy)
Mahindra Finance K C Mahindra Education Trust	Girls Students	

Documents issued by College

N.O.C. (NO OBJECTION CERTIFICATE)

Students submits an application for NOC addressed to the Principal.

Principal forwarding the same to the Office superintendent.

Office Superintendent asks the counter staff to check the outstanding dues/library books pending if any and asks the student to make payment of fees Rs. 20/-

After making payment of NOC fees Rs. 20/- the concerned counter administrative staff prepares the NOC and obtains the Principal Signature with college seal and NOC given to the student.

T.C. (TRANSFER CERTIFICATE)

Students submit applications for T.C. along with the prescribed application letter from the admitting college.

Principal forwarding the same to the Office superintendent.

Office Superintendent asks the counter staff to check the outstanding dues/library books pending if any and asks the student to make payment of fees Rs. 150/-

Online T.C. generated by the counter administrative staff from the University of Mumbai Portal.

Principal signs the T.C. and after stamping it is given to the student.

BONAFIDE CERTIFICATE

Students submits an application for Bonafide to the Principal.

Principal forwarding the said application to the concerned counter staff.

The concerned counter staff asked the student to pay Rs. 20/- fees for the same.

The concerned counter staff verify the record of the student and Bonafide Certificate prepared through ERP Software after taking Principal sign. and stamp it is given to the student.

RAILWAY CONCESSION

Students will show Identity Card for fresh Railway Pass and regular students will show the previous months pass to the counter staff.

The counter staff prepares Railway Concession.

The Office Superintendent signs the railway concession and gives it to the students.

TRANSCRIPT

Application from the students along with the mark sheets of F.Y. S.Y. and T.Y. class along with Transcript Fees Receipt Rs. 1000/- deposited in the Bank.

The concerned clerk prepares 5-6 copies as per the requirement of the students.

The Examination Section Clerk verifies the mark sheets from the college/university record and counter-sign the same.

Principal sign the same the concerned clerk packed and sealed the same in the envelope and given to the student.

After uploading the Transcript by the student the verification from the university is attended by the concerned clerk for confirmation.

RECOMMENDATION LETTER

Application from the students along with the mark sheets of F.Y. S.Y. and T.Y. class along with Recommendation Fees Receipt Rs. 500/- deposited in the Bank.

The concerned clerk types the same on the college letterhead and after obtaining the Principal signature it is given to the student.

BACKLOG CERTIFICATE

Application from the students along with the mark sheets of F.Y. S.Y. and T.Y. class along with Backlog Certificate Fees Receipt Rs. 50/- deposited in the Bank.

The concerned clerk types the same on the college letterhead and after obtaining the Principal signature it is given to the student.

INFORMATION FOR STUDENTS

Sr No	Contact for the following Documents	Counter Number	Venue	Number of working days
1.	Inquiries Counter		Reception Counter, First Floor Office	-----
2.	SCHOLARSHIP	4	First Floor Office	As per Government Notification
3.	N.O.C. (NO OBJECTION CERTIFICATE)	2	First Floor Office	3 Days*
4.	T.C. (TRANSFER CERTIFICATE)	2	First Floor Office	2 Days
5.	BONAFIDE CERTIFICATE	2	First Floor Office	1 Day
6.	RAILWAY CONCESSION		Fourth Floor	1 Day
7.	TRANSCRIPT	5	First Floor Office	3 Days
8.	RECOMMENDATION LETTER	5	First Floor Office	3 Days
9.	BACKLOG CERTIFICATE	Exam Room	First Floor Exam Room	2 Days
10.	DUPLICATE MARKSHEET	Exam Room	First Floor Exam Room	3 Days

6. DISCIPLINE AND CODE OF CONDUCT

1. Every student on securing admission will be provided his/her identity card. The procedure for obtaining the identity card is put up on the Library Notice Board. Every Student must always wear the ID card around the neck at all times and shall not be permitted to enter the premises, to attend lectures, tutorials, practical or use the library unless he/she has the identity card. The identity cards are not transferable. If lost, duplicate will be issued after applying and paying fine.
2. Students shall attend lectures, tutorials, practical, presentation and seminars according to the timetable on all working days of the college. Students shall not be absent from lectures, tutorials, practical, seminars, presentations and examinations without the prior permission of the Principal.
3. In case of illness, a student shall apply for leave, as soon as possible, with a doctor's certificate attached to the application. The student shall report to the Principal immediately on resuming the college and shall submit the necessary fitness certificate.
4. The Term or Terms shall not be deemed as kept and shall not be granted unless the student has completed the prescribed tutorial work, practical, assignments and projects as applicable, supported by certificates. Also, the minimum attendance is kept as per University rules.
5. Students are not allowed to attend classes in the college for which they are not enrolled without the prior permission of the Principal.
6. The conduct of students inside the class rooms, on the premises of the college and outside the college shall be such that it will not interfere with the orderly administration and discipline in the college or cause any disturbances to fellow students.
7. Students shall not loiter in the college premises while the classes are on.
8. **Smoking, spitting, chewing pan, chewing gum and use of mobile phones in the college premises are strictly prohibited.**
9. No Society or Association shall be formed in the college and no person invited to address a meeting without the prior permission of the Principal.
10. College debates and other meetings shall be chaired by a responsible person approved by the Principal and the subject of debates shall be scrutinized by the Principal.
11. No student shall collect any money as contribution for picnics, educational tours, get-together, study notes or charity or any other activity without the prior permission of the Principal.
12. No student shall communicate any information to or write in the press or websites, including Social networking sites, about matters dealing with the college administration or students or teachers. Strict disciplinary action will be taken against such students, including rustication from college.
13. No student shall be allowed to take active part in politics.
14. Students applying for certificates, testimonials etc and those requiring the Principal's signature on any kind of documents or application should contact the college office during the allotted hours. No papers/documents should be brought by students directly to the Principal for signature.
15. Those requiring certificates or testimonials with reference to their performance and progress in subject or activity should contact the college office.
16. Students are expected to take care of the College property and help in keeping the premises clean. Damage to the property of the college, such as disfiguring walls, doors, breaking furniture/fittings etc. is a breach of discipline and will attract severe punishment.
17. Students are advised to carry with them their books, valuables and other belongings whenever they leave their classrooms. The College is not responsible for any loss of student's property. Those

who find any lost property should deposit them in the College office. The owner should claim the lost property at the office counter the following day after due identification.

18. Mobiles should be kept switched off in the class-rooms, laboratories and library or anywhere where it is likely to disturb others. Listening to music is forbidden in the entire college premises. Bringing or using accessories such as earplugs or Bluetooth device are strictly prohibited.

19. If, for any reason, the continuance of a student in the college is, in the opinion of the Principal, detrimental to the best interests of the college, the Principal may ask such a student to leave the college without assigning any reason.

20. Students resorting to unfair means in examinations will be dealt with in accordance with the provisions of the Government of Maharashtra Act No. XXXI of 1982 and the Mumbai Public University Act, 2016.

21. The College does not enforce a dress code. However, all students are expected to observe decorum to enhance the image of the College.

22. While representing the College at any other place, the student's behavior should not be detrimental to the image of the College.

23. In case of any problem, personal or academic, students should report to the student counsel or class teacher who will help them solve their problems.

24. THE GOVERNMENT OF MAHARASHTRA HAS NOTIFIED RAGGING AS A COGNIZABLE OFFENCE. ANYONE REPORTED TO BE INVOLVED IN ANY FORM OF RAGGING WILL BE SEVERELY DEALT WITH. THEREFORE, STUDENTS ARE REQUIRED TO REFRAIN FROM INDULGING IN ANY FORM OF RAGGING.

25. If a student intends to leave college at the end of a term he/she has to obtain an N.O.C. An application for N.O.C. has to be submitted before one week prior to expiry of the term. If no application is received within the stipulated time N.O.C. may not be issued.

Students joining the college are expected to observe all the rules and regulations of the college any violation of the same will attract penalty.

Note: Matters not covered by the above-mentioned rules and regulations shall rest with the discretion of the Principal. The rules may be amended and such will be displayed on the notice board.

7. ATTENDANCE IN CLASSES

Ordinance 6086 Relating to the Attendance for Learners.

Ordinance 6086 relating to the attendance for learners has been brought into force with effect from the academic year 2014-2015 and thereafter.

Every bonafide learner shall ordinarily be allowed to keep terms for the given Semester in a program of his enrolment, only if he fulfills at least seventy five percent (75%) of the attendance taken as an average of the total number of Lectures , practical's, Tutorials etc. where in short and /or long excursions /field visits /study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s. Further it is mandatory for every learner to have min 50% attendance for each course& average attendance has to be 75% Where a learner is officially representing the College/ University/ District/ State/ Country with the permission of the Principal/ Director / Head of the College by the direction of the University Officer as the case may be in an

extracurricular / co-curricular activity / competition for the purpose of computing the average attendance the periods missed is an account of such activity shall be deemed to have been attended by the said learner.

8. EXAMINATIONS

Note-Rules for FY and SY- [As per NEP \(National Education Policy\) guidelines](#)

Passing Standard and Performance Grading:

1. Passing Standard

(a) For Self-Financing Courses (BMS/BBI/BAF/BAMMC/IT/CS)

The learner to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester end Examination. The learners shall obtain a minimum of 40% marks in the Internal Assessment and 40% marks in Semester end Examination separately, to pass the course and minimum of Grade D wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

Internal Assessment will be in form of one periodical class test. Overall attendance and Class participation and behaviour will also be considered.

(b) For Regular Courses (BA/B.Com/B.Sc)

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course. The learner shall obtain a minimum of 40% marks in semester end examination. The learner has to score 40% marks in semester end examination and 40% marks in project.

Letter Grades and Their Equivalent Grade Point

Percentage of Marks Obtained	Grade Point	Grade	Performance
80.00 and Above	10	O	Outstanding
70.00 -79.99	9	A+	Excellent
60.00 -69.99	8	A	Very Good
55.00 -59.99	7	B+	Good
50.00 -54.99	6	B	Above Average
45.00 -49.99	5	C	Average
40.00 -44.99	4	D	Pass
Less than 40.00	0	F	Fail

The performance grading shall be based on the aggregate performance of Internal Assessment and Semester end Examination. ATKT rules and Grace marks, as prescribed by the University, will be applicable only at the Semester End Examination.

2. Course wise, Semester wise Credit Allocation

Faculty	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Credit
Arts for BA Program only	22	22	22	22	22	22	132
Science (for all courses)	22	22	20	20	20	20	124
Bachelor of Commerce (B.Com.)	22	22	20	20	20	20	124
Bachelor of Management Studies (BMS)	22	22	20	20	20	20	124
Bachelor of Commerce (BAF) (Accounting & Finance)	22	22	20	20	20	20	124
Bachelor of Commerce (BBI) (Banking & Insurance)	22	22	20	20	20	20	124
BA in Multimedia and Mass Communication (BAMMC)	22	22	20	20	20	20	124

8.2 Scheme of Examination

(a) For Self Financing Courses (BMS/BBI/BAF/BAMMC/IT/CS)

The evaluation of the performance of the student in theory shall be on the basis of both internal assessment and semester examination. Internal evaluation shall be on the basis of periodical tests, group discussion, seminar, attendance etc. The semester end examination shall be held at the end of each semester.

(b) For Regular Courses (BA/B.Com/B.Sc)

The evaluation of the performance of the student in theory shall be on the basis of semester end examination. For Foundation Course in (BA/B.Com/B.Sc.) internal assessment and semester and examination. Internal evaluation shall be on the basis of project, attendance, presentation, viva-voice etc. The semester end examination shall be held at the end of each semester.

8.3 Carry Forward of the Marks in case the Student Fails in one or more Subjects

(a) A student who PASSES in the Internal Examination but FAILS in the Semester End Examination of the theory paper shall reappear for the Semester End Examination of that theory paper. However his/her marks of the Internal Examination shall be carried over but he/she shall be entitled for grade obtained by him/her on passing.

(b) A student who PASSES in the Semester End Examination but FAILS in the Internal Examination of the theory paper shall reappear for the Internal Examination of that theory paper. However his/her marks of the Semester End Examination shall be carried over but he/she shall be entitled for grade obtained by him/her on passing.

8.4 The Regulations 8438 relating to ATKT for Credit Based Semester and Grading System or U.G. courses are amended and that the same has been brought into force with effect from Academic Year 2013-14.

8.5 Eligibility for Admission to all the Undergraduate Programs (aided and non-aided) in the Faculties of Arts, Science and Commerce under Credit Based Semester and Grading System). Eligibility criteria for a learner, to be admitted in Semester V (Third year) of UG programs (aided and non-aided) in Faculties of Arts and Commerce is amended as follows: -

(i) Shall have passed Semester I, II, III and IV in full.

OR

(ii) Shall have passed Semester-I and II in full and Secured ATKT in the Second year by failing in not more than Two Courses in each of Semester III and Semester IV.

OR

(iii) Shall have Secured ATKT in First Year by failing in not more than Two Courses in each of Semester-I and Semester-II and have passed Semester –III and Semester-IV in full.

A learner shall be allowed to keep terms for Semester VI irrespective of grades attained in each course of semester V. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, II, III, IV & V in full.

8.6 Eligibility for Admission to Semester V (Third Year) of UG programs (aided and non-aided) in Faculty of Science is amended as follows: -

OR

(iv) Learner shall have passed Semester I, II, III and IV in full.

OR

Learner shall have passed Semester I and Semester II in full and secured ATKT in Second Year by failing in

For programs with 900 and above marks in not more than Three Courses in each of Semester III and IV.

For programs with less than 900 marks in not more than Three Courses with not more than total 200 marks in each of Semester III & IV.

OR

Learner shall have passed Semester III and Semester IV in full and secured ATKT in First Year by failing in.

For programs with 900 and above marks in not more than Three Courses in each of Semester I and II.

For Programs with less than 900 marks in not more than Three Courses with not more than total 200 marks in each of Semester I & II.

(v) A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each course of Semester V.

(vi) The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

8.7 Revaluation and Verification

There shall be facility of revaluation & verification of answer-books at the Examinations conducted by the college according to University rules in force from time to time.

Verification of Marks

- a) The facility of verification of marks is available. The student should apply within 07 days of declaration of result with a prescribed fee.
- b) The students have the facility of obtaining Photocopy of the assessed answer books by applying within seven days of declaration of result and on payment of Rs. 50 per paper (Rs.50 per paper for students from Reserved Category).
- c) College shall supply Photocopy in person within 15 Days from date of receipt of application.
- d) On receipt of Photocopy, student may apply for redressal of grievances to the college in the prescribed form on payment of Rs. 250/- (Rs. 125 per paper for students from Reserved Category) within 7 days from the date of receipt of Photocopy.
- e) Change of marks, if any, shall be communicated and revised mark list will be issued on surrendering the original marks sheet.

Note: Verification includes correction of mistakes in transfer of entries, totaling and correction for un- assessed part of answer, if any. Verification does not refer to reassessment.

8.8 Exemption

An unsuccessful candidate who obtains the minimum percentage of marks prescribed for passing in a subject/practical may at his/her option be exempted from appearing in that subject/practical at his/her subsequent appearance and will be declared to have passed the whole examination on his/her passing in the remaining Subject/Practical in which he/ she has failed.

8.9 Ex-Students

Candidates who have been declared failed at the examination shall appear as Ex-students. Students having ATKT should apply for the examination in prescribed format before the due date.

9. LIBRARY

The College library contains reading and reference materials on various subjects. It has a rich collection of books, magazines, journals, CDs etc. The library remains open during college hours throughout the year.

Library Collection As on 31st March 2025

Books : 16119

Periodicals : 33

Newspapers : 13

CIS Collection : 855

Thesis : 27

Maps : 03

9.1 General Rules

1. Every student entering in the library should have a valid College Identity Card. It should be produced as and when demanded by the Library Staff.
2. Complete silence and discipline must be maintained in the Library.
3. Students are required to handle the books and reading materials 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.
4. Textbooks, reference books and journals, old question papers set will be issued to the students against Reading Room Card. Students are not allowed to take them out of Library.
5. If mutilated or lost, the borrower will have to replace the book with a new copy or pay the amount of the current price along with processing charge of Rs. 50/- and the overdue charges if any.
6. In case of late return of books, students will have to pay a fine of Rs.1/- per day for the first week and Rs. 4/- per day in subsequent weeks. While charging the fine, holidays will be counted.
7. Re-issue of the books will depend on the demand for the books requested.
8. The computer terminals provided to the students for **WebOPAC** facility to search the library database for books should be used with utmost care.
9. It is mandatory to download Library App i.e. MOPAC in the mobile.

9.2 I-Card / Library Card - If lost, the Librarian should be informed in writing. Duplicate cards will be issued on payment of Rs.50/- for Home Issue Card and Rs. 25/- for Reading Room Card and Rs. 100/- for A duplicate I-Card.

9.3 _Book Bank Scheme - College Library provides Book Bank facility to needy students.

9.4 _Gold Card Scheme - Under this scheme additional library card is provided to the first and second rank holder of the previous year.

9.5 _Internet Access - Students can browse Internet at Library for academic purpose only.

9.6 Students should regularly read the notices displayed on the Library notice boards.

9.7 Library website is updated with various digital resources useful for students.

9.8 If any Query, students should approach Librarian.

10. ANTI-RAGGING CELL

Ragging is totally banned in this institution and anyone found guilty of ragging and or abetting ragging is liable to be punished under Sec.8 of the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions 2009.

Ragging Means

Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a Junior students or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassments as to adversely affect the physique or psyche of a fresher or junior student.

Punishments

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall:-

1. Suspension from attending classes and academic privileges
2. Withholding withdrawing scholarship/fellowship and other benefits
3. Debarring from appearing in any test/examination or other evaluation process
4. Withholding result
5. Debarring from representing the institution in any regional national or International meet, tournament, youth festival etc.
6. Suspension/expulsion from the college.
7. Cancellation of admission
8. Rustication from the institution from period ranging from 1 to 4 Semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specific period.
10. Fine ranging between Rs. 25,000 to Rs.1,00,000.
11. Collective punishment when the person committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

11. ASSOCIATIONS, COMMITTEES & CELLS

Internal Quality Assurance Cell (IQAC):

IQAC (Internal Quality Assurance Cell) in educational institutions ensures consistent improvement in academic and administrative quality. It sets benchmarks, organizes workshops, and advises on quality enhancement. Chaired by the institution's head, IQAC fosters a learner centric environment, facilitates accreditation processes, and enhances stakeholder satisfaction through systematic quality assurance measures.

Student council:

Student council represents student interests in educational institutions, fostering leadership and engagement. Comprising elected members, it organizes events, advocates for student concerns, and enhances campus life. The council serves as a voice for students, promotes unity, and collaborates with administration to address student needs effectively

Kannada Association:

Kannada Association promotes Kannada language, culture, and traditions among its members. It organizes cultural events, language classes, and celebrations to preserve and propagate Kannada heritage. The association fosters a sense of community among Kannada-speaking people, promoting unity and appreciation for Karnataka's rich cultural diversity.

Women Development Cell (WDC):

A Women Development Cell focuses on empowering women in educational institutions and workplaces. It addresses gender-related issues, conducts workshops on women's rights, and promotes gender equality through awareness campaigns. The cell offers support, guidance, and a safe space for women to voice concerns and achieve personal and professional growth.

Athang- Marathi Vangmay Mandal:

It promotes Marathi literature, arts, and culture. It organizes literary events, book readings, and discussions to preserve and promote Marathi language and heritage. The Mandal fosters a community of Marathi enthusiasts, encouraging creativity and appreciation for Maharashtra's cultural richness.

National Service Scheme (NSS) :

NSS (National Service Scheme) engages students in community service and social activities. It aims to develop student personality through voluntary work for community development . NSS organizes camps, blood donation drives, and awareness programs, fostering civic responsibility and empathy among youth towards societal issues and marginalized communities

Department of Lifelong Learning & Extension (DLLE):

The Department of Lifelong Learning and Extension (DLLE) promotes continuous education beyond formal schooling. It offers courses, workshops, and outreach programs for personal development and societal benefit. DLLE encourages lifelong learning, skill enhancement, and community engagement, fostering a culture of intellectual growth and social responsibility among participants.

Research and Development Cell:

Research and development cell serves as the innovation hub within organizations, driving forward-thinking initiatives and breakthroughs. It fosters creativity, experiments with cutting-edge technologies, and translates ideas into practical solutions. By pushing boundaries and embracing challenges, it fuels progress and keeps companies competitive in dynamic industries.

Students grievance Redressal:

Student grievance redressal cell acts as a vital support system within educational institutions, ensuring fair treatment and resolving issues promptly. It provides a platform for students to voice concerns confidentially, promotes transparency in decision-making, and strives to uphold academic integrity and student welfare, fostering a conducive learning environment.

Anti Ragging Committee:

An anti-ragging committee plays a crucial role in maintaining a safe and respectful atmosphere in educational institutions. It enforces strict policies against bullying and harassment, conducts awareness programs, and swiftly addresses any reported incidents. By promoting a zero-tolerance approach, it ensures a secure and inclusive campus environment for all students.

Science Association:

Science association serves as a collaborative platform for enthusiasts to explore, discuss, and advance scientific knowledge. It organizes seminars, workshops, and lectures to foster learning and innovation. By connecting like-minded individuals and promoting interdisciplinary exchanges, it inspires curiosity and contributes to the evolution of scientific understanding.

Social Science Association:

Social science association facilitates exploration and discourse on human behavior, societies, and cultures. Through conferences, research symposiums, and publications, it promotes interdisciplinary dialogue and critical inquiry into socio-political issues. By bridging academia and societal concerns, it advocates for informed decision-making and societal progress through empirical research and analysis.

English Literary Association:

An English literary association cultivates appreciation for literature through readings, workshops, and discussions. It celebrates diverse literary traditions, authors, and genres, fostering a community of writers and readers. By organizing events that explore language and creativity, it enriches cultural understanding and promotes the power of storytelling and expression.

GLIMPSES OF COLLEGE EVENTS

Fever-Pitch



Annual Day





Convocation Ceremony

— Class of —

2023-24



SPORTS





VPM's R Z SHAH COLLEGE OF ARTS , SCIENCE & COMMERCE

MITHAGAR ROAD, MULUND(E), MUMBAI-81.

(Affiliated to University of Mumbai)

Accredited by NAAC with Grade "A"



OUR RECRUITMENT PARTNERS



Certificate Courses

1) Digital Marketing

- Duration : 30 Hrs
- Eligibility: Open for all undergraduate students
- Module:

Course Content
Introduction to Digital Marketing
Setting up a website
SEO (Search Engine Optimisation)
Facebook Marketing (Includes Page creation and Live Campaign)
SEM (Search Engine Marketing)Google Ads
Google Analytics
Instagram Marketing
LinkedIn Marketing
Facebook Ads

2) Cyber Security

- Duration : 30 Hrs
- Eligibility: Open for all undergraduate students
- Module:

Course Content
Hacking Psychology
E-Mails: Exploitation and Security
Operating System Hacking & Security
Malwares: Trojan, Viruses & Worms
Attacks Related to Network & Security (LAN/WLAN)
Web Server Attacks & Security
Software Reverse Engineering and Attacks on Demand
Cloud Security Infrastructure

3) Tally Pro

- Duration : 30 Hrs
- Eligibility: Open for all undergraduate students
- Module:

Course Content
TallyPrime start-up
Bill wise accounts, bill receivable and payable management
TallyPrime with Banking
TallyPrime with GST
TallyPrime printing configurations
GST filing concepts

4)Advance Excel

- Duration : 30 Hrs
- Eligibility: Open for all undergraduate students
- Module:

Course Content
Introduction to Excel
Formatting excel work book
Perform Calculations with Functions
Sort and Filter Data with Excel
Create Effective Charts to Present Data Visually
Performing Lookup in Excel
Analyse Data Using Pivot Tables and Pivot Charts
Protecting and Sharing the workbook
Proofing and Printing

5)Free Spoken English

- Duration : 80 Hrs
- Eligibility: Open for all undergraduate students
- Module:

Course Content
Objective: Learners who have basic knowledge of English, are taught skills to make them confident and speak fluently so as to help them in their employment. Methodology: Teach speaking skills, pronunciations, basic vocabulary, practice with interactive activities, role-plays, speaking activities, talks etc.

6)CECDL Course (Certificate in English Communication and Digital Literacy)

- Duration : 30 Hrs
- Eligibility: Open for all undergraduate students
- Module:

Course Content
Digital Literacy
Soft Skills
Communication English

7) Mastering ChatGPT with Excel

- Duration : 30 Hrs
- Eligibility: Open for all undergraduate students
- Module:

Course Content
Introduction to ChatGPT
Understanding its applications
Integration with Excel
Practical Demonstration
Hands on Session

8) IIT Spoken Tutorial

- **Duration:** 30 Hrs
- **Eligibility:** Open for all undergraduate students
- **Module:** **As per course applicable**

COURSES OFFERED BY COLLEGE

- BACHELOR OF COMMERCE (B.COM.)**
- BACHELOR OF SCIENCE (B.SC.)**
- BACHELOR OF ARTS (B.A.)**
- B.COM. (MANAGEMENT STUDIES)**
- B.COM. (BANKING & INSURANCE)**
- B.COM. (ACCOUNTING & FINANCE)**
- B. SC. (INFORMATION & TECHNOLOGY)**
- B.SC. (COMPUTER SCIENCE)**
- B.A.M.M.C. (BA IN MULTIMEDIA AND MASS COMMUNICATION)**