



# **VIDYA PRASARAK MANDAL'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"**

## **PROSPECTUS 2024-25**



**YEARS CELEBRATION**

### **FOR QUERIES CONTACT:**

- **Mr.Nilesh Patil:7666279793**
- **Ms.Deepa Mulik :9653128227**
- **Mr.Jagdish Takkelar:9321607151**
- **Mr.Gurudutta Tople:9769101691**



**022-25637313**



**<https://vpmrzshahcollege.edu.in>**



## **Vidya Prasarak Mandal (Regd.)**

### **MANAGING COMMITTEE**

<b>Founder</b>	<b>Late Shri N B H Kulkarni</b>
<b>President</b>	Shri. Shrinivas G. Mokashi
<b>Chairman</b>	Shri Ramesh K Chiniwar
<b>Vice-Chairman</b>	Shri Sriram Kulkarni
<b>Vice-Chairman</b>	Shri Krishna H. Deshpande
<b>Hon Gen. Secretary</b>	Adv. Vijay B. Kulkarni
<b>Hon Secretary</b>	Shri Dattatraya K. Mule
<b>Hon Jt Secretary</b>	Smt. Nirupa Jorapur
<b>Hon Treasurer</b>	Shri Anand Narayanrao Katageri
<b>Hon Dep. Treasurer</b>	Shri Raghavendra Vasant Kulkarni

### **MEMBERS**

1. Dr. Veerendra Sharanappa Adigal
2. Shri Ajit M Deshpande
3. Shri Sanjeeva. M. Gornal
4. Dr. Arundhati Govind Hoskeri
5. Shri K P Jayateerth
6. Shri. Surendra S. Kamanahalli
7. Ms. Grace Noronha
8. Dr. Ajit Bhimrao Umrani
9. Shri Jayant Patki

### **Ex-Officio**

Smt. Sandhya Sondur

## College Development Council

<b>Name of CDC members</b>	<b>Designation</b>
Mr. Ramesh Chiniwar	Hon. Chairman
Adv. Vijay B. Kulkarni	Hon. Gen. Secretary
Mr. Ajit Umrani	Member (Education)
Mr. Anand Kategeri	Member
Mr. Sanjeev Prabhu	Member (Industry)
Dr. Rani Desai	Member (Research)
Mr. Chetan Shah	Trust Nominee
Ms. Gargi Shah	Member
Dr. Barkha Shamnani	I/C Principal, Ex-Officio Secretary
Mr. Vilas Mahajan	HOD
Mrs. Rajashree Prabhu	IQAC Coordinator
Dr. Om Dewani	Teacher Representative
Mrs. Anita Lopez	Teacher Representative
Mrs. Prachi Raorane	Teacher Representative
Mr. Mangesh Korde	Member Representative (Non-teaching)
Mr. Nadar Ganesh Arumugam	President & Sec. of College Student Council
Ms. Lily	Member

## FROM THE PRINCIPAL'S DESK



**Dr. Barkha Shamnani**  
(M.COM, NET, Ph.D.)  
**In-Charge Principal**

**'Knowledge is Power, information is liberating and education is the premise of progress in every society and in every family'.**

**-Kofi Annan**

To accomplish the vision and mission of the College, we ensure overall development of our students through curricular and extra- curricular activities. We are committed to provide quality education to our students and help them attain their highest potentials.

Knowledge and learning are two aspects which are long run processes and education is not only to entitle a job but also for better future prospects.

Our College has ICT enabled classrooms and we are accredited with NAAC "A" grade (First Cycle). We have a dedicated team of educators who strive hard to provide students with updated knowledge and skill that would help our students face the competitive world.

We provide a whole spectrum of talent development platforms to students through NSS, Extension, Cultural, Sports, etc. and our aim is to develop our students and make them Job-ready through various Skill Development and Certificate Courses.

A committed, vibrant and supportive management and dedicated teachers and cooperative parents blends to create a Student- Centric College. With this teamwork and through collaborative effort, I am very sure that we can achieve more which will benefit our students who are the leaders of tomorrow.

I, humbly take this opportunity to thank all our stakeholders who have always supported us and I wish all the students grand success in their career and prosperity in their future life.

**Dr. Barkha Shamnani**  
**(In-Charge Principal)**  
w.e.f. 07-04-2023



## VICE PRINCIPALS



**Mrs. Anjaneeka Uday**

Vice Principal  
HOD Mathematics



**Mr. Vilas T Mahajan**

Vice Principal  
HOD IT & CS

## HOD's & COORDINATORS



**Dr. Kavita Sharma**

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 2023-24**

- 1 Dr. Barkha Shamnani**
- 2 Dr. Kavita Sharma**
- 3 Mr. Vilas Mahajan**
- 4 Dr. Om P Dewani**
- 5 Mrs. Sujata Zalkikar**
- 6 Mrs. Shilpa Jadhav**
- 7 Mrs. Rajashree Prabhu**
- 8 Mr. Ravi Kumar Talla**
- 9 Mrs. Anjaneeka Uday**
- 10 Mr. Nitin Patil**
- 11 Mrs. Gauri Atre**
- 12 Mrs. Pratibha Jithesh**
- 13 Mrs. Anita Lopez**
- 14 Mr. Yuvraj Wagh**
- 15 Mr. Laxman Pattar**
- 16 Mrs. Julie Jenita G**
- 17 Dr. Mangesh Sawant**
- 18 Mrs. Sanketa Parab**
- 19 Mrs. Nandini Sakpal**
- 20 Mrs. Sampurna Sarode**
- 21 Dr. Bhavini Dand**

- 22     **Mrs. Prachi Raorane**
- 23     **Ms. Laxmi Shahapure**
- 24     **Mrs. Gauri Pai**
- 25     **Dr. Surbhi Gour**
- 26     **Mrs. Smita Jadhav**
- 27     **Ms. Seema Ughade**
- 28     **Mr. Ravindra Phadke**
- 29     **Mrs. Samiksha Deotale**
- 30     **Ms. Krutika Solanki**
- 31     **Mr. Jagdish Rajane**
- 32     **Mrs. Neelima Kamat**
- 33     **Mrs. Sneha Patil**
- 34     **Mrs. Archana Mishra**
- 35     **Ms. Purvi Shah**
- 36     **Ms. Bhakti Joshi**
- 37     **Ms. Sayali Tillu**

### 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     **Mr. Ganesh Firke**
- 8     **Mrs. Jyoti Mhaskar**
- 9     **Mr. Subhash Borse**
- 10    **Mr. Sandeep Sonawane**
- 11    **Mr. Swapnil Nayak**
- 12    **Mr. Alpesh More**
- 13    **Mr. Baslinga Takkelar**
- 14    **Mr. Santosh Harad**
- 15    **Mrs. Ashwini Sawant**
- 16    **Mrs. Sushila Naik**
- 17    **Mr. Kalpesh Mohite**
- 18    **Mr. Sachin Varankar**
- 19    **Mrs. Rathnavathi Poojary**
- 20    **Mr. Vijay Jaiswal**



## **CONTENTS**

<b>Sr.No.</b>	<b>Particulars</b>	<b>Page No.</b>
<b>1.</b>	<b>Introduction</b>	<b>10</b>
	<b>NAAC Certificate</b>	<b>11</b>
	<b>Vision &amp; Mission of College</b>	<b>12</b>
	<b>Courses offered by College</b>	<b>15</b>
<b>2.</b>	<b>Regular courses</b>	
	<b>B.Com.</b>	<b>16</b>
	<b>B.Sc.</b>	<b>18</b>
	<b>B.A.</b>	<b>20</b>
<b>3.</b>	<b>Professional Courses</b>	
	<b>B.M.S.</b>	<b>22</b>
	<b>B.Com (Banking &amp; Insurance)</b>	<b>24</b>
	<b>B.Com (Accounting &amp; Finance)</b>	<b>26</b>
	<b>B.Sc. (Information Technology)</b>	<b>28</b>
	<b>B.Sc. (Computer Science)</b>	<b>30</b>
	<b>B.A.M.M.C. (BA in Multimedia and Mass Communication)</b>	<b>33</b>
<b>4.</b>	<b>Admission Procedure</b>	<b>35</b>
	<b>Guidelines for Pre-enrollment form</b>	<b>36</b>
	<b>Guidelines for form filling for admission</b>	<b>37</b>
<b>5.</b>	<b>Payment &amp; Refund of fees</b>	<b>39</b>
	<b>List of Scholarship</b>	<b>42</b>
	<b>Documents issued by College</b>	<b>44</b>
	<b>Information for Students</b>	<b>45</b>
<b>6.</b>	<b>Discipline &amp; Code of Conduct</b>	<b>46</b>
<b>7.</b>	<b>Attendance</b>	<b>47</b>
<b>8.</b>	<b>Examination</b>	<b>48</b>
<b>9.</b>	<b>Library</b>	<b>52</b>
<b>10.</b>	<b>Anti – Ragging</b>	<b>54</b>
<b>11.</b>	<b>Associations, Committees &amp; Cells</b>	<b>55</b>
<b>12.</b>	<b>Glimpses of College events</b>	<b>56</b>
<b>13.</b>	<b>Our recruiters</b>	<b>58</b>
<b>14.</b>	<b>List of certificate courses</b>	<b>59</b>

## 1. INTRODUCTION

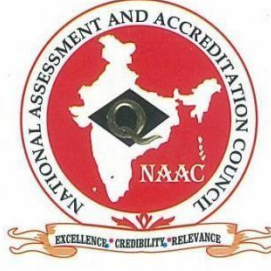
The most important part of education is to inculcate in the students the spirit of “We can do it” – Dr. A.P.J. Abdul Kalam

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)/122/1<sup>st</sup> 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 11<sup>th</sup> 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 educational Vidya Prasarak Mandal Trust.

With a sprawling campus, situated in the heart of Airoli, in sec-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 37 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.M.S. (Bachelor of Management Studies)**
- ❖ B.Com. (Banking & Insurance)**
- ❖ B.Com. (Accounting & Finance)**
- ❖ B. Sc. IT (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.

#### Objective

I. 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 the three year degree course leading to 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. Subject and Marks

**FYBCOM Semester I & II: As per NEP (National Education Policy) guidelines**

#### SEMESTER-III

	Course	Marks
1.	Accountancy and Financial Management – III	100
2.	Commerce-III	100
3.	Business Law-I	100
4.	Business Economics-III	100
5.	Advertising – I	100
6.	Introduction to Management Accounting	100
7.	Foundation Course - Contemporary Issues – III	100
	Total	700



**SEMESTER -IV**

	<b>Course</b>	<b>Marks</b>
1.	Accountancy and Financial Management-IV	100
2.	Commerce-IV	100
3.	Business Law-II	100
4.	Business Economics-IV	100
5.	Advertising – II	100
6.	Introduction to Auditing	100
7.	Foundation Course-IV	100
	<b>Total</b>	<b>700</b>

**SEMESTER - V**

	<b>Course</b>	<b>Marks</b>
1.	Commerce — V	100
2.	Business Economics — V	100
3.	Financial Accounting & Auditing – VII	100
4.	Financial Accounting & Auditing – VIII (Cost Accounting)	100
5.	Applied Component: Computer Systems & Applications -I	100
6.	Applied Component: Direct and Indirect Taxes-I	100
	<b>Total</b>	<b>600</b>

**SEMESTER – VI**

	<b>Course</b>	<b>Marks</b>
1.	Commerce — VI	100
2.	Business Economics — VI	100
3.	Financial Accounting & Auditing – IX	100
4.	Financial Accounting & Auditing - X (Cost Accounting)	100
5.	Applied Component: Computer Systems & Applications-II	100
6.	Applied Component: Direct and Indirect Taxes-II	100
	<b>Total</b>	<b>600</b>

## 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 will help 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 and Marks

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

##### SEMESTER-III

	Course	Marks
1.	Foundation Course – III	100
2.	Chemistry Paper – I	100
3.	Chemistry Paper – II	100
4.	Chemistry Paper – III	100
5.	Practical based on USCH301, USCH302 & USCH303	150
6.	Thermodynamics and Temperature Transducers (Physics-I)	100
7.	Electronics (Physics-II)	100
8.	Mathematical methods and Applied Physics-I(Physics-III)	100
9.	Practical based on USPH301, USPH302 & USPH303	150
	Total	1000

##### SEMESTER-IV

	Course	Marks
1.	Foundation Course – IV	100
2.	Chemistry Paper – I	100
3.	Chemistry Paper – II	100
4.	Chemistry Paper – III	100
5.	Practical based on USCH401, USCH402 & USCH403	150
6.	Optics & Applied Physics- I	100
7.	Electrodynamics - II	100
8.	Quantum Mechanics-III	100
9.	Practical based on USPH401, USPH402 & USPH403	150
	Total	1000

### **SEMESTER -V**

	Course	Marks
1.	Physical Chemistry	100
2.	Inorganic Chemistry	100
3.	Practical of USCH501 & USCH502	100
4.	Organic Chemistry	100
5.	Analytical Chemistry	100
6.	Practical of USCH503 & USCH504	100
7.	Heavy and Fine Chemicals	100
8.	Practical of USACHFC501	100
	Total	800

### **SEMESTER -VI**

	Course	Marks
1.	Physical Chemistry	100
2.	Inorganic Chemistry	100
3.	Practical of USCH601 & USCH602	100
4.	Organic Chemistry	100
5.	Analytical Chemistry	100
6.	Practical of USCH603 & USCH604	100
7.	Heavy and Fine Chemicals	100
8.	Practical of USACHFC601	100
	Total	800

## 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 and Marks

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

#### SEMESTER-III

	Course	Marks
1.	Political Science – II (Principles & Concepts of Political Theory)	100
2.	Political Science – III (Introduction to Public Administration)	100
3.	Economics – II (Macro Economics)	100
4.	Economics – III (Public Finance)	100
5.	History – II (Landmarks in World History)	100
6.	History – III (Ancient India from Earliest Times)	100
7.	Advertising	100
8.	Foundation Course – II	100
	Total	800

#### SEMESTER-IV

	Course	Marks
1.	Political Science-II (Political Values and Ideologies)	100
2.	Political Science-III (Public administration and Indian administration)	100
3.	Economics – II (Macro Economics – II)	100
4.	Economics – III (Indian Economy)	100
5.	History paper II (Landmarks in World History)	100
6.	History Paper III (Ancient India from Earliest Times)	100
7.	Introduction to Advertising Paper II	100
8.	Foundation Course – IV	100
	Total	800



**SEMESTER-V**

	Course	Marks
1.	History -IV (History of Medieval India)	100
2.	History – V (History of Modern Maharashtra)	100
3.	History – VI (Introduction to Archaeology)	100
4.	Political Science -IV (International Relations)	100
5.	Political Science – V (Political Thought)	100
6.	Political Science – VI (Political Process in Modern Maharashtra)	100
	Total	600

**SEMESTER- VI**

	Course	Marks
1.	History-IV (History of Medieval India)	100
2.	History-V (History of Contemporary India)	100
3.	History – VI (Introduction to Museology & Archeology Science)	100
4.	Political Science -IV (India in World Politics)	100
5.	Political Science-V (Indian Political Thoughts)	100
6.	Political Science – VI (Determinants of politics of Maharashtra)	100
	Total	600

### 3. PROFESSIONAL COURSES CONDUCTED IN THE COLLEGE

#### 3.1 B.M.S. (Bachelor of 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 & Marks

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

##### SEMESTER – III

	Course	Marks
1.	Information Technology in Business Management – I	100
2.	Foundation Course-III (Environmental Management)	100
3.	Accounting for Managerial Decisions	100
4.	Business Planning & Entrepreneurial Management	100
5.	Strategic Management	100
6.	Marketing Electives:	
	1.Consumer Behaviour	100
	2.Advertising	100
7.	Human Resource Group – Electives:	
	1.Employees Relations & Welfare	100
	2.Recruitment and Selection	100
	Total	900

**SEMESTER - IV**

	<b>Course</b>	<b>Marks</b>
1.	Information Technology in Business Management – II	100
2.	Business Research Methods	100
3.	Foundation Course (Ethics & Governance)-IV	100
4.	Business Economics – II	100
5.	Production & Total Quality Management	100
6.	Marketing Electives:	
	1.Integrated Marketing Communication	100
	2.Tourism Marketing	100
7.	Human Resource Group - Electives:	
	1.Training and Development in HRM	100
	2.Change Management	100
	<b>Total</b>	<b>900</b>

**SEMESTER - V**

	<b>Course</b>	<b>Marks</b>
1.	Logistics & Supply Chain Management	100
2.	Corporate Communications & Public Relations	100
3.	Marketing Group - Electives:	
	1. Service Marketing	100
	2. E-Commerce & Digital Marketing	100
	3. Sales & Distribution Management	100
	4. Customer Relationship Management	100
4.	Human Resource Group - Electives:	
	1. Finance for HR Professionals & Compensation Management	100
	2. Strategic Human Resource Management & HR Policies	100
	3. Performance Management & Career Planning	100
	4. Industrial Relations	100
	<b>Total</b>	<b>600</b>

**SEMESTER VI**

	<b>Course</b>	<b>Marks</b>
1.	Operation Research	100
2.	Marketing Group - Electives:	
	1. Brand Management	100
	2. Retail Management	100
	3. International Marketing	100
	4. Media Planning & Management	100
3.	Human Resource Group - Electives:	
	1. HRM in Global Perspective	100
	2. Organizational Development	100
	3. HRM in Service Sector Management	100
	4. Workforce Diversity	100
4.	Project Work	100
	<b>Total</b>	<b>600</b>

The performance grading shall be based on the aggregate performance of Internal Assessment and Semester End Examination.

### 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 & Marks

##### **FYBBI SEMESTER- I & II: As Per NEP (National Education Policy) guidelines**

##### **SEMESTER III**

	<b>Course</b>	<b>Marks</b>
1.	Foundation Course - III (An Overview of Banking Sector- Laws Governing Banking & Insurance)	100
2.	Financial Management-I	100
3.	Management Accounting	100
4.	Financial Market	100
5.	Direct Taxation	100
6.	Organizational Behavior	100
7.	Information Technology in Banking and Insurance - I	100
	<b>Total</b>	<b>700</b>

**SEMESTER IV**

	<b>Course</b>	<b>Marks</b>
1.	Financial Management-II	100
2.	Cost Accounting	100
3.	Customer Relationship Management	100
4.	Information Technology in Banking & Insurance II	100
5.	Foundation Course – IV (An overview of Insurance Sector)	100
6.	Corporate & Securities Law	100
7.	Business Economics – II	100
	Total	700

**SEMESTER V**

	<b>Course</b>	<b>Marks</b>
1.	Business Ethics & Corporate Governance	100
2.	Financial Services Management	100
3.	Financial Reporting & Analysis in Banking & Insurance	100
4.	Auditing – I	100
5.	International Banking & Finance	100
6.	Research Methodology	100
	Total	600

**SEMESTER VI**

	<b>Course</b>	<b>Marks</b>
1.	Security Analysis and Portfolio Management	100
2.	Auditing – II	100
3.	Human Resources Management	100
4.	International Business	100
5.	Central Banking	100
6.	Project Work in Banking & Insurance	100
	Total	600



### 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 & MARKS

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

##### SEMESTER - III

	Course	Marks
1.	Financial Accounting-III	100
2.	Cost Accounting-II	100
3.	Auditing-II	100
4.	Business Economics-II	100
5.	Information Technology in Accountancy - I	100
6.	Business Law-II	100
7.	Foundation Course in Commerce – II (Financial Market Operations)	100
	<b>Total</b>	<b>700</b>

##### SEMESTER - IV

	Course	Marks
1.	Financial Accounting-IV	100
2.	Management Accounting	100
3.	Auditing – III	100
4.	Information Technology in Accountancy -II	100
5.	Foundation Course-IV (Introduction to Management)	100
6.	Business Law – III	100
7.	Research Methodology in Accounting & Finance	100
	<b>Total</b>	<b>700</b>

**SEMESTER - V**

	<b>Course</b>	<b>Marks</b>
1.	Cost Accounting — III	100
2.	Financial Management -II	100
3.	Taxation - III (Direct Tax Paper I)	100
4.	Management - II (Management Application)	100
5.	Financial Accounting – V	100
6.	Financial Accounting – VI	100
	<b>Total</b>	<b>600</b>

**SEMESTER - VI**

	<b>Course</b>	<b>Marks</b>
1.	Cost Accounting – IV	100
2.	Financial Management – III	100
3.	Taxation - IV (Direct Tax Paper II)	100
4.	Economics - III (Indian Economy)	100
5.	Financial Accounting – VII	100
6.	Project Work	100
	<b>Total</b>	<b>600</b>

### 3.4 B.Sc. (I.T.) Bachelor of Science in 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 & MARKS

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

##### SEMESTER - III

	Course	Marks
1.	Python Programming	100
2.	Python Programming Practical	50
3.	Data Structures	100
4.	Data Structures Practical	50
5.	Computer Networks	100
6.	Computer Networks Practical	50
7.	Data Structures	100
8.	Data Structures Practical	50
9.	Applied Mathematics	100
10.	Mobile Programming Practical	50
	<b>Total</b>	<b>750</b>

**SEMESTER - IV**

	<b>Course</b>	<b>Marks</b>
1.	Core Java	100
2.	Core Java Practical	50
3.	Introduction to Embedded Systems	100
4.	Introduction to Embedded Systems Practical	50
5.	Computer Oriented Statistical Techniques	100
6.	Computer Oriented Statistical Practical	50
7.	Software Engineering	100
8.	Software Engineering Practical	50
9.	Computer Graphics & Animation	100
10.	Computer Graphics & Animation Practical	50
	<b>Total</b>	<b>750</b>

**SEMESTER - V**

	<b>Course</b>	<b>Marks</b>
1.	Software Project Management	100
2.	Internet of Things	100
3.	Advanced Web Programming	100
4.	Linux System Administration	100
5.	Enterprise Java	100
6.	Project Dissertation	50
7.	Internet of Things Practical	50
8.	Advanced Web Programming Practical	50
9.	Linux Administration Practical	50
10.	Enterprise Java Practical	50
	<b>Total</b>	<b>750</b>

**SEMESTER - VI**

	<b>Course</b>	<b>Marks</b>
1.	Software Quality Assurance	100
2.	Security in Computing	100
3.	Business Intelligence	100
4.	Principal of Geographic Information System	100
5.	Cyber Laws	100
6.	Project Implementation	150
7.	Security in Computing Practical	50
8.	Business Intelligence Practical	50
9.	Principals of Geographic Information System Practical	50
10.	Advanced Mobile Programming Practical	50
	<b>Total</b>	<b>850</b>



### 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-0.5719).

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 & MARKS

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

##### SEMESTER - III

	Course	Marks
1.	Principles of Operating Systems	100
2.	Principles of Operating Systems Practical	50
3.	Linear Algebra	100
4.	Linear Algebra Practical	50
5.	Data Structures	100
6.	Data Structures Practical	50
7.	Advanced Database Concepts	100
8.	Advanced Database Concepts Practical	50
9.	Java Based Application Development	100
10.	Java Based Application Development Practical	50
11.	Web Technologies	100
12.	Web Technologies Practical	50
13.	Green Technologies	100
	<b>Total</b>	<b>1000</b>

**SEMESTER IV**

	<b>Course</b>	<b>Marks</b>
1.	Theory of Computation	100
2.	Theory of Computation Practical	50
3.	Computer Networks	100
4.	Computer Networks Practical	50
5.	Software Engineering	100
6.	Software Engineering Practical	50
7.	IoT Technologies	100
8.	IoT Technologies Practical	50
9.	Android Application Development	100
10.	Android Application Development Practical	50
11.	Advanced Application Development	100
12.	Advanced Application Development Practical	50
13.	Research Methodology	100
	<b>Total</b>	<b>1000</b>

**SEMESTER V**

	<b>Course</b>	<b>Marks</b>
	<b>Core Subject</b>	
1.	Artificial Intelligence	100
	Artificial Intelligence Practical	50
2.	Information and Network Security	100
	Information and Network Security Practical	50
	<b>Skill Enhancement</b>	
3.	<b>Elective -I</b>	
	Linux Server Administration	100
	Linux Server Administration Practical	50
4.	<b>Elective -II</b>	
	Cyber Forensics	100
	Cyber Forensics Practical	50
5.	<b>Generic Elective</b>	
	Project Implementation	100
6.	Project work-I	100
	<b>Total</b>	<b>800</b>

**SEMESTER VI**

	<b>Course</b>	<b>Marks</b>
	<b>Core Subject</b>	
1.	Data Science	100
	Data Science Practical	50
2.	Cloud Computing and Web Services	100
	Cloud Computing and Web Services Practical	50
	<b>Skill Enhancement</b>	
3.	<b>Elective -I</b>	
	Information Retrieval	100
	Information Retrieval Practical	50
4.	<b>Elective -II</b>	
	Ethical Hacking	100
	Ethical Hacking Practical	50
5.	<b>Generic Elective</b>	
	Cyber Laws and IPR	100
6.	Project work -II	100
	<b>Total</b>	<b>800</b>

### 3.6 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 communication 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 & Marks

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

##### SEMESTER - III

	Course	Marks
1	Motion Graphics and Visual Effects -I	100
2	Corporate Communication & Public Relation	100
3	Introduction to Media Studies	100
4	Introduction to Photography	100
5	Film Communication -I	100
6	Computers & Multimedia I	100
	Total	600

##### SEMESTER - IV

	Course	Marks
1	Motion Graphics and Visual Effects - II	100
2	Writing and Editing for Media	100
3	Media laws and Ethics	100
4	Mass Media Research	100
5	Film Communication	100
6	Computer Multimedia II	100
	Total	600



**SEMESTER - V /Advertising**

	<b>Course</b>	<b>Marks</b>
1	Advertising & Marketing Research	100
2	Copywriting	100
3	Brand Building	100
4	Documentary & Ad Film Making	100
5	Agency Management	100
6	Direct Marketing & E-Commerce	100
	Total	600

**SEMESTER VI / Advertising**

	<b>Course</b>	<b>Marks</b>
1	Digital Media	100
2	Advertising Design	100
3	Advertising in Contemporary Society	100
4	Brand Management	100
5	Media Planning and Buying	100
6	Entertainment & Media Marketing	100
	Total	600

#### **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://mum.digitaluniversity.ac/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](https://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 2024-25

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



### **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						
	Prior to commencement of academic term and instruction of the course	Upto 20 days after the commencement of academic term of the course.	From 21 <sup>st</sup> day upto 50 days after commencement of the academic term of the course.	From 51 <sup>st</sup> day upto 80 days after the commencement of academic term of the course or August 31 <sup>st</sup> whichever is earlier.	From September 1 <sup>st</sup> to September 30 <sup>th</sup>	After September 30 <sup>th</sup>
Deduction Charges	Rs. 500 Lumpsum	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

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



<b>2.State Government Open Merit Scholarship.</b>		
<b>1. Scholarship for students studying Mathematics/Physics</b> <b>Documents Required</b> <ul style="list-style-type: none"> <li>• Previous Year Marksheet.</li> <li>• Domicile Certificate.</li> <li>• Bonafide Certificate.</li> </ul>	Open For BSc General Science Students	
<b>OBC/SEBC VJNT SBC Welfare Department</b> 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  <b><u>National Scholarship Portal</u></b> <ol style="list-style-type: none"> <li>1. Educational documents of student</li> <li>2. Student's Bank account number and IFSC code of the bank branch</li> <li>3. If Aadhaar is not available, then Bonafide student certificate from Institute / School and</li> <li>4. Aadhaar Enrolment ID and Scanned copy of Bank passbook</li> </ol>	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)
<b>Mahindra Finance K C Mahindra Education Trust</b>	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**

### **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**

<b>Percentage of Marks Obtained</b>	<b>Grade Point</b>	<b>Grade</b>	<b>Performance</b>
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 07days 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 31<sup>st</sup> March 2024**

**Books :** 15399

**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)
- Admission committee
- Examination committee
- Student council
- Student Mentoring Committee
- Continuous Internal Evaluation Committee (CIE)
- Academic Monitoring Committee (AMC)
- Kannada Association.
- Women Development Cell (WDC)
- Athang- Marathi Vangmay Mandal
- National Service Scheme (NSS)
- Department of Lifelong Learning & Extension (DLLE)
- Cultural committee
- Training & Placements
- Parent Teacher Association (PTA)
- Internal Complaint Cell (ICC)
- Nature club & Film club
- Sports committee
- Avishkar Research Cell
- Students grievance redressal
- Entrepreneurship and Internship Cell
- Anti Ragging
- Social Science Association
- English Literary Association



# GLIMPSES OF COLLEGE EVENTS

## FEVER-PITCH 2023-24



## ANNUAL DAY 2023-24





**SPORTS DAY 2023-24**





**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 Offered

- Advance Excel
- Tally Prime
- Digital Marketing
- Cyber Security
- IIT Spoken Tutorial
- Mastering ChatGPT in Excel
- React Development JS
- Java Fullstack Development
- Digital Literacy and Communication skills

## **COURSES OFFERED BY COLLEGE**

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



**022-25637313**



**<https://vpmrzshahcollege.edu.in>**