



## ***SREE NARAYANA GURU*** ***1854 – 1928***

“During recent centuries no one in India has enjoyed so much reverence as Sree Narayana Gurudev commanded, a reverence so glorious, so enduring, so comprehensive, so universal and so pure. Like the sun, by mere presence, he spread his light and love. His life of renunciation has shown to numerous people the secret of the path of dedicated service or Karma Yoga. Rishi Narayana who has awakened Kerala was Patanjali in Yoga, Sankara in Wisdom, Manu in the art of Governance, Budha in renunciation, Muhammad in strength of spirit and Christ in humanity. After 73 years spent in the drama of human life he has gone to whence he came. For the future generations he will be one of the divine personalities among the incarnations of God and the superhuman beings of India’s religious lore?”

– Theosophical Society- 1928 September

### **MESSAGES OF SREE NARAYANA GURU**

1. “One Caste, One religion, One God for man.”
2. “Whatever be the religion, it is enough if man becomes virtuous”.
3. “Ask not, think not and say not caste”.
4. “Acts that one performs for one’s own sake should also aim at the good of other men”.
5. “Gain freedom through education”.
6. “Gain strength through organization”.
7. “Gain prosperity through industry”.
8. “Liquor is poison: make it not, sell it not and drink it not”.
9. “Of one in kind, one in faith, one in God is man, of the same womb, one same form, difference none there is at all”.

# ***OUR VISION***

Empowerment through Higher Education to all strata of Society

## **MISSION**

Quality education to all irrespective of caste, creed, socio-economic status  
and uplift the poor and downtrodden.

Enhancing the personality by fostering moral and ethical values  
and to produce dynamic and able minded youth.

## **GOALS/ OBJECTIVES**

- Maintain good academic standards through innovative and effective teaching, learning methods.
- Focus on learner-centric teaching to make learning a happy, joyful and fruitful experience.
- Sensitize students on vital social issues raging across the globe and guide them to emerge as socially responsible citizens of the nation.
- Motivate students to achieve discipline, self-mastery and professionalism.
- Enable students to meet the needs, demands and challenges ahead and excel in life.
- To aim at all round development of students and groom their talents through meaningful co-curricular, extracurricular activities with an emphasis on integrity and ethics.
- To have a positive approach towards development and progress of youth, highlight their inherent powers and inspire them to realize their full potential.

## **Office Bearers – Sree Narayana Mandira Samiti**

- |                          |                                  |
|--------------------------|----------------------------------|
| 1. Shri. N. Sasidharan   | President                        |
| 2. Shri. M.I. Damodaran  | Chairman                         |
| 3. Shri. N. Mohandas     | Vice-Chairman                    |
| 4. Shri. N.S. Salimkumar | Gen. Secretary                   |
| 5. Shri. O.K. Prasad     | Asst. Secretary                  |
| 6. Shri. K. Natarajan    | Treasurer                        |
| 7. Shri. P. Prithweeraj  | Asst. Treasurer                  |
| 8. Smt. Pushpa Marbros   | Zonal Secretary – Kalyan Zone    |
| 9. Shri. M.G. Raghavan   | Zonal Secretary – Thane Zone     |
| 10. Shri. K.K. Susmeran  | Zonal Secretary – Bhandup Zone   |
| 11. Shri. K. Gopidas     | Zonal Secretary – Chembur Zone   |
| 12. Shri. M.K. Soman     | Zonal Secretary – Mira Road Zone |
| 13. Shri. A.K. Venugopal | Zonal Secretary – Virar Zone     |
| 14. Shri. R. Sreedharan  | Zonal Secretary – Vashi Zone     |
| 15. Shri. Sreeretan Nanu | Zonal Secretary – Panvel Zone    |

## **College Development Committee**

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| 1. Shri. M.I. Damodaran          | Ex-officio Chairman                  |
| 2. Shri. N. Sasidharan           | Special Invitee                      |
| 3. Shri. N.S. Salimkumar         | Member                               |
| 4. Shri. O.K. Prasad             | Special Invitee                      |
| 5. Prin. Dr. T.P. Madhu Nair     | Member-Education                     |
| 6. Prin. Dr. Ajay M. Bhamre      | Member-Research                      |
| 7. Shri. Sudhish Sukumaran       | Member-Industry                      |
| 8. Shri. Rahul Suresh Gupta      | Member- Social Service/Alumni        |
| 9. Shri. Hinduja Srichand P.     | IQAC Coordinator                     |
| 10. Smt. Jayashree Venkitachalam | Representative of Teaching Staff     |
| 11. Smt. Vandana D. Gupta        | Representative of Teaching Staff     |
| 12. Smt. Naveena Suresh          | Representative of Teaching Staff     |
| 13. Dr. (Mrs.) Bina Sarkar       | Member - Nomnated                    |
| 14. Shri. Rajesh Appa Khaire     | Representative of Non-Teaching Staff |
| 15. Prin.Dr. Ravindran Karathadi | Member Secretary                     |

# **PROGRAMMES OFFERED**

## **Aided Program:**

- B. Com.

## **Self-Financing Programmes:**

### **Undergraduate Programmes**

- B.M.S. (Management Studies)
- B. Com. (Accounting & Finance)
- B. Com. (Banking & Insurance)
- B.Sc. (Information Technology)
- B.M.M. (Mass Media)
- B.Com. (Financial Management)
- B.Com. (Transport Management)
- B.Com. (Investment Management)
- B.M.S. (Environmental Management & Economics)

### **Postgraduate Programmes**

- M. Com. (Accountancy)
- M. Com. (Business Management)
- M. Com. (Banking & Finance)

### **Add-On Diploma Courses**

- Tax Procedure and Practice

### **Add-On Certificate Courses**

- Tax Procedure and Practice
- Functional English
- Computer Application (Data Care Mgt.)

## **FACULTY MEMBERS (AIDED SECTION)**

1. Dr. Ravindran Karathadi, M.Com., Ph. D., C.A. (Inter), I.C.W.A. (Inter) – Principal
2. Mrs. Harshada M. Bhise, M. Com., C.A. – Associate Professor
3. Mrs. Jayashree Venkitachalam, M.A., SET. – Associate Professor
4. Mr. Hinduja Srichand, M. Com., SET – Asst. Professor
5. Mrs. Vandana H. Gupta, M. Sc., M. Phil. NET – Asst. Professor
6. Mr. S.M. Hosamani – Librarian
7. Miss Reshma Khudabax, M. Com. – Asst. Professor
8. Ms. Prasadhini Gautam – Ast. Professor
9. Ms. Jigna Gada – Asst. Professor
10. Mr. Tulsiram Kamble – Asst. Professor
11. Mr. Suhas Deshmukh B.E. (I.T.) – System Manager

## **OFFICE STAFF**

1. Mr. Chandrasekharan P. – O.S.D.
2. Mr. Janardhanan M.V. – Sr. Clerk
3. Mr. Rajesh Appa Khaire – Jr. Clerk
4. Mr. Dilip Ghadigoankar – Jr. Clerk
5. Mr. Bhaurao Pundkar – Library Attendant
6. Mr. Sudhakar G. Kharat – Peon
7. Mrs. Manda K. Lokhande – Sweeper
8. Mr. Samson Modrol – Sweeper
9. Mr. Sumit Mangeram Banwal – Peon

## **Post Graduate Programme (M.Com.) – Self Financing**

1. Dr. Ravindran Karathadi, M.Com., Ph. D., C.A. (Inter), I.C.W.A. (Inter) – Principal
2. Mrs. Jayashree Venkitachalam, M.A., SET. – Associate Professor – Coordinator
3. Mrs. Harshada M. Bhise, M. Com., C.A. – Associate Professor
4. Mr. Hinduja Srichand, M. Com., SET – Asst. Professor
5. Dr. (Mrs.) Sumi Nijith, M.A., Ph.D – Asst. Professor
6. Dr. (Mrs.) Bina Sarkar, M. Com., B.Ed., NET – Asst. Professor
7. Mrs. Naveena Suresh, M.B.A., SET – Asst. Professor
8. Mr. Iyer Parameshwaran V., M.Com.,C.A.(Inter), NET & SET - Asst. Professor
9. Ms. Swati Manjrekar, M.Com. – Asst. Professor
10. Ms. Rishita Sunil Shukla, M. Com. – Asst. Professor
11. Mr. Darshan Gala, Diploma in Electronic & Telecommunication Engineering – Asst. Prof.
12. Mrs. Kushboo Shah, M.Com. – Asst. Professor

## **FACULTY MEMBERS (SELF-FINANCING SECTION)**

1. Dr. Ravindran Karathadi, M.Com., Ph. D., C.A. (Inter), I.C.W.A. (Inter) – Principal
2. Dr. (Ms.) Bina Sarkar, M.Com.,B.Ed., NET. – Asst. Professor (BAF/BFM/BTM Coordinator)
3. Dr. (Ms.) Sumi Nijith, M.A., Ph.D. – Asst. Professor (BBI Coordinator)
4. Ms. Saraswati Nadi, M.C.A. – Asst. Professor (B.Sc. I.T. Coordinator)
5. Ms. Prasadhini Gautam, M.B.A.- Asst. Professor (BMM Coordinator)
6. Ms. Jigna Gada, M.B.A., SET – Asst. Professor (BMS Coordinator)
7. Mr. Abhishek R. Parkar, M.M.S., NET – Asst. professor
8. Mr. Iyer Parameshwaran V., M.Com.,C.A.(Inter), NET & SET (Asst. Professor)
9. Ms. Kutty Sana Asar, M.C.A.. B.Ed. – Asst. Professor
10. Ms. Rishida Sunil Shukla, M. Com. – Asst. Professor
11. Ms. Mehjabeen Mohd. Shakir Khan, M.Sc. – Asst. Professor
12. Mr. Mohammed Jabir Usman Gani, M.Com. – Asst. Professor
13. Ms. Naveena Suresh, M.B.A, SET – Asst. Professor
14. Ms. Mamta J. Meghnani, M.Com. – Asst. Professor
15. Ms. Swati Manjrekar, M.Com. – Asst. Professor
16. Ms. Roselin Swamidasan, M.Com. – Asst. Professor
17. Ms. Jigna Gada, M.Com. – Asst. Professor
18. Ms. Madhuri C. Yadav, M.Sc., - Asst. Professor
19. Ms. Archana V. Kshrisagar, M.E.(I.T.) – Asst. Professor
20. Mrs. Aparna Aman Ujaoney, B.Sc., M.B.A., NET. – Asst. Professor
21. Mr. Darshan Gala, Diploma in Electronic & Telecommunication Engineering – Asst. Prof.
22. Ms. Karishma Kasare, M.A., B.Ed., NET – Asst. Professor
23. Ms. Poonam D. Mujawar, B.Sc., M.P.Ed. – Sports Instructor
24. Mr. Suhas Deshmukh B.E. (I.T.), (System Manager

## **OFFICE STAFF**

1. Mr. Chandrasekharan P. – O.S.D.
2. Mrs. Nalini Shelke, B. Com. – Admin In-charge/Accountant
3. Mrs. Deepali Darekar, B.Com. – Jr. Clerk
4. Mr. Hemant Vaity, B.Com. – Jr. Clerk
5. Mrs. Sarita Suresh, B.Com. – Jr. Clerk

## **Highlights of the College**

- **MOU with Tata Institute of Social Sciences (TISS) and introduced National University Students' Skill Development (NUSSD) Programme (Foundation Course & Domain Programme free of cost to all students**
- **MOU with Tata Institute of Social Sciences (TISS) School of Media Studies for BMM faculty sharing, resource sharing and industry linkage.**
- **Corporate Big Bigs interaction with the faculty and students**
- **Campus Placement Drive by renowned companies**
- **Active Career Counseling Cell**
- **Good Academic Result**
- **Spacious Campus**
- **Sports Grounds including Turf Ground, Indoor & Outdoor Games and Gymnasium in the Campus**
- **Inter Collegiate and Intra Collegiate Cultural Activities**





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## **SREE NARAYANA MANDIRA SAMITI**

To propagate Narayana Guru's brilliant teachings, a group of ardent followers of the Guru in Mumbai formed Sree Narayana Mandira Samiti, a Trust registered under Societies Registration Act of 1860 (Reg. No. BOM/44/1964 dated 8<sup>th</sup> April 1964) and Bombay Public Trust Act of 1950 (Reg. No.F-1185(BOM) dated 17<sup>th</sup> July 1964). The Samiti is a Malayalam Linguistic Minority Trust having its main objective to establish, conduct and maintain educational institutions. Apart from educational activities, the Samiti also conducts many other activities for the welfare of the needy society.

The Samiti is striving to accomplish Guru's ever-glowing message of education by uplifting the masses from ignorance and depth of darkness to light of knowledge and thereby providing freedom and prosperity. In July 1975 Sree Narayana Guru High School (English Medium) was started and today about 3000 students are studying in the School from Std. I to Std. X. The SSC result has always been in the range of 99% to 100%. Presently the Samiti runs the following institutions at their Chembur Campus.

1. Kumaran Asan Pre-Primary School (English Medium)
2. Kumaran Asan Pre-Primary School (Marathi Medium)
3. Sree Narayana Guru Central School (CBSC)
4. Sree Narayana Guru High School – English Medium Primary Section
5. Sree Narayana Guru High School – English Medium Secondary Section
6. Sree Narayana Guru High School – Marathi Medium Primary Section
7. Sree Narayana Guru High School – Marathi Medium Secondary Section
8. Sree Narayana Guru Junior College of Commerce & Science
9. Sree Narayana Guru College of Commerce
10. Sree Narayana Guru College of Education (B.Ed. & D.T. Ed.)

## **SREE NARAYANA GURU COLLEGE OF COMMERCE**

Sree Narayana Guru College of Commerce was established in July, 1986 by Sree Narayana Mandira Samiti situated at P.L. Lokhande Marg, Chembur (west) and very close to Chembur railway station and mono rail and many BEST buses are regularly operating at this route serving people coming from different destinations. The College was started to serve the local student community who were otherwise by and large deprived of higher education. The College is recognized by UGC under Sections 2(f) and 12B of UGC Act and it is a Malayalam Linguistic Minority Institution. It offers 10 U.G. programmes, viz., B. Com. (Govt. Aided), B.Sc. (I.T.), B.M.S., B.Com. (Banking & Insurance), B. Com. (Accounting & Finance), B.Com. (Financial Management), B.Com. (Investment Management), B.Com. (Transport Management), B.M.S. (Environment Management & Economics), Bachelor of Mass Media (B.M.M.) and 3 P.G. Programmes, viz., M.Com. (Accountancy), M. Com. (Business Management) and M. Com. (Banking & Finance). It also offers Add-On Certificate and Diploma courses in (1) Tax Procedure & Practice, (2) Functional English and (3) Computer Application.

The College is known for its strict discipline and regularity in holding lectures and has been maintaining good academic result. It also promotes sports and cultural activities aiming overall personality development of students. The College gives importance in inculcating the soft skills in its students to enhance their employment potential. It regularly organizes national and international level seminars, conferences and workshops and organizes 'Oasis' inter collegiate competitions in sports and cultural events every year. It also hosts many University Zonal level sports competitions in our spacious campus.

### **COLLEGE RULES**

#### **1. DISCIPLINE**

- 1.1 Wearing Identity Card is compulsory in the College campus.
- 1.2 Should be present in classroom well in time. Latecomers will not be allowed to enter the class room.
- 1.3 Should not loiter in the corridors or in the College premises particularly when classes are going on.
- 1.4 Should maintain strict silence in the corridors, classrooms and library hall.
- 1.5 Should behave decently with each other and with staff members.
- 1.6 Should not bring any outsider to the College premises, classrooms, library, canteen or Gymkhana.
- 1.7 Not allowed to communicate any information or write to the press about matters relating to the College administration without prior permission of the Principal. Any act of tarnishing the reputation of the College, students and teachers will be viewed seriously.
- 1.8 Should bring only the parent/guardian whose details are given in the Parent's Profile submitted in the College when called. Any change in the parent/guardianship should be informed to the College office immediately.
- 1.9 Should not cause any damage to the College property and also keep the College premises clean and neat. Students found damaging the property is liable to be rusticated from the College and the cost of damages will be collected from such students.

- 1.10 Should take care of own text-books, exercise books, calculators, mobile phones and other belongings. Students are advised not to leave these in the Classroom, Library, Gymkhana, Canteen, etc. The College will not be responsible for any loss or damage of articles or valuables.
- 1.11 If, for any reason, in the opinion of the Principal, which shall be final, the continuance of the student in the College is deemed detrimental to the best interest of the College, the Principal may expel such a student from the College without assigning any reasons for his decision.

## **2. ATTENDANCE**

- 2.1 For granting the terms in each semester it is mandatory for every learner to have minimum 75% average attendance of total number of lectures, practical, tutorials, etc. and a minimum of 50% attendance for each subject (O.6086).
- 2.2 Attendance defaulters list will be put up on the Attendance Notice Board in the first week of every month for the period up to the previous month and warning letters will be issued to the defaulting learners twice in every semester.
- 2.3 At the end of the semester the list of the learners who are not allowed to keep terms shall be displayed on the Notice Board, allowing them to appeal to the Principal within 3 days from the date of display of the notice. After disposing the appeals the College shall intimate the same to the Director, Board of Examinations & Evaluation to withdraw the examination forms of such defaulting learners' after intimating them at least 10 days before the commencement of the respective examinations.
- 2.4 The learners whose terms are not granted by the College can appeal to the Director, Board of Examinations & Evaluation, if desired, in a prescribed form and by paying required fees within 3 days from the receipt of the intimation.

**3. DRESS CODE:** Students must be neatly and modestly dressed in the College premises.

**4. CELL PHONES:** Use of cell phones in any form in the class rooms while in session is strictly prohibited. On breach of this discipline, the cell-phone holder will be liable for a penalty of Rs. 500/-. In case of a repetition of the offence the cell-phone shall be liable to confiscation.

**5. RAGGING:** Students should refrain from ragging within or outside the College premises. Government of Maharashtra by resolution no. tern/10967620/96 dated 06-09-1996 has notified ragging as a cognizable offence. Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside the College campus shall, on conviction, be punished with imprisonment and fine. Any student convicted shall be dismissed from the College and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal. The following are some of the ingredients of ragging, which are punishable under the court of law as per the "UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009":

- (i) Abetment to ragging, (ii) Criminal conspiracy to rag, (iii) Unlawful assembly and rioting,
- (iv) Public nuisance created during ragging, (v) Violation of decency and moral thought,
- (vi) Injury to body, (vii) Wrongful restrain, (viii) Wrongful confinement, (ix) Use of criminal force,
- (x) Assault as well as sexual offences or unnatural offences, (xi) Extortion, (xii) Criminal trespass,
- (xiii) Offences against property, (xiv) Criminal intimidation, etc.

## 6. ADMISSION

6.1 Eligible students have to apply online for seeking admission to First Year Undergraduate and Post Graduate Programmes as directed by the University.

6.2 Admissions will be on merit as per prevailing University rules & Government norms and will be provisional till confirmed by the authorities.

6.3 Students have to take admission each year. Admission is based on availability of seats, attendance and performance in the lower class. A repeater or an ATKT student may not be admitted to the next class in case of non-availability of seats.

6.4 Students seeking admissions from other colleges to this College, should have passed in all subjects and obtain No Objection Certificate (N.O.C.) from last College attended.

**6.5 Being a linguistic minority institution 50% seats are reserved for students' whose mother tongue is Malayalam.**

### STUDENTS' WELFARE

#### 1. SCHOLARSHIPS & FREESHIPS

Sr. No.	Name of the Scholarship	Requirements
1	The Govt. of India Scholarship to Scheduled Caste, Buddhism, Scheduled Tribes, VimukthaJati Students, O.B.C.	(i) Income Certificate (Total from 1 <sup>st</sup> April to 31 <sup>st</sup> March), (ii) Caste Certificate, (iii) Attested Photo copy of the mark sheet of the last examination passed, (iv) Ration Card/Aadhar Card
2	State Govt. Freeship to S.C., S.T., V.J., N.T. & Buddhist Students, O.B.C.	(i) Income Certificate with all details, (ii) Caste Certificate, (iii) Attested Photo copy of the marksheet of the last examination passed, (iv) Ration Card/Aadhar Card
3	Economically Backward Class (E.B.C.)	(i) Income of the family not to exceed Rs. 1,00,000/- p.a. as on 31 <sup>st</sup> March, (ii) Marksheet, (iii) Ration Card/Aadhar Card, (iv) Domicile Certificate
4	Freeship of the children of Primary School Teachers (PTC) and Secondary Teachers (STC) & Freeship to the children of Freedom Fighters and Wives & Widows of Defence Services Personnel	(i) Signature of the Principal of the School, (ii) Area Officers Signature, (iii) Certificate of Eligibility to be obtained from the competent authority, (iv) Marksheet, (v) Ration Card/Aadhar Card

For the above freeship, students must fulfill the following conditions:

1. That the applicant is regular in attendance in accordance with the conditions governing the respective scholarships.
2. That his/her conduct and progress is satisfactory.
3. That he/she is not absent without prior permission.
4. The student has to **submit the application online**. The College shall provide guidance to students for filling form online in the Computer Lab as per the dates announced on the Notice Board. The College will not be responsible for non-submission of application online by the student and for non-sanctioning the freeship/scholarship.
5. Students should not apply for more than one freeship in the year.

**Students are advised to see for notices pertaining to Scholarships and Freeships put up on the College Notice Board from time to time.**

The student who does not submit the Caste & Income Certificate at the time of submitting the application form for admission will automatically be considered under open category.

**Income Limits for Freeship & Scholarship:-**

**A. Freeship:**

For SC category students – No income limit

For VJNT/ST/OBC/SBC category students – upto Rs. 1,00,000/- per annum

**B. Scholarship:**

For SC category students – upto Rs. 2,00,000/- per annum

For VJNT/ST/OBC/SBC category students – Rs.1,00,001/- to Rs. 6,00,000 per annum

Income certificate has to be certified by Tahasildar to get benefit of the Scholarship.

**2. College Scholarships, Prizes and Financial Assistance:**

1. SNMS merit scholarships of Rs. 25,000/- each to four students for higher studies
2. Three students who secure the highest marks in the University exams will be awarded Academic Proficiency Prize by the College.
3. Special incentive Prizes will be given to those students who get 75% and above in F.Y. & S.Y. B. Com. examinations.
4. Students having 100% attendance in an academic year will be given token prize in the following academic year provided they pass the examination in first attempt.
5. Financial assistance shall be sanctioned from College Students Aid Fund to financially underprivileged eligible students.

**ANGC Scholarships:** EBC students are eligible to apply for the scholarship of Association of Non Govt. College Principals immediately after the notice is displayed on the Notice Board.

**Scholarships & Sponsorships from Private Trusts, Corporate Sector and Individuals:** The College also helps economically underprivileged students who are good in studies by seeking sponsorships and financial aid from Private Trusts, Corporate Sector and individuals.

## OTHER FACILITIES

1. **National University Students' Skill Development (NUSSD) Programme:** The College introduced NUSSD programme in association with **Tata Institute of Social Sciences (TISS)** for its students from the Academic Year 2013-14 free of cost. Thereby the students will have various skill development module lectures on daily basis during the normal working days and will have practical trainings/internships during the vacations. On successful completion of the programmes TISS will provide them Certificate for Certificate Course in the first year, for Diploma Course in the second year and for Advanced Diploma Course in the third year.
2. **Career Guidance & Placement Cell:** The Career Guidance Cell of the College organizes Guidance, Orientation, Awareness, and Training sessions to help the students in shaping their future career. The Placement Cell arranges **Job Mela-Campus Recruitment Drives** by inviting reputed well established companies.
3. **Library & Reading Room:** The College has a spacious Reading Room and rich collection of reference books and text books. It has 22 subscribed periodicals & Journals, 15 newspapers and large number of e-Journals. Library Rules shall be displayed on the Notice Board.
4. **Book Bank:** The College Library provides set of textbooks for backward class and EBC students under the book bank scheme. Interested students may contact the Librarian for membership of Book Bank Scheme before the last date announced by the Librarian.
5. **Civil Service Examination Coaching:** The Management of the College conducts coaching for Civil Service Examinations by inviting experts from across the country.
6. **Current Awareness Service & Internet Service:** The library provides Current Awareness Service as well as Internet Information Service to the students. To avail these facilities contact the Librarian.
7. **Readers Club:** The College has a Readers Club which motivates students to develop reading habit. The Club conducts competitions and prizes will be given in the form of valuable books of great authors.
8. **Computer Lab:** The College has two Computer Labs with more than **100** branded new i3 Second Generation Computers with internet connectivity exclusively for the research and training of our students. Students who are interested in getting specialized training in computers can contact the lab in-charge, so that courses can be designed to provide the training on payment basis.
9. **Seminar Hall:** The College has a spacious Seminar Hall with all modern in built audio visual equipment. Students, with prior permission, can use this hall for organizing seminars, workshops, group discussions, etc.
10. **Canteen:** The College has a Canteen on the ground floor of the building.
11. **Sports:** The College provides the facilities for conduct of various sports events like Cricket, Football, Volleyball, Kabaddi, Athletics, Table Tennis, Badminton, Carrom and Chess. It has spacious playgrounds and a **Turf Ground** for training the students in various outdoor sports/games.
12. **Gymkhana:** The College maintains a well-equipped Gymkhana with lot of indoor game facilities. Gymkhana facilities are available only to the bonafide students of the College. No outsider will be allowed to play in the College Gymkhana. No student will be allowed to use the Gymkhana facilities at the time when his/her lectures or tutorials are going on and during examination period.

Students who wish to be selected for different team events in the College will have to attend the selection and the compulsory coaching, failing which their names from the team will be deleted. The College sends selected students to participate in various inter collegiate tournaments. Any loss of equipment at the hands of students will have to be made good by the students concerned. Any student found damaging the equipment/item in Gymkhana or violation of Gymkhana rules would be deprived of the facilities and would be liable to pay for the damages.

13. **Cultural Activities:** The College believes in an all-round development of the student and hence provides various literary, cultural, semi arts activities to boost their talents and develop a competitive spirit. Every year it organizes 'Oasis' – Inter Collegiate Cultural & Sports Competitions which attracts huge response.
14. **College Magazine:** The College Magazine is published annually. Exceptionally talented students may be nominated to the Editorial Board by the Principal on the recommendation of General Editor.
15. **National Service Scheme (NSS):** The NSS unit of the College provides opportunities to the students to participate in various projects like Rural Camps, Blood Donation, and Literacy Project, etc. Students who wish to join NSS should meet the Program Officer Mr. Mohammed Jabir. Students who complete the prescribed number of hours as stipulated by the University are granted 10 marks grace in their examinations in an academic year.
16. **Life Long Learning & Extension (DLLE) of University of Mumbai:** The College has an active unit of lifelong learning and extension activities of university of Mumbai.
17. **Student Council:** The College forms its Students Council as per the rules prescribed by the University. All the members of the Students Council shall help the Principal in the maintenance of the order and discipline among the students in general and at the time of College functions in particular and they shall not use their position to be irregular in attending lectures, tutorials or any other way harming the interest of the College.
18. **Students' Core Committee:** Student Core Committee shall be formed by nominating students based on their talents, interest and sincerity. This Committee shall be responsible together with the Students Council for the discipline, events organization, NUSSD programme, welfare of the students and also to groom their overall personality and help them to solve their grievances.
19. **Group Insurance:** The College insures its students for a maximum cover of Rs. One Lakh.
20. **Grievance Redressal Cell:** A Committee for redressal of grievances has been constituted to address the grievances of staff and students at the College level. Staff and students should approach this Committee with their genuine grievances in writing before approaching the University Grievances Redressal Committees or any other statutory bodies.
21. **Railway Concession:** All students are eligible to avail concession for railway journeys between the stations near to the place of their residence in Mumbai and the College, and for journeys between their place of permanent residence (where the students or his parents normally reside as declared in their application form for admission) and Mumbai during vacations. Students are required to enter their local and permanent address correctly in the admission form to facilitate the issue of Railway concession order. The student may be required to produce documentary evidence of his/her residential address, if necessary.
22. **Prizes and Awards:** The College encourages students by giving awards in cash and in kind for excellent performance in academics, cultural, sports and 100% attendance.
23. **Guest Lectures:** Guest lectures are held for the benefit of the students to guide them for a better tomorrow. Eminent speakers from various walks of life are invited to speak on topics relevant for students in boosting their personality and widening their knowledge.
24. **Women Development Cell:** Women empowerment is the motto of the Cell. WDC functions basically to equip the women with knowledge. The Cell organizes various encouraging activities, counseling sessions; awareness campaigns to develop their confidence and prepares them to meet the challenges ahead. Students in need of counseling are requested to meet Asso. Prof. (Mrs.) Jayasree Venkitachalam
25. **Suggestion Box:** A suggestion box for students has been installed outside the Staff Room for receiving suggestions for improvement of College on all fronts – academics, (Curricular & Co-curricular) administrative and other matters. Parents and visitors can also deposit their suggestions for improvement in this box.



### **Instruction to candidates who have passed from other University:**

1. Students should submit their previous year Mark sheet and Passing Certificate, Migration Certificate, Transfer Certificate, Conduct certificate in original with two attested photo copies each.
2. Requisite fees will be charged for Provisional Eligibility Certificate of University of Mumbai.

### **Instructions to the Reserve Category Students:**

Reserve category students who have taken admission in the College are informed that it is mandatory to submit **online duly filled** in Freeship/Scholarship Application Forms on or before the prescribed date along with the necessary documents to avail the benefit of Freeship/Scholarship.

1. They are advised to refer notices pertaining to Freeship/Scholarship displayed on the Notice Board from time to time. A detailed schedule of submission of duly filled in Application Forms will be displayed.
2. As Parents Annual Gross Income Certificate issued by Tahasildar is an important document required for sanction of Scholarship/Freeship, students are advised to immediately commence the procedure to procure the same, so as to submit it on or before the prescribed date.
3. **They are informed that if they fail to submit duly filled in Application Forms online along with the necessary documents within the stipulated period, they will be treated as Open Category students.**
4. Eligible Reserve Category students who submit their application online for freeship to the Social Welfare Department, Government of Maharashtra for its sanction will be receiving the sanctioned amount in their bank account directly. Hence, students need to pay the full fee to the College at the time of admission.

### **TIMINGS, TERMS & HOLIDAYS**

- **College Timings:**

B. Com. (Aided)	:	07.00 a.m. to 12.30 p.m.
M. Com.	:	07.00 a.m. to 10.00 a.m.
Self-financing undergraduate Programmes	:	07.00 a.m. to 05.45 p.m.
Certificate & Diploma Courses	:	12.30 p.m. to 2.30 p.m.

- **Office Timings**

: 10.00 a.m. to 6.00 p.m.

- **Fee Payment Timings**

: 10.00 a.m. to 1.00 p.m.

- **Library & Reading Room Timings**

: 07.00 a.m. to 7.00 p.m.

- **Academic Year:**

First Term (First Semester)	:	18 <sup>th</sup> June, 2018 to 5 <sup>th</sup> Nov., 2018
Second Term (Second Semester)	:	26 <sup>th</sup> Nov., 2018 to 4 <sup>th</sup> May, 2019

There will be breaks for Mid Term from 13<sup>th</sup> to 17<sup>th</sup> September, 2018 and for winter from 26<sup>th</sup> December, 2018 to 1<sup>st</sup> January 2019.

- **Holidays:**

The College will remain closed on Sundays and all public holidays as declared by the Government of Maharashtra and on such days as the Principal declare from time to time.

## Academic Calendar for the year 2018-19

### June 2018: Odd Semester

Date	Day	Teaching Days	Exams, Activities, Holidays, etc.
18	Monday	1	Commencement of the Academic Year & Orientation Session for TYB.Com and SYB.Com.
19	Tuesday	2	
20	Wednesday	3	
21	Thursday	4	International Yoga day
22	Friday	5	
23	Saturday	6	Parents' Meet [Second & Third year]
24	Sunday		
25	Monday	7	Session on 'Stress Management'
26	Tuesday	8	
27	Wednesday	9	N.S.S Orientation Program [Second & Third Year ]
28	Thursday	10	Talk on work ethics and organizational commitment
29	Friday	11	IQAC Meeting & CDC Meeting
30	Saturday	12	Orientation for the First Year students

### July 2018: Odd Semester

1	Sunday		
2	Monday	13	
3	Tuesday	14	
4	Wednesday	15	N.S.S. Orientation Programme [First Year]
5	Thursday	16	NUSSD Convocation
6	Friday	17	Formation of R.R.C.
7	Saturday	18	Parents' Meet [First Year]
8	Sunday		
9	Monday	19	
10	Tuesday	20	
11	Wednesday	21	Freshers' Party
12	Thursday	22	
13	Friday	23	
14	Saturday	24	Talk on Balanced Diet
15	Sunday		
16	Monday	25	
17	Tuesday	26	
18	Wednesday	27	
19	Thursday	28	
20	Friday	29	
21	Saturday	30	Guidance session for faculties on how to write Research Paper
22	Sunday		
23	Monday	31	
24	Tuesday	32	
25	Wednesday	33	
26	Thursday	34	
27	Friday	35	
28	Saturday	36	Investors Awareness Programme
29	Sunday		
30	Monday	37	
31	Tuesday	38	

### August 2018: Odd Semester

<b>Date</b>	<b>Day</b>	<b>Teaching Days</b>	<b>Exams, Activities, Holidays, etc.</b>
1	Wednesday	39	
2	Thursday	40	
3	Friday	41	
4	Saturday	42	Research paper presentation
5	Sunday		
6	Monday	43	
7	Tuesday	44	RRC Friendship Day
8	Wednesday	45	Malaria, Dengue Awareness Program
9	Thursday	46	
10	Friday	47	
11	Saturday	48	National Conference on 'Quality Issues in Functioning of Libraries in 21 <sup>st</sup> Century'
12	Sunday		
13	Monday	49	
14	Tuesday	50	
15	Wednesday		Holiday-Independence Day
16	Thursday	51	
17	Friday		Holiday- Parsi New Year
18	Saturday	52	Waste Management
19	Sunday		
20	Monday	53	Class test for FY,SY,TY
21	Tuesday	54	Class test for FY,SY,TY
22	Wednesday	55	Id-UL-Zuha (Bakrid)
23	Thursday	56	
24	Friday		SANSKRITI-Inter Class Cultural Competition
25	Saturday	57	Parents Meet (First Year)
26	Sunday		
27	Monday		Sree Narayana Guru Jayanti
28	Tuesday	58	
29	Wednesday	59	
30	Thursday	60	
31	Friday	61	

### September 2018: Odd Semester

Date	Day	Teaching Days	Exams, Activities, Holidays, etc.
1	Saturday	62	
2	Sunday		
3	Monday		Janmashtami
4	Tuesday	63	
5	Wednesday	64	Teachers' Day
6	Thursday	65	
7	Friday	66	
8	Saturday	67	Talk on HR strategy for final year students
9	Sunday		
10	Monday	68	
11	Tuesday	69	
12	Wednesday	70	
13	Thursday		Ganesh Chaturthi MID TERM BREAK
14	Friday		
15	Saturday		
16	Sunday		
17	Monday		
18	Tuesday	71	Gender Sensitation Program
19	Wednesday	72	
20	Thursday	73	
21	Friday		Sree Narayana Guru Samadhi/Muharram
22	Saturday	74	
23	Sunday		
24	Monday	75	Internal Examination for Self Financing Programmes
25	Tuesday	76	
26	Wednesday	77	
27	Thursday	78	<b>ATKT Exam Sem. I/II/III/IV</b> 29/09/2018 IQAC Meeting & CDC Meeting
28	Friday	79	
29	Saturday	80	
30	Sunday		

### October 2018: Odd Semester

<b>Date</b>	<b>Day</b>	<b>Teaching Days</b>	<b>Exams, Activities, Holidays, etc.</b>
1	Monday	81	1/10/2018: NSS week celebration 2/10/2018: Mahatma Gandhi Jayanti  6/10/2018: Talk on Amended API norms of UGC  <b>ATKT Exam Sem. I/II/III/IV</b>
2	Tuesday		
3	Wednesday	82	
4	Thursday	83	
5	Friday	84	
6	Saturday	85	
7	Sunday		
8	Monday	86	
9	Tuesday	87	
10	Wednesday	88	
11	Thursday	89	
12	Friday	90	
13	Saturday	91	
14	Sunday		
15	Monday		15/10/2018 to 31/10/2018: 1 <sup>st</sup> & 3 <sup>rd</sup> Semester Exams & T.Y. Prelim (Tentative dates - actual dates will be announced by the University) 19/10/2018: Holiday: Dasara  27/10/2018: Release of College Magazine 'Shristi'
16	Tuesday		
17	Wednesday		
18	Thursday		
19	Friday		
20	Saturday		
21	Sunday		
22	Monday		
23	Tuesday		
24	Wednesday		
25	Thursday		
26	Friday		
27	Saturday		
28	Sunday		
29	Monday		
30	Tuesday		
31	Wednesday		

### November 2018: Even Semester

<b>Date</b>	<b>Day</b>	<b>Teaching Days</b>	<b>Exams, Activities, Holidays, etc.</b>
1	Thursday		Exam Paper Evaluation
2	Friday		
3	Saturday		
4	Sunday		
5	Monday		
6	Tuesday	06/11/2018 to 25/11/2018: Three weeks Diwali Vacation	
7	Wednesday		
8	Thursday		
9	Friday		
10	Saturday		
11	Sunday		
12	Monday		
13	Tuesday		
14	Wednesday		
15	Thursday		
16	Friday		16/11/2018: Workshop for Nonteaching staff on Computers & Paperless office
17	Saturday		
18	Sunday		
19	Monday		
20	Tuesday		
21	Wednesday		
22	Thursday		
23	Friday		23.11.2018: Guru Nanak Jayanti
24	Saturday		
25	Sunday		
26	Monday	1	Commencement of Second Term & result declaration
27	Tuesday	2	
28	Wednesday	3	Parents Meet [First year & Second year]
29	Thursday		
30	Friday	4	Session on EXCEL and SPSS

### December 2018: Even Semester

<b>Date</b>	<b>Day</b>	<b>Teaching Days</b>	<b>Exams, Activities, Holidays, etc.</b>
1	Saturday	5	HIV/AIDS Awareness Program by NSS
2	Sunday	6	
3	Monday	7	HIV/AIDS Awareness Program by NSS
4	Tuesday	8	Poster Exhibition on HIV Aids by NSS
5	Wednesday	9	
6	Thursday	10	Awareness session on 'How to crack bank exams'
7	Friday	11	
8	Saturday	12	Blood Donation Camp & Free Eye Check Up Camp
9	Sunday		
10	Monday	13	
11	Tuesday	14	
12	Wednesday	15	Interactive Session by Career Counseling Cell
13	Thursday	16	
14	Friday	17	Motivation session for the faculties
15	Saturday		Annual Sports Meet
16	Sunday		
17	Monday	18	
18	Tuesday	19	
19	Wednesday	20	
20	Thursday	21	
21	Friday		'Oasis' Intercollegiate Cultural & Sports Fest
22	Saturday		
23	Sunday		
24	Monday	22	IQAC Meeting & CDC Meeting
25	Tuesday		Holiday: Christmas
26	Wednesday		Winter Break 7 Days Residential Camp for NSS students
27	Thursday		
28	Friday		
29	Saturday		
30	Sunday		
31	Monday		

### January 2019: Even Semester

<b>Date</b>	<b>Day</b>	<b>Teaching Days</b>	<b>Exams, Activities, Holidays, etc.</b>
1	Tuesday		
2	Wednesday	23	
3	Thursday	24	
4	Friday	25	
5	Saturday	26	Talk on various funding of research for faculties
6	Sunday		
7	Monday	27	Premarital Counseling for TY students
8	Tuesday	28	Premarital Counseling for TY students
9	Wednesday	29	
10	Thursday	30	
11	Friday	31	
12	Saturday	32	International seminar
13	Sunday		
14	Monday	33	Expert Guidance Session for Final Year Students
15	Tuesday	34	
16	Wednesday	35	
17	Thursday	36	
18	Friday	37	Degree Certificate Distribution Ceremony
19	Saturday		College Annual Day
20	Sunday		
21	Monday	38	
22	Tuesday	39	
23	Wednesday	40	Career guidance session
24	Thursday	41	Annual Prize Distribution Ceremony
25	Friday	42	'RUHANIAT' Socio economic Rally & Survey
26	Saturday		Republic Day
27	Sunday		
28	Monday	43	Class test for Sem II,IV and VI
29	Tuesday	44	Class test for Sem II,IV and VI
30	Wednesday	45	
31	Thursday	46	



**February 2019: Even Semester**

<b>Date</b>	<b>Day</b>	<b>Teaching Days</b>	<b>Exams, Activities, Holidays, etc.</b>
1	Friday	47	
2	Saturday		Staff picnic
3	Sunday		
4	Monday	48	
5	Tuesday	49	
6	Wednesday	50	
7	Thursday	51	
8	Friday	52	
9	Saturday	53	
10	Sunday		
11	Monday	54	Semester I,II,III, IV College ATKT exam begins & T.Y. Prelim
12	Tuesday	55	
13	Wednesday	56	
14	Thursday	57	
15	Friday	58	
16	Saturday	59	
17	Sunday		
18	Monday	60	
19	Tuesday		Shiv Jayanti
20	Wednesday	61	
21	Thursday	62	
22	Friday	63	
23	Saturday	64	Send Off Function for T.Y. Students
24	Sunday		
25	Monday	65	
26	Tuesday	66	
27	Wednesday	67	
28	Thursday	68	

**March 2019: Even Semester**

<b>Date</b>	<b>Day</b>	<b>Teaching Days</b>	<b>Exams, Activities, Holidays, etc.</b>
1	Friday	69	
2	Saturday	70	
3	Sunday	71	
4	Monday		Mahashivaratri
5	Tuesday	72	
6	Wednesday	73	
7	Thursday	74	
8	Friday	75	
9	Saturday	76	
10	Sunday		
11	Monday	77	
12	Tuesday	78	
13	Wednesday	79	
14	Thursday	80	
15	Friday	81	
16	Saturday	82	
17	Sunday		Semester II & IV regular exams 21/03/2019: Holi
18	Monday		
19	Tuesday		
20	Wednesday		
21	Thursday		
22	Friday		
23	Saturday		
24	Sunday		
25	Monday		
26	Tuesday		
27	Wednesday		
28	Thursday		
29	Friday		
30	Saturday		
31	Sunday		

### April 2019: Even Semester

Date	Day	Teaching Days	Exams, Activities, Holidays, etc.
1	Monday		Semester II & IV regular exams
2	Tuesday		
3	Wednesday		
4	Thursday		
5	Friday		
6	Saturday		Holiday: Gudi Padwa
7	Sunday		
8	Monday		
9	Tuesday		
10	Wednesday		
11	Thursday		
12	Friday		
13	Saturday		Annual Alumni Meet
14	Sunday		Holiday: Ambedkar Jayanti
15	Monday		
16	Tuesday		
17	Wednesday		Holiday: Mahavir Jayanti
18	Thursday		
19	Friday		Holiday: Good Friday
20	Saturday		Job Offer Letter Distribution Ceremony
21	Sunday		
22	Monday		
23	Tuesday		
24	Wednesday		
25	Thursday		
26	Friday		
27	Saturday		IQAC Meeting & CDC Meeting
28	Sunday		
29	Monday		Result declaration
30	Tuesday		

### May 2019: Even Semester

Date	Day	Teaching Days	Exams, Activities, Holidays, etc.
1	Wednesday		Admission to S.Y. Classes
2	Thursday		Admission to S.Y. Classes
3	Friday		Admission to T.Y. Classes
4	Saturday		Admission to T.Y. Classes

## **EXAMINATION:**

### **B.Com. (Aided) Programme:**

All the six semesters' examinations will be conducted by the University uniformly by sending the question papers on line on the date of examination for all subjects. The question papers will be drawn for 100 marks of three hours duration for all subjects except for Foundation Course. For Foundation Course written examination will be for 75 marks of two and a half hours duration and an internal assessment for 25 marks in each semester. The first four semester exam papers will be evaluated by the teachers who taught the subjects and the exam papers of semester V & VI will be evaluated on line by any examiner from the pool of examiners appointed by the University. The College issues the Grade Cards to the learners for the first four semesters after the conversion of marks into grades. The results of the V & VI semesters shall be declared by the University after processing the marks obtained by the learner. The grade card shall be issued by the University after converting the marks into grades.

#### **Question Paper Pattern for semester end examination for 100 marks:**

1. All the questions are compulsory with internal choice within the questions.
2. There shall be full length questions for 15 or 20 marks each with internal sub questions.

### **Self-Financing Degree Programmes (BMS, BAF, BBI, BMM, BFM, BTM, BIM & BEM):**

The performance of the learners shall be evaluated into two components viz. by Internal Assessment with 25% marks in the first component and by conducting the Semester End Examinations with 75% marks as the second component.

The allocation of marks for the Internal Assessment and semester End Examinations are as shown below for all programmes:

<b>A. Internal Assessment – 25%</b>		<b>25 Marks</b>
<b>S. N.</b>	<b>Particulars</b>	<b>Marks</b>
1	One class test to be conducted in the given semester (30 minutes)	20 Marks
2	Active participation in the class instructional deliveries, Attendance, Leadership, etc	05 Marks

#### **B. Semester End Examination – 75%** **75 Marks**

- (i) **Duration** – These examinations shall be of 2 Hours 30 Minutes duration.
- (ii) **Question Paper Pattern:**
  1. There shall be five questions each of 15 marks.
  2. All questions shall be compulsory with internal choice within the questions.

### **B.Sc. (I.T.) Self-Financing Degree Programme:**

The performance of the learners shall be evaluated into three components viz. (i) Internal Assessment for 25 marks, (ii) Semester End Examinations for 75 marks and (iii) practical examination for 50 marks.

A learner has to score a minimum of (i) 10 marks out of 25 from Internal Assessment, (ii) 30 marks out of 75 from Semester End examination and (iii) 20 marks out of 50 from Practical examinations for passing in respective examinations. Distribution of Practical exams for 50 marks: 40 marks for 2 practical of 20 marks each, 5 marks for Journal and 5 marks for viva.

Credit of 2 of Theory and 2 of Practical for any course will be awarded only if students clear both.

- Assignments: Theory/problems to be solved by the students at home.
- Class Test will be conducted in the class room with due notice.

For Semester end examinations there shall be five questions of 15 marks each from each unit with internal choice. These examinations shall be of 2 ½ hours duration.

Project in Semester VI will be of 200 marks, the marking scheme is given below:

### Marking Scheme for Project Work in Semester VI:

#### Project Report:

Question	Description	Marks
Q1.	Documentation and content presentation	50
Q2.	Problem definition, solution provided chart, diagrams, planning & methodology etc	50
<b>Total</b>		<b>100</b>

#### Viva Voce:

Question	Description	Marks
Q1.	Presentation skill	25
Q2.	Viva Voce	25
Q3.	Project quality/user presentation/innovative technology	25
Q4.	Working and functionality test	25
<b>Total</b>		<b>100</b>

#### Responsibility of Assessment:

- i) The assessment of Part “A” and “B” i.e. Internal Assessment & Semester End Examination as mentioned above for the Semester I to IV shall be processed by the College and issue the grade cards to the learner after the conversion of marks into grade.
- ii) The assessment of Part “A” i.e. Internal Assessment as mentioned above for the Semester V & VI shall be processed by the College while the University shall conduct the assessment of Part “B” i.e. the Semester End Examination for Semesters V & VI. The Internal Assessment marks of learners appearing for semester V & VI shall be submitted to the University by the College before the commencement of Semester End Examinations. The results shall be declared by the University after processing the marks obtained by the learner in the Internal Assessment and the marks awarded to the learners in Semester End Examination. The grade card shall be issued by the University after converting the marks into grades.
- iii) The assessment of Semester I to IV Practical examination of B.Sc. (I.T.) shall be processed by the College and that of Semester V & VI Practical examination shall be conducted and evaluated by the University appointed external examiners. The Project in Semester VI for 200 marks shall be evaluated by the University appointed external examiners.

#### Standard of Passing and Performance Grading for all programmes:

**Standard of Passing:** The learners to pass a course shall have to obtain a minimum of 40% marks each in Internal Assessment (if applicable), Semester End Examinations and practical (if applicable) separately and minimum of Grade D in each semester. A learner will be said to have passed the course if the learner passes the Internal Assessment (wherever applicable), Semester End Examination and Practical examination (wherever applicable) together.

## Performance Grading:

The Performance Grading of the learner shall be of **TEN** point Grading system as under:

Grade	Marks	Grade Points	Performance
O	80 & above	10	Outstanding
A+	70 to 79.99	9	Excellent
A	60 to 69.99	8	Very Good
B+	55 to 59.99	7	Good
B	50 to 54.99	6	Above Average
C	45 to 49.99	5	Average
D	40 to 44.99	4	Pass
F	Less than 40	0	Fail

The change, if any, in the rules regarding examinations will be notified for information of students, as and when received from the University.

## Additional examination:

Additional examination for Semester I, II, III & IV will be conducted only **for those who have remained absent on the ground of Medical/Participation in Sports/Cultural/NCC Camps, Coaching Camps for Sports and Cultural Activities, etc.** Such students must apply to the Principal giving the reason(s) for absence within 8 days of the conduct of the examination along with the necessary documents and testimonials.

**ATKT Examination:** A learner who fails in some or all the courses can appear for A.T.K.T. examination which will be conducted in the first half and the second half of every year for all semesters.

## Carry Forward of Marks in Case if the Learner Fails in One or More Courses:

- 1) A learner who passes in the Internal Examination but fails in the Semester End Examination of the Course shall reappear for the Semester End Examination of that course. However his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 2) A learner who passes in the Semester End Examination but fails in the Internal Assessment of the course shall reappear for the Internal Examination of that course. However his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 3) A learner of B.Sc. (I.T.) who passes in the Semester End Examination and/or Internal Examination but fails in the Practical Examination of the course shall reappear for the Practical Examination of that course. However his/her marks of the Semester End Examination and Internal Evaluation shall be carried over and he/she shall be entitled for grade obtained by him/her on passing
- 4) In case of learner who is reappearing for the Internal Examination, the examination will consist of one project of 25 marks which will be divided into 15 marks for the documentation of the project, 5 marks for the presentation and 5 marks for the viva and the interaction.
- 5) The examination pattern for Practical examination and it's re-examination for B.Sc. (I.T.) shall be the same.

## Allowed to Keep Terms (ATKT):

- 1) A learner shall be allowed to keep term for Semester II irrespective of number of courses of fail in the Semester I.
- 2) A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I & II.

OR

A learner fails in not more than two courses each of Semester I & II.

- 3) A learner shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III.
- 4) A learner shall be allowed to keep term for Semester V if he/she passes Semester I, II, III & IV.  
OR  
A learner shall pass Semester I & II and fails in not more than two courses each of Semester III & IV.  
OR  
A learner shall pass Semester III & IV and fails in not more than two courses each of Semester I & II
- 5) A learner shall be allowed to keep term for Semester VI irrespective of number of courses of failure in the Semester V.
- 6) The learner can appear for the Semester VI examination but the result of semester VI shall be kept in abeyance until the learner passes each of Semesters I, II, III, IV & V.

Only those students get the minimum 75% of attendance at the lectures (O.6086) are eligible to appear for the examination.

**Facilities to handicapped students, etc for examinations:** Students suffering from Dyslexia, Dysgraphia & Dyscalculia or are visually impaired/low vision/physically challenged are requested to contact College office to obtain details about the facilities available to them for exams. They are required to produce the relevant documents to avail the benefits.

**Facility of verification, giving of photocopy and revaluation of the answer books:** The facility to obtain Photo copies of assessed and/or moderated answer book/s by the examinee/s is/are extended with a view to bring transparency in the examination system and ensure its credibility. This facility shall be for the theory papers only of the exams held.

The prescribed application form for obtaining photo copy of answer book/s will be supplied on the payment of non-refundable fee of Rs. 100/- per answer book (50% concession for reserve category examinees). The application should be submitted to the Office within the due date specified in a notice to be put up after declaration of results.

The College shall endeavor to supply photo copy of answer book/s within 7 days from the date of receipt of application. On receipt of photo copy/ies, the applicant examinee shall be the sole custodian of it/them and under no circumstances they shall be transferred to any third person or for any other purpose/s. It shall be for his/her exclusive and relevant use. He/she can use it only for the purpose of getting the redressal of the grievances through the redressal mechanism provided by the college. Any deviation from this procedure by the applicant shall be construed as an unfair act on the part of the examinee and shall make him/her liable for appropriate punishment by the College.

If the examinee is not satisfied with the marks awarded to him/her by the original examiner, he/she may apply for redressal of grievances to the College. The prescribed application form duly filled in shall be submitted within 7 days from the date of the receipt of the concerned photo copy/ies with a fee of Rs. 250 per paper to the College (50% concession for reserve categories).

The examinee shall have to mention clearly in the application form, the reasons of his/her grievances and specify clearly question wise his/her points of objection to the valuation done with proper justification. The applications for redressal of grievances received after the last date shall not be accepted by the College under any circumstances, whatsoever.

**Unfair Means:** Students using unfair means during an examination will be referred to Unfair Means Committee, who will follow the procedure prescribed by the University and recommend suitable action against those found guilty. To avoid such unpleasant situations, students should desist from the use of unfair means during an examination.

## **B.COM. (AIDED PROGRAMME)**

### **1. Admission to B. Com. Classes (Aided):**

- 1.1. **Eligibility for F.Y.B.Com.:** A student should have passed Std. XII i.e. The Higher Secondary Certificate Examination conducted by the Mumbai Board and the Maharashtra State Board of Secondary and Higher Secondary Education or an examination recognized as equivalent.
- 1.2. Candidates, who have passed the HSC or other qualifying examination from other than the Maharashtra Board of HSC examination, should produce Eligibility certificate from the University of Mumbai along with the application for admission, failing which their applications are liable to be rejected.
- 1.3. All admissions are provisional, and are liable to be cancelled if their eligibility/enrolment is not confirmed by the University of Mumbai.
- 1.4. Admissions secured on the basis of incorrect or false information are liable to be cancelled.
- 1.5. **Eligibility for S.Y. B. Com.:** Semesters I & II Pass or A.T.K.T.
- 1.6. **Eligibility for T.Y. B. Com.:** Semesters I, II, III & IV Pass, OR Pass in Semesters I & II and A.T.K.T. in Semesters III & IV, OR Pass in Semesters III & IV and A.T.K.T. in Semesters I & II.
- 1.7. In case the admission of the student is found to be invalid for any reason, the responsibility will lie with the student. Students will account for the gap, if any, between H.S.C. and joining F.Y.B.Com. by submitting gap certificate, N.O.C. & T.C. from previous Institute.
- 1.8. Admission will not be granted to any student on the basis of marks obtained alone but other important considerations like his/her behaviour, character and aptitude will be taken into account.
- 1.9. The reserved category candidates should fill up necessary forms to claim scholarships & freships at the time of admission.

### **2. Documents Required for Admission:**

Students should bring the following documents in original along with duly attested photocopies for verification at the time of admission:

- i)
  - (a) Original Mark Sheet of H.S.C. along with two photo copies and Original H.S.C. Leaving Certificate along with one photo copy for F.Y. B. Com. admission.
  - (b) Photo copies of Semester I & II Mark sheets for S.Y. B. Com. admission.
  - (c) Photo copies of Semesters I, II, III & IV Mark sheets for T.Y.B.Com. admission.
  - (d) For new admission at SYBCom.–NOC with enrolment details to be produced from the previous College.
  - (e) Three recent stamp size photographs. (One on the Application Form, one on the Parent Profile Form and one for Identity Card).
- ii) Parent's Profile duly filled with a photograph of the parent/guardian.
- iii) Student's and Parent's undertaking in respect of discipline & attendance.
- iv) Photo copies of Student's and Parent's Aadhar Card & Voters' I. Card
- v) Caste Certificates (if applicable)
- vi) Documentary evidence regarding special category status.
- vii) Eligibility Certificate (students coming from other than Maharashtra Board & Maharashtra Technical Board).
- viii) Physically handicapped candidates should produce the relevant certificate from competent authority.

**NOTE:** In case the original mark sheet of H.S.C. has been submitted for admission to any other College, a certificate to that effect, signed by the Principal of the College must be produced.

**Attendance is compulsory as per the University rules mentioned earlier. Cumulative attendance percentages of all the learners shall be displayed on the College Attendance Notice Board on or before 10<sup>th</sup> day of every subsequent month. Parents/guardians are requested to see the College Attendance Notice Board to check their ward's attendance.**



### 3. Structure of the Programme with Credit System:

#### FIRST YEAR

Semester	Course	Title of the Course	Credit
I		<b>Discipline Specific Elective Courses:</b>	
	1	Accounting & Financial Management – I	03
	2	Commerce – I	03
	3	Mathematics & Statistical Techniques - I	03
		<b>Discipline Related Elective Courses</b>	
	4	Environmental Studies - I	03
	5	Business Economics - I	03
		<b>Ability Enhancement Course:</b>	
	6	Business Communication - I	03
		<b>Skill Enhancement Course:</b>	
7	Foundation Course - I	02	
		<b>Total Credits</b>	<b>20</b>
II		<b>Discipline Specific Elective Courses:</b>	
	1	Accounting & Financial Management – II	03
	2	Commerce – II	03
	3	Mathematics & Statistical Techniques - II	03
		<b>Discipline Related Elective Courses</b>	
	4	Environmental Studies - II	03
	5	Business Economics - II	03
		<b>Ability Enhancement Course:</b>	
	6	Business Communication - II	03
		<b>Skill Enhancement Course:</b>	
7	Foundation Course - II	02	
		<b>Total Credits</b>	<b>20</b>

#### SECOND YEAR

III		<b>Discipline Specific Elective Courses:</b>	
	1	Accounting & Financial Management – III	03
	2	Financial Accounting & Auditing – Introduction to Management Accounting	03
		<b>Discipline Related Elective Courses</b>	
	3	Commerce – III	03
	4	Business Economics - III	03
		<b>Ability Enhancement Course:</b>	
		<b>Skill Enhancement Courses:</b>	
	5	Advertising - I	03
	6	Foundation Course – Contemporary Issues – III	02
	<b>Core Course:</b>		
7	Business Law - I	03	
		<b>Total Credits</b>	<b>20</b>
IV		<b>Discipline Specific Elective Courses:</b>	
	1	Accounting & Financial Management – IV	03
		<b>Discipline Related Elective Courses</b>	
	3	Commerce – IV	03
	4	Business Economics - IV	03
		<b>Ability Enhancement Course:</b>	
		<b>Skill Enhancement Courses:</b>	
	5	Advertising - II	03
	6	Foundation Course – Contemporary Issues – IV	02
		<b>Core Course:</b>	
7	Business Law - II	03	
		<b>Total Credits</b>	<b>20</b>

**THIRD YEAR**

Semester	Course	Title of the Course	Credit
V		<b>Elective Courses:</b>	
		<b>Discipline Specific Elective Courses:</b>	
	1	Financial Accounting & Auditing VII – Financial Accounting	04
	2	Financial Accounting & Auditing VIII – Cost Accounting	04
		<b>Discipline Related Elective Courses:</b>	
		<b>Marketing Electives</b>	
	3	Commerce V - MHRM	03
	4	Business Economics V	03
		<b>Ability Enhancement Course (Any Two):</b>	
	5	Computer System & Applications	03
	7	Export Marketing	03
	4	Investment Analysis and Portfolio Management	03
	5	Direct & Indirect Taxation	03
	<b>Total Credits</b>	<b>20</b>	
VI		<b>Elective Courses:</b>	
		<b>Discipline Specific Elective Courses:</b>	
	1	Financial Accounting & Auditing IX – Financial Accounting	04
	2	Financial Accounting & Auditing X – Cost Accounting	04
		<b>Discipline Related Elective Courses:</b>	
		<b>Marketing Electives</b>	
	3	Commerce VI - MHRM	03
	4	Business Economics VI	03
		<b>Ability Enhancement Course (Any Two):</b>	
	5	Computer System & Applications	03
	7	Export Marketing	03
	4	Investment Analysis and Portfolio Management	03
	5	Direct & Indirect Taxation	03
	<b>Total Credits</b>	<b>20</b>	

#### 4. Fee Structure for the Academic year 2018-2019:

Particulars	F.Y. B. Com. (Rs.)	S.Y. B. Com. (Rs.)	T.Y. B. Com. (Rs.)
Tuition Fees	800	800	800
Library Fees	200	200	200
Gymkhana Fees	200	200	200
Gymkhana Fee for Sports Coach & Materials	200	200	200
Other Fees/Extra Curricular Activities	250	250	250
Exam Fees(including Marksheet & Appl. Form	1,965	1,965	
Enrollment Fee	220		
Disaster Relief Fund	10	10	10
Admission Processing Fees	200	200	200
Utility Fees	250	250	250
College E-Charge	100	100	100
Magazine Fees	100	100	100
Identity Card & Library Card	50	50	50
Students' Group Insurance	35	35	35
Students' Aid Fund	20	20	20
Student Welfare Fund	50	50	50
Development Fund	500	500	500
NSS Ekak Yojana Fee	10	10	10
Vice-Chancellors Fund	20	20	20
Uni. Sports & Cultural Fund	30	30	30
E-Suvidha	50	50	50
E-Charge	20	20	20
	<b>5,280</b>	<b>5,060</b>	<b>3,095</b>
Library Deposit	250		
Caution Money Deposit	150		
Lab Deposit	400		
	<b>6,080</b>	<b>5,060</b>	<b>3,095</b>
Project Fee	500	500	500
Alumni Association Fee (only on 1 <sup>st</sup> Admission)	25		
Tuition Fee for Non-Aided Subject	300	300	300
<b>Total</b>	<b>6,905</b>	<b>5,860</b>	<b>3,895</b>
Computer Practical Fee			1,000
<b>Total for students opted for Computer subject</b>	<b>6,905</b>	<b>5,860</b>	<b>4,895</b>

Students admitted to S.Y. or T.Y. B. Com. from other colleges will have to pay the deposits and document verification fees in addition to the fees as given above.

Students are also requested to pay Rs. 600/- per annum for internal tests and class tests, Rs. 100/- contribution for internet and Rs. 2,000/- contribution for staff on non-grant basis (till the govt. allows to appoint staff on grant in aid basis).

**If fee is revised upward by the University of Mumbai students will have to pay the difference in fees.**

## SELF FINANCING PROGRAMMES

### **B.M.S. (Bachelor of Management Studies)**

#### **ADMISSION:**

1. **Eligibility:** A candidate for being eligible for admission to the degree programme of B.M.S., shall have passed XII Std. examination of the Maharashtra State Board of Secondary and Higher Secondary Education with a minimum of 45% aggregate marks (40% for reserved category) or its equivalent or Diploma in any Engineering branches with two years or three years or four years duration after passing the Secondary School Certificate (S.S.C.) examination conducted by the Board of Technical Education, Maharashtra State or its equivalent.
2. **Stream wise allocation of seats for admission:** Commerce – 45%; Arts – 25%; Science – 25%; Diploma in Engineering & Other – 5%

#### **3. Structure of the Programme with Credit System**

##### **FIRST YEAR**

Seme ster	Course	Title of the Course	Credit
I		<b>Elective Courses:</b>	
	1	Introduction to Financial Accounts	03
	2	Business Law	03
	3	Business Statistics	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Business Communication - I	03
		<b>Skill Enhancement Course:</b>	
	5	Foundation Course - I	02
		<b>Core Courses:</b>	
	6	Foundation of Human Skills	03
7	Business Economics - I	03	
		<b>Total Credits</b>	<b>20</b>
II		<b>Elective Courses:</b>	
	1	Principles of Marketing	03
	2	Industrial Law	03
	3	Business Mathematics	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Business Communication - II	03
		<b>Skill Enhancement Course:</b>	
	5	Foundation Course - II	02
		<b>Core Courses:</b>	
	6	Business Environment	03
7	Principles of Management	03	
		<b>Total Credits</b>	<b>20</b>

**SECOND YEAR**

III		<b>Elective Courses:</b>	03
		<b>Marketing Electives:</b>	
	1	Consumer Behaviour	03
	2	Advertising	03
		<b>Human Resource Electives:</b>	
	1	Recruitment and Selection	03
	2	Motivation and Leadership	03
		<b>Ability Enhancement Compulsory Course:</b>	
	3	Information Technology in Business Management – I	02
		<b>Core Courses:</b>	
	4	Environment Management	03
	5	Business Planning and Entrepreneurial Management	03
	6	Accounting for Managerial Decisions	03
	7	Strategic Management	03
	<b>Total Credits</b>	<b>20</b>	
IV		<b>Elective Courses:</b>	03
		<b>Marketing Electives:</b>	
	1	Integrated Marketing Communication	03
	2	Event Marketing	03
		<b>Human Resource Electives:</b>	
	1	Training and Development in HRM	03
	2	Change Management	03
		<b>Ability Enhancement Compulsory Course:</b>	
	3	Information Technology in Business Management – II	02
		<b>Core Courses:</b>	
	4	Business Economics - II	03
	5	Business Research Methods	03
	6	Ethics & Governance	03
	7	Production and Total Quality Management	03
	<b>Total Credits</b>	<b>20</b>	

**THIRD YEAR**

Semester	Course	Title of the Course	Credit
V		<b>Elective Courses:</b>	
		<b>Marketing Electives</b>	
	1	Services Marketing	03
	2	E. Commerce & Digital Marketing	03
	3	Sales & Distribution Management	03
	4	Customer Relationship Management	03
		<b>Human Resource Electives</b>	
	1	Finance for HR Professionals & Compensation Management	03
	2	Strategic Human Resource Management & HR Policies	03
	3	Performance Management & Career Planning	03
	4	Industrial Relations	03
		<b>Core Course:</b>	
	5	Logistics & Supply Chain Management	04
		<b>Ability Enhancement Course</b>	
	6	Corporate Communication & Public Relations	04
	<b>Total Credits</b>	<b>20</b>	
VI		<b>Elective Courses:</b>	
		<b>Marketing Electives</b>	
	1	Brand Management	03
	2	Retail Management	03
	3	International Marketing	03
	4	Media Planning & Management	03
		<b>Human Resource Electives</b>	
	1	HRM in Global Perspective	03
	2	Organizational Development	03
	3	HRM in Service Sector Management	03
	4	Human Resource Accounting & Audit	03
		<b>Core Course:</b>	
	5	Operation Research	04
		<b>Ability Enhancement Course</b>	
	6	Project Work	04
	<b>Total Credits</b>	<b>20</b>	

#### 4. FEE STRUCTURE FOR THE YEAR 2018-2019

Particulars	First Year	Second Year	Third Year
Tuition Fees	10,000	10,000	10,000
Library Fees	300	300	300
Gymkhana Fees	200	200	200
Gymkhana Fund	200	200	200
Magazine Fees	100	100	100
ID/Library Card Fees	50	50	50
Student Group Insurance	35	35	35
Student Welfare Fund	50	50	50
Student Aid Fund	50	50	50
Development Fund	500	500	500
Enrollment Fees	220	-	-
Laboratory Fee	1,000	1,000	1,000
Computer Practical Fees	2,000	2,000	2,000
Examination Fees (Including form & Mark sheet fee)	1,965	1,965	-
E-Suvidha	50	50	50
Industrial Visit Fees	500	500	500
Disaster Relief Fund	10	10	10
E-Charge	20	20	20
Utility Fees	250	250	250
College E-Charge	100	100	100
Other Fees	250	250	250
Admission Processing Fees	200	200	200
Vice-Chancellors Fund	20	20	20
Uni. Sports & Cultural Fund	30	30	30
NSS EKAK Yojana Fee	10	10	10
Alumni Association Fee	25	25	25
Caution Deposit	150	-	-
Library Deposit	250	-	-
Lab Deposit	400	-	-
Workshop & Seminar	100	100	100
Project Work	500	500	1,000
<b>Total Fees</b>	<b>19,535</b>	<b>18,515</b>	<b>17,050</b>
Document Verification Fees for Eligibility students	400	400	400
Total for Eligibility students	<b>19,935</b>	<b>18,915</b>	<b>17,450</b>

**Note:** If fee is revised upward by the University of Mumbai students will have to pay the difference in fees.

## B. Com. (Banking & Insurance)

### ADMISSION:

- Eligibility:** A candidate for being eligible for admission to the degree programme of B.Com. (B&I), shall have passed XII Std. examination of the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent at one and the same sitting and should have secured not less than 45% marks in aggregate (40% marks in aggregate in case of reserved category candidates).

### 2. Structure of the Programme with Credit System

#### FIRST YEAR

Semester	Course	Title of the Course	Credit
I		<b>Elective Courses:</b>	
	1	Environment and Management of Financial Services	03
	2	Principles of Management	03
	3	Financial Accounting - I	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Effective Communication-I	03
		<b>Skill Enhancement Course:</b>	
	5	Foundation Course - I	02
		<b>Core Courses:</b>	
	6	Business Economics – I	03
7	Quantitative Methods-I	03	
		<b>Total Credits</b>	<b>20</b>
II		<b>Elective Courses:</b>	
	1	Principles and Practices of Banking & Insurance	03
	2	Business Law	03
	3	Financial Accounting - II	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Effective Communication-II	03
		<b>Skill Enhancement Compulsory Course:</b>	
	5	Foundation Course - II	02
		<b>Core Courses:</b>	
	6	Organizational Behaviour	03
7	Quantitative Methods-II	03	
		<b>Total Credits</b>	<b>20</b>



### SECOND YEAR

Sem ester	Course	Title of the Course	Credit
III		<b>Elective Courses:</b>	
	1	Financial Management – I	03
	2	Management Accounting (Tools & Techniques, Focus on Banking & Insurance)	03
	3	Mutual Fund Management	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Information Technology in Banking & Insurance - I	02
		<b>Core Courses:</b>	
	5	Laws Governing Banking & Insurance	03
	6	Financial Market (Equity, Debt, Forex and Derivatives)	03
7	Taxation of Financial Services	03	
		<b>Total Credits</b>	<b>20</b>
IV		<b>Elective Courses:</b>	
	1	Financial Management – II	03
	2	Cost Accounting of Banking & Insurance	03
	3	Entrepreneurship Management	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Information Technology in Banking & Insurance - II	02
		<b>Core Courses:</b>	
	5	Corporate Laws & Laws Governing Capital Market	03
	6	Universal Banking	03
7	Business Economics - II	03	
		<b>Total Credits</b>	<b>20</b>

### THIRD YEAR

V		<b>Elective Courses:</b>	
	1	Marketing in Banking and Insurance	03
	2	Financial Reporting and Analysis (Corporate Banking and Insurance)	03
	3	Auditing - I	03
	4	Financial Services Management	03
		<b>Core Course:</b>	
	5	International Banking & Finance	04
		<b>Ability Enhancement Course:</b>	
6	Research Methodology	04	
		<b>Total Credits</b>	<b>20</b>
VI		<b>Elective Courses:</b>	
	1	Turnaround Management	03
	2	Human Resource Management	03
	3	Auditing - II	03
	4	International Business	03
		<b>Core Course:</b>	
	5	Central Banking	04
	<b>Ability Enhancement Course:</b>		
6	Project Work in Banking & Insurance	04	
		<b>Total Credits</b>	<b>20</b>

### 3. FEE STRUCTURE FOR THE YEAR 2018-2019

Particulars	First Year	Second Year	Third Year
Tuition Fees	10,000	10,000	10,000
Library Fees	600	600	600
Gymkhana Fees	200	200	200
Gymkhana Fund	200	200	200
Magazine Fees	100	100	100
ID/Library Card Fees	50	50	50
Student Group Insurance	35	35	35
Student Welfare Fund	50	50	50
Student Aid Fund	50	50	50
Development Fund	500	500	500
Enrollment Fees	220	-	-
Laboratory Fee	1,000	1,000	1,000
Computer Practical Fees	2,000	2,000	2,000
Examination Fees (Including form & Mark sheet fee)	1,965	1,965	-
E-Suvidha	50	50	50
Industrial Visit Fees	500	500	500
Disaster Relief Fund	10	10	10
E-Charge	20	20	20
Utility Fees	250	250	250
College E-Charge	100	100	100
Other Fees	250	250	250
Admission Processing Fees	200	200	200
Vice-Chancellors Fund	20	20	20
Uni. Sports & Cultural Fund	30	30	30
NSS EKAK Yojana Fee	10	10	10
Alumni Association Fee	25	25	25
Caution Deposit	150	-	-
Library Deposit	250	-	-
Lab Deposit	400	-	-
Workshop & Seminar	100	100	100
Project Work	1,000	1,000	1,000
<b>Total Fees</b>	<b>20,335</b>	<b>19,315</b>	<b>17,350</b>
Document Verification Fees for Eligibility students	400	400	400
<b>Total for Eligibility students</b>	<b>20,735</b>	<b>19,715</b>	<b>17,750</b>

**Note:** If fee is revised upward by the University of Mumbai students will have to pay the difference in fees.

## B. Com. (Accounting & Finance)

### ADMISSION:

1. **Eligibility:** A candidate for being eligible for admission to the degree programme of B.Com. (A&F), shall have passed XII Std. examination of the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent at one and the same sitting and should have secured not less than 45% marks in aggregate (40% marks in aggregate in case of reserved category candidates).

### 2. Structure of the Programme with Credit System

#### FIRST YEAR

Semester	Course	Title of the Course	Credit
I		<b>Elective Courses:</b>	
	1	Financial Accounting (Elements of Fundamental Accounting) - I	03
	2	Cost Accounting (Introduction and Element of Cost) - I	03
	3	Financial Management (Introduction to Financial Management) - I	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Business Communication - I	03
		<b>Skill Enhancement Course:</b>	
	5	Foundation Course-I	02
		<b>Core Courses:</b>	
	6	Commerce (Business Environment) - I	03
7	Business Economics - I	03	
		<b>Total Credits</b>	<b>20</b>
II		<b>Elective Courses:</b>	
	1	Financial Accounting (Special Accounting Areas) - II	03
	2	Auditing (Introduction and Planning) - I	03
	3	Taxation – I (Indirect Taxes – I)	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Business Communication - II	03
		<b>Skill Enhancement Course:</b>	
	5	Foundation Course-II	02
		<b>Core Courses:</b>	
	6	Business Law (Business Regulatory Framework) - I	03
7	Business Mathematics	03	
		<b>Total Credits</b>	<b>20</b>

## SECOND YEAR

Se mes ter	Course	Title of the Course	Credit
III		<b>Elective Courses:</b>	
	1	Financial Accounting (Special Accounting Areas) - III	03
	2	Cost Accounting (Methods of Costing) - II	03
	3	Taxation – II (Indirect Taxes – Paper II)	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Information Technology in Accountancy - I	02
		<b>Core Courses:</b>	
	5	Commerce (Financial Market Operations) - II	03
	6	Business Law (Business Regulatory Framework) - II	03
7	Business Economics - II	03	
		<b>Total Credits</b>	<b>20</b>
IV		<b>Elective Courses:</b>	
	1	Financial Accounting (Special Accounting Areas) - IV	03
	2	Taxation – III (Indirect Taxes – III)	03
	3	Management Accounting (Introduction to Management Accounting	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Information Technology in Accountancy - II	02
		<b>Core Courses:</b>	
	5	Management (Introduction to Management) - I	03
	6	Business Law (Company Law) - III	03
7	Research Methodology in Accounting & Finance	03	
		<b>Total Credits</b>	<b>20</b>

## THIRD YEAR

V		<b>Elective Courses:</b>	
	1	Cost Accounting-III	03
	2	Taxation IV (Indirect Taxes II)	03
	3	Financial Management-II	03
	4	Management – II (Management Applications)	03
		<b>Core Courses:</b>	
	5	Financial Accounting V	04
6	Financial Accounting VI	04	
		<b>Total Credits</b>	<b>20</b>
VI		<b>Elective Courses:</b>	
	1	Cost Accounting-IV	03
	2	Taxation V (Indirect Taxes III)	03
	3	Management Control Systems	03
	4	Economics – III: Indian Economy	03
		<b>Core Courses:</b>	
	5	Financial Accounting VII	04
6	Project Work	04	
		<b>Total Credits</b>	<b>20</b>

### 3. FEE STRUCTURE FOR THE YEAR 2018-2019

Particulars	First Year	Second Year	Third Year
Tuition Fees	10,000	10,000	10,000
Library Fees	600	600	600
Gymkhana Fees	200	200	200
Gymkhana Fund	200	200	200
Magazine Fees	100	100	100
ID/Library Card Fees	50	50	50
Student Group Insurance	35	35	35
Student Welfare Fund	50	50	50
Student Aid Fund	50	50	50
Development Fund	500	500	500
Enrollment Fees	220	-	-
Laboratory Fee	1,000	1,000	1,000
Computer Practical Fees	2,000	2,000	2,000
Examination Fees (Including form & Mark sheet fee)	1,965	1,965	-
E-Suvidha	50	50	50
Industrial Visit Fees	500	500	500
Disaster Relief Fund	10	10	10
E-Charge	20	20	20
Utility Fees	250	250	250
College E-Charge	100	100	100
Other Fees	250	250	250
Admission Processing Fees	200	200	200
Vice-Chancellors Fund	20	20	20
Uni. Sports & Cultural Fund	30	30	30
NSS EKAK Yojana Fee	10	10	10
Alumni Association Fee	25	25	25
Caution Deposit	150	-	-
Library Deposit	250	-	-
Lab Deposit	400	-	-
Workshop & Seminar	100	100	100
Project Work	1,000	1,000	1,000
<b>Total Fees</b>	<b>20,335</b>	<b>19,315</b>	<b>17,350</b>
Document Verification Fees for Eligibility students	400	400	400
Total for Eligibility students	<b>20,735</b>	<b>19,715</b>	<b>17,750</b>

**Note:** If fee is revised upward by the University of Mumbai students will have to pay the difference in fees.

## Bachelor of Mass Media (B.M.M.)

### ADMISSION:

1. **Eligibility:** A candidate for being eligible for admission to the degree programme of B.M.M. shall have passed XII Std. examination of the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent from the Science, Arts or Commerce Stream.
2. **Stream wise allocation of seats for admission:** Arts – 50%; Commerce – 25%; Science – 25%
3. **Structure of the Programme with Credit System:**

#### FIRST YEAR

Semester	Course	Title of the Course	Credit
I	1	Effective Communication Skills - I	03
	2	Landmark Events in 20 <sup>th</sup> Century World History with Emphasis on India & Maharashtra	03
	3	Introduction to Sociology, the Sociology of news and social movements in India	03
	4	Introduction to Computers	03
	5	Introduction to Economics	03
	6	Fundamentals of Mass Communication	03
	<b>Total Credits</b>		
II	1	Effective Communication Skills - II	03
	2	Political Concepts and the Indian Political System	03
	3	Principles of Management	03
	4	Principles of Marketing	03
	5	Introduction to Media Psychology	03
	6	Introduction to Literature in English	03
	<b>Total Credits</b>		

#### SECOND YEAR

III	1	Introduction to Media Studies	03
	2	Understanding Cinema	03
	3	Cultural Studies	03
	4	Introduction to Advanced Computers	03
	5	Introduction to Creative Writing	03
	6	Introduction to Public Relations	03
	<b>Total Credits</b>		
IV	1	Introduction to Journalism	03
	2	Print, Production & Photography	03
	3	Organizational Behaviour	03
	4	Radio & Television	03
	5	Introduction to Advertising	03
	6	Mass Media Research	03
	<b>Total Credits</b>		

#### THIRD YEAR

V	1	Consumer Behaviour	04
	2	Advertising in Contemporary Society	04
	3	Copy Writing	04
	4	Advertising Design	04
	5	Media Planning & Buying	04
	6	Brand Building	04
	<b>Total Credits</b>		
VI	1	Advertising & Marketing Research	04
	2	Legal Environment & Advertising Ethics	04
	3	Financial Management for Marketing & Advertising	04
	4	Agency Management	04
	5	The Principles and Practice of Direct Marketing	04
	6	Contemporary Issues	04
	<b>Total Credits</b>		

#### 4. **FEE STRUCTURE FOR THE YEAR 2018-2019**

<b>Particulars</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Tuition Fees	10,000	10,000	10,000
Library Fees	600	600	600
Gymkhana Fees	200	200	200
Gymkhana Fund	200	200	200
Magazine Fees	100	100	100
ID/Library Card Fees	50	50	50
Student Group Insurance	35	35	35
Student Welfare Fund	50	50	50
Student Aid Fund	50	50	50
Development Fund	500	500	500
Enrollment Fees	220	-	-
Laboratory Fee	1,000	1,000	1,000
Computer Practical Fees	2,000	2,000	2,000
Examination Fees (Including form & Mark sheet fee)	1,965	1,965	-
E-Suvidha	50	50	50
Industrial Visit Fees	500	500	500
Disaster Relief Fund	10	10	10
E-Charge	20	20	20
Utility Fees	250	250	250
College E-Charge	100	100	100
Other Fees	250	250	250
Admission Processing Fees	200	200	200
Vice-Chancellors Fund	20	20	20
Uni. Sports & Cultural Fund	30	30	30
NSS EKAK Yojana Fee	10	10	10
Alumni Association Fee	25	25	25
Caution Deposit	150	-	-
Library Deposit	250	-	-
Lab Deposit	400	-	-
Workshop & Seminar	1,000	1,000	1,000
<b>Total Fees</b>	<b>20,235</b>	<b>19,215</b>	<b>17,250</b>
Document Verification Fees for Eligibility students	400	400	400
Total for Eligibility students	<b>20,735</b>	<b>19,615</b>	<b>17,650</b>

**Note:** If fee is revised upward by the University of Mumbai students will have to pay the difference in fees.

## B.Sc. (Information Technology)

### ADMISSION:

1. **Eligibility:** A candidate for being eligible for admission to the degree programme of B.Sc. (I.T.), shall have passed XII Std. examination of the Maharashtra State Board of Secondary and 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 (40% marks in aggregate in case of reserved category candidates)

A candidate who have passed diploma (Three years after S.S.C.) in Information Technology/Computer Technology/Computer Engineering/Computer Science/ Electrical/Electronics and Video Engineering and allied branches, Civil and allied branches are eligible for direct admission to the Second year of B. Sc. (I.T.) degree course. However, the diploma should be recognized by the Board of Technical Education or any other recognized Govt. Body. Minimum marks required 45% aggregate for open category and 40% aggregate for reserved category candidates.

Candidates with post HSC-Diploma in information technology/Computer technology/ Computer engineering/Computer engineering/ Computer science and allied branches will be eligible for direct admission to the second year of the B.Sc. (I.T.) degree course. However, the diploma should be recognized by the Board of Technical Education or any other recognized Govt. Body. Minimum marks required 45% aggregate for open category and 40% aggregate for reserved category candidates.

2. **Credit and Grading System:**

### FIRST YEAR – SEMESTER 1

Sr. No.	Course Code	Title of the Course	Credits
		<b>Core Courses:</b>	
1	USIT101	Imperative Programming	02
2	USIT102	Digital Electronics	02
3	USIT103	Operating Systems	02
4	USIT104	Discrete Mathematics	02
		<b>Ability Enhancement Skill Course:</b>	
5	USIT105	Communication Skills	02
		<b>Practical:</b>	
1	USIT1P1	Imperative Programming	02
2	USIT1P2	Digital Electronics	02
3	USIT1P3	Operating Systems	02
4	USIT1P4	Discrete Mathematics	02
5	USIT1P5	Communication Skills	02
		<b>Total Credits</b>	<b>20</b>

### FIRST YEAR – SEMESTER 2

Sr. No.	Course Code	Title of the Course	Credits
		<b>Core Courses:</b>	
1	USIT201	Object Oriented Programming	02
2	USIT202	Microprocessor Architecture	02
3	USIT203	Web Programming	02
4	USIT204	Numerical and Statistical Methods	02
		<b>Ability Enhancement Skill Course:</b>	



5	USIT205	Green Computing	02
		<b>Practical:</b>	
1	USIT2P1	Object Oriented Programming	02
2	USIT2P2	Microprocessor Architecture	02
3	USIT2P3	Web Programming	02
4	USIT2P4	Numerical and Statistical Methods	02
5	USIT2P5	Green Computing	02
		<b>Total Credits</b>	<b>20</b>

### SECOND YEAR – SEMESTER 3

Sr. No.	Course Code	Title of the Course	Credits
		<b>Skill Enhancement Course:</b>	
1	USIT301	Python Programming	02
		<b>Core Courses:</b>	
2	USIT302	Data Structures	02
3	USIT303	Computer Networks	02
4	USIT304	Database Management Systems	02
5	USIT305	Applied Mathematics	02
		<b>Practical:</b>	
1	USIT3P1	Python Programming	02
2	USIT3P2	Data Structures	02
3	USIT3P3	Computer Networks	02
4	USIT3P4	Database Management Systems	02
5	USIT3P5	Mobile Programming	20
		<b>Total Credits</b>	<b>20</b>

### SECOND YEAR – SEMESTER 4

Sr. No.	Course Code	Title of the Course	Credits
		<b>Skill Enhancement Course:</b>	
1	USIT401	Core Java	02
		<b>Core Courses:</b>	
2	USIT402	Introduction to Embedded Systems	02
3	USIT403	Computer Oriented Statistical Techniques	02
4	USIT404	Software Engineering	02
5	USIT405	Computer Graphics and Animation	02
		<b>Practical:</b>	
1	USIT4P1	Core Java	02
2	USIT4P2	Introduction to Embedded Systems	02
3	USIT4P3	Computer Oriented Statistical Techniques	02
4	USIT4P4	Software Engineering	02
5	USIT4P5	Computer Graphics and Animation	02
		<b>Total Credits</b>	<b>20</b>

**THIRD YEAR – SEMESTER 5**

Sr. No.	Course Code	Title of the Course	Credits
1	USIT501	Network Security	02
2	USIT502	ASP.NET With C#	02
3	USIT503	Software Testing	02
4	USIT504	Advanced Java	02
5	USIT505	Linux Administration	02
		<b>Practical:</b>	
1	USIT5P1	Network Security	02
2	USIT5P2	ASP.NET With C#	02
3	USIT5P3	Software Testing	02
4	USIT5P4	Advanced Java	02
5	USIT5P5	Linux Administration	02
		<b>Total Credits</b>	<b>20</b>

**THIRD YEAR – SEMESTER 6**

Sr. No.	Course Code	Title of the Course	Credits
1	USIT601	Internet Technologies	02
2	USIT602	Project Management	02
3	USIT603	Data Warehousing	02
4	USIT606	Geographic Information System	02
5	USIT607	Project Report	02
6	USIT607	Project Viva Voce	02
		<b>Practical:</b>	
1	USIT6P1	Internet Technology	02
2	USIT6P2	Project Management	02
3	USIT6P3	Data Warehousing	02
4	USIT6P6	Geographic Information System	02
		<b>Total Credits</b>	<b>20</b>

### 3. FEE STRUCTURE FOR THE YEAR 2018-2019

<b>Particulars</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Tuition Fees	10,000	10,000	10,000
Library Fees	1,200	1,200	1,200
Gymkhana Fees	200	200	200
Gymkhana Fund	200	200	200
Magazine Fees	100	100	100
ID/Library Card Fees	50	50	50
Student Group Insurance	35	35	35
Student Welfare Fund	50	50	50
Student Aid Fund	50	50	50
Development Fund	500	500	500
Enrollment Fees	220	-	-
Computer Practical Fees	1,500	1,500	1,500
Laboratory Fee	6,000	6,000	6,000
Examination Fees (including for form and mark sheet)	1,965	1,965	-
E-Suvidha	50	50	50
Industrial Visit Fee	500	500	500
Disaster Relief Fund	10	10	10
E-Charge	20	20	20
Utility Fees	250	250	250
College E-Charge	100	100	100
Other Fees	250	250	250
Adm. Processing Fees	200	200	200
Vice-Chancellors Fund	20	20	20
University Sports & Cultural Fund	30	30	30
NSS EKAK Yojana Fee	10	10	10
Alumni Association Fee	25	25	25
Caution Deposit	150	-	-
Library Deposit	250	-	-
Lab Deposit	400	-	-
Workshop/Seminar	100	100	100
Project Fee	1,000	1,000	1,000
<b>Total Fees</b>	<b>25,435</b>	<b>24,415</b>	<b>22,450</b>
Document Veri. Fees for Eligibility students	400	400	400
<b>Total Fees for Eligibility students</b>	<b>25,835</b>	<b>24,815</b>	<b>22,850</b>

**Note:** If fee is revised upward by the University of Mumbai students will have to pay the difference in fees.

## B. Com. (Financial Management)

### ADMISSION:

- Eligibility:** A candidate for being eligible for admission to the degree programme of B.Com. (Financial Management), shall have passed XII Std. examination of the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent at one and the same sitting and should have secured not less than 45% marks in aggregate (40% marks in aggregate in case of reserved category candidates).

### 2. Structure of the Programme with Credit System

#### First Year

Semester	Course	Title of the Course	Credit
I		<b>Elective Courses:</b>	03
	1	Financial Accounting - I	03
	2	Business Mathematics	03
	3	Indian Financial System	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Business Communication - I	03
		<b>Skill Enhancement Course:</b>	
	5	Foundation Course - I	02
		<b>Core Courses:</b>	
	6	Business Environment	03
7	Business Economics - I	03	
		<b>Total Credits</b>	<b>20</b>
II		<b>Elective Courses:</b>	03
	1	Financial Accounting - II	03
	2	Business Statistics	03
	3	Principles of Finance	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Business Communication - II	03
		<b>Skill Enhancement Course:</b>	
	5	Foundation Course - II	02
		<b>Core Courses:</b>	
	6	Environmental Science	03
7	Computer Skills - I	03	
		<b>Total Credits</b>	<b>20</b>

### Second Year

Semester	Course	Title of the Course	Credit
III		<b>Elective Courses:</b>	
	1	Corporate Accounts - I	03
	2	Direct Tax - I	03
	3	Indirect Tax - I	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Entrepreneurial Development	02
		<b>Core Courses:</b>	
	5	Management Accounting	03
	6	Business Law	03
7	Business Regulatory Framework	03	
		<b>Total Credits</b>	<b>20</b>
IV		<b>Elective Courses:</b>	
	1	Corporate Accounts - II	03
	2	Direct Tax - II	03
	3	Indirect Tax - II	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	I.T. in Management	02
		<b>Core Courses:</b>	
	5	Corporate Finance	03
	6	Corporate Law	03
7	Office Management	03	
		<b>Total Credits</b>	<b>20</b>

### Third Year

Semester	Course	Title of the Course	Credit
V		<b>Compulsory Courses:</b>	
	1	Management Information System	03
	2	Direct Tax - III	03
	3	Financial Management – Paper I	03
	4	Computer Application for Business	02
	5	Business Ethics	03
	6	Accounting Standards	03
	7	Project/Internship	02
		<b>Total Credits</b>	<b>20</b>
VI		<b>Compulsory Courses</b>	
	1	Financial Reporting	03
	2	Indirect Tax - II	03
	3	Financial Management – Paper II	03
	4	Cost Accounting – Paper II	02
	5	Auditing – Paper II	03
	6	Portfolio Management	03
	7	Project/Internship	02
		<b>Total Credits</b>	<b>20</b>

### 3. **FEE STRUCTURE FOR THE YEAR 2018-2019**

<b>Particulars</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Tuition Fees	10,000	10,000	10,000
Library Fees	600	600	600
Gymkhana Fees	200	200	200
Gymkhana Fund	200	200	200
Magazine Fees	100	100	100
ID/Library Card Fees	50	50	50
Student Group Insurance	35	35	35
Student Welfare Fund	50	50	50
Student Aid Fund	50	50	50
Development Fund	500	500	500
Enrollment Fees	220	-	-
Laboratory Fee	1,000	1,000	1,000
Computer Practical Fees	2,000	2,000	2,000
Examination Fees (Including form & Mark sheet fee)	1,965	1,965	-
E-Suvidha	50	50	50
Industrial Visit Fees	500	500	500
Disaster Relief Fund	10	10	10
E-Charge	20	20	20
Utility Fees	250	250	250
College E-Charge	100	100	100
Other Fees	250	250	250
Admission Processing Fees	200	200	200
Vice-Chancellors Fund	20	20	20
Uni. Sports & Cultural Fund	30	30	30
NSS EKAK Yojana Fee	10	10	10
Alumni Association Fee	25	25	25
Caution Deposit	150	-	-
Library Deposit	250	-	-
Lab Deposit	500	-	-
Workshop & Seminar	100	100	100
Project Work	1,000	1,000	1,000
<b>Total Fees</b>	<b>20,435</b>	<b>19,315</b>	<b>17,350</b>
Document Verification Fees for Eligibility students	400	400	400
<b>Total for Eligibility students</b>	<b>19,935</b>	<b>19,715</b>	<b>17,750</b>

**Note:** If fee is revised upward by the University of Mumbai students will have to pay the difference in fees.

## B. Com. (Transport Management)

### ADMISSION:

- Eligibility:** A candidate for being eligible for admission to the degree programme of B.Com. (Transport Management), shall have passed XII Std. examination of the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent at one and the same sitting and should have secured not less than 45% marks in aggregate (40% marks in aggregate in case of reserved category candidates).

### 2. Structure of the Programme with Credit System

#### FIRST YEAR

Semester	Course	Title of the Course	Credit
I		<b>Elective Courses:</b>	
	1	Transport Management	03
	2	Road and Road Transport	03
	3	Railway Transport	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Business Communication - I	03
		<b>Skill Enhancement Course:</b>	
	5	Foundation Course - I	02
		<b>Core Courses:</b>	
	6	Business Economics - I	03
7	Business Mathematics	03	
		<b>Total Credits</b>	<b>20</b>
II		<b>Elective Courses:</b>	
	1	Logistics & Supply Chain Management	03
	2	Air Transport	03
	3	Shipping & Water Transport	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Business Communication - II	03
		<b>Skill Enhancement Course:</b>	
	5	Foundation Course - II	02
		<b>Core Courses:</b>	
	6	Traffic Management	03
7	Financial Accounting	03	
		<b>Total Credits</b>	<b>20</b>

### SECOND YEAR

Semester	Course	Title of the Course	Credit
III		<b>Elective Courses:</b>	
	1	Production & Quality Management	03
	2	Customs Procedures and Cargo Handling	03
	3	Transport Project Management	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Information Technology in Transport - I	02
		<b>Core Courses:</b>	
	5	Service Marketing	03
	6	Warehousing and Inventory Control	03
	7	Transport Law	03
		<b>Total Credits</b>	<b>20</b>
IV		<b>Elective Courses:</b>	
	1	Procurement Management	03
	2	Traffic Management	03
	3	Health & Safety and Facility Management	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Information Technology in Transport - II	02
		<b>Core Courses:</b>	
	5	Multi Model Transport	03
	6	Survey in Transport	03
	7	Business Economics - II	03
		<b>Total Credits</b>	<b>20</b>

### THIRD YEAR

Semester	Course	Title of the Course	Credit
V		<b>Elective Courses:</b>	
	1	Transport Costing & Pricing	03
	2	Transport Insurance & Risk Management	03
	3	Ethics & Public Relations in Transport	03
	4	Transport Planning (Urban, Rural, Public, Mass)	03
		<b>Core Courses:</b>	
	5	Port Operation & Management	04
	6	Maritime Transport & Economic	04
		<b>Total Credits</b>	<b>20</b>
VI		<b>Elective Courses:</b>	
	1	International Trade & Transport	03
	2	Analytical Modeling in Transport	03
	3	Re-Engineering and Turnaround Management	03
	4	Tourism Management	03
		<b>Core Courses:</b>	
	5	Transport Policy and Documentation	04
6	Project on Research Work	04	
		<b>Total Credits</b>	<b>20</b>



### 3. FEE STRUCTURE FOR THE YEAR 2018-2019

Particulars	First Year	Second Year	Third Year
Tuition Fees	10,000	10,000	10,000
Library Fees	300	300	300
Gymkhana Fees	200	200	200
Gymkhana Fund	200	200	200
Magazine Fees	100	100	100
ID/Library Card Fees	50	50	50
Student Group Insurance	35	35	35
Student Welfare Fund	50	50	50
Student Aid Fund	50	50	50
Development Fund	500	500	500
Enrollment Fees	220	-	-
Laboratory Fee	1,000	1,000	1,000
Computer Practical Fees	2,000	2,000	2,000
Examination Fees (Including form & Mark sheet fee)	1,965	1,965	-
E-Suvidha	50	50	50
Industrial Visit Fees	500	500	500
Disaster Relief Fund	10	10	10
E-Charge	20	20	20
Utility Fees	250	250	250
College E-Charge	100	100	100
Other Fees	250	250	250
Admission Processing Fees	200	200	200
Vice-Chancellors Fund	20	20	20
Uni. Sports & Cultural Fund	30	30	30
NSS EKAK Yojana Fee	10	10	10
Alumni Association Fee	25	25	25
Caution Deposit	150	-	-
Library Deposit	250	-	-
Lab Deposit	400	-	-
Workshop & Seminar	100	100	100
Project Work	500	500	1,000
<b>Total Fees</b>	<b>19,535</b>	<b>18,515</b>	<b>17,050</b>
Document Verification Fees for Eligibility students	400	400	400
Total for Eligibility students	<b>19,935</b>	<b>18,915</b>	<b>17,450</b>

**Note:** If fee is revised upward by the University of Mumbai students will have to pay the difference in fees.

## B. Com. (Investment Management)

### ADMISSION:

- Eligibility:** A candidate for being eligible for admission to the degree programme of B.Com. (Investment Management), shall have passed XII Std. examination of the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent at one and the same sitting and should have secured not less than 45% marks in aggregate (40% marks in aggregate in case of reserved category candidates).

### 2. Structure of the Programme

#### FIRST YEAR

Semester	Course	Title of the Course	Credit
I		<b>Elective Courses:</b>	
	1	Basic of Investment and Wealth Creation	03
	2	Introduction to Accounting - I	03
	3	Introduction to Financial System	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Business Communication - I	03
		<b>Skill Enhancement Course:</b>	
	5	Foundation Course - I	02
		<b>Core Courses:</b>	
	6	Business Economics - I	03
7	Quantitative Techniques	03	
		<b>Total Credits</b>	<b>20</b>
II		<b>Elective Courses:</b>	
	1	Introduction to Wealth Management	03
	2	Introduction to Accounting - II	03
	3	Introduction to Financial Markets	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Business Communication - II	03
		<b>Skill Enhancement Course:</b>	
	5	Foundation Course - II	02
		<b>Core Courses:</b>	
	6	Introduction to Financial Intermediaries	03
7	Investment Banking	03	
		<b>Total Credits</b>	<b>20</b>

## SECOND YEAR

III		<b>Elective Courses:</b>	
	1	Investment Banking	03
	2	Marketing of Investment Products	03
	3	Taxation in Investment Management	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Information Technology in Investment - I	02
		<b>Core Courses:</b>	
	5	Introduction to Derivatives	03
	6	Cost and Management Accounting	03
7	Basics of Contract and Corporate Laws	03	
		<b>Total Credits</b>	<b>20</b>
IV		<b>Elective Courses:</b>	
	1	Financial Management	03
	2	Actuarial Analysis in Investment	03
	3	Management of Investment Portfolio	03
		<b>Ability Enhancement Compulsory Course:</b>	
	4	Information Technology in Investment - II	02
		<b>Core Courses:</b>	
	5	Valuation of Derivatives	03
	6	Business Economics - II	03
7	Investment Laws	03	
		<b>Total Credits</b>	<b>20</b>

## THIRD YEAR

Seme ster	Course	Title of the Course	Credit
V		<b>Elective Courses:</b>	
	1	Operation in Equity Markets	03
	2	Technical Analysis of Investment	03
	3	Credit Risk Management	03
	4	Alternative Investment	03
		<b>Core Course:</b>	
	5	Fixed Income Analysis - I	04
		<b>Project Work:</b>	
	6	Project on Internship Training	04
		<b>Total Credits</b>	<b>20</b>
VI		<b>Elective Courses:</b>	
	1	Operations in Currency and Commodity Market	03
	2	Risk Management of Market Risk and Operational Risk	03
	3	Ethics in Investment Markets	03
	4	International Investment Management	03
		<b>Core Course:</b>	
	5	Fixed Income Analysis - II	04
		<b>Project Work:</b>	
	6	Project Work	04
		<b>Total Credits</b>	<b>20</b>

Evaluation criteria for 5.7 are as stated above and for 6.7 are as follows: Evaluation on the basis of Hard Copy of the Report submitted by the student, Presentation by Student and Viva Voce Examination.

### 3. FEE STRUCTURE FOR THE YEAR 2018-2019

Particulars	First Year	Second Year	Third Year
Tuition Fees	10,000	10,000	10,000
Library Fees	600	600	600
Gymkhana Fees	200	200	200
Gymkhana Fund	200	200	200
Magazine Fees	100	100	100
ID/Library Card Fees	50	50	50
Student Group Insurance	35	35	35
Student Welfare Fund	50	50	50
Student Aid Fund	50	50	50
Development Fund	500	500	500
Enrollment Fees	220	-	-
Laboratory Fee	1,000	1,000	1,000
Computer Practical Fees	2,000	2,000	2,000
Examination Fees (Including form & Mark sheet fee)	1,965	1,965	-
E-Suvidha	50	50	50
Industrial Visit Fees	500	500	500
Disaster Relief Fund	10	10	10
E-Charge	20	20	20
Utility Fees	250	250	250
College E-Charge	100	100	100
Other Fees	250	250	250
Admission Processing Fees	200	200	200
Vice-Chancellors Fund	20	20	20
Uni. Sports & Cultural Fund	30	30	30
NSS EKAK Yojana Fee	10	10	10
Alumni Association Fee	25	25	25
Caution Deposit	150	-	-
Library Deposit	250	-	-
Lab Deposit	500	-	-
Workshop & Seminar	100	100	100
Project Work	1,000	1,000	1,000
<b>Total Fees</b>	<b>20,435</b>	<b>19,315</b>	<b>17,350</b>
Document Verification Fees for Eligibility students	400	400	400
<b>Total for Eligibility students</b>	<b>20,835</b>	<b>19,715</b>	<b>17,750</b>

**Note:** If fee is revised upward by the University of Mumbai students will have to pay the difference in fees.

## B.Com. (Environmental Management & Economics)

### ADMISSION:

- Eligibility:** A candidate for being eligible for admission to the degree programme of B.Com./B.M.S. (Environmental Management & Economics), shall have passed XII Std. examination of the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent at one and the same sitting and should have secured not less than 45% marks in aggregate (40% marks in aggregate in case of reserved category candidates).

### 2. Structure of the Programme

#### FIRST YEAR

Semester	Course	Title of the Course	Credit
I	1	Introduction to Environment Management	02
	2	Principles of Management	02
	3	Organizational Behaviour	02
	4	Managerial Economics	02
	5	Financial Accounting	02
	6	Business Communication	02
II	1	Ecology & Environment	02
	2	Human Resource Management	02
	3	Introduction to Cost Accounting	02
	4	Economic Environment of Business	02
	5	Production Management & Materials Management	02
	6	Business Statistics	02
		Total No. of Credits	<b>24</b>

#### SECOND YEAR

Semester	Course	Title of the Course	Credit
III	1	Environmental Economics – I	02
	2	Marketing Management	02
	3	Research Methods in Business	02
	4	Global Warming & Climate Change	02
	5	Natural Resources & Management	02
	6	Financial Management	02
IV	1	Environmental Safety, Health & Management	02
	2	Environmental Pollution & Management	02
	3	Environmental Economics – II	02
	4	Customer Relationship Management	02
	5	Occupational Health & Safety	02
	6	Management Information Systems	02
	7	Project Submission – I	04
		Total No. of Credits	<b>28</b>

#### THIRD YEAR

Semester	Course	Title of the Course	Credit
V	1	Environmental Impact Assessment	02
	2	Strategic Management	02
	3	Entrepreneurship Management	02
	4	Environmental Legislation	02
	5	Project Management	02
	6	Business Ethics	02

VI	1	Corporate Social Responsibility	02
	2	Solid & Hazardous Waste Management	02
	3	Environmental & Eco – Tourism	02
	4	Corporate Governance	02
	5	Environmental Problems, Hazards & Mitigation	02
	6	Disaster Management	02
	7	Project Submission – II	04
		<b>Total No. of Credits</b>	<b>28</b>

### 3. **FEE STRUCTURE FOR THE YEAR 2018-2019**

Particulars	First Year	Second Year	Third Year
Tuition Fees	10,000	10,000	10,000
Library Fees	300	300	300
Gymkhana Fees	200	200	200
Gymkhana Fund	200	200	200
Magazine Fees	100	100	100
ID/Library Card Fees	50	50	50
Student Group Insurance	35	35	35
Student Welfare Fund	50	50	50
Student Aid Fund	50	50	50
Development Fund	500	500	500
Enrollment Fees	220	-	-
Computer Practical Fees	2,000	2,000	2,000
Examination Fees (Including form & Mark sheet fee)	1,965	1,965	-
E-Suvidha	50	50	50
Industrial Visit Fees	500	500	500
Disaster Relief Fund	10	10	10
E-Charge	20	20	20
Utility Fees	250	250	250
College E-Charge	100	100	100
Other Fees	250	250	250
Admission Processing Fees	200	200	200
Vice-Chancellors Fund	20	20	20
Uni. Sports & Cultural Fund	30	30	30
NSS EKAK Yojana Fee	10	10	10
Alumni Association Fee	25	25	25
Caution Deposit	150	-	-
Library Deposit	250	-	-
Lab Deposit	400	-	-
Workshop & Seminar	100	100	100
Project Work	1,000	1,000	1,000
<b>Total Fees</b>	<b>19,035</b>	<b>18,015</b>	<b>16,050</b>
Document Verification Fees for Eligibility students	400	400	400
<b>Total for Eligibility students</b>	<b>19,435</b>	<b>18,415</b>	<b>16,450</b>

**Note:** If fee is revised upward by the University of Mumbai students will have to pay the difference in fees.

## POST GRADUATE PROGRAMME

1. **M. Com. (Accountancy)**
2. **M.Com. (Business Management)**
3. **M.Com. (Banking & Finance)**

### ADMISSION:

1. **Eligibility: O.5977:** A learner for being eligible for admission to the Post Graduate Programme i.e. Master of Commerce, shall have passed the examination for the degree of Bachelor of Commerce of this University (Three Years/Six Semester Integrated Course) or the degree of B. Com. (Old Course) or the other Semester based Programmes i.e. Bachelor of Commerce (Banking and Insurance) or Bachelor of Commerce (Accounting and Finance) Or Bachelor of Commerce (Financial Market) or Bachelor of Management Studies (B.M.S.) of this University, OR an examination of any other University recognized as equivalent thereto.
2. **O.5978:** The duration of the M.Com. Programme shall be of two years consisting of Four (04) Semesters. The examination for the M.Com. Programme will be held at the end of every semester viz. Semesters I, II, III & IV. The examinations for Semester I & III will be held in the Second half of the calendar year in which the learner was admitted (i.e. October/November), Semester II & IV examinations will be held in the first half of the calendar year (April/May).
3. **O.5984:** The result of Semester IV Examination of M.Com. Programme will not be declared of such learner who has not obtained his/her Degree (Convocation) Certificate of the Bachelor's Programme earlier from their concerned College/Institution/University as applicable.
4. **O.5985, 5986, 5987, 5988:** A learner who is declared to have passed in Semester I, II, III & IV respectively examination will not be allowed to reappear for the same examinations for improvement of his/her result.
5. **O.5989:** Notwithstanding anything contained in related Ordinances mentioned above a learner who appears for Semester I, II, III or IV Examinations of the M.Com. Programme and gives a declaration in writing to the University through the Principal of the College to the effect "to consider null and void the results of the Semester I or II or III or IV examination", as the case may be, within one week from the date of conclusion of the examination concerned, if he/she does not obtain the following in the Semester concerned.
  - a) The overall grade laid down for the award of a grade B+ at the Examination of the Semester concerned at the M.Com. Programme

OR

  - b) At least grade B+ (55% marks or grade points 07) on the aggregate (which is a requirement at the Master's Degree exam laid down for by the UGC for the appointment of a Teacher).

OR

  - c) The GPA laid down for the award of overall grade A at the Examination of M.Com. Programme.

In this case if he/she does not obtain the grade in the concerned Semester as specified in (a), (b) or (c) as the case may be, the result of such learner shall be declared as null and void, marks statement will not be provided and examination fees will not be refunded.

6. **O.5990:** Learner who has passed the M.Com. Examination of this University by papers under the Semester Based Credit & Grading system with the overall grades mentioned in Column 1 and who desire to improve their overall grades as shown in column 2, will be permitted at his/her option to appear again for the Semester End Examinations Only (and not the Internal Assessment) of the Semester I, II, III & IV with the courses opted earlier by them in all the four semesters viz. Semester

I, II, III, & IV simultaneously without being required to keep any terms within a period of five years following the April or October examination at which they pass.

However, the marks and grades obtained by the learner in the Internal Assessment of the Semester I, II, III, & IV Examinations in all the courses shall be carried forward and the learner will not be allowed to appear for the internal assessment of any of the course/s at any of the Semester.

If a learner who reappears for the M.Com. Examination under the provisions of this Ordinance fails to improve his/her grade, his/her performance at such reappearance will be ignored and the result will be declared null and void, marks statement will not be provided and examination fees will not be refunded.

7. Individual subject passing is allowed.
8. **Scheme of Examination:** The performance of the learners shall be evaluated into two components viz. by Internal Assessment with 40% marks in the first component and by conducting the Semester End Examinations with 60% marks as the second component.

Semester End Examination shall be of 2 hours duration for 60 Marks consisting of 4 compulsory questions of 15 marks each with internal choice within the questions. Question may be subdivided into sub-questions a,b,c... and the allocation of marks depend on the weightage of the topic.

The assessment of Part "A" i.e. Internal Assessment Scheme as mentioned above for the Semester I to IV shall be processed by the College. The marks scored by the learner in the internal assessment Scheme shall be submitted by the College to the University as per the schedule prescribed by the University. The assessment of Part "B" i.e. the Semester End Examination shall be processed by the University.

**Standard of Passing:** The learners 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 minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 out of 60) separately, to pass the course.

**9. Carry Forward of Marks in Case if the Learner Fails in One or More Subjects:**

- 1) A learner who passes in the Internal Examination but fails in the Semester End Examination of the Course shall reappear for the Semester End Examination of that course. However his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 2) A learner who passes in the Semester End Examination but fails in the Internal Assessment of the course shall reappear for the Internal Examination of that course. However his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 3) In case of learner who is reappearing for the Internal Examination, the examination will consist of one project of 40 marks which will be divided into 20 marks for the documentation of the project, 10 marks for the presentation and 10 marks for the viva and the interaction.



**10. Allowed to Keep Terms (ATKT) [O.5980, 5981, 5982 & 5983]:**

- 1) A learner shall be allowed to keep term for Semester II irrespective of number of courses of fail in the Semester I.
- 2) A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I & II.

OR

A learner fails in not more than two courses of Semester I and II taken together.

- 3) A learner shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III. However, the learner has to pass each of Semester I and II in order to appear for Semester IV.
- 4) A learner can appear for the Semester IV examination but the result of Semester IV shall be kept in abeyance (RLE) until the learner passes Semester III.

The Additional Examination for the Semester End Examinations will be conducted by the University and not by the College. The conduct of Internal Assessment for the failed learner will be conducted by the College.

**11. Evaluation of Projects (Wherever Applicable)**

- a. A learner who PASSES IN ALL THE COURSES BUT DOES NOT secure minimum grade of “D” in project as applicable has to resubmit a fresh project for evaluation till he/she secures a minimum of grade “D”.

His/her marks in the theory papers that the learner has passed will be carried forward and he/she shall be entitled for grade obtained by him/her on passing.

- b. The evaluation of project and viva-voce examination shall be by awarding grade in the TEN point scale as given in the grade point table.
- c. A learner shall have to obtain minimum of Grade “D” (or its equivalent marks) in project evaluation and viva voce taken together.

**Calculation of SGPI**

**Semester Grade Performance Index (SGPI):** It is the summation of product of Credit Points and Grade Points divided by the summation of Credits of all the Courses.

$$SGPI = \frac{\sum(\text{Credit Earned} \times \text{Grade Points})}{\sum(\text{Credit Earned})}$$

The performance grading in 10 point scale (As in the case of undergraduate programmes) shall be based on the aggregate performance of Internal Assessment and semester End Examination

Any change in the rules regarding examinations will be notified for information of students, as and when received from the University.

## 12. Structure of the Programme with Credit System:

### M.Com. I

Semester	Course	Title of the Core Course	Credit
I	1	Strategic Management	06
	2	Economics for Business Decisions	06
	3	Cost and Management Accounting	06
	4	Business Ethics & Corporate Social Responsibility	06
		<b>Total Credit</b>	<b>24</b>
II	1	Research Methodology for Business	06
	2	Macro Economics Concepts and Applications	06
	3	Corporate Finance	06
	4	E-Commerce	06
		<b>Total Credit</b>	<b>24</b>

### M.Com. II (Advanced Accounting)

III	1	Advanced Financial Accounting	06
	2	Corporate Financial Accounting	06
	3	Direct Tax	06
	4	Project Work-I	06
		<b>Total Credit</b>	<b>24</b>
IV	1	Advanced Auditing	06
	2	Indirect Tax	06
	3	Personal Financial Planning	06
	4	Project Work-II	06
		<b>Total Credit</b>	<b>24</b>

### M.Com. II (Business Management)

III	1	Human Resource Management	06
	2	Entrepreneurial Management	06
	3	Organizational Behaviour	06
	4	Project Work-I	06
		<b>Total Credit</b>	<b>24</b>
IV	1	Supply Chain Management and Logistics	06
	2	Advertising and Sales Management	06
	3	Retail Management	06
	4	Project Work-II	06
		<b>Total Credit</b>	<b>24</b>

### M.Com. II (Banking & Finance)

	Course	Title of the Course	Credit
III	1	Banking Law & Practices	06
	2	Legal Framework of Banking	06
	3	Commercial Bank Management	06
	4	Project Work-I	06
		<b>Total Credit</b>	<b>24</b>
IV	1	Cooperative Banking System	06
	2	Financial Institutions and Markets	06
	3	Accounting and Auditing of Banking	06
	4	Project Work-II	06
		<b>Total Credit</b>	<b>24</b>

Note: Project work is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation/difficult problem. Project work may be undertaken in any area of Elective Courses.

**13. FEE STRUCTURE FOR THE YEAR 2018-2019**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Part I Rs.</b>	<b>Part II Rs.</b>
01	Tuition Fees	6,000	6,000
02	Registration Fee & Registration Form Fees	825	-
03	Library Fee	1,000	1,000
04	Gymkhana Fee	200	200
05	Gymkhana Fund	200	200
06	Other Fees/Extra Curricular Activities	250	250
07	Admission Processing Fee	200	200
08	I-Card & Library Card Fee	50	50
09	Utility Fee	250	250
10	Magazine Fee	100	100
11	Development Fund	500	500
12	University Disaster Relief Fund	10	10
13	University Sports & Cultural Fund	30	30
14	Ashwamedha fee	20	20
15	E-Charges	20	20
16	E-Suvidha Fee	50	50
17	Vice Chancellors' Fund	20	20
18	NSS EKAK Yojana Fee	10	10
19	Students' Aid Fund	50	50
20	Students' Welfare Fund	50	50
21	Students Group Insurance (For Rs. 1,00,000 Policy)	35	35
22	Computer/Internet Fee	1,500	-
23	Alumni Association Fee	25	25
24	Library Deposit	250	-
25	Caution Money Deposit	150	-
	<b>Total</b>	<b>11,795</b>	<b>9,070</b>
	Document Verification Fees for Eligibility students	400	400
	<b>Total for Eligibility students</b>	<b>12,195</b>	<b>9,470</b>

## CAREER ORIENTED ADD-ON COURSES

The College offers career oriented the following Add-on-Certificate and Diploma Courses affiliated to University of Mumbai. The main objective of starting these courses is to instill additional skill which will help the students to find better placement in industry. The courses will offer theoretical and practical training. These courses will run concurrently along with B. Com. Degree Programme and at the end of the programme, the students will be awarded the Diploma Certificate along with the University B. Com. Degree Certificate.

### A. Certificate Courses in:

1. Tax Procedure & Practice
2. Computer Application (Data Care Management)
3. Functional English

### B. Diploma Course in Tax Procedure & Practice

Add-on Courses will be optional; students can seek guidance about the course at the time of admission. The students who pass the Certificate Course only will be eligible to take admission to Diploma Course.

**Faculty:** Expert faculty members from Industry and academic field will be invited to deliver theory lectures and giving practical training besides senior trained faculty members from the College delivering theory lectures.

**Scheme of Examination:** The examinations will be held by the College on behalf of the University of Mumbai semester wise in the months of November & April. Each subject will have examination of 2 hours duration and for 50 marks each. Class tests will be conducted by the Professors to help the students to study on a regular basis and to know their scoring stand.

**Standard of Passing:** Candidates successfully completing the course will be awarded Certificate or Diploma, as the case may be. To successfully complete the course candidates must obtain minimum 50% of the total marks assigned in each subject of the course and practical training.

Candidates obtaining less than 50% marks in any subject or remaining absent at any examination for whatever reason will be eligible to re-appear for the said paper on payment of prescribed exam fee only at the subsequent annual examination.

**Course Fee** for the Courses are as follows: Certificate Course: Rs. 2,500/-, Diploma Course: Rs. 3,000/-.

### **CANCELLATION OF ADMISSION – REFUND OF FEES: {As per O. 2859, O.2859 (A), O.2859 (B)}**

As per University of Mumbai Circular No. UG/412 of 2008 dtd. 11-09-2008

#### **Fee deduction on cancellation of admission:**

S.N	Period	Deduction Amount
1	Prior to commencement of academic year	Rs. 500/- Lumpsum
2	Upto 20 days after the commencement of academic year	20% of the total fee amount
3	From 21 <sup>st</sup> day upto 50 days after the commencement of academic year	30% of the total fee amount
4	From 51 <sup>st</sup> day upto 80 days after the commencement of academic year or August 31 <sup>st</sup> whichever is earlier	50% of the total fee amount
5	From September 1 <sup>st</sup> to 30th	60% of the total fee amount
6	After September 30th	100% of the total fee Amt.

The refund of fees will be through crossed cheque in favour of the student or parents only.

#### **REFUND OF DEPOSITS:**

Application for the refund of deposits must be made between 15<sup>th</sup> July to 14<sup>th</sup> August and 15<sup>th</sup> January to 14<sup>th</sup> February of the year when applicant ceases to be a student of the College, failing which the deposit will be forfeited.

# **Sree Narayana Guru College of Commerce**

## **Offers**

### **Job Oriented Programmes**

**With qualified and experienced faculties**

- **M. Com. (Accountancy)**
- **M.Com. (Management)**
- **M.Com. (Banking & Finance)**
- **B.M.S. (Bachelor of Management Studies)**
- **B.Sc. (Information Technology)**
- **B.M.M. (Mass Media)**
- **B. Com. (Aided)**
- **B. Com. (Accounting & Finance)**
- **B.Com. (Banking & Insurance)**
- **B.Com. (Financial Management)**
- **B.Com. (Investment Management)**
- **B.Com. (Transport Management)**
- **B.Com. (Environment Management & Economics)**
- **Diploma Course in ‘Tax Procedure and Practice’**
- **Certificate Course in ‘Tax Procedure and Practice’**
- **Certificate Course in ‘Computer Application (Data Care Management)’**
- **Certificate Course in ‘Functional English’**
- **NUSSD Certificate, Diploma & Advanced Diploma Programs of Tata Institute of Social Sciences (Free of Cost)**