



Affiliated to the University of Mumbai

Managed by
Sadhubella Education Society

UG & PG College of Commerce
(Estd. 1994)

J. Watumull Sadhubella Girls College of Commerce



Prospectus
2014 - 2015



Affiliated to the
University of Mumbai

J. Watumull Sadhubella Girls College of Arts & Commerce

SADHUBELLA EDUCATION SOCIETY Managing Trustees



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Near Government Dispensary, Ulhasnagar - 421001 Dist. Thane.

Phone : 0251-2731736 Fax No.: 2705387

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H. H. Acharya Swamiji Ganeshdasji Maharaj
(Founder President)
Sadhubella Education Society



Shri. Uttamsingh R. Pawar (ex MP)
(Chairman)
Sadhubella Education Society

Chairman's Message

Ours is an age of progress and exploration of new avenues. Education is perhaps the only means to achieve it. Education help us to develop individual personality and a sense of responsibility towards society at large. It makes us aware of our cultures and traditions and widens our knowledge about the diversity of international human race.

Every child has a right to education and every learning day makes you compassionate, considerate and a better human being.

Sadhubella Education Society

Management Members

Shri. Uttamsingh R. Pawar (Ex-MP & Industrialist)	-	Chairman
Shri. Dalbirsingh (Ex-Income Tax Commissioner)	-	Vice Chairman
Shri. Narendra Shetty	-	Treasurer
Shri. Nitin Bagwe (Ex-Academic Council Member) (Ex-Executive Member of State Board)	-	Secretary
Shri. Naresh Golani	-	Member
Shri. Virendra U. Pawar	-	Member

About the College

A Spiritual Leader, Visionary Figure Acharya Swami Ganeshdasji Maharaj, Founder of Sadhubella Education Society, believed that “The Need of time is to nourish the students for all round personality development much beyond academic excellence.” The weaker female section neglected by society since centuries touched the kind heart of our beloved Swami Ganeshdasji Maharaj. He started education specially for girls which flourished from bottom to top. Our college is the only girls college in Mumbai suburban areas affiliated to University of Mumbai. This step of the Swamiji was not only appreciated but supported from International level.

Due to globalisation and active participation of women in every field, our college came forward to start professional courses i.e. Bachelor of Management studies, B.Com. (Banking and Insurance). From last academic year we have started M.Com. (Accountancy)

The college has achieved academic excellence in a very short span of time. The students have proved themselves in academic field, sports & cultural activities. The faculty of the college strive hard for developement of the students and are great support to them.

We expect all types of support and encouragement from every corner of the society to fulfil the dreams of Swamiji to bring the college on global arena.

Local Managing Committee

Shri. Uttamsingh R. Pawar	-	Chairman
Shri. Nitin. S. Bagwe	-	Secretary
Shri. Narendra Shetty	-	Member
Shri. Rajesh Vadhrya	-	Member
Shri. Raju Jagaisi	-	Member
Shri. Raju Vaswani	-	Member
Prof. Neetu C. Purswani	-	Member
Prof. R. H. Suryarao	-	Member
Prof. Rajesh Singh	-	Member
Mrs. Archana S. Mehta	-	Member
Dr. M. H. Hosalkar (Principal)	-	Member Secretary

Aims & objectives of College

- a) Education to girls
- b) Inculcating moral, social, cultural values
- c) Empowerment of girls
- d) Building confidence & personality development
- e) Economical independence
- f) Making them competent in the field of sports, oratory, art, music, literature etc.

Facilities

- a) Library
- b) Well equipped Computer Laboratory
- c) Spacious ground with sport facilities.
- d) Canteen
- e) Auditorium
- f) Earn & Learn scheme
- g) Tours & Excursions
- h) Student's Welfare
- i) Placement cell
- j) Co-curricular & extra curricular activities
- k) National Service Scheme (N.S.S.)

Staff Profile

B. Com

Prin. Dr. M. M. Hosalkar
M.Sc., M.Phil., Ph.D., DHE.

Prof. Neetu C. Purswani
M.Com.D.B.M.,M.M.S.M.Phil.,SET.

Prof. R. H. Suryarao
M.Com. F.C.A.

Prof. Rajesh K. Singh
M.A.(English), B.Ed.

Prof. Supriya G. Shirke
M.Sc.(Maths)

Prof. R. D. Desai
M.A.L.L.B.

BMS & BCBI

Prof. Smita D. Chawak
M.Sc., M.Phil., MBA.

Prof. Devanjali Dutta
M.Com. (Accounts)

Prof. Sharmila Karve
M.A.(ECO), M.Com.
(Mgt.), B.Ed.

Prof. Pooja Parwani
M.Com.(B&I) B.ED,
Certification in Derivatives

Prof. Neelima Kamat
B.Com., L.L.M.

Prof. Dinesh Motwani
M.Com. (Accounts)

Prof. Sonam Pinjani
M.M.S (Finance),NET,
Certification in Derivatives
& Capital Market

Kachhela Teena
M.Com. (Accounts)

Prof.Shilpa Bhagtani
M.Com. (Accounts), NET

M. Com.

Prof. Sharmila Karve
M.A.(ECO), M.Com.(Mgt.), B.Ed.

Prof. Dinesh Motwani
M.Com. (Accounts)

Courses Provided

On Grant Basis :

Course Composition at the Three Year Integrated B.Com. Degree Programme (Subjects offered)

F.Y.B.Com.

- 1) Commerce - Paper I
(Business System and the Society)
- 2) Business Economics
Paper - I
- 3) Accountancy &
Financial Management
Paper - I
- 4) Foundation Course
Paper - I
- 5) Mathematics &
Statistical Techniques
- 6) Business
Communication
- 7) Environmental Studies

S.Y.B.Com.

- 1) Commerce - Paper II
(Marketing & Finance)
- 2) Business Economics
Paper - II
- 3) Accountancy &
Financial Management
Paper - II
- 4) Foundation Course
Paper - II
- 5) Business Law
- 6) Applied Component
(Any One)
 - a) Company
Secretarial Practice
OR
 - b) Travel & Tourism

T.Y.B.Com.

- 1) Commerce - Paper III
(Marketing & HR
Management)
- 2) Business Economics
Paper - III
- 3) Special Group :
 - a) Financial
Accounting &
Auditing - Paper I
(Financial Accounting)
 - b) Financial
Accounting &
Auditing - Paper II
(Costing & Auditing)
 - c) Financial
Accounting &
Auditing - Paper III
- 4) Applied Component
(Any TWO)
 - a) Export Management
 - b) Direct & Indirect
Taxes
 - c) Computer System &
Applications
 - d) Psychology of
human behaviour at work.

Structure of Syllabus of BMS Course Sem. I to VI

On Non-Grant Basis :

F.Y.B.M.S. - SEM-1

- 1:1 Foundations of Human Skills
- 1:2 Introduction to Financial Accounts.
- 1:3 Business Law
- 1:4 Business Statistics
- 1:5 Business Communications
- 1:6 Principles of Management
- 1:7 Introduction to Computers
 - Theory: 60 marks + Internal: 40 marks = 100 marks.
 - Total 700 marks.
 - 50-60 lectures per subject, 4 lectures per Week.
 - For 1:7 (Introduction to Computers), additional Practical Session: 3 periods per week for a batch of 20 students.

F.Y.B.M.S. - SEM-2

- 2:1 Business Environment
- 2:2 Industrial Law
- 2:3 Computer Applications in Business
- 2:4 Managerial Economics - I
- 2:5 Business Mathematics
- 2:6 Introduction to Cost Accounting
- 2:7 Environmental Management
 - Theory: 60 marks + Internal: 40 marks = 100 marks.
 - Total 700 marks.
 - 50-60 lectures per subject, 4 lectures per week.
 - For 2:3 (Computer Applications in Business), additional Practical Session : 3 periods per week for a batch of 20 students.

S.Y.B.M.S. - SEM-3

- 3:1 Management Accounting
- 3:2 Managerial Economics - II
- 3:3 Marketing Management
- 3:4 Business Aspects in Banking & Insurance
- 3:5 Production Management & Materials Management
- 3:6 Strategic Management
 - Theory: 60 marks + Internal: 40 marks = 100 marks.
 - Total 600 marks.
 - 50-60 lectures per subject, 4 lectures per week.

S.Y.B.M.S. - SEM-4

- 4:1 Productivity and Quality Management
- 4:2 Direct and Indirect Taxes
- 4:3 Export Import Procedure and Documentation
- 4:4 Co-operatives & Rural Markets
- 4:5 Research Methods in Business
- 4:6 Public Relations Management
 - Theory: 60 marks + Internal: 40 marks = 100 marks.
 - Total 600 marks.
 - 50-60 lectures per subject, 4 lectures per week.

T.Y.B.M.S. - SEM-5

- 5:1 Human Resource Management
- 5:2 Service Sector Management
- 5:3 Financial Management
- 5:4 Elements of Logistics and Supply Chain Management
- 5:5 Business Ethics and Corporate Social Responsibility
- 5:6 Elective - I :
 - Special Studies in Marketing OR
 - Special Studies in Finance OR
 - E-Commerce
- 5:7 Project Work
 - Theory: 60 marks + Internal: 40 marks = 100 marks.
 - Total 600 marks.
 - 50-60 lectures per subject, 4 lectures per week.
 - +100 marks Project (Grades to be allocated)

T.Y.B.M.S. - SEM-6

- 6:1 Entrepreneurship & Management of Small and Medium Enterprises
- 6:1 Operations Research
- 6:1 International Finance
- 6:1 Indian Management Thought and Practices
- 6:1 International Marketing
- 6:1 Elective - II:
 - Retail Management OR
 - Investment Analysis and Portfolio Management OR
 - Econometrics
- Theory: 60 marks + Internal: 40 marks = 100 marks.
- Total 600 marks.
- 50-60 lectures per subject, 4 lectures per week.

B.Com. - Banking & Insurance

A specialised degree prepares a student for a career in addition to preparing the students for continuous growth and life-long learning. It is with this objective in mind that the University of Mumbai has introduced two New Bachelor of Commerce Degrees which encompass a shift from general education to professional education.

COURSE COMPOSITION

F.Y.B.COM. (BI) <u>FIRST SEMESTER</u> • Environmental and Management of Financial Services. • Principles of Management. • Effective Communication - I. • Economics-I (Micro). • Quantitative Methods-I. • Introduction to Computer Systems.	S.Y.B.COM. (BI) <u>THIRD SEMESTER</u> • Law governing Banking & Insurance. • Financial Management - I. • Management Accounting (Tools & Techniques) • Customer Relationship (Management in B & I) • Information Technology in Banking & Insurance. • Organisational Behaviour. • Taxation of Financial Service	F.Y.B.COM. (BI) <u>FIFTH SEMESTER</u> • Marketing in Banking & Insurance. • Financial Services Management. • International Banking & Finance. • Financial Reporting and Analysis. • Security Analysis and Portfolio Management. • Auditing. • Project presentation:- Banking & Insurance - I
<u>SECOND SEMESTER</u> • Principles & Practices of Banking & Insurance. • Financial Accounting. • Effective Communication - II. • Economics - II (Macro). • Quantitative Methods - II. • Business Law.	<u>FOURTH SEMESTER</u> • Universal Banking. • Financial Management-II. • Innovations in Banking and Insurance. • Corporate Law and Laws governing Capital Markets. • Entrepreneurship Management. • Financial Markets (Equity, Debt, Forex & Derivatives) • Cost Accounting of Banking & Insurance.	<u>SIXTH SEMESTER</u> • Strategic Management. • Central Banking. • International Business. • Human Resources Management in Banking & Insurance. • Business Ethics & Corporate Governance. • Turn around Management • Project Presentation - Banking & Insurance - II.

Course Composition at the M.Com.

Non-Grant :
(Subjects offered)

M.Com. (Part-I)

Com. Group

Paper I : Business Policy and Strategic Management.

Eco. Group

Paper I : Economics of Global Trade & Finance.

Optional Group

Paper I : Advanced Financial Accounting.

Paper II : Advanced Cost Accounting.

M.Com. (Part-II)

Research Methodology.

Advanced Financial Management

Optional Group

Paper III : Direct & Indirect Taxation.

Paper IV : Auditing.

COLLEGE RULES

1. ADMISSION

- A) Application for admission to the college must be made in the prescribed printed form. The form must be accompanied by :
- 1) Form for Identity Card with 2cmx2cm size self recent photograph.
 - 2) Transfer Certificate and Mark-Sheet of the last examination passed, with two true copies if coming from a college affiliated to the Mumbai University / Maharashtra Board.
 - 3) Transfer Certificate, Migration Certificate, Passing Certificate and Mark-sheet of the last examination, with two true copies if coming from a college affiliated to any other Board / University.
 - 4) Students coming from any other Board / University should submit the Provisional Eligibility Certificate from/the University of Mumbai.
 - 5) F.Y. Class students MUST fill up the ENROLMENT FORM OF UNIVERSITY OF MUMBAI before the due date, that shall be announced by the college office through the circular on Notice Board, in due course of time. Last date of accepting the enrolment forms by college office is 16th August and by University of Mumbai is 31 st August. For Students who fail to fill up the Enrolment Form, their admission will be treated as cancelled without any notice to such students.

N.B. No form will be accepted without the necessary documents and two passport size photographs.

- B) Students who are granted admission must pay fees on the same day, failing which they will have NO CLAIM to the seat.
- C) A student once admitted has to pay the fees for the whole year even if she subsequently leaves the college, or if her name is struck off the college roll.
- D) Leaving Certificate of the previous school or Transfer Certificate of the previous college will be required from each student wishing to join the college. It can be called for through the college authorities, if it has not been submitted at the time of admission.

BUT THE SUBMISSION OF NO OBJECTION CERTIFICATE FROM THE PREVIOUS COLLEGE IS ESSENTIAL AT THE TIME OF SEEKING ADMISSION.

- E) In the case of the students where the Eligibility Certificate is required, she shall be admitted to the college only provisionally and at her own risk. Such students must submit the provisional eligibility certificate at the time of admission and confirmation of eligibility must be provided on or before 30th October. Otherwise their admission shall be treated as cancelled. As per University of Mumbai Circular No. Eligibility (Patrata)/7017/2007 dated 1st October, 2007, students from the States, other than Maharashtra, seeking admissions in this college, are hereby informed that they will not be issued any official documents i. e. Marksheet, School Leaving Certificate, Passing Certificate or any other certificate / document, unless the concerned Board / University of the state issues the verification certificate to the concerned students.

- F) On admission every student will receive an Identity Card. She must always wear the Identity Card around her neck and must present the same for inspection on demand. No student will be allowed to enter the college premises / attend the classes or enter the Library / Laboratory / Gymkhana unless she has her Identity Card with her. The Identity Card is not valid unless a stamp size photograph of the student is affixed on the space provided and bears the college seal and Principal's signature and is signed by the student also on the reverse side in the space provided for.
- G) Students should get receipt of every payment they make in the office. No complaint will be entertained if the corresponding receipt is not produced.

2. COLLEGE DEPOSIT

Application for refund of college deposits must be made on the prescribed form accompanied by the relevant deposit receipts within one year of applicant's ceasing to be a regular student of the college, failing which the college deposits will be forfeited. The period of one year will be counted from the last date of term, last attended by the applicant or in case of the student leaving the college with the permission of the principal during the course; from the date he/she is permitted to leave the college.

N.B. : A fee receipt and Identity Card must be produced while applying for refund of fees or college deposits. A penalty of Rs. 50/- will be levied for each receipt lost by the student and consequently not attached to the application for withdrawal of the deposits.

3. CHANGE OF COLLEGE

No student will be permitted to change the college during the course of the year without prior permission of the Principal in writing.

4. DISCIPLINE

Students violating these rules will be subject to the Disciplinary action by College.

- A) a) Students must behave properly both inside the class room and in the college premises and he/she must not do anything that will cause disturbance to any class or their fellow Students.
- b) No society or association should be formed, no meeting be held, and no person invited to address the Students in the college without the prior written permission of the Principal.
- c) In the college meeting, the chair must be taken by a responsible person.
- d) Students should come decently and properly dressed.

B) Library Rules

- 1) Library facilities are provided free of cost to the bonafide students only.
- 2) Books are issued for 7 days.
- 3) If student fails to return the book on or before the due date, a fine of Rs. 21/- per day per book shall be charged:
- 4) If student fails to return the book even after the completion of final examination, Marksheet of such student shall not be issued to her till she returns the book along with fine or penalty.

5. ATTENDANCE

Under Ordinance 0.119 of the University of Mumbai, student is required to attend minimum 75% of the total number of lectures and practicals for the academic year.

6. RAILWAY CONCESSION

- a) Bonafide students of the college below 25 years are eligible for railway concession for their season tickets between the stations nearest to their home and Ulhasnagar. Applications on the prescribed form will be accepted between 9.30 a.m. to 12.30 p.m. on working days in the office. As a proof of residence, student must show her ration card.
 - b) Long journey railway concession will be granted in vacations only as per the rules published by the railways. information about which will be given in the office between 9.30 a.m. to 12.30 p.m. on working days.
7. In case of loss of Identity Card OR Fee Receipt, Rs. 100/- shall be charged as duplication charges and student must acquire the same immediately.
 8. For Change of Subject Rs. 50/- shall be charged.

STUDENTS COMING FROM OUTSIDE STATE OF MAHARASHTRA AND OTHER UNIVERSITY (OTHER THAN MUMBAI UNIVERSITY / BOARD) FOR ADMISSION are required to submit provisional statement of eligibility certificate issued by eligibility section, Ground Floor, Dr. Babasaheb Ambedkar Bhavan, Vidyanagari, Mumbai. They are required to bring Provisional Statement of Eligibility from Registrar, University of Mumbai, Kalina, Mumbai - 400 098 or Mumbai Divisional Board and also should pay Eligibility fee of Rs. 170/- while seeking admission. Students must submit following certificates within one month after the admission, with three attested xerox copies :

- 1) Migration Certificate.
- 2) Passing Certificate.
- 3) Statement of Marks.

Except Migration other certificates shall be returned in the month of March.

GROUP INSURANCE SCHEME

Group Insurance Scheme for students is being introduced from the academic year 2003-2004. The risk covered would include death, loss of limbs, total or partial / permanent disablement etc.

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

Many activities are conducted for the all round development of students.

College Gymkhana

Physical Education, games and sports are integral parts of higher education as these allow development of full potential of human personality. The Gymkhana aims at encouraging students to participate in games and sports to enhance their sports and athletic skills. It conducts various tournaments within the college and sends out students to represent the college in various inter-collegiate and other competitions.

National Service Scheme (N.S.S.)

The N.S.S. Unit of the college is very active body creating awareness, among students regarding the importance of National Service and involving them in actual social work. The N.S.S. Unit conducts rural camps, organises blood donation drives, undertakes important projects related to anti-drug addiction, tree plantation, literacy drive, environment awareness, Immunization etc.

Cultural Association

The Cultural Association provides opportunities for students to participate in inter-collegiate cultural festivals and competitions in music and performing arts. The Association co-ordinates with the sponsor of programmes and deputed our students for participation.

The Students' Council

The Students Council of which the Principal is the Chairman, looks after the welfare of the students and works to promote and co-ordinate the extra-curricular activities of different students associations for better corporate life.

DISCIPLINE AND CODE OF CONDUCT

- 1) Students should carry their valid college Identity Cards whenever in the college or representing the college at other place. Further, it should be produced for inspection on demand by the college staff.
- 2) No student should loiter in and around the college campus during lecture hours.
- 3) Students should not bring any outsiders to the college campus without prior permission.
- 4) Student should not collect any fund from class-mates or outsiders without the written permission of the Principal.
- 5) Students should not organise picnic without the prior written permission of the Principal.
- 6) Students should refrain from indulging in any form of ragging which has been notified as a cognizable offence by Government of Maharashtra Resolution No. TEM / 1096720 Dt. 6-9-1996.
- 7) Students should attend their lectures in the divisions allotted to them and not in any other class or division.
- 8) Students should read the NOTICE BOARDS from time to time and be informed regarding the instructions / information displayed for their benefit from time to time.
- 9) Students should deposit any lost property found by them, with the college office. Owners of lost property should claim the same from the office counter the very next day.
- 10) Students should take care of college property and help in keeping the property safe and clean. Any damage to the property shall be paid by the students.

FREESHIPS & CONCESSIONS

(Subject to revision at any time during the year 2012-2013)

Freeship to the Children of Economically Backward Class / Primary /

Secondary Teachers / Non-Teaching Staff / Ex-Servicemen /

Freedom Fighters

A) Freeship to Children of Economically/ Backward Class : (For Aided Division only)

i) Those students whose parents / guardian annual income is Rs. 15,000/- or below are eligible for E.B.C. Freeship.

ii) Students who wish to apply for E.B.C. Freeship should apply in the prescribed application form duly filled in and signed by S.E.O. (Special Executive Officer, Govt. of Maharashtra) and submit the same along with admission form.

B) Freeship to Children of Primary Teachers / Secondary Teachers / Non-Teaching Staff / Ex-Servicemen / Freedom Fighters

D) Those students who wish to apply for PTC / SST / NTS / Ex-Servicemen / Freedom Fighter Freeship are required to apply in prescribed application form duly filled in and signed by Head Master / Head Mistress for Children of Primary Teacher, Secondary Teacher and Non-Teaching Staff and counter signed by Block Department Officer, in case of Primary Teachers.

ii) The following documents are required to be enclosed along with above freeship form :

a) Two attested Xerox copies of Marksheet.

b) Two attested Xerox copies of Fee Receipt.

c) Two attested Xerox copies of Ration Card.

The students must follow these rules strictly. Incomplete form will not be accepted under any circumstances. As per ordinance No. 119 such students who do not have a minimum 75% attendance will not be eligible for any kind of freeship.

STATE GOVERNMENT OPEN MERIT SCHOLARSHIP (FRESH AWARD) TO DEGREE COLLEGE STUDENTS

Those students who have secured 75% and above in the H.S.C. Examination can apply for the State Government Open Merit Scholarship (Fresh Award)

Students can get renewal of such Scholarship in S.Y. & T.Y. provided they secure minimum 50% of marks and fill up the Annual Progress Report Form within 7 days from the date of admission.

NATIONAL MERIT SCHOLARSHIP

Those students who have secured 1st / 2nd Rank at School / Junior College level can apply for the National Merit Scholarships. The forms for the same will be issued from their respective School / Junior College where they have secured 1st / 2nd Rank or from the Divisional Secretary, Mumbai Divisional Board, Mumbai.

Students can get renewal of such Scholarship provided they secure minimum 50% of marks and fill up the Annual Progress Report Form within 7 days from the date of admission.

SCHOLARSHIP & FREESHIP FOR BACKWARD CLASS STUDENTS

Government of India Post Merit Scholarship to Backward Class Students S.C., S.T., S.B.C., N.T., VJNT and O.B.C.

Those students who belong to any one of above mentioned categories and whose Parents / Guardian earn Annual Income upto Rs. 1,00,000/- or below are eligible for Scholarship.

B.C. Freeship to S.C. S.T. O.B.C.. SBC.. NT. VJNT Students

Those students who belong to any one of above mentioned categories and whose Parents / Guardian earn Annual Income upto Rs. 1,00,000/- or above are eligible for Freeship.

Documents required along with Application Forms for above mentioned scholarship 7 Freeship to S.C., S.T. / O.B.C. 7 S.B.C. 7 N.T. 7 V.J. 7 D.T. (All documents must be attested)

- a) Attested Xerox Copy of Caste Certificate of the Student.
- b) Attested Xerox Copy of School Leaving Certificate.
- c) Attested Xerox Copy of Statement of Marksheet.
- d) Original Copy of Annual Income Certificate stating Basic Pay, D.A., H.R.A., C.L.A., etc. and its deductions (From 1-04-2012 to 31-03-2012). If Parent / Guardian is in Private Service or Business, the annual income Certificate issued by Tahsildar is to be submitted.
- e) Attested Xerox Copy of Ration Card.
- f) Attested Xerox Copy of Domicile Certificate.
- g) Non-Creamy Layer Certificate in case of students applying for O.B.C. Freeship.
- h) Attested Xerox Copy of Fee Receipt.

The students seeking Admission on basis of Caste Certificates will be required to apply in prescribed application form for Scholarship & Freeship within seven days from the date of taking admission. No application form will be accepted after completion of seven days and students will have to pay full fees.

Those students whose attendance is less than 75%, their Scholarship & Freeship will not be sanctioned.

IMPORTANT NOTE :

Students seeking admission on the basis of Caste Certificate will be required to produce ORIGINAL CASTE CERTIFICATE AT THE TIME OF ADMISSION and must attach certified xerox copy of the same along with the admission form. without Original Caste Certificate, the admission shall not be granted on the basis of Caste.

Fee Structure For Professional Courses

Sr. No.	Particulars	B.M.S.			B.Com. (Banking & Insurance)		
		F.Y. Revised	S.Y. Revised	T.Y. Revised	F.Y. Revised	S.Y. Revised	T.Y. Revised
1.	Tuition Fees	10000	10000	10000	10000	10000	10000
2.	Library Fees	300	300	300	600	600	600
3.	Gymkhana Fees	200	200	200	200	200	200
4.	Other Fees / Extra Curricular Activity	250	250	250	250	250	250
5.	Exam. Fees	1270	1270	0	1320	1320	0
6.	Enrollment Fees *	220		0	220		0
7.	Disaster Relief Fund	10	10	10	10	10	10
	Industrial Visrt Fees	500	500	500	500	500	500
8.	Admission Processing	200	200	200	200	200	200
9.	Utility Fees	250	250	250	250	250	250
10.	Magazine Fees	100	100	100	100	100	100
11.	ID Card & Library Fee	50	50	50	50	50	50
12.	Group Insurance Fees ***	20	20	20	20	20	20
13.	Student Welfare Fund	50	50	50	50	50	50
14.	Development Fees	500	500	500	500	500	500
15.	Vice Chancellors' Fund	20	20	20	20	20	20
16.	Univ. Sports & Cultural Activ'rty	30	30	30	30	30	30
17.	E-Suvidha	50	50	50	50	50	50
18.	E-Charges	20	20	20	20	20	20
	(A)	14040	13820	12550	14390	14170	12850
19.	Computer Practicals	1000	1000	1000	2000	1000	1000
	Laboratory Fees	1000	1000	1000	1000	1000	1000
	(B)	2000	2000	2000	3000	2000	2000
20.	Refundable :						
	Caution Money	150			150		
	Library Deposlt	250			250		
	Laboratory Deposit	400			400		
	(C)	800	0	0	800	0	0
	Fees (A+B+C)	16840	15820	14550	18190	16170	14850
	*** Rs. 20 on 50,000 Policy						
	* Enrollment Fees - Only at the time of Entry	220			220		
	VVherever Applicable :						
	• Transcript - 5 copies (Additional Copy - 50/-each)	1000	1000	1000	1000	1000	1000
	• Admin. Form + Prospectus + Inform. Brochure	100	100	100	100	100	100
	• Transfer Certificate	100	100	100	100	100	100
	• Bonafide Certificate	20	20	20	20	20	20
	• No Objection Certificate .	20	20	20	20	20	20
	• Industrial Visit Fees	500	500	500	500	500	500
	• Alumni Association Fees (be collected from the students at the time of admission)	25	25	25	25	25	25
	• Document Verification Fees (be charged from the students those who are not from Board of Higher Secondary Education in Maharashtra)	400	400	400	400	400	400
	• Project Fees (be collected from the Students who are required to do the project as per the syllabus)	**	**	**	**	**	**

(** Rs. 500/- for 100 marks project, Rs. 100/- for 20 marks project and proportionately otherwise)

Fee Structure For F.Y./S.Y./T.Y. B.Com.

Sr. No.	Particulars	B. Com.		
		F.Y. Revised	S.Y. Revised	T.Y. Revised
1.	Tuition Fees	800	800	800
2.	Library Fees	200	200	200
3.	Gymkhana Fees	200	200	200
4.	Other Fees / Extra Curricular Activity	250	250	250
5.	Exam. Fees	600	600	0
6.	Enrollment Fees *	220		
7.	Disaster Relief Fund	10	10	10
8.	Admission Processing	200	200	200
9.	Utility Fees	250	250	250
10.	Magazine Fees	100	100	100
11.	ID Card & Library Fee	50	50	50
12.	Group Insurance Fees ***	20	20	20
13.	Student Welfare Fund	50	50	50
14.	Development Fees	500	500	500
15.	Vice Chancellors' Fund	20	20	20
16.	Univ. Sports & Cultural Activity	30	30	30
17.	E-Suvidha	50	50	50
18.	E-Charges	20	20	20
	(A)	3570	3350	2750
19.	Laboratory Fees	0	800	800
	(B)	0	800	800
20.	Refundable :			
	Caution Money	150	0	0
	Library Deposit	250 *	0	0
	Laboratory Deposit	0	400	400
	(C)	400	400	400
	Fees (A+B+C)	3970	4550	3950
	*** Rs. 20 on 50,000 Policy			
	* Enrollment Fees - Only at the time of Entry	220		
	Wherever Applicable :			
	• Transcript - 5 copies (Additional Copy - 50/- each)	1000	1000	1000
	• Admin. Form + Prospectus + Inform. Brochure	100	100	100
	• Transfer Certificate	100	100	100
	• Bonafide Certificate	20	20	20
	• No Objection Certificate	20	20	20
	• Industrial Visit Fees	500	500	500
	• Computer Practical Fees		600	600
	• Alumni Association Fees (be collected from the studerrts at the time of admission)	25	25	25
	• Document Verification Fees (bechatged from the studente those who are not from Board of Higher Secondary Education in Maharashtra)	400	400	400
	• Project Fees (be collected from the Studerrts who are required to do the project as per the syllabus)	**	**	**

(** Rs. 500/- for 100 marks project, Rs. 100/- for 20 marks project and proportionately otherwise)
NOTE : Additional Fees Rs. 1,000/- will be charged as Tuition Fee instead of Rs. 3,000/- as per the University Circular No. CONCOL. / FEE / 292 of 2008 dated 7th July, 2008 for the unaided division.

Fee Structure For M. Com.

(Advanced Accountancy and Management) (Unaided Courses)

Fee	Amount (Rs.)
Tuition	6,000/-
Form and Prospectus Fee	100/-
Other fees / Extracurricular activities	250/-
University Exam. Fee	600/-
Mark Sheet	50/-
Library	1,000/-
Gymkhana	200/-
Admission Processing Fee	200/-
Vice Chancellors Fund	20/-
Magazine	100/-
Identity Card	50/-
Group Insurance	40/-
Student Welfare Fund	50/-
University Sports and Cultural activity	30/-
Development Fee	500/-
Utility charges	250/-
Computer /Internet	1,500/-
E-Suvidha	50/-
E-charges	20/-
Disaster Relief Fund	10/-
Ashwamedha Fee	20/-
Total	11,040/-

Documentation Verification	:	Rs. 400/- wherever applicable.
<u>Refundable Deposits</u>	:	
Caution Money	:	Rs. 150/-
Library Deposit	:	Rs. 250/-
Registration Fee for M.Com. Part I only	:	Rs. 800/-
Registration Form Fee	:	Rs. 25/-
Convocation fee only for M.Com. Part II	:	Rs. 250/-

N.B. :

Foreign students will have to pay five times of prescribed fees.

REFUND OF FEES

Degree College (Subject to revision from time to time)

ordinance relating to the refund of all the fees shall be related to all the faculties.

O.2859 : Refund of Tuition, Development and all other fees after cancellation of admission :

The candidates who have taken admission in under graduate courses in Govt. colleges, in Govt. aided and unaided courses conducted by affiliated colleges, and recognized institutions may request for refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter. The percentage of fee for the course shall be refunded to the candidate after deducting charges as follows :

Fee Deduction on Cancellation of Admission

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

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

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

Scheme of Examination

For B.Com./B.M.S/ BCBI / M.Com. Part-I & Part-II. As per the University circular credit & grading system is introduced from Academic year 2011-12.

6.1.3) Structure of the programme: Allocation of Credits to the various Courses and its total value

(Bachelor of Commerce (B.Com.) Undergraduate Degree Programme)

Particulars	First Year		Second Year		Third Year		Total Courses
	First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester	
Coure Courses	03*03	03*03	03*03	03*03	04*02	04*02	52
Allied Courses	03*03	03*03	03*01	03*01	----	----	24
Foundation Courses	02*01	02*01	02*01	02*01	----	----	08
Core / Special Courses	----	----	----	----	03*03	03*03	18
Applied Component Courses	----	----	03*01	03*01	03*02	03*02	18
Total	20	20	17	17	23	23	120

6.1.4) Scheme of Examination

The performance of the learners will be evaluated in two components. One component will be the internal Assessment component carrying 40% marks and second component will be the Semester wise End Examination component carrying 60% marks. The allocation of marks of the Internal Assessment and Semester End Examination will be as shown below :-

A) Internal Assessment - 40%

40 Marks

1. For Courses without practical.

Sr.No.	Particulars	Marks
1	Two periodical class tests/ case study/ online examination to be conducted in the given semester	20 Marks
2	One assignment based on curriculum to be assessed by the teacher concerned	10 Marks
3	Active participation inh routine class instructional deliveries	05 Marks
4	overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

2. For Courses with practical.

Sr.No.	Particulars		Marks
1	Semester End Practical Examination		20 Marks
	Journal	05 Marks	
	Viva Voce	05 Marks	
	Laboratory Work	10 Marks	
2	One assignment based on curriculum to be assessed by the teacher concerned		10 Marks
	Presentation	05 Marks	
	Written Document	05 Marks	
3	Active participation in routine class instructional deliveries		05 Marks
4	overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities		05 Marks

A.1 Eligibility norms to appear for the additional class test or assignment or project for learners who remained absent:

- If the learner is absent on medical ground or for any reason/emergency beyond the control of the learner, the learner must apply to the Head of the Institution giving the reason(s) for absence within 8 days of the conduct of the examination along with the necessary documents and testimonials.
- If the learner is absent for participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities / sports activities / research festival or any other activities authenticated by the head of the institution, the head of the Institution shall generally grant permission to the learner to appear for the additional class test or assignment.
- The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to the learner to appear for the additional examination.

A.2 Class test or assignment for Internal Assessment for courses without practical:

- A learner who is absent for the two class test and the assignment will be declared fail in the Internal Assessment Scheme.
- A learner who is absent for the two class tests and has appeared for the assignment will be allowed to appear for the additional class test of 10 marks. However, his marks for the class test will be taken as out of 20. However, his marks for the class tests will be taken as out of 20 i.e. he/she will forfeit his/her 10 marks of one class test (without conversion i.e. if the learner gets 4/10 marks in his additional class test, his/her marks for the class tests will be taken as 4/20) and internal assessment will be calculated as out of 40 marks and not 30 marks.

- c) A learner who has appeared for both the class test but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.
- d) A learners who is absent for one of the two class tests/assignment as the case may be the learner will be allowed to appear for one additional class test/one additional assignment and the internal assessment will be calculated as out of 40 marks.

A.3 Class test or assignment for Internal Assessment for Courses with practicals:

- a) A learner who is absent for the Semester End Practical Examination and the assignment/project will be declared fail in the Internal Assessment Scheme.
- b) A learner who is absent for the Semester End Practical Examination and has appeared for the assignment will be awarded marks for the Journal (out of 5 marks) & Viva Voce (out of 5 marks) component of the Semester End Examination. Thus he will be evaluated for 10 marks instead of 20 marks and will lose the 10 marks for the Laboratory work. However, his marks for the Semester End Practical Examination will be taken as out of 20 (without conversion i.e. if the learner gets 4/10 marks in for Journal & Viva Voce , his/her marks for the Semester End Practical Examination will be taken as 4/20) and internal assessment will be calculated as out of 40 marks and not 30 marks.
- c) A learner who has appeared for Semester End Practical Examination but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.

A.4 The Additional Class Test (or Viva Voce examination) or Assignment must be conducted 15 days prior to the commencement of the Semester End Examination after following the necessary procedure and completing the formalities.

B) Semester End Examinations – 60% 60 Marks

- I. **Duration** – These examinations shall be of 2 Hours duration.
- II. **Question Course Pattern:-**
 - 1) There shall be four questions each of 15 marks.
 - 2) All questions shall be compulsory with internal choice within the questions.
 - 3) Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend on the weightage of the topic.

B.1 Responsibility of Assessment

- a) 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 Colleges / Institutions of their learners and issue the grade cards to them after the conversion of marks into grade as per the procedure mentioned in this manual. The format of the grade card is given in the Chapter 5 of this manual to maintain the

uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

- b) The assessment of Part “A” i.e. Internal Assessment as mentioned above for the Semester V & VI shall be processed by the Colleges / Institutions of their learners admitted for the programme 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 respective colleges/ Institutions before the commencement of respective 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.

B.2 Important Notes

Kindly note that the gracing norms are to be applied first and then the marks obtained by the learner are to be converted to credits and then to grades based on the 7 point scale that is defined.

6.1.5. Standard of Passing

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

6.1.6. PERFORMANCE GRADING

The PERFORMANCE GRADING of the learners shall be on the SEVEN point ranking system as under:

Grade	Marks	Grade Points
O	70 & above	7
A	60 to 69.99	6
B	55 to 59.99	5
C	50 to 54.99	4
D	45 to 49.99	3
E	40 to 44.99	2
F (Fail)	39.99 & below	1

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

6.1.7. Carry Forward of the 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) For Courses without practical.**

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 Voce and the interaction.

b) For Courses with practical.

In case of learner who is reappearing for the Internal Examination for subjects with Practical, the examinations will consist of practical examination of 40 marks which will be divided into 20 marks for the machine work / laboratory work, 10 marks for the Viva Voce Examination and 10 marks for the Journal.

6.1.8. Allowed to Keep Terms (ATKT):

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

OR

A learner fails in not more than two courses of Semester I and Semester 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 Semester II in order to appear for Semester IV.
- 4) A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV

OR

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

- 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 Semester I, Semester II, Semester III, Semester IV and Semester V.

6.1.9. ADDITIONAL SEMESTER END EXAMINATION:

Eligibility to appear for additional semester end examination:

A learner who does not appear i.e. remains absent in some or all the courses on medical grounds or for representing the College / University in sports, cultural activities, activities of NSS, NCC or sports training camps conducted by recognized bodies /competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institute OR fails in some or all the courses is eligible to appear for the additional examination.

A learner who does not appear for both the Internal Assessment and Semester End Examination shall not be eligible to appear for the additional Semester End Examination.

The additional Semester End Examination shall be of two hours duration and of 60 marks per course. The learner shall appear for the Semester End Examination of the course for which he/she was absent or has failed. Learners who are punished under O.5050 shall not be eligible to appear for this additional examination.

Mode of semester end additional examination:

- a) There will be one additional examination for **semester I, II, III and IV only for those who have failed or remained absent.**
- b) The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities subject to the reasons to the satisfaction of the head of the institution.
- c) This examination will be held 20 days after the declaration of results but not later than 40 days.

6.1.10. Evaluation of Projects (Wherever Applicable)

- a. A learner who PASSES IN ALL THE COURSES BUT DOES NOT secure minimum grade of E in project as applicable has to resubmit a fresh project for evaluation till he/she secures a minimum of grade E. His/her marks in the theory Courses 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 seven point scale as given in the grade point table.
- c. A learner shall have to obtain minimum of Grade “E” (or its equivalent marks) in project evaluation and viva voce taken together.

6.4.2) Structure of the Programme : Allocation of Credits to the Various Courses and its total value (B.Com.- Banking & Insurance)

Particulars	First Year		Second Year		Third Year		Total Courses
	First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester	
Coure Courses	03*06	03*06	03*06	03*06	03*06	03*06	108
Allied Courses	----	----	03*01	03*01	----	----	06
Project	----	----	----	----	03*01	----	06
Total	18	18	21	21	21	21	120

6.4.3) Scheme of Examination

The performance of the learners will be evaluated in two components. One component will be the internal Assessment component carrying 40% marks and second component will be the Semester wise End Examination component carrying 60% marks. The allocation of marks of the Internal Assessment and Semester End Examination will be as shown below :-

A) Internal Assessment - 40%

40 Marks

1. For Courses without practical.

Sr.No.	Particulars	Marks
1	Two periodical class tests/ case study/ online examination to be conducted in the given semester	20 Marks
2	One assignment based on curriculum to be assessed by the teacher concerned	10 Marks
3	Active participation inh routine class instructional deliveries	05 Marks
4	overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

2. For Courses with practical.

Sr.No.	Particulars		Marks
1	Semester End Practical Examination		20 Marks
	Journal	05 Marks	
	Viva Voce	05 Marks	
	Laboratory Work	10 Marks	
2	One assignment based on curriculum to be assessed by the teacher concerned		10 Marks
	Presentation	05 Marks	
	Written Document	05 Marks	
3	Active participation in routine class instructional deliveries		05 Marks
4	overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities		05 Marks

A.1 Eligibility norms to appear for the additional class test or assignment or project for learners who remained absent:

- If the learner is absent on medical ground or for any reason/emergency beyond the control of the learner, the learner must apply to the Head of the Institution giving the reason(s) for absence within 8 days of the conduct of the examination along with the necessary documents and testimonials.
- If the learner is absent for participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities / sports activities / research festival or any other activities authenticated by the head of the institution, the head of the Institution shall generally grant permission to the learner to appear for the additional class test or assignment.
- The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to the learner to appear for the additional examination.

A.2 Class test or assignment for Internal Assessment for courses without practical:

- A learner who is absent for the two class test and the assignment will be declared fail in the Internal Assessment Scheme.
- A learner who is absent for the two class tests and has appeared for the assignment will be allowed to appear for the additional class test of 10 marks. However, his marks for the class test will be taken as out of 20. However, his marks for the class tests will be taken as out of 20 i.e. he/she will forfeit his/her 10 marks of one class test (without conversion i.e. if the learner gets 4/10 marks in his additional class test, his/her marks for the class tests will be taken as 4/20) and internal assessment will be calculated as out of 40 marks and not 30 marks.

- c) A learner who has appeared for both the class test but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.
- d) A learners who is absent for one of the two class tests/assignment as the case may be the learner will be allowed to appear for one additional class test/one additional assignment and the internal assessment will be calculated as out of 40 marks.

A.3 Class test or assignment for Internal Assessment for Courses with practicals:

- a) A learner who is absent for the Semester End Practical Examination and the assignment/project will be declared fail in the Internal Assessment Scheme.
- b) A learner who is absent for the Semester End Practical Examination and has appeared for the assignment will be awarded marks for the Journal (out of 5 marks) & Viva Voce (out of 5 marks) component of the Semester End Examination. Thus he will be evaluated for 10 marks instead of 20 marks and will lose the 10 marks for the Laboratory work. However, his marks for the Semester End Practical Examination will be taken as out of 20 (without conversion i.e. if the learner gets 4/10 marks in for Journal & Viva Voce , his/her marks for the Semester End Practical Examination will be taken as 4/20) and internal assessment will be calculated as out of 40 marks and not 30 marks.
- c) A learner who has appeared for Semester End Practical Examination but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.

A.4 The Additional Class Test (or Viva Voce examination) or Assignment must be conducted 15 days prior to the commencement of the Semester End Examination after following the necessary procedure and completing the formalities.

B) Semester End Examinations – 60%

60 Marks

- I. **Duration** – These examinations shall be of 2 Hours duration.
- II. **Question Course Pattern:-**
 - 1) There shall be four questions each of 15 marks.
 - 2) All questions shall be compulsory with internal choice within the questions.
 - 3) Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend on the weightage of the topic.

B.1 Responsibility of Assessment

- a) 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 Colleges / Institutions of their learners and issue the grade cards to them after the conversion of marks into grade as per the procedure mentioned in this manual. The format of the grade card is given in the Chapter 5 of this manual to maintain the

uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

- b) The assessment of Part “A” i.e. Internal Assessment as mentioned above for the Semester V & VI shall be processed by the Colleges / Institutions of their learners admitted for the programme 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 respective colleges/ Institutions before the commencement of respective 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.

B.2 Important Notes

Kindly note that the gracing norms are to be applied first and then the marks obtained by the learner are to be converted to credits and then to grades based on the 7 point scale that is defined.

6.4.4. Standard of Passing

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

6.4.5. PERFORMANCE GRADING

The PERFORMANCE GRADING of the learners shall be on the SEVEN point ranking system as under:

Grade	Marks	Grade Points
O	70 & above	7
A	60 to 69.99	6
B	55 to 59.99	5
C	50 to 54.99	4
D	45 to 49.99	3
E	40 to 44.99	2
F (Fail)	39.99 & below	1

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

6.4.6. Carry Forward of the 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) For Courses without practical.**

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 Voce and the interaction.

b) For Courses with practical.

In case of learner who is reappearing for the Internal Examination for subjects with Practical, the examinations will consist of practical examination of 40 marks which will be divided into 20 marks for the machine work / laboratory work, 10 marks for the Viva Voce Examination and 10 marks for the Journal.

6.4.7. Allowed to Keep Terms (ATKT):

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

OR

A learner fails in not more than two courses of Semester I and Semester 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 Semester II in order to appear for Semester IV.
- 4) A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV

OR

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

- 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 Semester I, Semester II, Semester III, Semester IV and Semester V.

6.4.8. ADDITIONAL SEMESTER END EXAMINATION:

Eligibility to appear for additional semester end examination:

A learner who does not appear i.e. remains absent in some or all the courses on medical grounds or for representing the College / University in sports, cultural activities, activities of NSS, NCC or sports training camps conducted by recognized bodies /competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institute OR fails in some or all the courses is eligible to appear for the additional examination.

A learner who does not appear for both the Internal Assessment and Semester End Examination shall not be eligible to appear for the additional Semester End Examination.

The additional Semester End Examination shall be of two hours duration and of 60 marks per course. The learner shall appear for the Semester End Examination of the course for which he/she was absent or has failed. Learners who are punished under O.5050 shall not be eligible to appear for this additional examination.

Mode of semester end additional examination:

- a) There will be one additional examination for **semester I, II, III and IV only for those who have failed or remained absent.**
- b) The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities subject to the reasons to the satisfaction of the head of the institution.
- c) This examination will be held 20 days after the declaration of results but not later than 40 days.

6.4.9. Evaluation of Projects (Wherever Applicable)

- a. A learner who PASSES IN ALL THE COURSES BUT DOES NOT secure minimum grade of E in project as applicable has to resubmit a fresh project for evaluation till he/she secures a minimum of grade E. His/her marks in the theory Courses 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 seven point scale as given in the grade point table.
- c. A learner shall have to obtain minimum of Grade “E” (or its equivalent marks) in project evaluation and viva voce taken together.

6.5.2) Structure of the Programme : Allocation of Credits to the Various Courses and its total value

B.M.S. Undergraduate Degree Programme

Particulars	First Year		Second Year		Third Year		Total Courses
	First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester	
Coure Courses	03*03	03*05	03*05	03*06	03*05	03*06	90
Allied Courses	03*04	03*02	03*01	----	03*01	03*01	27
Project	----	----	----	----	03*01	----	03
Total	21	21	18	18	21	21	120

6.5.3) Scheme of Examination

The performance of the learners will be evaluated in two components. One component will be the internal Assessment component carrying 40% marks and second component will be the Semester wise End Examination component carrying 60% marks. The allocation of marks of the Internal Assessment and Semester End Examination will be as shown below :-

A) Internal Assessment - 40%

40 Marks

1. For Courses without practical.

Sr.No.	Particulars	Marks
1	Two periodical class tests/ case study/ online examination to be conducted in the given semester	20 Marks
2	One assignment based on curriculum to be assessed by the teacher concerned	10 Marks
3	Active participation inh routine class instructional deliveries	05 Marks
4	overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

2. For Courses with practical.

Sr.No.	Particulars		Marks
1	Semester End Practical Examination		20 Marks
	Journal	05 Marks	
	Viva Voce	05 Marks	
	Laboratory Work	10 Marks	
2	One assignment based on curriculum to be assessed by the teacher concerned		10 Marks
	Presentation	05 Marks	
	Written Document	05 Marks	
3	Active participation in routine class instructional deliveries		05 Marks
4	overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities		05 Marks

A.1 Eligibility norms to appear for the additional class test or assignment or project for learners who remained absent:

- If the learner is absent on medical ground or for any reason/emergency beyond the control of the learner, the learner must apply to the Head of the Institution giving the reason(s) for absence within 8 days of the conduct of the examination along with the necessary documents and testimonials.
- If the learner is absent for participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities / sports activities / research festival or any other activities authenticated by the head of the institution, the head of the Institution shall generally grant permission to the learner to appear for the additional class test or assignment.
- The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to the learner to appear for the additional examination.

A.2 Class test or assignment for Internal Assessment for courses without practical:

- A learner who is absent for the two class test and the assignment will be declared fail in the Internal Assessment Scheme.
- A learner who is absent for the two class tests and has appeared for the assignment will be allowed to appear for the additional class test of 10 marks. However, his marks for the class test will be taken as out of 20. However, his marks for the class tests will be taken as out of 20 i.e. he/she will forfeit his/her 10 marks of one class test (without conversion i.e. if the learner gets 4/10 marks in his additional class test, his/her marks for the class tests will be taken as 4/20) and internal assessment will be calculated as out of 40 marks and not 30 marks.

- c) A learner who has appeared for both the class test but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.
- d) A learners who is absent for one of the two class tests/assignment as the case may be the learner will be allowed to appear for one additional class test/one additional assignment and the internal assessment will be calculated as out of 40 marks.

A.3 Class test or assignment for Internal Assessment for Courses with practicals:

- a) A learner who is absent for the Semester End Practical Examination and the assignment/project will be declared fail in the Internal Assessment Scheme.
- b) A learner who is absent for the Semester End Practical Examination and has appeared for the assignment will be awarded marks for the Journal (out of 5 marks) & Viva Voce (out of 5 marks) component of the Semester End Examination. Thus he will be evaluated for 10 marks instead of 20 marks and will lose the 10 marks for the Laboratory work. However, his marks for the Semester End Practical Examination will be taken as out of 20 (without conversion i.e. if the learner gets 4/10 marks in for Journal & Viva Voce , his/her marks for the Semester End Practical Examination will be taken as 4/20) and internal assessment will be calculated as out of 40 marks and not 30 marks.
- c) A learner who has appeared for Semester End Practical Examination but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.

A.4 The Additional Class Test (or Viva Voce examination) or Assignment must be conducted 15 days prior to the commencement of the Semester End Examination after following the necessary procedure and completing the formalities.

B) Semester End Examinations – 60%

60 Marks

- I. **Duration** – These examinations shall be of 2 Hours duration.
- II. **Question Course Pattern:-**
 - 1) There shall be four questions each of 15 marks.
 - 2) All questions shall be compulsory with internal choice within the questions.
 - 3) Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend on the weightage of the topic.

B.1 Responsibility of Assessment

- a) 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 Colleges / Institutions of their learners and issue the grade cards to them after the conversion of marks into grade as per the procedure mentioned in this manual. The format of the grade card is given in the Chapter 5 of this manual to maintain the

uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

- b) The assessment of Part “A” i.e. Internal Assessment as mentioned above for the Semester V & VI shall be processed by the Colleges / Institutions of their learners admitted for the programme 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 respective colleges/ Institutions before the commencement of respective 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.

B.2 Important Notes

Kindly note that the gracing norms are to be applied first and then the marks obtained by the learner are to be converted to credits and then to grades based on the 7 point scale that is defined.

6.5.4. Standard of Passing

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

6.5.5. PERFORMANCE GRADING

The PERFORMANCE GRADING of the learners shall be on the SEVEN point ranking system as under:

Grade	Marks	Grade Points
O	70 & above	7
A	60 to 69.99	6
B	55 to 59.99	5
C	50 to 54.99	4
D	45 to 49.99	3
E	40 to 44.99	2
F (Fail)	39.99 & below	1

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

6.5.6. Carry Forward of the 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) For Courses without practical.**

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 Voce and the interaction.

b) For Courses with practical.

In case of learner who is reappearing for the Internal Examination for subjects with Practical, the examinations will consist of practical examination of 40 marks which will be divided into 20 marks for the machine work / laboratory work, 10 marks for the Viva Voce Examination and 10 marks for the Journal.

6.5.7. Allowed to Keep Terms (ATKT):

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

OR

A learner fails in not more than two courses of Semester I and Semester 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 Semester II in order to appear for Semester IV.
- 4) A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV

OR

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

- 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 Semester I, Semester II, Semester III, Semester IV and Semester V.

6.5.8. ADDITIONAL SEMESTER END EXAMINATION:

Eligibility to appear for additional semester end examination:

A learner who does not appear i.e. remains absent in some or all the courses on medical grounds or for representing the College / University in sports, cultural activities, activities of NSS, NCC or sports training camps conducted by recognized bodies /competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institute OR fails in some or all the courses is eligible to appear for the additional examination.

A learner who does not appear for both the Internal Assessment and Semester End Examination shall not be eligible to appear for the additional Semester End Examination.

The additional Semester End Examination shall be of two hours duration and of 60 marks per course. The learner shall appear for the Semester End Examination of the course for which he/she was absent or has failed. Learners who are punished under O.5050 shall not be eligible to appear for this additional examination.

Mode of semester end additional examination:

- a) There will be one additional examination for **semester I, II, III and IV only for those who have failed or remained absent.**
- b) The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities subject to the reasons to the satisfaction of the head of the institution.
- c) This examination will be held 20 days after the declaration of results but not later than 40 days.

6.5.9. Evaluation of Projects (Wherever Applicable)

- a. A learner who PASSES IN ALL THE COURSES BUT DOES NOT secure minimum grade of E in project as applicable has to resubmit a fresh project for evaluation till he/she secures a minimum of grade E. His/her marks in the theory Courses 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 seven point scale as given in the grade point table.
- c. A learner shall have to obtain minimum of Grade “E” (or its equivalent marks) in project evaluation and viva voce taken together.

PROCEDURE FOR INVESTIGATION IN CASE OF MALPRACTICES

1. The candidate may be served a show cause notice and made aware of the charges / allegations reported against him to prepare her defence at the time of her appearance before the Unfair Means Inquiry Committee and informing her thereby, of the proposed action to be taken in her case with a request to reply to the show cause notice as to why the action proposed under it should not be taken against him/her.
2. The reply received by the Committee from the candidate when she appears before it will be considered by the Committee and the final recommendation in the matter be made.
3. The punishment finally awarded can be equal to or less than what is mentioned in the show cause notice, but not more than what is mentioned therein.
4. The College Unfair Means Inquiry Committee is a recommendatory body. The Principal has to exercise her power u/s 87 of the Mumbai University Act, 1974 and issue a final order.

The Board Categories of Unfair Means Resorted to by students at the University / College / Institution Examinations and the quantum of Punishment for each category there of.

Sr. Nature of Malpractice

1. Possession of copying material
2. Actual copying from the copying material.
3. Possession of another student's answer-book.
4. Possession of another student's answer-book + actual evidence of copying therefrom.
5. Mutual / Mass copying
6. i) Smuggling-out or smuggling-in of answer-book as copying material
ii) Smuggling-in of written answer-book based on the question paper set at the examinations.
iii) Smuggling-in of written answer-book and forging signature of the Jr. Supervisor thereon.
7. Attempt to forge the signature of the Jr. Supervisor on the answer-book or Supplement.
8. Interfering of University / College / Institution Seal, or answer-books or office stationery used in the examinations.

Quantum of Punishment

Annulment of the performance of the student at the University / College / Institution examination in full. (Note: This Quantum of Punishment shall apply also to the following categories of malpractices at Sr. No. 2 to Sr. No. 12 in addition to the punishment prescribed there at.)

Exclusion of the students from University or College or Institution examination for one additional examination.
Exclusion of the students from University or College or Institution examination for one additional examination. (Both the students)

Exclusion of the students from University or College or Institution examination for two additional examinations. (Both the students)

Exclusion of the students from University or College or Institution examination for two additional examinations.

Exclusion of the students from University or College or Institution examination for two additional examinations.

Exclusion of the students from University or College or Institution examination for three additional examinations.

Exclusion of the students from University or College or Institution examination for four additional examinations.

Exclusion of students from University or College or Institution examination for four additional examinations.

Exclusion of students from University or College or Institution examination for four additional examinations.

Change of Subject Form

To,
The Principal,
J. Watumull Sadhubella Girls College of Arts & Commerce,
Ulhasnagar - 421 001.

Sir,

I am _____, student of your
college of _____ Class. My Roll No. is _____. I request
you change my Subject Combination as :

Subject Mentioned in Admission Form	Change desired
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I am ready to pay Rs. 50/- as administrative charges for the same.

Signature of the Student

NOTE : The Change of Subject is subject to availability of seats in that subject.
Last Date for Submission will be notified later.

FORM FOR IDENTITY CARD

For Degree/Post Graduate College
To be filled by applicant in BLOCK letters.

Paste
Recent
Stamp size
Photo here

Name : _____
(SURNAME) (NAME)

(FATHER'S NAME) (MOTHER'S NAME)

Class : _____ Roll No. : _____

Residence Address : _____

_____ Tel. No. : _____

Date of Birth : _____ Blood Group : _____

Mobile No. : _____ E-mail ID : _____

Fee Receipt No. : _____ Date of Admission : _____

Signature of Student

FOR OFFICE USE ONLY

Received on : _____

Received by : _____

Checked by : _____

Note : Student must submit stamp size photo along with this form.

Local Railway Concession

To,
The Principal,
J. Watumull Sadhubella Girls College of Arts & Commerce, Ulhasnagar

Date : ____/____/ 20

Sir / Madam,

I request you to provide me the Railway Concession as per the following details.

Name : _____
(Surname) (Name) (Father's Name)

Class : _____ Roll No. : _____ Date of Birth : _____

Station From : _____ To : _____ (Monthly / Quarterly)

Date of Issue : _____ Date of Expiry : _____

H. No. : _____ Season Ticket No. : _____

Residential Address : _____

Student's Signature

Long Journey Concession

To,
The Principal,
J. Watumull Sadhubella Girls College of Arts & Commerce, Ulhasnagar

Date : ____/____/ 20

Sir / Madam,

I request you to provide me the Railway Concession as per the following details.

Name : _____
(Surname) (Name) (Father's Name)

Class : _____ Roll No. : _____ Date of Birth : _____

Departure : Station From : _____ To : _____

Return : Station From : _____ To : _____

Verification : _____ Station

Residential Address : _____

Phone No. : _____

Native Place Address : _____

Student's Signature

Local Railway Concession

To,
The Principal,
J. Watumull Sadhubella Girls College of Arts & Commerce, Ulhasnagar

Date : ____/____/ 20

Sir / Madam,

I request you to provide me the Railway Concession as per the following details.

Name : _____
(Surname) (Name) (Father's Name)

Class : _____ Roll No. : _____ Date of Birth : _____

Station From : _____ To : _____ (Monthly / Quarterly)

Date of Issue : _____ Date of Expiry : _____

H. No. : _____ Season Ticket No. : _____

Residential Address : _____

Student's Signature

Long Journey Concession

To,
The Principal,
J. Watumull Sadhubella Girls College of Arts & Commerce, Ulhasnagar

Date : ____/____/ 20

Sir / Madam,

I request you to provide me the Railway Concession as per the following details.

Name : _____
(Surname) (Name) (Father's Name)

Class : _____ Roll No. : _____ Date of Birth : _____

Departure : Station From : _____ To : _____

Return : Station From : _____ To : _____

Verification : _____ Station

Residential Address : _____

Phone No. : _____

Native Place Address : _____

Student's Signature

Glimpses of the College Activities



Audience attending marathi geet gayan sparda



Inter-Dist Marathi Geet Gayan Spardha



Blood Donation camp was organised by NSS Unit on 1st dec 2014.



XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Glimpses of the College Activities



BMS & BCBI Students at Computer Lab



Library : Reading Room

Glimpses of the College Activities



Dance Performance during Annual Function 2014-2015.



Dance Performance during Annual Function 2014-2015.

Glimpses of the College Activities



NSS Volunteers participated in university level programme of Bhajhan Sandhya on 2nd oct 2014.



Prof Sonam A Pinjani (NSS Programme Officer) received an Award for Social Commitment amongst Ulhasnagar, Ambernath, Badlapur and Murbad Area.



Industrial Visit To Auranghabad



Conducted seminar on Career Development by BMS & B.COM (B & I) students.

J. Watumull Sadhubella Girls College of Commerce

Near Government Dispensary,
Ulhasnagar - 421001 Dist. Thane
Phone : 0251-2731736 Fax No.: 2705387
E-mail ID : sadhubella@gmail.com

Price:
₹ 100/-