

Sonopant Dandekar Shikshan Mandali's
**SONOPANT DANDEKAR ARTS, V.S. APTE COMMERCE
AND M.H. MEHTA SCIENCE COLLEGE, PALGHAR**



6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.



**Academic Year
2022-2023**

Sonopant Dandekar Shikshan Mandali's
**Sonopant Dandekar Arts, V.S. Apte Commerce
and M. H. Mehta Science College, Palghar**



STANDARD OPERATING PROCEDURE

Academic Year 2022-2023

- Compiled by

Prof. Mahesh Deshmukh, IQAC Co-ordinator

1)	Staff Related Manual
2)	Student Manual
3)	Physical Facilities
	<ul style="list-style-type: none"> A. Laboratory B. Library C. Computer Lab D. Common room E. Conference Room F. Meeting Room G. Auditorium H. Toilets I. Playground J. Classrooms K. Staff Room L. Passage Area M. Record Room N. Canteen
4)	Administrative Office
5)	Specimen Formats (2018-19)
6)	NSS/NCC/ DLLE/ WDC/ NAAC / PLACEMENT ROOM
7)	Floor Management
8)	Teaching and Learning Evaluation
9)	Research and Incubation
10)	Conduct of Programs (University/ College/ Regional)

STUDENT MANUAL

PREFACE

The SDSM Institution is a community where the means of seeking to establish truth are open discussion and free discourse. It thrives on debate and dissent, which must be protected as a matter of academic freedom within the Institution, quite apart from the question of constitutional rights. The Institution also recognizes that a critically engaged, activist student council contributes to academic mission. It further affirms that free inquiry, free expression, and free association enhances academic freedom and intellectual engagement. This policy is not intended to discipline students or student organizations for asserting one's rights of academic freedom, scholarly classroom dissent or civil discourse, nor hinder organized, nonviolent, peaceful protest but to protect the larger interests of the fraternity. However, such conduct must occur within the standards set forth in this policy, as well as other applicable University and UGC policies.

I) PROHIBITED CONDUCT:

II) ACADEMICS

(CONTENT FROM PROSPECTUS) - AIDED

- A. COURSES OFFERED - PROSPECTUS CONTENT
- B. ELIGIBILITY - PROSPECTUS CONTENT
- C. Admission Rules.
- D. Fee Structure.
- E. Rules regarding refund of fees
- F. Admission guidelines

- G. Ordinance relating to Attendance.
- H. Working Hours
- 1. STUDENTS: Senior College: 7.30 a.m. to 2.30 p.m.
- 2. OFFICE : 10.00 am to 3.30 pm
- 3. Vice Principal Meeting Timings :
- 4. Principal Meeting Timings:

(SIMILAR CONTENT FROM PROSPECTUS) - UNAIDED

- A. COURSES OFFERED - PROSPECTUS CONTENT
- B. ELIGIBILITY - PROSPECTUS CONTENT
- C. Admission Rules..
- D. Fee Structure.
- E. Rules regarding refund of fees
- F. Admission guidelines
- G. Ordinance relating to Attendance.
- H. Working Hours
- 1. STUDENTS: Senior College: 7.30 a.m. to 2.30 p.m.
- 2. OFFICE : 10.00 am to 3.30 pm
- 3. Vice Principal Meeting Timings :
- 4. Principal Meeting Timings:

III) ISSUANCE OF TRAVEL CONCESSIONS

The college in order to facilitate travel concessions to students for commuting to and fro from Place of residence to Place of College acts as liaison between the travel authorities (Indian Railways and MSRTC only) and the student. It facilitates travel concessions only to bonafide students travelling through train and/ or bus only.

In case of those travelling by local railways, the college acts as an issuing body while in case of bus travel it acts as a verifying body.

THE PROCEDURE IS DESCRIBED BELOW :

**STUDENT ----- COLLEGE (ISSUES CONCESSION) ----- STUDENT -----
RAILWAY AUTHORITIES**

RAILWAY CONCESSION:

Who can apply for Railway Concession?

Daily Commuting Concession:

1. Students travelling by Train can avail this facility.
2. The concession will be provided only from Residence to College
3. The age limit is upto 25 years of age.
4. Class available – First and Second.
5. Period – Monthly and Quarterly
6. Note during vacation period no concession shall be issued.

Long journey Concession: - Available for going to native places only either by Train or by Air during Vacation period (Summer, Diwali and winter vacation).

All Girls are permitted to travel with free passes on a monthly basis and for second class only.

Where to apply for Railway Concession?

College office:

Students under Faculty of Arts and Science : Counter No. 2

Students under Faculty of Commerce : Counter No. 3

Counter Timings: Degree College: 10.30 a.m. to 12.45 p.m. & 1.45 p.m. to 3.30 p.m.

How to apply for Railway Concession:

- 1) The Student needs to get oneself issued with Railway Concession Card from the respective counter on payment of Fee of Rs. 10/ per card.
- 2) The fee to be paid in cash over the counter.
- 3) Documents Required for issuance of card are as follows –
 - Address proof (Aadhar Card, Ration Card, Light Bill, Driving License, Rental or Property Agreement),
 - Date of Birth Proof (Leaving Certificate or birth Certificate) Or College ID Card.
- 4) Once a card is issued, the student needs to present it before the respective counter for seeking concession.
- 5) Note the card is valid only for one academic year.
- 6) In case the card is lost/ damaged, a duplicate card needs to be issued for the academic year in the prescribed format. (Specimen)
- 7) In case of change in residential address during the academic year, the student needs to surrender the old card and get himself/herself issued a new card following the same procedure. (Specimen)
- 8) Further note that the railway concession shall be issued only to the Regular students in person and not its representative under any condition.

Waiting Period:

1. The Railway Concession form will be issued within an hour after submission of application as per the guidelines stated above.
2. The duplicate railway concession card shall be issued within two working days from receipt of the application and payment of fee.
3. In case of any grievances the student may approach the college authorities or drop the letter in the complaint box in the prescribed format. (Specimen for reference only)

**SPECIMEN FOR APPLICATION OF ISSUANCE OF DUPLICATE RAILWAY
CONCESSION CARD**

To,
The Principal,
S.D. ARTS, V.S. APTE COMMERCE & M.H. MEHTA SCIENCE COLLEGE,
PALGHAR,
Palghar – 401 404.

Date:

SUBJECT - ISSUANCE OF DUPLICATE RAILWAY CONCESSION CARD

Respected Sir/ Madam

I, Kum/Kumari. _____ (Name as per Aadhar Card)
studying in _____ (First Year/ Second Year/ Third Year) at _____ (UG/PG)
level under Faculty of _____ (Arts/ Commerce / Science) under Course
_____ in the Academic year 20__ - 20__ request you to issue me an
duplicate railway concession card.

My PRN number is _____.

The card has been _____ (misplaced/ damaged) on account of _____
(provide reason in not more than 50 words).

I therefore request you to do the needful.

Thank you,

(Signature of the Student as per the Aadhar Card/ Pan Card)

SPECIMEN FOR APPLICATION OF ISSUANCE OF NEW RAILWAY CONCESSION CARD DUE TO CHANGE IN RESIDENTIAL ADDRESS DURING THE ACADEMIC YEAR.

To,
The Principal,
S.D. ARTS, V.S. APTE COMMERCE & M.H. MEHTA SCIENCE COLLEGE, PALGHAR
Palghar – 401 404.

Date:

SUBJECT - ISSUANCE OF NEW RAILWAY CONCESSION CARD

Respected Sir/ Madam

I, Kum/Kumari. _____(Name as per Aadhar Card)
studying in _____ (First Year/ Second Year/ Third Year) at _____(UG/PG)
level under Faculty of _____(Arts/ Commerce / Science) under Course
_____ in the Academic year 20____ - 20____ request you to
issue me a new railway concession card. My PRN number is_____.

During the year I have been relocated from ----- (Name of Old Railway
station) to ----- (Name of New Railway Station). I hereby submit the address
proof as required for your reference. I therefore request you to do the needful.

Thank you,

(Signature of the Student as per the Aadhar Card/ Pan Card)

B. BUS CONCESSION

**STUDENT ----- BUS DEPOT/AUTHORITIES / FILLS THE FORM -----
SUBMITS FORM FOR VERIFICATION TO THE COLLEGE-**

Students who wish to avail bus concession from MSRTC need to visit in person with the required documents as listed by the authorities at the designated depot and get the formalities such as form filling and payment of nominal charges at the depot. The college has no role in the application process. Once the application process is adhered to, the students need to submit the same to the college for verification and attestation. The procedure for the same is described below -

Who can apply for Attestation on Bus Concession Form?

1. Only the bonafide Regular Students of the Institute.

Where to apply for Attestation on Bus Concession Form?

College office :

Students under Faculty of Arts and Science - Counter No. 2

Students under Faculty of Commerce - Counter No. 2

Counter Timings: Degree College: 10.30 a.m. to 12.45 p.m. & 1.45 p.m. to 3.30 p.m.

How to apply for Attestation on Bus Concession Form:

1. An Application for the verification and attestation in the prescribed format needs to be submitted on the respective counters. (Specimen)
2. A copy of the college I- Card needs to be submitted along with the application.
3. The application should be done in person only and not representative.

Waiting Period

1. The form shall be duly verified and attested within 2 working days from the date of receipt of the application in the prescribed format.
2. In case of any grievances the student may approach the college authorities or drop the letter in the complaint box in the prescribed format. (Specimen for reference only)

**SPECIMEN FOR APPLICATION FOR VERIFICATION AND ATTESTATION OF BUS
CONCESSION FORM**

To,

The Principal,

S.D. ARTS, V.S. APTE COMMERCE & M.H. MEHTA SCIENCE COLLEGE, PALGHAR
Palghar – 401 404.

Date:

SUBJECT -VERIFICATION AND ATTESTATION OF BUS CONCESSION FORM

Respected Sir/ Madam

I, Kum/Kumari. _____(Name as per Aadhar Card) studying in
_____ (First Year/ Second Year/ Third Year) at _____(UG/PG) level
under Faculty of _____(Arts/ Commerce / Science) under Course _____ in
the Academic year 20____ - 20____ request you to kindly attest my bus
concession form issued by _____.

My PRN number is _____.

I request you to do the needful.

Thank you,

(Signature of the Student as per the Aadhar Card/ Pan Card)

III) ISSUANCE/ ATTESTATION OF VARIOUS OFFICIAL DOCUMENTS

Under this category, students will be issued following documents on request in the prescribed format. A Glimpse of document specifications and common procedure to be followed is described as below -

Sr. no	NATURE OF DOCUMENT	COUNTER NO	DOCUMENTS REQUIRED (Other than Application in Prescribed Format)	Fees to be paid (Rs)	Waiting Period (Maximum Number of working days)
1	Bonafide Certificate	03	Attested Photocopies of Mark-sheet/s. (Last attended semester)	20	03
2	No Objection Certificate	03	Attested Photocopies of Mark-sheet/s. (Last attended semester)	20	03
3	Transfer Certificate	03 & 10(SFC)	Submit duly filled-in Transfer form from the college where the student has secured admission. Duly attested photo copies of FY/SY/TY Degree College mark-sheet	100	10
4	Migration Certificate	03&10 (SFC)	Duly attested photocopies of FY/SY/TY (All Semesters) Degree College mark-sheets Photocopy of Identity Card of the last class attended. Attested photocopy of HSC Mark-sheet Duly filled in Migration Form (Available in Migration Section, University of Mumbai, Kalina, Santacruz (E), Mumbai – 400 098) Also available on the University of Mumbai website – www. mu.ac.in	As Per University norms	03
5	Transcripts	03	Attested Photocopies of all the Mark-sheet/s. Identity Proof	1000 (5 copies) Additional Rs 50 per	05

				copy	
6.	Duplicate Marksheet	03	Approval Copy from the Examination		
7	Attestation of Education Documents	04	Original and Photocopy of the documents (maximum 3 copies)	500	01
8.	Caste Validity		Student's Caste Certificate (Attested Photocopy) Student's Father Caste Certificate/School Leaving Certificate Photocopies OR Uncle and Aunt's Documents. Student's Grand-Father Caste Certificate or School Leaving Certificate. Native Place Address proof 7/12 Utara.		10
8	Transcript Attestation	04		5 per copy	02
9	Attestation Sealed Envelopes	04		05 per copy	02
10	Syllabus Attestation	04		10per copy	02
11	Any other document not stated above				05

Counter Timings:

Degree College: - 10.30 a.m. to 12.45 p.m. & 1.45 p.m. to 3.30 p.m.

PROCEDURES:

ISSUE OF BONAFIDE CERTIFICATE AND NO OBJECTION CERTIFICATE

Application in the prescribed format

- Attested Photocopies of Mark-sheet/s last attended and College I-Card and/ or Fee Receipt
- Verification by the clerk
- Obtain signature from the Vice-principal/Principal
- Pay Fee of Rs. 20/-

TRANSFER CERTIFICATE:

(Aided Counter no. 3, Self-finance Courses Counter no.10)

(For obtaining Transfer from Sonopant Dandekar College to another college)

- Submit duly filled-in Transfer form from the college where the student has secured admission.
- Duly attested Photo copies of FY/SY/TY Degree College mark-sheet with date of birth and Div. Roll no. written on the TY mark-sheet.
- Transfer Certificate Fee - Pay Rs.100/- on the cash counter.
- Transfer Certificate will be sent directly to the new college within 10 days

MIGRATION CERTIFICATE:

(Aided Counter no. 3, Self-finance Courses Counter no.10)

Documents Required:

- Duly attested Photo copies of FY/SY/TY (All Semesters) Degree College mark-sheets
- Photo copy of Identity Card of the last class attended.
- Attested Photo copy of HSC Mark-sheet
- Duly filled in Migration Form (Available in Migration Section, University of Mumbai, Kalina, Santacruz (E), Mumbai – 400 098) Also available on the University of Mumbai website – www.mu.ac.in
- Student should mention the Class last attended, Div. Roll No. and academic year as well as date of birth on last year's Photo copy of mark sheet
- Fee Amount: Demand draft of Rs.220/- in favour of 'Finance and Accounts Officer, University of Mumbai' OR you can pay cash (Rs.220/-) in the Migration Section, University of Mumbai, Kalina, Mumbai – 400 098.
- Rs.100/- Migration Processing Fees to pay in Accounts Dept. Counter No.3
- Verification & Preparation by office: 3 Days and Migration Certificate will be delivered by the University at Student's address mentioned in Migration Form within 30 days

TRANSCRIPTS - DEGREE COLLEGE:

(F.Y.B.A./B.Sc./B.Com./ S.Y.B.A./B.Sc./B.Com./T.Y.B.A./B.Sc./B.Com.& M.Sc.-I/II)

- Application Form Duly filled should be submitted along with attested Photo copies/original mark-sheets of each year of the course (All Semester for new syllabus).on counter no. 3
- Particulars like Class, Div. Roll No., academic year and subjects of each year, address, telephone/mobile numbers, should be written without fail
- Fee to be paid on counter no.2 : FIRST 5 COPIES Rs. 1000/- (Minimum copies)
- Additional copy Rs.50/- per copy

EDUCATION VERIFICATION: (Aided, Self-finance)

- Documents required: Photo copy of the Mark-sheet of the student
- Fee Amount: Cash Rs. 500/- PER STUDENT/ PER MARK-SHEET
- **OR**
- Demand Draft drawn in favour of, 'PRINCIPAL, SONOPANT DANDEKAR COLLEGE PER STUDENT / PER MARKSHEET.

CASTE VERIFICATION/VALIDITY

Caste Verification/Validity of Students (Science):

The students who have secured admission in Medical College and Engineering College/Architecture College / Pharmacy College and need caste verification /validation certificate will be required to fill the form online on **barti.maharashtra.gov.in.** and submit the print out of the application form along with the following documents to the college office by first week of September.

The college then verifies all the above documents and forwards to the concerned office for verification/validation.

**SPECIMEN FOR APPLICATION OF _____ (AY - _____)
(Documents listed in the table no. _____)**

To,
The Principal,
S.D. ARTS, V.S. APTE COMMERCE & M.H. MEHTA SCIENCE COLLEGE, PALGHAR
Palghar – 401 404.

Date:

SUBJECT - ISSUANCE OF _____ (Document Required)

Respected Sir/ Madam

I, Kum/Kumari _____ (Name as per Aadhar Card) wish to apply for issuance of _____ (name of the document). I hereby attach the required documents for your reference. My details are as below -

FULL NAME :

DOB : (MM/DD/YYYY)

PRN NO :

SEMESTER AND SEAT NUMBER OF THE LAST EXAM ATTENDED:

Currently studying in: _____ (First Year/ Second Year / Third Year/) at _____ (UG/PG) level. (If not Applicable strike it off)

Last Attended Semester: Academic year _____ (If not Applicable strike it off)

Contact no : _____

Alternate contact no. : _____

Residential Address : _____

List of Documents attached along with application:

I further affirm that the information stated above is true and correct. I also declare that I shall duly comply with the procedure stated/ communicated by the college authorities.

Thank you,

(Signature of the Student as per the Aadhar Card/ Pan Card)

**SPECIMEN FOR RAISING A GRIEVANCE UNDER ISSUANCE OF TRAVEL
CONCESSIONS/ OFFICIAL DOCUMENTS**

To,
The Principal,
S.D. ARTS, V.S. APTE COMMERCE & M.H. MEHTA SCIENCE COLLEGE, PALGHAR
Palghar – 401 404.

Date:

SUBJECT -RAISING A GRIEVANCE FOR _____

Respected Sir/ Madam

I, Kum/Kumari _____ (Name as per Aadhar Card)
studying in _____ (First Year/ Second Year/ Third Year) at
_____(UG/PG) level under Faculty of _____(Arts/ Commerce / Science)
under Course _____ in the Academic year 20____ - 20____. My PRN
is _____.

I wish to draw your attention towards _____(state your
grievance/grievances)

Thank you,

(Signature of the Student as per the Aadhar Card/ Pan Card)

IV. CLAIMING UNDER GROUP INSURANCE SCHEME

A. SCHEME - An Overview

The 'Yuva Raksha ' was introduced into the Higher Education Institutes affiliated under University of Mumbai by Department of Student Welfare in the academic year 2002- 2003. The primary objective was to protect the interests of the student fraternity in case of any mishaps during their tenure of study.

The Modalities of the Scheme are stated below -

1. Scheme will be called as "YUVA RAKSHA"STUDENTS' GROUP INSURANCE SCHEME
2. University of Mumbai has authorized "The Oriental Insurance Company Ltd." (Thane and Andheri Divisional Office) as official insurance company
3. The Scheme is **Mandatory** to all Colleges / Institutes / Departments. All Principals / Heads / Directors are requested to take the Fees for Insurance from students at the time of admission only. (Vide Circular No. CONCOL/Fee/292/of 2008 w.e.f. July 7, 2008).
4. Every admitted student must be covered under the scheme.
5. Principals/Directors of Colleges/Institutes will implement the scheme at their level and he/she will sign the MoU (Memorandum of Understanding) with the Oriental Insurance Company Ltd. only. Insurance Policy will be in the name of the Department/College/Institute. Every year the Director/Head/

Principal of the Department/College/Institute must pay their premium to the company directly. (The company addresses and concerned persons are mentioned below for your ease of reference)

6. The Scheme will be implemented year wise (12 months) and is to be renewed every year. The Principals/Heads/Directors should collect the amount of premium at the time of admissions of the students and the same will be sent to the Insurance Company for the academic year 2019-20.
7. The Registration Form will be issued at the time of admission to cover the students under the Scheme. (Specimen)
8. Designated College will collect the premium amount from students at the time of admission. In case a Department/Institute/College wants to pay premium in advance the same will be accepted in the beginning of the academic year only, by handing over a letter and a cheque to the insurance company for the same. Also once the admission process is completed the final list along with the students list, be sent to the insurance company for the procedure at their end to cover the students under the Insurance Policy.
9. Details of the Schemes of Policies are as Follows For Affiliated Colleges and Recognized Institutes of the University Premium rates (18% GST extra) are mentioned below:

Premium rates (18% GST extra) are mentioned below :

Sr. No.	Scheme	Sum Insured per student Annum	Premium Paid by Student as per Fee Receipt	Administrative Charges will remain with the College only	Premium paid to Insurance Company per student per Annum
1	A	Rs.1,00,000/-	Rs.20/-	NIL	Rs.20/-
2	B	Rs.2,00,000/-	Rs.40/-	Rs.2/-	Rs.38/-
3	C	Rs.3,00,000/-	Rs.65/-	Rs.5/-	Rs.60/-
4	D	Rs.4,00,000/-	Rs.85/-	Rs.5/-	Rs.80/-
5	E	Rs.5,00,000/-	Rs.105/-	Rs.5/-	Rs.100/-

B. WHAT DOES THE SCHEME COVER?

The Scheme will cover the following three contingencies in case of Accidents-

- 100% coverage in case of sad demise of the insured.
- 100% coverage for permanent disability (Disability means loss of limbs, loss of eye sight or sense of hearing or paralysis).
- 100% coverage for hospitalization expenses arising out of accidents which includes cost of medicines as well as expenses for doctor fees.
- This Scheme can be covered 24 hours hospitalization due to accident cause only and no natural death and sickness covered.
- Accidents death includes Rail/Road/Air Accidents, Injury due to any Violent Collision, Fall Injury due to Fire, Explosion, Snakebite, Frostbite Burn Injury, Drowning, Poisoning, Natural Calamity, Riots but it will not include suicide or attempt to suicide.

NOTE : These are only illustrative and not an exhaustive list of types of accidents. Insurance cover will be enforcing for one full year from the date of issue of Scheme.

C. CLAIM PROCEDURE

Procedure to Obtain Claim from the Insurance Company

1. Intimation of Claim through Email/Letter by the College/Institute/Department to the Insurance Company on behalf of students within 7 days of the mishap
2. Submission of following documents by the Principal/Director/Head to the Insurance Company.
3. Payment to College/Institute/Department by the Insurance Company through Cheque.
4. Issue of Cheque to the Student/Nominee by College/Institute/Department

D. CLAIM COVERAGE

1. The policy can be covered on 24 hours
2. No natural death and sickness covered
3. An accident may include events like-
 - Rail/road/air accident
 - Injury due to any collision/fall
 - Injury due to bursting of gas cylinder
 - Snack-bite, frost bite/dog bite

- Burn injury, drowning, poisoning
 - Natural calamity and riots include under the said policy
 - **Suicide or attempt of suicide will not include under the said policy**
4. Participation in any adventurous sports activities with prior consent of the College/Institute/Department will be covered (Other than the standard exclusion).
5. Accidents while sight-seeing, tour or excursion, swimming can be covered. Accidents while participation in NSS Camps/NCC Camps/Sports Tournaments/Youth Festival/ Avishkar Research Convention through prior permission of Principal/ Director/Head/ University Authorities can be covered.
6. Claims will be considered even if students meet with an accident anywhere in India Or abroad

E. Documents Required from Students/Nominee

(To be Submitted through College/Institute/Department)

A) In the Event of Accidental Injuries

1. Attested Photocopy of Identity Card of Student
2. Attested Photocopy of PAN Card of Student
3. Attested Photocopy of Aadhar Card of Student

4. Medical Certificate about the Nature and Extent of Accident Resulting Injuries
5. Medical Examiner's Report Disablement Certificate issued by Civil Surgeon
6. Details of Treatment Rendered by the Attending Doctor/Hospital/Nursing Home Original Discharge Card
7. Hospital Bill and Payment Receipt
8. Medical Bill with Proper Prescription
9. Test Report with Bill X-Ray Report along with Films and Bills Fitness Certificate
10. CT Scan Report along with Films and Bills
11. MRI and Sonography Report along with Films and Bills Police Report / FIR (Wherever Applicable)
12. Medical Legal Certificate from Hospital
13. Valid Driving License of the Students if Accident Occurred while Driving Vehicle.
14. Any other Document/Information if Found Necessary

B) In the Event of Accidental Injuries in Permanent Disablement

1. Attested Photocopy of Identity Card of Student
2. Attested Photocopy of PAN Card of Student
3. Attested Photocopy of Aadhar Card of Student
4. Medical Certificate about the Nature and Extent of Accident Resulting Injuries

5. Disability Certificate
6. Fitness Certificate
7. Valid Driving License of the Students if Accident Occurred while Driving Vehicle
8. Any other Document /Information if Found Necessary

C) In the Event of Accidental Death

1. Attested Photocopy of Identity Card of Student
2. Attested Photocopy of PAN Card of Student
3. Attested Photocopy of Aadhar Card of Student
4. Attested Photocopy of PAN Card of Nominee
5. Attested Photocopy of Aadhar Card of Nominee
6. Attested Photocopy of Post-Mortem Report from Concerned Police Station
7. Attested Photocopy of F.I.R./Police Report from Concerned Police Station
8. Attested Photocopy of Punchnama from Concerned Police Station
9. Attested Photocopy of Report of Doctor/Hospital/Nursing Home
10. Attested Photocopy of Death Certificate
11. Attested Photocopy of Inquest Panchnama from Concerned Police Station
12. Attested Photocopy of Cause of Death Certificate
13. Attested Photocopy of Valid Driving License of the Students if Accident Occurred while Driving Vehicle

14. Attested Photocopy of Visera Report if Visera Preserved from Concerned Police Station Attested Photocopy of Final Investigation Report from the Concerned Police Station if the Case is Registered under U/S 174
15. Any other Document/Information if Found Necessary

V) SCHOLARSHIPS AND FREESHIPS

A) What do you mean by the term SCHOLARSHIPS AND FREESHIPS ?

The scholarship is basically a financial aid offered to students for pursuing studies while a Freeship is an exemption of the fee amount. The general overview of the two is elaborated below-

Scholarship :

The scholarship consists of a particular amount irrespective of the tuition fee. It can be less or more than the tuition fee. On various occasions, candidates need to apply for a scholarship, and candidates become eligible for it automatically on fulfillment of certain criteria.

Freeship :

Freeship is when the total tuition fee is paid by the authority which is sponsoring it for the time period which they have approved. It may waive off certain heads such as tuition fee, examination fee etc while other heads need to be paid. Under freeship the amount is directly remitted to the institution.

B) Authorities which provide Scholarships and Freeships to the students at the Institute.

Government of India Central Scheme <ul style="list-style-type: none"> ● Mode of application : Online ● website : www.scholarships.gov.in 	
Name of Authority providing scholarship	Name of the scholarship
Ministry of Minority Affairs	Post Matric Scholarships Scheme for Minorities
Department of Empowerment of Persons with disability	Post-matric Scholarship for Students with Disabilities
Ministry of Social Justice and Empowerment	Top Class Education Scheme for SC Students
Ministry of Tribal Affairs	National Fellowship and Scholarship for Higher Education of ST Students - Scholarship

UGC Schemes <ul style="list-style-type: none"> ● Mode of application : Online ● website : www.scholarships.gov.in 	
Name of Authority providing scholarship	Name of the scholarship
University Grants Commission MHRD	PG Indira Gandhi Scholarship for Single Girl Child
University Grants Commission MHRD	Post Graduate Scholarship for University Rank Holders

Government of Maharashtra : Aaple Sarkar <ul style="list-style-type: none"> ● Mode of application : Online ● website : www.mahadbtmahait.gov.in 	
Name of Authority providing scholarship	Name of the scholarship

Social Justice and Special Assistance Department	<ul style="list-style-type: none"> ● Government of India Post-Matric Scholarship ● Post-Matric Tuition Fee and Examination Fee (Freeship) ● Rajarshri Chhatrapati Shahu Maharaj Merit Scholarship ● Post-Matric Scholarship for persons with disability
Tribal Development Department	<ul style="list-style-type: none"> ● Post Matric Scholarship Scheme (Government of India) ● Tuition Fee & Exam Fee for Tribal Students (Freeship)
Directorate of Higher Education	<ul style="list-style-type: none"> ● Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Scheme ● Assistance to Meritorious Students scholarship ● Education Concession to the Children of Ex-Servicemen ● Eklavya Scholarship ● State Government Open Merit Scholarship
VJNT,OBC and SBC Welfare Department	<ul style="list-style-type: none"> ● Post Matric Scholarship to VJNT Students ● Tuition Fees and Examination Fees to VJNT Students ● Post Matric Scholarship to OBC Students ● Post Matric Scholarship to SBC Students ● Tuition Fees and Examination Fees to OBC Students ● Tuition Fees and Examination Fees to SBC Students
Minority Development Department	<ul style="list-style-type: none"> ● State Minority Scholarship Part II (DHE) ● Scholarship Scheme for State Minority Communities Pursuing Higher Professional Education/All Post H.S.C Courses.(Part-I)(Technical Course(DTE)) ● Minority Scholarship

University of Mumbai

Mode of application: To be applied Online by Head of College

Name of Authority providing scholarship

Name of the scholarship

Department of Student Development	<ul style="list-style-type: none"> ● Financial Assistance to Needy and Financially Backward Class Students ● Financial Assistance to ST Students ● Financial Assistance to SC/ST/DT/NT Students
<p style="text-align: center;">College Level</p> <p>Mode of application : To be applied Offline by student</p>	
<p>Note :</p> <ul style="list-style-type: none"> ● This is not an exhaustive list of scholarships. ● Please read the notice board for further updates. ● Students are eligible for any one of the scholarships only 	

For further details and assistance,

Please meet the Scholarship committee members according to the schedule mentioned below

MISSING : DETAILS

VI) LOST & FOUND RULES

A. Policies:

1. All students, faculty, staff members, visitors, and contractors are responsible for the care and protection of their personal property while on the premises.
2. The Institution accepts no responsibility for the loss of personal property left unattended on the premises, including theft and vandalism for such property.
3. The Institution provides the Lost and Found Service for students, faculty, staff members, visitors and contractors to ensure that personal property reported lost or found on premises are accounted for.

4. The person who turned in the item will have no claim at any point to the item if the owner is not located.

B. Procedure:

1. Responsibility for Lost and Found Service: **The Administrative Section** manages Lost and Found Service, and establishes regulations and procedures relating to the service.
2. Confidentiality: The Section is responsible for maintaining the confidentiality of student data in the service records
3. Student Complains: students complaints about the service are dealt with under the Institute Student Complaint Policy.

4. Lost Property: If you have lost your personal belongings on the premises:

Contact the Lost and Found Office to complete an official Lost Property Report, on the following online link: [Online Claim](#).

5. Found Property: If you find unattended items on the Buildings:
 - Hand the item to the Lost and Found service or to the security in the building where you found the item within 24 hours.
 - Provide the following information: - Your name, ID card and contact number.
 - A description of the item(s) found. - Date, time, location found, surrender the found item
6. Found Item : Known Owners
 - The Found item that is known owner (by the claim, or the personal information on the item), will be contacted.

- The section is responsible for contacting the owner via email or telephone within maximum 3 working days of finding the item, and the owner should present the ID or any valid ID to proceed with the delivery process.
- However, if someone is attending on behalf of the item owner, he/she should provide the Lost and Found service with the following documents:
 1. Identification card for the owner either plus their contact information (name, phone no. and email)
 2. Authorization letter from the owner authorizing him/her to receive the item, and he/she must present the ID for identification.
- The person attending on behalf of the owner should know the item's specifications (item description, lost date, location where it is lost).
- The person who will receive the item on behalf of the owner should sign on the delivered form.
- 7. Unclaimed or remained Items: The unclaimed or remained items will be dealt as following:
 - Unclaimed items of significant monetary value will be held for one year.
 - Items commonly considered of insignificant monetary value will be held for 2 months.
 - **The Administrative Section** has sole discretion with regards to categorizing items to be of significant or insignificant monetary value.

- After the held period, the items that are unclaimed or not delivered to the owners, will be disposed of under the supervision of the **Administrative Section**.
- The section will get rid of these items by official methods that either (donation, or damaging), depending on the item type.

VII) INFORMATION DESK

Listing out the diverse information sought by students all the round with 100% accuracy in the handbooks / written policies/ website is difficult. To overcome this challenge, a student who needs to obtain information not available in the manual can seek information from the concerned department in written / oral form considering the nature of the query. The list is presented below for quick reference-

Sr. No	Nature of Query	Department	Contact Person
1.	Issuance/ Verification of Documents	Office and Administration	
2.	Academic related Information	Vice Principal	
3.	Examination	Examination Committee	
4.	Escalation of Complaint/ Grievances	Principal	
5.	Extension Services		
6.	Others	Vice Principal	

ACADEMICS:

1.1 ADMISSIONS:

ADMISSION RULES :

Admission is purely on merit and is subject to availability of seats as per the directions issued by the University of Mumbai and Directorate of Higher Education, Mumbai region from time to time, duly following the reservation policy of the Government of Maharashtra. A transparent admission procedure is followed strictly based on the standard norms. Any modification in admission guidelines will be notified on the college notice board at the time of admission.

The prospectus along with an application form for admission to the first year of the Degree College will be made available from the date the H.S.C. results of the Maharashtra State Board are announced. They should be submitted to the college office as per the schedule displayed on the notice board. For admission to any class it is necessary to produce the original and the photocopy of each of the following documents:

1. A student seeking admission to the College shall have to submit an application in the prescribed form and present himself / herself for an interview with Principal / Admission Committee.

No admission shall be regarded as duly granted unless it is confirmed by the college authority and / or the University.

2. Statement of marks of the previous examination
3. No Objection Certificate from the Head of the Institution last attended with the enrolment/ eligibility confirmation number (for students from other colleges who wish to join the S. Y. and T. Y. classes)
4. All Admissions are valid only for one academic year and are required to be renewed by application in the prescribed form for every subsequent academic year in the College.
5. Once a student is admitted to the College he shall be liable to pay the full fees for whole term subject to conditions printed hereunder.
6. A student once admitted will be considered as duly enrolled for the academic year, unless he informs the Principal in writing of his intention to leave the College atleast one week before the commencement of the Term. If no such intimation is received, full fees for the Term will have to be paid. However, this is subject to rules and regulation in this respect printed hereunder.
7. All Admissions are provisional until Eligibility Certificate and / or Transference certificate (wherever these are required for admission) are submitted to the College.
8. All students will have to abide by Mumbai University Ordinance 0.119 and 0.125 regarding regular attendance and satisfactory academic progress. Minimum 75% attendance for each term

separately is necessary in order to be eligible for getting the terms granted.

9. All admissions of F.Y. Classes are valid subject to confirmation of enrolment / eligibility by the University of Mumbai.
10. Admission is granted on the basis of the application in prescribed form with the following accompaniments:
 1. Two attested copies of School Leaving Certificate. (For First Year Students)
 2. Statement of Marks of qualifying examination with two attested copies.
 3. H.S.C. Passing Certificate with two copies.
 4. Pass-port size 3 copies of the latest photograph of the student to be affixed on the application form, Identity Card, Library Reader Ticket.
 5. No Objection Certificate. (from last Attended College for S.Y. / T.Y. Students)
 6. Enrolment confirmation number and date for S.Y. / T.Y. Students.
 7. E.B.C. / P.T.C. / B.C. etc. concession sanction number, if any. (S.Y. / T.Y. Students)
 8. Transference Certificate is required to be produced within two months from the date of admission.
 9. Admissions to the students coming from other Universities or Board of Secondary Education outside Maharashtra will be given only on producing provisional statements of eligibility from the University of Mumbai.

10. Enrolment to First Year Classes: Each & every student who have taken admission to First Year Classes have to submit ONLINE enrolment form to the University of Mumbai for confirmation of his / her admission to the course latest by 30th July, failing which his / her admission will stand cancel. This is a mandatory condition for admission to the First Year Class.

RULES OF ELIGIBILITY (For the students other than Maharashtra State Board):

1. Students passing the Std. XII examination conducted by Board/University other than the Maharashtra State Board should submit a copy of the mark sheet and apply in the prescribed form for the Eligibility Certificate with the necessary documents and fees at the time of admission. After accepting the Eligibility Form, the College will apply to the University of Mumbai for the Provisional Statement of Eligibility Certificate. The Eligibility Section of the University of Mumbai will verify the documents and the Provisional Eligibility Certificate will be issued in a few days. If the student is not found eligible for the course, 50% of the amount of fees will be deducted and 50% will be returned to the student as per ordinance 0.111.
2. Passing Certificate. In case the Board/University does not issue the passing certificate, the student should obtain a letter from the

concerned Board University stating that they do not issue a Passing Certificate.

3. Students should pay the necessary charges for getting the mark sheets verified by the Board/University from which they have passed the Std. XII examination.
4. For confirmation of eligibility, students should submit to the College Office the following original documents before the close of the First Semester.
 - i. Statement of marks of the previous examinations (Std. XII)
 - ii. The Passing Certificate
 - iii. Migration Certificate

PERCENTAGE OF RESERVATION OF SEATS FOR BACKWARD CLASS STUDENTS. (THANE DISTRICT)

As per the direction of the University of Mumbai and Govt. of Maharashtra regarding the policy of reservation of seats to the candidates belonging to Backward class is as under.

INTAKE CAPACITY OF VARIOUS COURSES OFFERED

Sr. No.	Name of the Degree	Intake Capacity for FY	
		Aided	Unaided
1	Bachelor of Arts (B.A.)	240	120
2	Bachelor of Commerce (B.Com.)	240	240
3	Bachelor of Science (B.Sc.)	120	120
4	Bachelor of Science (Bio-Technology)	-	70
5	Bachelor of Science (Information Technology) (B.Sc.-	-	120
6	Bachelor of Science (Computer Science) (B.Sc.-CS)	-	60
7	Bachelor of Management Studies (BMS)	-	120
8	Bachelor of Commerce (Accounting & Finance) (BAF)	-	120
8	Bachelor of Commerce (Banking & Insurance)	-	60
10	Master of Arts - Marathi (M.A.)	-	120
11	Master of Arts - History (M.A.)	-	60
12	Master of Arts - Political Science (M.A.)	-	60
13	Master of Commerce - Advance Accountancy	-	120
14	Master of Commerce - Business Management	-	60
15	Master of Science - Analytical Chemistry (M.Sc.)	-	40
16	Master of Science - Organic Chemistry (M.Sc.)	-	40
17	Master of Science - Physics	-	20
18	Master of Science - Botany	-	20
19	Master of Science - Zoology	-	20
20	Master of Science - Mathematics	-	20
21	Ph.D. in Chemistry	-	05
22	Ph.D. in Botany	-	05
23	Ph.D. in Zoology	-	05
24	Ph.D. in Bio Technology	-	05

A) Eligibility for Admission:

Bachelor of Commerce (B.Com.)

(Ordinance No. O.2152)

Duration: Three Years Integrated Course

Circular No.: No.UG/142 of 2010, Dated 1st July, 2010

F.Y.B.Com.:

Eligibility: A candidate for being eligible for admission to the three year degree course leading to the Bachelor of Commerce must have passed the Higher Secondary School Certificate (Std. XII) examination conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education. OR Must have passed the Higher Secondary School Certificate (Std. XII) examination with vocational subjects/ minimum competency based vocational course conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education. OR Must have passed an examination of another University or Body recognized as equivalent to Higher Secondary School Certificate (Std. XII) Examination.

Bachelor of Science (B.Sc.)

(Ordinance No. O.2145)

Duration: Three Years Integrated Course

Circular No.: No.UG/394 of 2004 , Dated 6th September, 2004

F.Y.B.Sc.:

Eligibility: A candidate for being eligible for admission to the three year integrated course leading to the degree of Bachelor of Science (B.Sc.) must have passed the Higher Secondary School Certificate examination (Std. XII) conducted by the Maharashtra State Board of Secondary and Higher Secondary Education, Pune, in the following subjects:

(A)	Subject No.	Subject Title	
Science	01	English (Higher or Lower Level)	100 marks
(General)	02	Any one of the Modern Indian	100 marks
		Languages OR Modern Foreign	

Languages OR any Classical Language (Higher Level OR Lower Level) OR
Information Technology

	03 to 06	Four other subjects from among 06 the subjects mentioned below carrying a total of 400 marks OR Three other subjects from among the subjects mentioned below carrying a total of 300 marks and one more subject from among the remaining optional subjects carrying 100 marks as prescribed for the HSC (Std. XII) examination i Physics, ii Chemistry, iii Biology, iv Mathematics and Statistics, v Geography, vi. Economics, vii Geology viii Psychology	
		OR	
Vocational		Must have pass the Higher Secondary School certificate (HSC)	
Stream		(Std. XII) examination with vocational subjects conducted by the Maharashtra State Board of Secondary and Higher Secondary Education, Pune, in the following subjects:	
01		English (Higher or Lower Level) 100 marks	
	02 to 03	Any One vocational subject carrying 200 marks (from among 19 subjects) prescribed for the HSC (Std. XII) examination under the Technical Group, Commercial Group, Agriculture Group Catering & Food Technology Group and Fisheries Group)	

	04 to 06	Any three of the following subjects carrying a total of 300 marks: i. Physics, ii. Chemistry, iii Biology, iv) Mathematics and Statistics
		OR
(A)	Subject No.	Subject Title
MCVC		Must have passed the Higher Secondary Vocational Subjects
Stream		School Certificate (HSC) (Std. XII) Examination Certificate (HSC)
(Vocational		(Std. XII) examination with conducted by the Maharashtra State
Subject)		Board of Secondary and Higher Secondary Education Pune, in the following subjects:
	01	English (Higher or Lower Level) (100 marks)
	02	Any one of the Modern Indian (100 marks)
	03	General Foundation course (100 marks)

04 to 06 Any three of the minimum competency to vocational subjects carrying total of 300 marks [from among the following groups prescribed for the HSC (Std. XII) examination namely Engineering & Technology Group Agriculture Group, Fisheries Group, Para Medical Group and Catering & Food Technology Group] Further that the students, passing the HSC (Std.XII) examination with the MCVC stream shall be eligible for admission to F.Y.B.Sc. for certain subject combinations only depending on their subjects (04 to 06) of the MCVC stream as specified in the following table:

1) Engineering Technology Group, 2) Agriculture Group, 3) Fisheries Group, 4) Paramedical Group, 5) Catering and Food Technology Students of this MCVC Group shall also be eligible for admission to the F.Y.B.Sc. of B.Sc. (Home Science) Degree course

OR

(D) Must have passed an examination of another University OR Body or Board recognized as equivalent to the HSC (Std. XII) Examination conducted by the Maharashtra Secondary and Higher Secondary Education, Pune,

OR

(E) Must have passed the First Year Science Examination of the Year B.Sc. degree Course of this University or an Examination of any other University recognized as equivalent Thereto

OR

(F) Must have passed at list the Second Year Examination of the Post S.S.C. (Std. X) Three Year Engineering Diploma course or the 4th Semester of 6th Semester Engineering Diploma Course conducted by approved by recognized by affiliated to the Maharashtra Board of Technical Education or another Body Board recognized as equivalent thereto. Further, that such students of Engineering Diploma courses shall be eligible to offer any three of the following subjects for admission to the F.Y.B.Sc.: Physics, Chemistry, Mathematics, Statistics, Computer Science, Information Technology, Geology, Geography, Economics .

NEED SELF COURSES :

POST GRADUATE COURSES (UNAIDED)

M.A. Part - I & II - Marathi / Political Science / History

Master of Arts (M.A.)

(Ordinance No. O.2237)

Duration: Two Years

Circular No.: University examination at the end of each year viz.
M.A. Part I and II No.UG/ Gen/104 of 1989

M.A. Part-I

Eligibility : A candidate for being eligible for admission to the course leading to the degree of Master of Arts must have passed the examination for the degree of Bachelor of Arts (three year integrated course) of this University or the degree of Bachelor of Arts (Old that is four year course) of this University or a degree of another University recognized as equivalent thereto. Provided, however, that applications of graduates of this University in the faculties other than the faculty of Arts, or those who have passed the equivalent examination of another recognized University seeking admission to

the M.A. degree course by papers, will be considered by the Academic Council on the merits of each individual case on the recommendation of the Head of the University Department concerned/Chairman of the Board of Studies concerned in the subject in which there is no University Department/ Principal of a college where the Post-Graduate Centre is granted, and in the case of a student seeking admission to the course by research, on the recommendation of the Chairmen of the Committee of recognized Teachers in the subject concerned before recommending such applications, the following procedure shall be followed:- A written test consisting of 2 papers as under shall be administered in the subject in which the student desires to register for his M.A. degree.

(i) An essay paper in the subject, (ii) A paper to test the student's general acquaintance with the subject The change of Faculty Test required to be given by the students has been waived in case of students who desire to register with the Directorate of Distance Education.

M.Sc. Chemistry (Analytical Chemistry & Organic Chemistry)/(Physics)

Master of Science (M.Sc.)

(Ordinance No. O.6002)

Duration: Two Years

Circular No.: No.UG/09 of 2012, Dated 21st February, 2012

M.Sc. Part-I

Eligibility :Admissions will be on merit (percentage of aggregate marks/grade secured at the qualifying examination). Reservation criteria shall be followed as prescribed by the Government at the time of admissions. A learner for being eligible to apply for admission for a given integrated ten semester M.Sc programme must have passed standard twelfth (after the 10+2 schooling) or equivalent examination with minimum 50% marks for students belonging to the general category and 45% marks for students belonging to the Reserved category with science subjects as may be prescribed for a given course. A learner for being eligible to apply for admission to the M.Sc. degree course by papers in the branches other than those of Molecular Biology, Biotechnology, Life Sciences, Environmental Sciences, Biophysics, Bioinformatics, Biochemistry, Bio-analytical Sciences, Applied Biology, Fisheries management, Herbal Sciences, Nutraceuticals, Applied and Industrial Chemistry, Computer Science and Information Technology must have passed :- The B.Sc. degree examination of this University or degree of any other University recognized as equivalent thereto with Minimum 46 credits or its equivalent (i.e, the minimum credits required for majoring in a subject, and excluding the credits for optional courses) of the subject which he wants to offer for the M.Sc. degree course by papers. The admission shall be strictly on merit for the seats allotted by the University. Where the seats for the Masters Programme are to be allotted by the college, the Head of the institution shall have discretionary powers for admission under “College seats” not exceeding

30% of the total allotted quota OR as prescribed by the University Rules from time to time.

M.Sc. Life Sciences (Botany / & Zoology)

Master of Science (M.Sc.)

(Ordinance No. O.6002)

Duration: Two Years

Circular No.:No.UG/09 of 2012, Dated 21st February, 2012

M.Sc. Part-I

Eligibility : Admissions will be on merit (percentage of aggregate marks/grade secured at the qualifying examination). Reservation criteria shall be followed as prescribed by the Government at the time of admissions.

A learner for being eligible to apply for admission to the M.Sc. degree course by papers in the branches other than those of Molecular Biology, Biotechnology, Life Sciences, Environmental Sciences, Biophysics, Bioinformatics, Biochemistry, Bio-analytical Sciences, Applied Biology, Fisheries management, Herbal Sciences, Nutraceuticals, Applied and Industrial Chemistry, Computer Science and Information Technology must have passed : The B.Sc. degree examination of this University or degree of any other University recognized as equivalent thereto with Minimum 46 credits or its equivalent (i.e, the minimum credits required for majoring in a

subject, and excluding the credits for optional courses) of the subject which he wants to offer for the M.Sc. degree course by papers.

The admission shall be strictly on merit for the seats allotted by the University.

Where the seats for the Masters Programme are to be allotted by the college, the Head of the institution shall have discretionary powers for admission under “College seats” not exceeding 30% of the total allotted quota OR as prescribed by the University Rules from time to time.

However candidate who has passed the B.Sc. degree of this University or of any other University recognized as equivalent thereto with the following combinations of subjects will be eligible for admission to the M.Sc. degree course by papers in the branches as listed below.

LIFE SCIENCES

The Bachelor’s degree in the Faculty of Science in the Subjects of Life Sciences, Botany, Zoology, Microbiology, Computer Sciences, Chemistry and Biochemistry and Applied or Allied Biological Sciences, Bioinformatics from the University of Mumbai or equivalent Degree of any other University recognized by UGC.

OR

Faculty of Technology/ Faculty of Medicine/ Fisheries Sciences/
 Veterinary Sciences/ Pharmacy of this University or equivalent
 Degree of recognized Universities.

OR

The Bachelor's Degree in Agriculture/ Fisheries Sciences or Veterinary
 Sciences of recognized

Universities with following Major and Ancillary Subjects:

MAJOR	ANCILIARY
Life Sciences, Botany, Zoology,	Chemistry up to second year B.Sc.
Microbiology, Biotechnology, Applied or	
Allied Biological Sciences	
Chemistry, Biochemistry	Any Biology Subject up to Second Year B.Sc
Physics	Any Biology Subject up to Second Year B.Sc.
Pharmacy	
Agriculture/ Veterinary Sciences/	
Fisheries Sciences	
Computer Sciences, Bioinformatics	Biological Sciences/ Chemistry/ Physics
	up to Second year B.Sc.
Bachelor's Degree in Medicine	

(M.B.B.S./ B.D.S.)	
Bachelor's Degree (B.E./ B.Tech.)	With or without any one of the
in Biotechnology/ Bioinformatics/	Biological Sciences Subject
Information Technology,	as the case may be
Biomedical Engineering	

M.Sc. Biotechnology

Master of Science (M.Sc.)

(Ordinance No. O.6002)

Duration: Two Years

Circular No.:No.UG/09 of 2012, Dated 21st February, 2012

M.Sc. Part-I

Eligibility: Admissions will be on merit (percentage of aggregate marks/grade secured at the qualifying examination). Reservation criteria shall be followed as prescribed by the Government at the time of admissions.

A learner for being eligible to apply for admission to the M.Sc. degree course by papers in the branches other than those of Molecular Biology, Biotechnology, Life Sciences,

Environmental Sciences, Biophysics, Bioinformatics, Biochemistry, Bio-analytical Sciences, Applied Biology, Fisheries management, Herbal Sciences, Nutraceuticals, Applied and Industrial Chemistry,

Computer Science and Information Technology must have passed :-
The B.Sc. degree examination of this University or degree of any other University recognized as equivalent thereto with Minimum 46 credits or its equivalent (i.e, the minimum credits required for majoring in a subject, and excluding the credits for optional courses) of the subject which he wants to offer for the M.Sc. degree course by papers.

The admission shall be strictly on merit for the seats allotted by the University.

Where the seats for the Masters Programme are to be allotted by the college, the Head of the institution shall have discretionary powers for admission under “College seats” not exceeding 30% of the total allotted quota OR as prescribed by the University Rules from time to time.

However candidate who has passed the B.Sc. degree of this University or of any other University recognized as equivalent thereto with the following combinations of subjects will be eligible for admission to the M.Sc. degree course by papers in the branches as listed below.

The learners who have either passed Bachelor’s Degree Examination of University of Mumbai in Science/ Technology or equivalent

Degree of any other University recognized as equivalent thereto with the following combination of Subject/s as Major and Ancillary Subject/s:

MAJOR	ANCILIARY
Life Sciences, Botany, Zoology,	Chemistry up to second year level
Microbiology, Biotechnology, Applied or	
Allied Biological Sciences	
Chemistry, Biochemistry	Any Biology Subject
Physics	Any Biology Subject
Agriculture/Fisheries Sciences/	
Veterinary Sciences	
Computer Sciences	Biological Sciences/ Chemistry/ Physics
	up to Second year B.Sc.
Bioinformatics	
Bachelor's Degree (B.E./ B.Tech.) in	With or without any one of the Biological
Biotechnology/ Bioinformatics/	Sciences Subject as the case may be
Information Technology	

M.Com. (Advance Accountancy) / Business Management Master of Commerce (M.Com.)

(Ordinance No. O.5977)

Duration: Two Years (Four Semesters)

Circular No.: No.UG/10 of 2012, Dated 27th February, 2012

M.Com. Part-I

Eligibility: 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 (three years/Six Semester integrated course) or the degree B.Com. (Old Course) or the other Semester based Programmes i.e. Bachelor of Commerce (Banking & Insurance) or Bachelor of Commerce (Accounting & Finance) or Bachelor of Commerce (Financial Markets) or Bachelor of Management Studies (B.M.S.) of this University, or an examination of any other University recognized as equivalent thereto.

All admissions to the First Year Classes are subject to confirmation of the enrolment / eligibility by the University and are provisional till then.

The candidates will have to apply for the course / subject as the case may be. The admission will be done on the basis of merit and other rules. (Rules regarding reservation etc. from time **to time**.)

For M.Sc. Part I (Organic Chemistry) students are required to apply for the admission in the Department of Chemistry, University of Mumbai, Kalina, Santacruz, Mumbai - 400 098.

B) ADMISSION PROCEDURE (FIRST YEAR)

ADMISSION (F Y DEGREE COLLEGE)

- A. The admission procedure is basically divided into two components
As stated below:
- (i) Pre-Admission Online Registration on the University Website
 - (ii) **Online Admission Application Form at the College Website.**

Instructions for Pre Admission Online Registration at
University Website -

<http://www.mum.digitaluniversity.ac/>

1. Install Microsoft Silverlight on your computer, if you are using Windows Operating System 7 or lower version. The software is also available for free download from the University website.
2. Prospectus of the college is issued to know about the courses and/or subject combination(s) offered by the college, rules, regulations etc. before filling the PRE-ADMISSION ONLINE REGISTRATION FORM.
3. One form can be used to apply for multiple courses i.e. more than one course and multiple colleges for every course i.e. the applicant can fill one form to opt for more than one course like B.Com./BA/B.SC., B.M.S., B.A.F. etc. in more than one college for every course.
4. Applicants are requested to keep the following ready before they start filling the forms
 - Photocopy of the mark-sheet of the SSC / X Class and HSC / XII Class or its equivalent examinations
 - Scanned copy of the Photograph of max. 80 x 107 pixels size and max. file size of 10 KB
 - Scanned copy of the Signature of max. 80 x 35 pixels size and max. File size of 10 KB.
 - Photocopy of any other certificate/s as required.

- Valid e-mail address and mobile phone number for receiving confirmation mail and SMS from the University of Mumbai regarding the status of the application form.
 - Internet Connection with Internet Explorer ver.7.0 or higher.
5. Now log on to the University of Mumbai. Click on the link **“Pre Admission Online Registration” (available on the row below University of Mumbai on the home page).**
 6. The first screen seeks confirmation from the applicant that he has all the necessary documents ready. On confirmation, the applicant moves to the second screen. Click on “Proceed” button.
 7. The next screen i.e. the third screen, is the registration page where the candidate is required to enter the applicants name as it appears on the mark sheet of HSC (or its equivalent) examination, gender, date of birth of the applicant and the Mobile Number and email-id on which the candidate wishes to receive communications from the University. Click on “Register” after ensuring that the information provided is correct and true.
 8. The student will get a login id and four digit alpha-numeric codes on submission of the form.
 9. The student shall get a confirmation from Maharashtra Knowledge Commission Ltd. (MKCL) on the mobile number and mail on the e-mail id provided by the student about the acceptance of the form.
 10. The applicant will be required to verify his/her registration and then change the password.

11. The applicant will log onto the website and start filling the form by uploading his photograph and signature and entering the personal details, contact details and educational qualifications.
12. The applicant is required to take a **printout of the e-Suvidha Kit** and enters the confirmation code in the system and select and upload the documents he/she wishes to upload based on the requirement.
13. The applicant selects the college/s and course/s offered by the college/s. Applicants can opt for more than one college and/or one or more than one courses offered by the colleges from amongst the colleges selected and after verification submits the form. Once the form is submitted the student will **NOT be able to make any correction in the form.**
14. Print the e-Suvidha ticket and note the Application Number generated and printed on the e-Suvidha ticket. The Application number will be generated only after printing the e-Suvidha ticket.
15. Enter the application number generated on the e-Suvidha ticket on your application form and complete the process.
16. The student is then required to take the hardcopy of the uploaded “Pre Admission Online Form” and submit the copy of the form to college/s, which he/she has opted for.
17. **The student is required to submit two copies of the “College Copy” to the college concerned. Please Note That the Application Form will be Printed Separately for every College and for every course opted by the Student for the college concerned.** University

of Mumbai has instructed the colleges NOT TO GRANT admission to any student who has not registered on the university website.

ii) COLLEGE PROCEDURE FOR ADMISSIONS:

B. ADMISSION GUIDELINES FOR INTERNATIONAL / FOREIGN STUDENT

Foreign Students and/or N.R.I. are treated as International Students.

A student holding the passport issued by a foreign country including people of Indian **origin** who have acquired the nationality of a foreign country will be treated/defined/included as foreign student. NRI students who have studied and passed the qualifying examinations from schools or colleges in foreign countries will be included as "International Students".

Student who have studied and passed the qualifying examination (equivalent to HSC Examination of Maharashtra State Board) from school or college in foreign countries (other than India) will be included as "International Student". This will include the students studying in the schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India but will not include students studying in those schools or colleges (situated in India) and affiliated to the Boards of Secondary Education or Universities of the foreign countries.

SEPARATE QUOTA FOR INTERNATIONAL STUDENTS:

There is a separate quota for International Students. All recognized colleges / institutes affiliated to University of Mumbai can admit 15% International Students in addition to the sanctioned intake of students.

FEE PAYABLE BY INTERNATIONAL STUDENTS:

The fees payable by the International Student will be five times the total prescribed fees payable for the course/program by the regular student and fees has to be paid in Indian Rupees only.

ADMISSION PROCESS FOR INTERNATIONAL STUDENT:

Given below is the procedure for admission for International Student:

- a. All International students including children of workers in Gulf & Southeast Asia and PIO/OCI are requested to obtain detailed information on fees, courses available at the college before confirming their admission.
- b. Student will have to:
 1. Collect the application form and the prospectus for the course to which the applicant wishes to seek admission from the Institute / from the website of the institute.
 2. The applicant must also collect the information regarding the eligibility requirements and admission procedure of the institute.
 3. Fill up the admission form in detail and submit all the documents listed below along with the form.

A valid student visa or document of PIO (person of Indian origin).

A RRO clearance certificate from the SB2 Crime Branch.

A permanent address or residential proof in the foreign country.

A prima facie letter from the University of Mumbai for eligibility.

Photocopy of their passport

A complete body checkup profile and blood report of the student.

Original mark sheets, transfer certificate, migration certificate, a letter from the Consulate (in case of NRI students).

4. The forms will be scrutinized before being accepted. Also the student will be informed about the requirement of any other information or document. The student is required to submit the information / documents within the stipulated time period.
5. The duly completed forms must be submitted within the time frame prescribed by the College. Incomplete application forms will be rejected and will not be considered for admission.
6. Admission to the First Year Courses is strictly based on the merit of the marks of the applicants.

Once the name of the applicant appears in the merit list, the applicant will have to confirm the admission by paying the stipulated fees within the time frame prescribed by the college failing which the applicant will lose his/her option of admission.

A) FEES GUIDELINES

1. **FEES PAYABLE** : As prescribed by the University, Management from time to time or approved by the Shikshan Shulka Samiti.

2. MODE OF PAYMENT

1. All fees including tuition fees for both the terms are required to be paid at the time of admission normally in the month of June except for the Backward Class students.

2. Backward Class students who are prima facie eligible for claiming G.O.I. Scholarship / Freeship and desirous to avail of these concessions, are not required to make the payment of fees at the time of admission. However, they are required to make the payment of minimum fees as prescribed by the competent authority.

3. The students except those mentioned at Sr. No. (2) intending to avail of any admissible fee concession should make the payment of fees for both the terms except tuition fees at the time of admission. They are advised to submit appropriate fee concession form within one month from the date of admission or latest before 31st July whichever is earlier. If the application for fee concession is sanctioned by the competent authority, the amount of fees will be refunded to the students only after its receipt from the competent authority. Notice in this respect will be displayed on the notice board on the receipt of the fees from the Govt. The students are requested to collect them immediately when the notice is displayed.

4. If the students including B.C. Students fail to submit appropriate fee concession / B.C. scholarship form in time or his claim for concession is rejected by the competent authority, he will lose the benefit of fee concession facility. Consequently, he will be required to make the full payment of College fees, if not paid earlier.
5. Blank forms for claiming fees concession of various types will be available in the college office on request.

3. REFUND OF THE FEES

RULES FOR REFUND OF FEES:

The Rules (Ordinance 2859) relating to refund of fees after cancellation of admission as per the University of Mumbai Circular No. UG/412 of 2008 dated 11.09.2008 is given below:

Ordinance 2859 of University of Mumbai Refund of Tuition, Development and all other fees after cancellation of admissions:

The candidates who have taken admission in undergraduate courses in Govt. colleges, in Govt. aided and unaided courses conducted by affiliated colleges, and recognised 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 30 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:

Sr. No.	Period	Deduction charges
1.	Prior to commencement of academic term and instruction of the course.	Rs. 500/- Lump sum.
2.	Up to 20 days after the commencement of academic term of the course.	20% of the total amount of fees
3.	From 21st day up to 50 days after commencement of the academic term of the course.	30% of the total amount of fees.
4.	From 51st day up to 80 days after the commencement of academic term of the course or 31st August whichever is earlier.	50% of the total amount of fees.
5.	From 1st September to 30th September.	60% of the total amount of fees.
6.	After 30th September.	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 fees charged towards group insurance and all fee components to be paid as University share (including Vice Chancellor fund, University fee for sports and cultural activities, E-charge, disaster management fund, examination fee and Enrolment 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, enrolment and any other course specific fees are NOT REFUNDABLE after the commencement of the academic term.

(iv) All refundable deposits (Laboratory, Caution Money and Library etc.) shall be refunded at the time of cancellation.

(v) Provided that wherever admissions are made through centralised admission process for professional and/or for any other courses by other competent authorities (as per the rules of relevant agencies) for the 1st year admissions. In case of admission to subsequent years of the course, 0.2859 is applicable for cancellation of admission.

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

Important instructions for Reserve Category student:

Eligible Reserve Category students who are admitted to the College on payment of concessional fees prescribed by the University of Mumbai

are informed that, on cancellation of admission they will be required to pay additional amount depending on the period and percentage of deduction charges of the total fees prescribed for the course.

RULES FOR FEE REFUND FOR POST GRADUATE COURSES Vide University Circular UG/ 253 OF 1996. Ordinance 3574 of University of Mumbai

4. NOTES RELATING TO FEE CONCESSION:

Students belonging to reserved category are eligible for fee concession. Those who are desirous of availing such facility should produce Caste Certificate duly certified by the government authority at the time of admission and should fill the prescribed Government free-ship / scholarship form with necessary documents within the due date on notification by the college and relevant notice for the same will be circulated in the Classrooms as well as will be displayed in the Notice Board. Those students who fail to fill the form in time are liable to pay the full fees.

5. C) RE- ADMISSION RULES

II) ACADEMICS :

1.1 COURSES OFFERED :

The Institute with its mission to provide higher education to all, opens the vistas of 24 courses with various choices right from Under Graduate

Level to Postgraduate Level. The list of courses offered are listed below in a tabular form –

Note: The details regarding course details are available on the college website and prospectus for detailed referencing. As well as the Admission Committee counsells and guides students in the right direction to help them opt for a particular course.

DEGREE COLLEGE

Sr. No.	NAME OF THE PROGRAM	Programme outcome
1	Bachelor of Arts (B.A.)	https://www.sdsmcollege.in/wp-content/uploads/2021/08/Programme-Outcome-2018-19.pdf
2	Bachelor of Commerce (B.Com.)	
3	Bachelor of Science (B.Sc.)	
4	Bachelor of Science (Bio-Technology)	
5	Bachelor of Science (Information Technology) (B.Sc.-I.T.)	
6	Bachelor of Science (Computer Science) (B.Sc.-CS)	
7	Bachelor of Management Studies (BMS)	
8	Bachelor of Commerce (Accounting & Finance) (BAF)	
8	Bachelor of Commerce (Banking & Insurance)	
10	Master of Arts - Marathi (M.A.)	
11	Master of Arts - History (M.A.)	
12	Master of Arts - Political Science (M.A.)	
13	Master of Commerce - Advance Accountancy (M.Com.)	
14	Master of Commerce - Business Management (M.Com.)	
15	Master of Science - Analytical Chemistry (M.Sc.)	
16	Master of Science - Organic Chemistry (M.Sc.)	
17	Master of Science - Physics	
18	Master of Science - Botany	
19	Master of Science - Zoology	
20	Master of Science - Mathematics	
21	Ph.D. in Chemistry	
22	Ph.D. in Botany	
23	Ph.D. in Zoology	
24	Ph.D. in Bio Technology	

2.2. STAFF INFORMATION AT GLANCE :

TEACHING STAFF OF THE COLLEGE

I/C Principal: **Dr. Kiran J. Save**, M.A., SET, Ph.D.

Administrative Supervisors : **Prof. Mahesh M. Deshmukh**, M.A., M.Phil., M.B.A.

Dr. Harshad Vanmali, M.Sc., Ph.D.

FACULTY MEMBERS

<p>• PHILOSOPHY / PSYCHOLOGY Dr. K.J. Save, M.A., SET, Ph.D. Prof. Anagha Deshmukh, M.A., M.Phil., NET Prof. Rohit Gaikwad, M.A., B.Ed., NET</p>	<p>• MARATHI Prof. V.V. Kudu, M.A., SET, NET Prof. Y.D. Morey, M.A., NET</p>
<p>• ENGLISH Prof. (Mrs.) A.M. Barde, M.A. Prof. M.M. Deshmukh, M.A., M.Phil., MBA</p>	<p>• POLITICAL SCIENCE Prof. T.J. Pol, M.A., SET (on FIP) Prof. Ramdas Yede, M.A., NET (against leave vacancy)</p>
<p>• ECONOMICS Prof. N.D. Jawale, M.A., SET</p>	<p>• RURAL DEVELOPMENT Dr. K.M. Patil, M.A., Ph.D.</p>
<p>• HISTORY Prof. Ramdas Yede, M.A., NET</p>	<p>• GEOGRAPHY Dr. B.B. Rahane, M.A., M.Phil., Ph.D.</p>
<p>• COMMERCE / BUSINESS LAW Dr. Manish Deshmukh, M.Com., M.Phil., MBA, Ph.D., B.Ed., G.D.C.&A., SET, BEC</p>	<p>• ACCOUNTANCY Prof. P.S. Kadam, M.Com., NET</p>
<p>• BUSINESS ECONOMICS Dr. Y.M. Kulkarni, M.A., M.Phil, Ph.D.</p>	<p>• CHEMISTRY Dr. S.M. Pitale, M.Sc., Ph.D. Prof. S.V. Joshi, M.Sc. Dr. S.P. Janwadkar, M.Sc., Ph.D. Prof. P.P. Mogle, M.Sc., NET Dr. Dilip Yadav, M.Sc., Ph.D.</p>
<p>• PHYSICS Prof. P.S. Rajeev, M.Sc., M.Phil. Prof. B.K. Sakhare, M.Sc. Prof. Sapana Jadhav, M.Sc., NET Prof. Raju Tandel, M.Sc., NET</p>	<p>• ZOOLOGY Prof. (Mrs.) S.A. Deshmukh, M.Sc. Dr. R.B. Singh, M.Sc., Ph.D.</p>
<p>• BOTANY Dr. Jayananda Tosh, M.Sc., Ph.D. Prof. B.N. Jaiswal, M.Sc., B.A., B.Ed., Prof. (Mrs.) A.P. Raut, M.Sc.</p>	<p>• LIBRARIAN Prof. (Mrs.) S.K. Godbole, B.Sc., M.Lib., NET</p>
<p>• MATHEMATICS Prof. R.D. Gadhari, M.Sc., M.Phil. Prof. V.K. Pune, M.Sc.</p>	

6. 2.3 TEACHING LEARNING SYSTEM - AN OVERVIEW

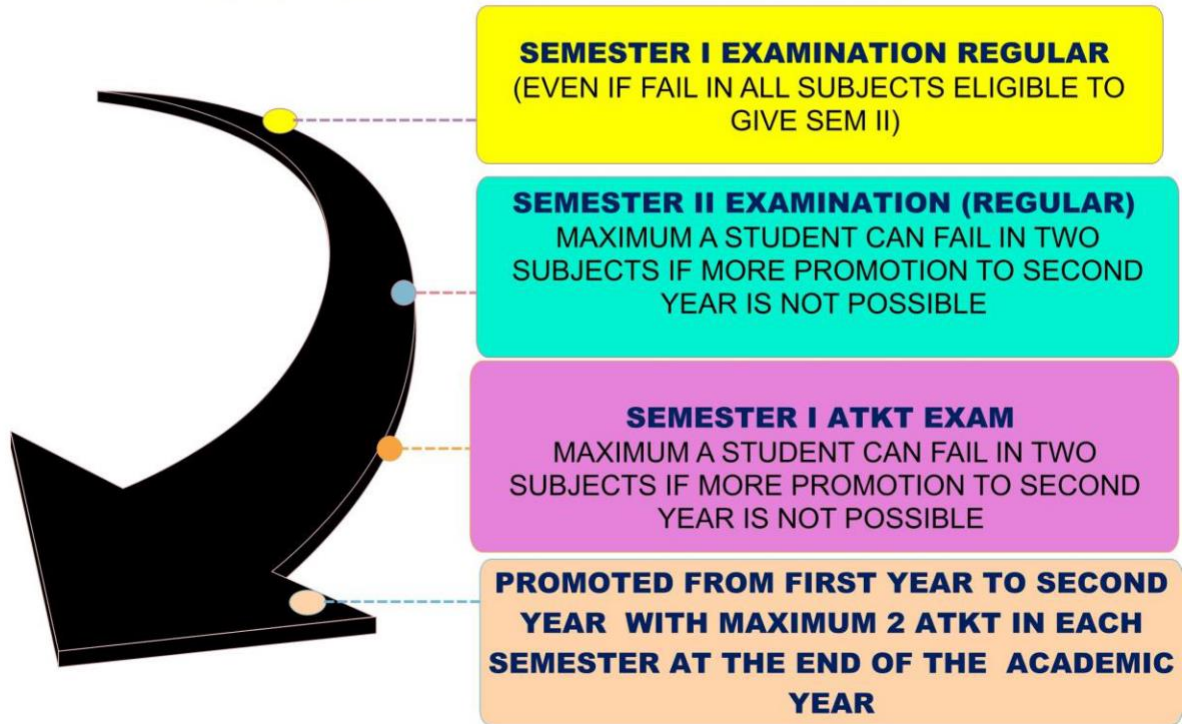
2.4 ASSESSMENT AND GRADING - AN OVERVIEW

No college or institute is complete without an examination process. The efforts are put by teachers on innovative teaching methods for the students so that the concepts are well understood. In Maharashtra, many colleges have been set up offering various degree or diploma courses due to which the examination system at universities has become complex & complicated. University exams are conducted for third year students, but exams for first & second year are handled by colleges and make sure strict evaluation is done to get unbiased result outcomes. Therefore institutes takes initiative in adopting innovative examination practice to avoid complications and biases during the examination process. For this purpose, the Administration allocates certain tasks and powers to the Examination Committee. An Assessment Committee is convened to consider marks achieved in an exam and to assign unalterable marks for students who have taken those exams. Currently the Institute obtains its assessment and grading rules and regulations from its affiliating body, University of Mumbai using Semester Choice Based Credit system. The standard of passing is 40% per semester per course.

UG COURSES :

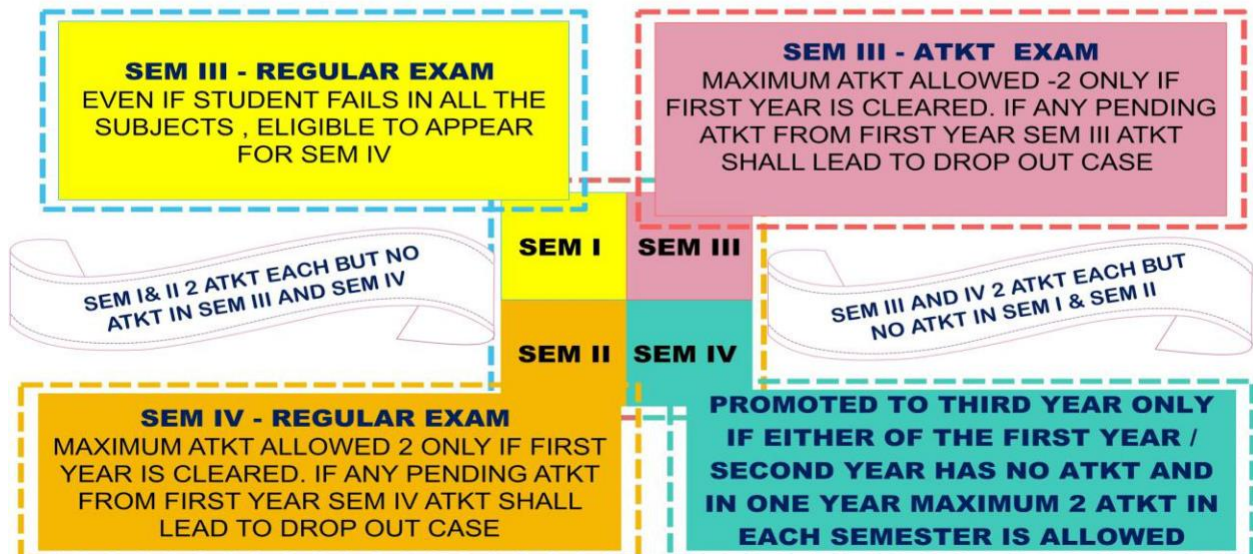
PROMOTION CHART

FROM FIRST YEAR - SECOND YEAR



PROMOTION CHART

SECOND YEAR - THIRD YEAR



AWARDING OF THE BACHELOR'S DEGREE



CONVOCATION CERTIFICATE AWARDED AFTER DEGREE CERTIFIED IS RECEIVED IN THE ANNUAL CONVOCATION CEREMONY.

Eg If THIRD YEAR DEGREE AWARDED IN JUNE 2020 THEN CONVOCATION CERTIFICATE SHALL BE RECEIVED BY FEBRUARY 2021

DETAILED OVERVIEW OF EVALUATION SYSTEM AND ITS RULES & REGULATIONS-

Credit based Semester Grading System for Arts / Science / Commerce faculties The System was further revised in the year 2016-17 from 7 point grading to 10 point grading with a change in assessment pattern to be implemented progressively.

What is a Credit Based Grading System ?

- Involves breaking down the curriculum into measurable units that can be combined to get a degree / diploma.
- A 'CREDIT' is generally a 'VALUE' used to measure a students work load in terms of learning time required to complete course units, resulting in learning outcomes.

- Credit is used in higher education to summarize and describe an amount of learning.
- The number of credits awarded to a learner is determined by Credit value or Credit Points assigned to a particular course.
- It is a way of expressing the '*LEARNER'S WORKLOAD*'. (Student's)
- It affords more flexibility to the learners allowing them to chose interdisciplinary courses.
- One (01) Credit is thirty (30) learning hours.
- Credits once gained cannot be lost.

Terminology used in credit system

- **Programme:** A programme is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study, e.g Certificate in Office Computing, Diploma in Journalism, B.Com., M.Sc. M.S.W. etc. are the 'Programmes'.
- **Course:** A course is essentially a constituent of a 'programme' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. A 'course' in simple terms corresponds to the word 'subject' used in many Universities.
- **Module or Unit:** A module or Unit is a part of the course which may be studied in conjunction with other learning modules or studied independently.

- **Credit Points:** This has reference to the ‘Workload’ of a learner and is an index of the number of learning hours deemed for a certain segment of learning. The course may be assigned anywhere between 4 to 8 credit points wherein 1 credit is equal to 30 learning hours.
- **Credit completion or Credit acquisition:** It may be considered to take place after the learner has successfully cleared all the evaluation criteria with respect to a single course.
- **Credit Transfer:** Credit Transfer means that credits earned at one institution for one or more courses under a given programme are accepted under another programme either by the same institution or another institution.
- **Philosophy or Credit Assignment**

Generally there are four different types of courses in all the programmes conducted at University of Mumbai.

Compulsory Courses	= 4 credits per course
Core / Special Courses	= 3 credits per course
Applied Components	= 3 credits per course
Foundation Courses	= 2 credits per course
Skill Courses	= 2 credits per course

The total credit value shall be 120 credits for all UG programmes across the faculties.

Allocation of Time Per Credit

- The time duration per credit is divided into two parts,
 - I) Approximately fifty percent of the time will be spent on class room instructions including practical as prescribed by the University.
 - II) Rest of the time spent for assignments, Projects, journal writing, case study library work, industrial visits, attending seminars / workshops, preparations for examinations etc. will be considered as notional hours.

Scheme of Evaluations

The performance of the learners shall be evaluated in two parts internal assessment with 25% marks by way of continuous evaluation and by semester end assessment with 75% marks by conducting the theory examination for foundation course and all courses of self finance programmes while for other courses the theory papers are of 100 marks.

I. Internal Assessment: It is defined as the assessment of the learners on the basis of continuous evaluation as envisaged in the credit based system by way of participation of learners in various academic and correlated activities in the given semester of the programme.

II. Semester End Assessment: It is defined as the assessment of the learners on the basis of performance in the semester end theory written examinations.

Modality of Assessment (FY, SY & TY Classes)

1. There will be a Semester end examination at the end of every semester.
2. The examination will be conducted as per guidelines given by Board of Studies respective subject and Board of Examinations and Evaluation, University of Mumbai.
3. **Semester End Assessment 100% (100 Marks)**
 - * Duration: These examinations shall be of 3 hours duration.
 - * Question Paper Pattern:
 - A) All questions shall be compulsory with internal choice within the questions.
 - B) Question may be sub-divided into sub-questions a, b, c, d, & e only and
 - C) The allocation of marks depends on the weightage of the topic.
4. For Foundation Course subject the pattern will be as follows:

Internal Assessment - 25 marks & Semester End Examination - 75 Marks.

Standard of Passing:

- * The learners shall have to obtain a minimum of 40 % marks in aggregate to qualify each course.

- * To qualify each course minimum grade D shall be obtained by the learners in each course and project wherever applicable in a particular semester.

Method to carry forward the marks:

- A learners who PASSES in the Internal Assessment 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 assessment shall be carried over and he / she shall be entitled for grade obtained by him / her on passing of the complete course.

- A learners who FAILS in the Internal Assessment but PASSES in the Semester End Examination of the course shall submit and reappear for the Internal Assessment in the form of projects for 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 qualifying the course.

- The Evaluation for students who fail in Internal Assessment will consist of one project of 25 marks which will be divided into 15 marks for the documentation of the project given by the concerned teachers on the curriculum, 5 marks each for the presentation and for the viva.

ORDINANCE REGARDING AWARD OF 10 GRACE MARKS TO STUDENTS FOR PARTICIPATION IN ANY ONE OF THE VARIOUS EXTRACURRICULAR ACTIVITIES:

0.229: Candidates appearing for any of the University Examination/Examinations conducted by the Colleges on behalf of the University shall be eligible for the award of maximum 10 grace marks at their option, wherever necessary in addition to the marks secured in each Head of passing for participation in any one of the activities mentioned below:

- (i) Students who have enrolled as members of the N.C.C. and have satisfactorily completed the N.C.C. training programme during the academic year, as certified by the Principal/ Commanding Officer of their respective College, OR

(ii)

Students who have participated in the N.S.S. programme and have satisfactorily completed at least 120 hours of Social Service comprising the time spent in at least two types of projects as certified by the Principal of their respective College and forwarded by the N.S.S. Programme Coordinator, OR

(iii) Students who are one of the members of the team/s reaching the Quarter final stage at intercollegiate sports competitions or have secured one of the eight places in order of merit in individual sport event conducted by the University or have represented the University in sport events either at the Inter State or at Zonal level or at National level or at International level and have produced the necessary certificate from the Principal of their respective College and forwarded by Head of the concerned Section, OR

(iv) Students who are members of team/s securing first three positions in cultural group events or have secured one of the first three places in individual cultural events or whose performance have been adjudged best as an Actor/Actress, Music Director, Lighting/Sound effect operator, Author, Choreographer, or as Director in Group events conducted at the Intercollegiate cultural competition organized by the University, or have represented the University in any of the cultural events either at the State level or at the Zonal level or at the National level or at the International level in the same

academic year as certified by the Principal of their respective college and forwarded by Head of the concerned Section, OR

(v) Students who are members of the Students' councils constituted under Section 40 (2)

(a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 1994, and have actively participated in various schemes, programs and attended functions of the University during that academic year, as recommended by the Principal of the concerned College and certified by the Director of Students Welfare.

229-A: Students participating in the Extension Work activities organized by the Department of Lifelong Learning and Extension are entitled to the benefit of 10 grace marks on satisfactory completion of 120 hours of work, except for Industry Orientation Project, where the minimum requirement is 240 hours of work, under various Extension Work Projects. The benefit of 10 grace marks to candidates would be available only in any one of the activities mentioned above, at their option subject to their fulfilling following conditions:

2. That they are appearing for any University Examination except the Examinations having a point system of evaluation for the first time.

3. That in case of failure in one or more Heads of passing an Examination, the benefit of grace marks shall be granted to the extent of 5% of the maximum marks allotted to the Head of passing the concerned subject.

4. That the grace marks will be granted for the purpose of claiming exemptions in a subject/ s, provided it shall not exceed 5% of the maximum marks allotted to a subject.

5. That the maximum of 10 grace marks shall be granted for the purpose of enabling a candidate for the award of class and or distinction in the Examination.

6. That maximum 10 grace marks will be added to the grand total, if the benefit of grace marks is not claimed in any of the above (2) to (4) conditions. In case of the grade pattern 0.1 is added to the SGPI.

7. That if the examination is conducted in semester and the marks of the two semesters are clubbed, the question of grant of 10 grace marks in odd semester under this Ordinance shall be considered at their option to students if they prove merit only in that particular odd semester in activities mentioned above and comply with all such conditions stipulated therefore, else the same shall be granted in even semester examination of that academic year.

8. That the grace marks under this Ordinance will not be counted for the award of scholarships, prizes and medals or any other awards.

9. That the rules relating to gracing under this Ordinance shall be applied first and the same shall separately be shown in the marks sheet of the candidates.

10. That the University authorities may consider withholding of any of the aforesaid benefit or to consider any of the merit/work of the candidates null and void if, in the option of duly constituted Disciplinary Committee, such an action is felt necessary, and communicated to University through the Principal/Head of the Department.

Students studying in Third Year classes (Semester V & VI) and wish to appear for the University examination, have to submit ONLINE examination form to the University portal. Otherwise, the student will lose his claim for appearing for University examination to be conducted by the University of Mumbai.

F.Y./S.Y./T.Y. B.A./B.Com./B.Sc./B.M.S./ I.T. EXAMINATIONS (0.5974, R.8435, R.8436)

Credit based semester and grading system (CBSGS) as it already exists for the faculties of B.M.S. and I.T., has also been introduced for the programmes under the faculties of Arts, Commerce and Science with effect from the academic year 2011-12

Duration of the B.A., B.Com. and B.Sc. programmes will be of 3 years in the semester pattern, i.e. from Sem. I to Sem. VI . The degree will be awarded to learners who successfully complete 120 credits of the programme in period of 3 to 6 years from the year of enrolment to Semester I. The scheme of examination will be divided into two components: Internal Assessment and External Assessment. The internal component will be of 25 marks for each theory course of self programmes and F.C. and will consist of continuous evaluation including class-tests, assignments, seminars, projects, case studies, presentations etc. In general, for each theory course there will be one class test for 10 marks and one assignment/project/ case-study for 5 marks in each semester with 5 marks each for active participation of the learner in routine class instructional deliveries/tutorials/presentations/seminars etc. and his/ her overall conduct as a responsible learner.

The external component means the semester end examination of 2½/3 hours duration for 75/100 marks in each theory course.

There will not be any internal examination for practicals. The semester end practical examination will be for 50 marks per each theory course, i.e. for 50 marks in case of F.Y./S.Y. B.Sc.-I.T. in each practical course, for 100 marks in case of F.Y.B.Sc. in each practical course and for 150 marks in case of S.Y.B.Sc. in each practical course.

For each course the passing minimum is of overall 40% (20 out of 50, 40 out of 100 & 60 out of 150); with 10 out of 25 for the internal component and 30 out of 75 for the semester end examination (external component) separately for each theory course to pass the course. A learner will be said to have passed the course if he/she passes both internal assessment and semester end examination.

The performance grading of the learners shall be on the **TEN POINT** ranking system based on the aggregate performance of internal assessment and semester end examination as under:

Grade	Marks	Grade Points	Grade	Marks	Grade Points
O	80 and above	10	C	45 to 49	5
A+	70 to 79	9	D	40 to 44	4
A	60 to 69	8	F	Below 40	0
B+	55 to 59	7			

ADDITIONAL EXAMINATION R.8439

There will be one additional examination for Semesters I, II, III and IV for the learners who have remained absent in one or more

courses. Learners who do not appear for both internal assessment and semester end examination are not eligible to appear for the additional semester end examination. Learners who are punished under 0.5050 (malpractices) and those who are detained under 0.119 (non-fulfillment of minimum attendance) are also not eligible to appear for the additional examination.

A learner who remain absent in some or all the courses on medical grounds or for representing the college/university in sports, cultural activities, activities of NSS, NCC/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, will be exempted from the additional examination fees provided he/she furnishes all the necessary documents in this respect and he/she passes in all the courses for which he/she appears in the semester end examination.

Carry-forward of marks: R.8437

A learner who passes in the internal assessment but fails in the semester end examination of a course shall reappear for the semester end examination of the course. However his/her marks of the internal examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing. Similarly a learner who passes in the semester end examination but fails in the internal assessment of a course shall reappear for the internal examination

of the 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.

Examinations for repeater learners

The learners who have failed in one or more courses of the semester end examination shall be allowed to appear for the examination in the next half, after submission of the examination form.

A.T.K.T. examinations for repeater students will be conducted in the first and the second half of the academic year for all semesters.

RULES WITH RESPECT OF A.T.K.T.

Amended Regulation 8438

ATKT Rules for Faculties of Arts, Commerce, B.M.S. & I.T. are as under:

- a. A learner shall be allowed to keep term for Semester II irrespective of number heads of failure in the Semester I.

- b. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I & Semester II.

OR

A learner who fails in not more than four courses of Semester I and Semester II taken together with not more than two courses each in Semester I & II.

c. A learner shall be allowed to keep terms for Semester IV irrespective of number of heads of failure in Semester III. However, the learner shall pass each course of Semester I and Semester II in order to secure grade-card for Semester IV

d. 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 four courses of Semester III and Semester IV taken together with not more than two courses each in Sem. III & Sem. IV.

OR

A learner shall pass Semester III and Semester IV and fails in not more than four courses of Semester I and Semester II taken together with not more than 2 courses each in Semester I and Semester II.

e. A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V.

f. 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.

ATKT Rules for Faculty of Science are as under:

i) A learner shall be allowed to keep terms for Semester II irrespective of grades obtained in each course of Semester I.

ii) A learner shall be allowed to keep term for Semester III if he / she passed (Grade 'D' as above in each course) in each of Semester I and Semester II.

OR

He / she fails is not more than three courses in each of Semester I and Semester II. (For all Science Programmes, carrying total 900 or more marks.)

He / she fails in not more than three courses with not more than total 200 marks, in each of Semester I and Semester II. (For all Science programmes, carrying less than total 900 marks.)

iii) A learner shall be allowed to keep term for Semester IV irrespective of grades obtained in each course of Semester III.

iv) 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

He / she has passed Semester I and Semester II and fails in not more than three courses in each of Semester III and Semester IV. (For all Science programmes, carrying a total 900 or more marks). He / she has passed Semester III and Semester IV and fails in not more than three courses three courses in each of Semester I and Semester II

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

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

GRACING

At the time of compiling final result, the benefit of Gracing is given as per the New ordinances 5042, 5043, 5044 and 5045 as follows:

0.5042: Grace marks for passing in each head of the passing examination.

The learners shall be given the benefit of Grace marks only for passing in each head of passing the examination as follows: upto 50 marks = 2, 51 to 100 = 3, 101 to 150 = 4

Provided that the benefit of such gracing marks given in different head of passing shall not exceed 1% of aggregate marks in that examination. This ordinance shall be applicable only if the candidate passes the entire examination.

0.5043: A candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks fall short for securing Second Class / Higher Second Class or First Class by marks not more than 1% of the aggregate marks of that examination or upto 10 marks, which ever is less, shall be given the required marks to get the next higher class or grade as the case may be.

0.5044: A candidate who passes in all the subjects / heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the subjects falls short by not more than three marks for getting distinction in the subject/s shall be given necessary grace marks up to three in maximum two subjects, subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

0.5045: If a candidate fails in only one head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate

marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum upto 10 marks only.

Only one ordinance i.e. 0.5042 or 0.5043 or 0.5044 or 0.5045 and not more than one ordinances, can be applied in the case of a candidate.

0.229 A: Students participating in NSS / NCC / Sports / Cultural Activities / Life Long Learning and extension activities and whose names are approved by the authorities are entitled to be graced maximum of 10 marks and not more than 5% in each head of passing.

Gracing under 0.5042/0.5043/0.5044/0.5045 and 0.229 A is applied simultaneously.

THE EXTRACT FROM THE AMENDED ORDINANCE NO. 5050

The attention of the students is invited towards the amended ordinance No. 5050 relating to the conduct of examinations, nature of malpractice quantum of punishment, powers of the Principals of the college etc. The following extract relating to the F.Y./S.Y. B.A., B.Com., B.Sc. examination conducted by the college on behalf of the

University of Mumbai is reproduced hereunder for the information of the students.

a. “Unfair means” includes one or more of the following acts or omissions on the part of student/s during the examination period.

(i) Possessing unfair means materials and or copying therefrom.

(ii) Transcribing any unauthorised material or any other use thereof.

(iii) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him / her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.

(iv) Unauthorisedly communicating with other examinees or any one else inside or outside the examination hall.

(v) Mutual / Mass copying.

(vi) Smuggling-out, either blank or written, or smuggling-in of answerbooks as copying material.

(vii) Smuggling-in blank or written answerbook and signature of the Jr. Supervisor thereon.

(viii) Interfering with or counterfeiting of University/College/Institution seal, or answerbooks or office stationary used in the examination,

(ix) Insertion of currency notes in the answerbooks or attempting or bribe any of the persons connected with conduct of examinations.

(x) Impersonation at the University/College/Institution examination,

(xi) Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination.

(xii) Or any other similar act/s and / or omissions which may be considered as unfair means by the competent authority.

b. "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undy influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.

c. “Unfair means material” means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (examinee) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.

d. “Possession of unfair means material by a student” means having any unauthorised material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.

e. “Student found in possession” means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of its being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided report to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorised person to the Controller of Examinations or Principal or Head or the Institution concerned or any officer authorised in this

behalf. “Material related to the subject of examination” means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause

(e) above, the presumption shall be that the material did relate to the subject of the examination.

THE BOARD CATEGORIES OF UNFAIR MEANS RESORTED TO BY STUDENTS AT THE UNIVERSITY/COLLEGE/INSTITUTION EXAMINATIONS AND THE QUANTUM OF PUNISHMENT FOR EACH CATEGORY

Nature of Malpractice	Quantum of Punishment
1. Possession of copying material	Annulment of the performance of the student at the
	University/College/Institution examination in full.*
	(Note: This quantum of punishment shall also to the
	following categories of malpractices at Sr. No. (2) to Sr. No.
	(12) in addition to the punishment prescribed there at.

Nature of Malpractice

Quantum of Punishment

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 answerbook as copying material
 - ii) Smuggling-in of written answerbook based on the question paper set at the examination
 - iii) Smuggling in written answerbook and forging signature of the Jr. Supervisor thereon
7. Attempt to forge the signature of the Jr. Supervisor on the answerbook or supplement
8. Interfering with or counterfeiting of University/College/ Institution seal, or answerbooks or office stationery used in the examinations.
9. Answerbook, main or supplement written outside the examination hall or any other insertion in answerbook.
10. Insertion or currency notes/to bribe or attempting to bribe any of the person/ s connected with the conduct of examinations.
11. Using obeisance language/violence threat at the examination centre by a student at the University/College/ institution examination to Jr./Sr. Supervisor/Chief Conductor or Examiners.
12.
 - a) Impersonation at the University/ College/ Institution examination. Exclusion of the student from University or College or Institution examination for one additional examination.

Exclusion of the student from University of College or Institution examination for one additional examination for one additional examination. (BOTH THE STUDENTS.)

Exclusion of the student from University or College or Institution examination for two additional examination. (BOTH THE STUDENTS.)

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

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

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

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

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

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

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

Exclusion of the student from University or College or Institution examination for four additional examination. **Note** : This money shall be credited to the Vice Chancellor's Fund

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

Exclusion of the student from University of College or Institution examination for five additional examination. (Both the students if impersonator is University or College or Institute student)

**Nature of Malpractice Quantum of
Punishment**

b) Impersonation by a University/ College/institution student at S.S.C./ H.S.C./any other examinations.

13. Written or in any other part of the answer book by the student at the University or College or Institution examination.

14. Found having written on palms or on the body, or on the clothes while in the examination.

15. All other malpractices not covered in the aforesaid categories.

Exclusion of the student from University of College or Institution examination for five additional examinations.

Exclusion of the impersonator from University or College or Institution examination for five additional examination.

Annulment of the performance of the student at the University or College or Institution examination in full.

Annulment of the performance of the student at the University or College or Institute examination in full and severe punishment depending upon the gravity of the offence.

16. If no previous occasion a disciplinary action was taken against a student for malpractice use at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely, enhanced punishment can be imposed on such students. This enhance punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

PRACTICAL/DISSECTION/PROJECT REPORT EXAMINATION :

Student involved in malpractices at Practical/Dissertation/project Report examinations shall be dealt with as per the punishment provided for the theory examination.

18. The Competent Authority, in addition to the above mentioned punishments, may impose a fine not exceeding Rs. 300/- on the student declared guilty.

*(NOTE: THE TERM “ANNULMENT OF PERFORMANCE IN FULL” INCLUDES PERFORMANCE OF THE STUDENT AT THE THEORY AS WELL AS ANNUAL PRACTICAL EXAMINATION, BUT DOES NOT INCLUDE PERFORMANCE AT TERM WORK, PROJECT WORK & DISSERTATION EXAMINATIONS UNLESS MALPRACTICE USED THERE AT).

AN APPEAL

An appeal against the finding of the Committee shall lie with the concerned competent authority, whose decision shall be final and binding. An Appeal made in writing within a period of 30 days from the date of imposition of the punishment, shall be considered by the competent authority on merit and shall be decided on the basis of the evidence available in the case and shall be heard in person in deserving cases, if the competent authority finds substance in the appeal. The competent authority shall supply typed copy of relevant extract of fact-finding report of the Inquiry Committee as well as documents relied upon (if not strictly confidential), pertaining to his/ her case to appellant/petitioner, if applied for in writing. Decision in the appeal shall be informed to the student concerned accordingly. The Court matters in respect of the unfair means cases should be dealt with by the respective competent authority.

All users are requested to strictly follow the regulations specified herewith:

- (a) Student's members have to show their Library I.D. while entering the Library and write their Name, Reg. No., Time and Sign the register kept at the entrance.
- (b) Students are supposed to enter the Library with a clean dress.

- (c) Keep all the belongings at the entrance in the pigeonhole and take only one note book of loose sheets.
- (d) Files, bags, personal text books are not allowed inside the Library.
- (e) No person shall write on, damage or dis figure book, journal or other materials belonging to the Library.
- (f) The borrower shall be responsible for any damage or loss done to the Library documents borrowed by them shall be required to replace such materials or to pay the double cost thereof.
- (g) Before leaving the Library, the reader shall leave on the table any books / periodical which he / she has taken for reference. The same shall not be kept back on the shelf by the reader to avoid misplacement. However, the book borrowed from the text book counter have to be returned to the counter.
- (h) Maintaining peace, silence in the Library is a must.
- (i) Loss of borrower card has to be reported immediately to the Librarian in writing.
- (j) Dictionaries, Back Volumes of periodicals, Project reports, and other reference to within the Library.

(k) Library tickets are not transferable. Members are not allowed to sub-lend the books of the Library.

(l) Mobile phones are strictly forbidden in examination hall. If a student taking an examination is found in possession of a mobile phone or any similar device, it will be confiscated by the college and will not be returned to the student until resolution is made by the unfair means enquiry committee about the matter.

(m) Members should take care of their personal belongings. The Library is not responsible for any claim of loss of such articles found in the Library.

(n) Smoking, consuming chocolates, etc., in the Library is strictly prohibited.

(o) Any infringement of the norms and procedures will render the borrower the cancellation of library facilities.

(p) In case of late return of books students will have to pay fine of Re. 5 per day.

(q) While charging the fine holidays will be counted.

- (r) Re-Issues of the books will depend upon the demand for the same.
- (s) All cases of disregard of these Rules will be reported to the Principal for Appropriate action

Minimum attendance required for being eligible to get the term granted & to appear for Annual Examination is minimum 75 % of the working days of the College as per University Ordinance No. 0.119.

A days' attendance means attendance for all lectures, tutorial, practicals, seminar and any College programme of the day. For being eligible to get a term granted, a student besides 75% attendance must show satisfactory progress, good conduct, payment of all due fees and return of Library Books in time. For further details students are advised to contact the Chairman of the Attendance Committee.

ORDINANCES 6086 RELATING TO THE ATTENDANCE FOR LEARNERS:

Ordinance: 6086: Attendance for learners:

- 1) There shall be the Attendance Committee, for smooth conduct of this ordinance, in every college/institute/Department of the University comprising of at least three members (to be nominated from other departments in case of the University Departments having less than 3 teachers), the Vice-Principal/ Senior Teacher

(Convener) and at least two more teachers ensuring representation of the concerned faculties, nominated by the Principal/Director/Head.

2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfills at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practical's, tutorials etc. wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s. Further it is mandatory for every learner to have min 50% attendance for each course & average attendance has to be 75%.

3) The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular/co-curricular activity/competition/camp/workshop/convention/symposium/seminar etc. where the said learner is officially representing the college/ University/ District/ State/ Country with the permission of the Principal /Director/ Head of the College/ Institute/ University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is

envisaged here-in-above, at Sr. No 2, shall be deemed to have been attended by the said learner .

4) Without prejudice to what is stated here-in-above, the Principal/Director/Head of the concerned College/Institute/Department of the University shall be the competent authority to condone the absentee of any learner further up to additional 25%, if deemed fit and on recommendation of the attendance committee of the said college/Institute/ Department of the University, wherein it is mandatory on the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise.

5) The attendance committee ensures that the attendance records are maintained in order and that the warning letters are issued to the defaulting learners at least twice in every semester & that in the first week of every month for the previous month default list it display on college notice board. If they are falling short of attendance while also displaying the list of defaulters declaring their respective attendance for the month. The defaulting learners should also be called (along with the parent/guardian wherever necessary) to meet the Convener,

attendance committee in the middle of the semester with a view to make the consequences adequately clear while understanding the difficulties if any and encouraging the learner to comply with the requirement of the attendance. Needless to say that the learners should be made aware of the provisions of the ordinances for attendance at the time of admission and an undertaking may be obtained from them (countersigned by the parent/guardian wherever necessary) assuring regular attendance while understanding the consequences of defaulting.

6)

At the end of the semester on recommendation of the attendance committee the Principal/ Director/Head of the college/Institute/University Department shall display list of the learners who are not allowed to keep terms, allowing them to appeal to the Principal/ Director/Head of the College/Institute/Department of the University within 3 days from the date of display of the notice. After disposing the appeals the Principal/Director/Head shall intimate the same to the In-charge of Examinations/the Controller of examinations to withdraw the examination forms of such defaulting learner under intimation to those learners ensuring that this communication reaches the concerned at least 10 clear days before the commencement of the respective examinations.

7) The learners whose terms are not granted by the college/institute/department of the University can appeal to the controller of examinations, if desired, in a prescribed form and by paying fees prescribed by the Management Council within 3 days from the receipt of this intimation and that the controller of examinations shall arrange a hearing of the learners along with their concerned Principals/Directors/Heads of the Department, represented in person or through a teacher nominated by them before the committee (one each for every faculty) nominated by the Management Council comprising of 3 members including the convener. The respective committees shall convey their decisions to the controller of examinations which shall be final and binding on the learners once accepted and communicated by the controller of examinations.

(The existing Ordinances O.119, O.120 & O.125 are repealed)

FOR DETAILED MANUALS AND UNIVERSITY ORDINANCES PERTAINING TO ASSESSMENT AND GRADING SYSTEM SCAN THE QR CODES BELOW -



1.7 VALUE ADDED COURSES OFFERED BY THE INSTITUTION

No university curriculum can adequately cover all areas of importance or relevance. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes. Our institute offers a wide variety of short term certificate courses which are conducted after class hours or during semester breaks. These courses are conducted by professionals and industry experts and help students stand apart from the rest in the job market by adding further value to their resume.

The details about the course can be obtained from the concerned department head and/ or course coordinator.

Note : This list is not exhaustive, information regarding addition in value added courses will be communicated through notices and college website.

In case of any suggestions or grievances regarding the conduct of a value added course you may contact the Vice Principal of the college or drop a complaint letter in the grievance / suggestion box located on the -----
----- floor.

**A SPECIMEN GRIEVANCE FORMAT IS PROVIDED BELOW -
(It is not mandatory to use this specimen)**

To,
The Vice Principal
SDSM College , Palghar
Date :

Respected Sir,
I Kum/ kumari _____(FULL NAME) a bonafide student of
your institute had enrolled under the value added course of _____
organized by _____(Name of the Department) and Co- ordinated
by _____.

I wished to draw your kind attention towards _____(describe your
grievance in details)

Thank you,

NOTE : IN CASE YOU DON'T WISH TO DISCLOSE YOUR IDENTITY YOU MAY LEAVE
YOUR NAME BLANK.

1.8 ISSUANCE OF RECOMMENDATION LETTER

Students can apply for recommendation letters from their Teachers while applying for Higher Studies/Foreign Universities. The specimen format is as below -

To,

S.D. ARTS, V.S. APTE COMMERCE & M.H. MEHTA SCIENCE COLLEGE, PALGHAR
Palghar -
Date:

Dear Sir/ Mam,

As part of the prerequisites for acceptance to (job/ higher education, etc.), I have been asked to provide a letter of recommendation. Would you be so kind as to write such a letter, with particular comments in regard to our past association in (the degree program, an internship, coursework, conference, etc.)?

The deadline for submitting the letter is (date), and if you are unable to provide a letter, please let me know by (one week from the date of this letter).

Thank you in advance for your time.

Regards,

STUDENT DETAILS

NAME, CLASS, ENROLLMENT YEAR, PRN number

PRINCIPAL *K. Dave*
Sonopant Dandekar Arts College,
V.S. Apte Commerce College &
M.H. Mehta Science College
PALGHAR (W.R.)
Dist. Palghar, Pin-401404