

Admission

College Term :

First Term : 6th June 2019 to 23rd October 2019 (both days inclusive)

Second Term : 14th November 2019 to 2nd May 2020 (both days inclusive)

There will be break for mid term from 29th October 2019 to 13th November 2019 both inclusive

There will be break for winter from 26th December 2019 to 1st January 2020 both days inclusive

1. **Eligibility :**

Documents required for eligibility from students of other State Board or University -

- a) XIIth Marksheet (Original & Photocopy)
- b) XIIth Passing Certificate (Original & Photocopy)
- c) Migration Certificate (Original & Photocopy)
- d) Transfer Certificate or College Leaving Certificate (Original & Photocopy)

2. **Rules For Admission F.Y.B.Com. Semester I & II :**

1. A student who has passed the H.S.C. Examination by the said Board in Subjects English, a Modern Indian Language or Modern Language and any four subjects from among the subject Economics. Book-Keeping and Accountancy, Organisation of Commerce, Mathematics & Statistics, Secretarial Practice, Co-operation or with English and any one vocational subject carrying 200 marks and three subjects from among the subjects under the Faculty of Commerce, each carrying 100 marks or who has passed the F.Y.B.Com Examination under the 'Old Course' or an Examination recognised equivalent thereto, will be eligible for admission to the F.Y.B.Com class.

3. **Rules for Admission Semester III :**

A student is eligible for admission to Semester III

1. If the student passes each Semester I and Semester II
2. If the student fails in not more than four papers of Semester II taken together with not than two papers each in Semester I and Semester II

4. **Rules for Admission Semester V**

1. Eligible for Admission to T.Y.B.Com.

a) Shall have passed Semester I, II, III and IV in full

OR

b) Shall have passed Semester I and II in full and secured ATKT in the second year by failing in not more than Two Courses in each Semester III and Semester IV

OR

c) Shall have secured ATKT in First Year by failing in not more than Two Courses in each of Semester I and Semester II and have passed Semester III and Semester IV in full.

5. Seats are reserved for Backward class Students as per Govt. Rules :

Students belonging to the Backward classes are required to submit the Caste Certificate issued by the Competent Authority in the State of Maharashtra.

INSTRUCTIONS REGARDING COURSES :

1. Students should note that they will not be permitted to change subject/s once offered.
2. Provision for teaching various subjects depends upon the availability of a minimum number of 24 students offering that subject at the point of entry. In case the minimum number is not available, the students will be permitted to change their subjects in confirmation with the scheme given below.

DEGREE COLLEGE

First Year B.Com (Sem. I & Sem. II)

(Each paper of 100 marks)

- 1) Accounting & Financial Management – I/II
- 2) Commerce – I/II
- 3) Business Economics – I/II
- 4) Business Communication – I/II
- 5) Environmental Studies – I/II
- 6) Foundation Course – I/II Theory + Project (75 + 25)
- 7) Mathematical and Statistical Techniques – I/II

S. Y. B. Com (Sem. III & Sem. IV)

- 1) Accounting & Financial Management – III/IV

- 2) Financial Accounting & Auditing :
V – Introduction to Management Accounting / VI – Auditing
- 3) Commerce – III/IV
- 4) Business Economics – III/IV
- 5) SEC – Advertising – I/II
- 6) Foundation Course – III/IV Theory + Project (75 + 25)
- 7) Business Law

T.Y.B.Com (Sem. V)

(Each paper of 100 marks)

A student is required to select seven papers as under :

- 1) Commerce –V
- 2) Financial Accounting & Auditing –V (Financial Accounting)
- 3) Financial Accounting & Auditing –VI (Cost Accounting)
- 4) Business Economics –V
- 5) Applied Component Group : (Any Two of the following combinations)
 - 1) Export Marketing and Direct and Indirect Taxes
 - 2) Computer & Application System and Direct and Indirect Taxes
 - 3) Export Marketing and Marketing Research
 - 4) Industrial Psychology & Direct and Indirect Taxes

N.B.: The subject combination will be allotted to students on the basis of marks obtained at the S.Y.B.Com

T.Y.B.Com (Sem. VI)

(Each paper of 100 marks)

- 1) Commerce –V M.H.R.M. (Marketing & Human Resources Management)
- 2) Financial Accounting & Auditing – VIII (Financial Accounting)
- 3) Financial Accounting & Auditing – IX (Cost Accounting)
- 4) Business Economics – VI
- 5) Applied Component Group : (Any Two the following combinations)
 - 1) Export Marketing and Direct and Indirect Taxes
 - 2) Computer & Application System and Direct and Indirect Taxes
 - 3) Export Marketing and Marketing Research

4) Industrial Psychology & Direct and Indirect Taxes

N.B.: The Subject combinations will be allotted to students on the basis of marks obtained at the S.Y.B.Com

STANDARD OF PASSING :

The standard of passing, rule of disqualification, rules of gracing and benefit of A.T.K.T. will be as prescribed by the University of Mumbai.

AMENDED R. 8438 (WITH EFFECT FROM 2012-13)

Eligibility for Admission to all the Under Graduate Programs (aided and non-aided) in the Faculties of Commerce under Credit Based Semester and Grading System

d) Eligibility for a learner to be admitted in Semester V (Third year) of UG programs (aided and non-aided) in faculties of Commerce in amended as follows.

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

OR

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

OR

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

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

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

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

OR

Learner shall have passed Semester I and Semester II in full secured ATKT in Secured Year by falling in for programs with 900 and above marks in not more than Three Courses in each of Semester III and IV.

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

OR

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

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

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

- v) A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each course of Semester V.
- vi) the result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

Existing R 8439

Mode of Conduct of Semester End Additional Examination :

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

Amended R. 8439 (with effect from 2013-14)

Additional Examination for Semester I and Semester II be held after the conduct of Semester II Examination in March / April every year and Additional Examination for Semester III and Semester IV be held after the conduct of Semester IV Examination in March / April every year. However, Additional Examination for Semester II and Semester IV be held after 20 days and before 40 days from the date of declaration of result of the respective Semester End Examination.

CREDIT BASED GRADING SYSTEM : (As per University circular No. UG/267 of 2011, dated 30th August 2011)

The Scheme of Examination shall be divided into two components : Internal assessment and External assessment (Semester and examination) for each course (subject) of the every programme. The details of the same will be as per university guidelines which shall be received in due course.

0.119-Attendance :

The following shall be the minimum attendance necessary for keeping terms.

Faculty of Commerce : Three-Fourths of the number of days on which lectures are delivered in each term.

(N.B.: A day's attendance means attendance at all the lectures, tutorials, seminars and practicals according to the regular class-time for the day.)

0.125 :

To keep terms, an undergraduate must complete, to the satisfaction of the Principal, the course of study at the college prescribed for such for the class to which undergraduate then belongs.

Students who fail to satisfy the conditions held down by 0.119 and 0.125 will not be permitted to appear at the examinations.

Admissions :

Admission to F.Y.B.Com classes will start after the declaration of the H.S.C. examination result. Admission to other classes will start after the declaration of the result of the respective qualifying examinations.

1. Student seeking admission should apply in person during the hours notified for the purpose.
2. Every student has to affix his/her photograph on the Admission form.
3. A student seeking admission to the college shall have to person himself/herself along with an application in the prescribed form duly filled in and signed by him/her parent / guardian, for an interview with the Principal. No admission shall be regarded as duly granted unless it is granted by the authority of the Principal and the necessary fees have been received by the college.
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 year of study in the college.
5. Normally, a student of this college who has qualified himself/herself for admission to a higher class, will be admitted to such a class, provided an application for the

purpose, in the prescribed form, duly filled in, has received with the necessary fees within the notified period.

6. Once a student is admitted to the college he shall be liable to pay full fees for the whole term.
7. A student once admitted will be considered as duly enrolled for the academic year, unless he/she informs the Principal, in writing of his/her intention to leave the college at least a week before the commencement of the Second Term. If no such intimation is received, full fees for the Second Term will have to be paid.
8. For admission to any class it is necessary to produce in original :
 - (a) Student of marks.
 - (b) Passing Certificate other than Maharashtra Board Students.
 - (c) Eligibility Certificate from the University of Mumbai in the case of the students passing an examination other than the H.S.C. examination of the Maharashtra State Board of Secondary and Higher Secondary Education, Pune or any Examination of any University other than the University of Mumbai, as the case maybe.
9. Admission remains provisional until Migration Certificate / Final Eligibility Certificate / Passing Certificate / Transference Certificate is submitted to the college.
10. Student who fails to pay his/her fees and other dues on the prescribed date will have to pay the fine as decided by the Principal.
11. Caution Money will be refunded to the student, if it is not forfeited for any reason, when he/she ceases to be student, owing no money to the college and to have no library book or any other college property in his/her possession. The caution Money will be returned only on the dates notified by the college for the purpose. The prescribed form for the withdrawl of the Caution Money will be available in the college office.

Refund of fees :

1. Rules in respect of refund of fees as per University of Mumbai Circular No. UG/412 of 2008 dt. 11th September 2008.

0.2859 : Refund of Tuition, Development and all other fees after cancellation of admissions.

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

Entire college premises including class-rooms are under observation of C.C.T.V. Cameras for security purposes						
Table -1 Fee Deduction on cancellation of admission						
Period and percentage of deduction charges						
(i)	(ii)	(iii)	(iv)	(v)	(vi)	
Prior to commencement of academic term and instruction of the course.	Upto 20 days after the commencement of academic term of the course.	From 21 st day upto 50 days after commencement of the academic term of the course.	From 51 st day upto 80 days after the commencement of academic term of the course or August 31 st which ever IS earlier.	From September 1 st to September 30 th .	From September 30 th .	

FEES :

- Students belonging to E.B.C. and those who are children of Primary School Teachers. (P.T.C.), Freedom Fighters (F.F.), S.S.C.D.Ed. Teachers (SST) are eligible for fee concession, provided they produce documentary evidence to that effect. Such students are required to apply for Scholarship or Free Studentship as per dates prescribed by the Principal, failing which they have to pay full fees.
- Students belonging to the Backward Classes are eligible for fee concession but they are required to submit the Caste Certificate, Caste Validity Certificate, Income Certificate form Tahsildar, Max Creamy Layer Certificate for OBC / NT / NBC only issued by the Competent Authority in the State of Maharashtra.
(Students belonging to other States are not eligible for any fee concession)

Deduction Charges	Rs.500/- Lump sum of fees.	20% of the total amount of fees.	30% of the total amount of fees.	50% of the total amount of fees.	60% of the total amount of fees.	100% of the total amount of fees.

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

- 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).
- The Fee charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor fund, exam 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, enrollment and any other course specific fee are not refundable after the commencement of the academic term.
 - iv) All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned at the time of cancellation.
3. All cases which do not fall under 1 above shall be within the discretion of the Principal.
 4. If the last day for submission of application for the refund of fees falls on a Sunday or a public holiday, the next day shall be deemed to be the last day for the purpose.
 5. Identity Card and the Reader's Tickets, if issued, and the Fee Receipt shall be surrendered along with the application for discontinuation and refund of fees.

SCHOLARSHIP & FREE-STUDENTSHIPS :

1. Applications for the following scholarships and free studentships are forwarded by the college. Details regarding these Scholarships and Free-studentships are displayed on the notice board from time to time.

SCHOLARSHIPS :

- (1) National Scholarships, (2) Free-Studentship to children of Primary School Teachers, (3) State Government Open Merit Scholarship. (4) Talent Development Scholarship to Scheduled Castes, Scheduled Caste Converts to Buddhism, Scheduled Tribes Students, (5) Government of India Scholarship for Students from Non-Hindi Speaking States, Hindi Speaking States. (6) Educational Concessions to the Children of Teacher's in Secondary Schools. (7) Free Studentship to Girls.
- (2) Students applying for Scholarships / Free studentships should note that these are granted on the following conditions.
 - a) That the applicant is regular in attendance in accordance with the conditions governing the respective Scholarships / Free-studentship.
 - b) That his/her conduct and progress are satisfactory, and
 - c) That he/she is not absent without prior permission.

FOR RESERVED CATEGORY STUDENTS :

All those students of reserved category who want to avail of the Fee concession for the admissions to different courses, should note that following documents are to be submitted compulsory at the time of admission.

- 1) Caste Certificate and Caste Validity Certificate from competent Govt. authorities.
- 2) Income Certificate from Tahsildar.
- 3) For OBC/NT/EBC student Creamy Layer Certificate is required.
- 4) Adhaar Card.

Incase these documents are NOT submitted then the admission will NOT be granted. Students who are interested in availing of Fee concession should fill up the freeship form in 15 days after the admission. (Vide circular from special Dist. Officer of Social Welfare, Mumbai Region Circular No. VGS KA/MUM UP/BH SSHI/ 07-08 Dated 23/08/2007).

In order to avail of Scholarship / Freeship facility the students are required to fill up the application from online. They are also required to submit the printout of the said application alongwith required documents in the college office.

Website : <http://mahaeschol.maharashtra.gov.in/scholarship/login>

THE STUDENT'S MUTUAL AID FUND :

Monetary help from the Student's Mutual Aid Fund is granted, on application, to the needy students of the college. Such students are advised to apply to the Principal in the second week of February.

CAREER GUIDANCE

The library receives various pamphlets and booklets consisting information about Career Guidance and Career Building. A separate, cupboard has been created to preserve these pamphlets and books. The students are advised to browse through the pamphlets, internet sites, books etc. for getting clear perspective about particular careers.

College Rules & Regulation :

General :

1. Every student shall obtain on admission his / her identity card from Librarian. The procedure for obtaining the identity card will be put up on the notice board. Every student shall submit to the librarian 4 copies of his / her latest photograph of 1 ½" x 2" size, printed on glossy paper.
2. The student must always display the identity card with his/her photograph affixed there on and attested before entering the college premise. No student shall be allowed to attend classes practicals etc. unless he / she displays his / her Identity Card.

3. Students shall attend lectures, tutorials and seminars according to the regular Time-Table on all working days of the college. Student shall not remain absent from lectures, tutorials, seminars and examinations without permission of the Principal. Absence without prior leave may lead to loss of term, since to keep term, a student has to complete, to the satisfaction of the Principal, the course of study prescribed for the term of the class to which he/she belongs.
Students are warned that, if their attendance at lectures, tutorials and seminars is unsatisfactory, their names will not be retained on the College Rolls with effect from the beginning of the Second Term of the academic year.'
4. In case of illness, a student shall apply for leave by post as soon as possible with a doctor's certificate attached with the application and shall report himself / herself to the Principal immediately after resuming attendance.
Ragging in any form is strictly prohibited in the College Campus.
5. In the case of Arts and Commerce students the terms shall not be deemed as kept and shall not be granted unless the student produces at the end of the term, a certificate each from the Head of respective Departments stating that the student has completed the prescribed tutorial / Practical work.
6. Student shall not attend classes other than their own without the permission of the Principal.
7. Conduct of students in the classes as well as on the premises of the college shall be such as will cause no disturbance to the fellow-students or to other classes.
8. Students shall not loiter in the College premises during Lectures / Practical hours.
9. Smoking in the college premises is strictly prohibited.
10. Students shall do nothing either inside or outside the college that will in any way interfere with orderly administrative and discipline.
11. No society or association shall be formed in the college and no person invited to address a meeting without the Principal's permission.
12. No student shall collect any money as contribution for picnic, trip, educational visits, get together, study-notes, charity or any other activity without the prior sanction of the Principal.
13. In the college debates and at other meetings, the chair shall be taken by a responsible person approved by the Principal and the subject of debates shall have the previous approval of the Principal.
14. No student shall be allowed to take active part in current politics.
15. No student shall communicate any information or write to the Press about matters dealing with the college administrative.
16. Students are expected to take proper care of the college property and to help in keeping the premises neat and tidy. Causing damage to the property of the college, e.g.

defacing walls and doors, damaging fittings or breaking furniture, etc. is a breach of discipline and will be duly punished.

17. Student should not leave behind their books, valuables and other belongings when they go out of the common rooms / class rooms.
18. The college is not responsible for lost property. Students should deposit lost property found by them at the Library counter. The owner should claim it at the Library counter on the following day.
19. Students applying for Certificates, testimonials etc. and those requiring the Principal's signature on any kind of document or application should first contact the Registrar of the college. No paper should be brought by students directly to the Principal for his/her signature.
20. If, for any reason, the continuance of a student in the college is, in the opinion of the Principal, detrimental to the best interests of the college, the Principal may ask such a student to leave the college without giving any reasons.
21. Students joining the college are expected to accept and observe all the rules and regulations of the college to the best satisfaction of the Principal.
22. Matters not covered by the existing rules shall rest at the discretion of the Principal.