

**Jai Hind Sindhu Education Trust's  
Manghanmal Udharam College of Commerce**

**Pimpri, Pune 411 017**

Linguistic Minority College  
(English Medium)

**Accredited with B++ by NAAC**

**PROSPECTUS**



**Affiliated to the Savitribai Phule Pune University**

**Website – [www.mucollege.edu.in](http://www.mucollege.edu.in)**

**Email - [mucc17@rediffmail.com](mailto:mucc17@rediffmail.com)**

*Getting the prospectus and submitting the form does not mean that admission is secured.*

## **ANTI RAGGING MEASURES**

The college would take strict actions against those found involved in ragging. These actions would be as per the norms set by the Savitribai Phule Pune University and include punishment ranging from fines and warning to filing a First Information Report (FIR) and rustication of those found guilty of the said offence depending on the severity of the act of ragging. The action would be based on the inquiry carried out by the Anti Ragging Committee. The action would be decided by the Anti Ragging Committee in consultation with the college Management.

### **College Office Time:**

**Monday to Friday:** 9.30 a.m. to 5 p.m.

**For students' transactions:** 9.30 a.m. to 12.30 p.m.

**Saturday:** 8.30 a.m. to 12.30 p.m.

**For students' transactions:** 9.00 to 11 a.m.

**Changes in office timings, if any, will be put up on the notice board.**

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### **ABOUT THE COLLEGE**

The ex-governor of Maharashtra His Excellency Idris H. Latif inaugurated the College, in July 1983 and got Permanent Affiliation from the University of Pune in 1995. The College Premises covers a total area of 8000 sq. ft. The building has well-lit, spacious and airy rooms with a separate library of steadily growing collection of books and periodicals of both academic and general interest to cater to the diverse needs and tastes of the faculty and students alike. The students can also avail of facilities for vigorous physical sports such as football, cricket, table tennis, volleyball and badminton. Our endeavor is to ensure the total welfare of our students to enable them to develop their qualities of leadership and academic excellence. The well-qualified and painstaking faculty of our college takes care of the curricular and extracurricular activities.

The college has been achieving good results consistently.

### **VISION OF THE COLLEGE**

To become an education center of excellence in commerce with emphasis on entrepreneurship aimed at generating knowledge for well-being of the society.

### **MISSION OF THE COLLEGE**

To provide quality and excellent commerce education for all round development, to create responsible citizens and to provide this knowledge to students of all strata of the society, inculcating in them values of hard work, sincerity and commitment.

## **AN OASIS OF HOPE**

A college is what its students make it. This is your college and you would like to, make it a well - reputed institution. In order to do so, you will need to ask yourselves why you want to enroll in the college. A good educational institution is an oasis of hope. A college is solemn place with a serious purpose to serve. It is the purpose of man- making and through it nation building. Each student who enrolls is thus a future pillar of the nation. So, a college is a place of education for life, and not merely a coaching shop for a graduate degree.

## **SOME QUESTIONS**

You are often told that a degree college enrolls you for Higher Education. Have you ever considered such questions as?

1. What is “Higher” in higher Education?
2. Is it merely graduation oriented?
3. Is it only getting rid of the Uniforms?
4. Is it only increased liberty without increased responsibilities?
5. Is it only fashionable dresses, not attending classes, canteen comforts and enjoyment?

Well, a college, which imparts higher education, is something much more than this, far beyond this. Essentially, a college is a center for excellence. It is a cradle of culture, an island of sanity and patience, for excellence is the result of hard work and a desire for high quality.

These are not only high-sounding phrases. They attempt to spell briefly the philosophy of higher education. Give them a serious thought when you enroll. That will mentally equip you to make your sojourn on the college campus a happy, fruitful and creatively memorable experience.

## THE COURSE STRUCTURE – B.COM

Our college is a single faculty college, imparting education in commerce. The college is strictly English medium. We also offer Post Graduate degree in commerce. In addition to this the college even runs three year professional degree courses Bachelors of Business Administration (BBA).

### Subjects in each semester for the First and the Second Year B.Com

| First Year B.Com                                  |   | Second Year B.Com   |   |
|---|---|---|---|
| Semester – I                                      | Semester – II                                     | Semester – I  | Semester - II   |
| <b>Compulsory Subjects</b>                        | <b>Compulsory Subjects</b>                        | <b>Compulsory Subjects</b>  | <b>Compulsory Subjects</b>  |
| Functional English                                | Functional English                                | Principles and Functions of Management  | Principles and Functions of Management  |
| Financial Accounting                              | Financial Accounting                              | Corporate Accounting  | Corporate Accounting  |
| Business Economics                                | Business Economics                                | Business Economics  | Business Economics  |
| Mathematics and Statistics                        | Mathematics and Statistics                        | Business Communication  | Business Communication  |
| Marketing and Salesmanship                        | Marketing and Salesmanship                        | Elements of Company Law   | Elements of Company Law   |
| <b>Optional Subjects</b>                          | <b>Optional Subjects</b>                          | <b>Optional Subjects</b>  | <b>Optional Subjects</b>  |
| Office Management<br>Or<br>Banking & Finance      | Office Management<br>Or<br>Banking & Finance      | Cost and Works Accounting<br>OR<br>Banking & Finance<br>OR<br>Marketing Management<br>OR<br>Business Entrepreneurship | Cost and Works Accounting<br>OR<br>Banking & Finance<br>OR<br>Marketing Management<br>OR<br>Business Entrepreneurship |
| Additional English<br>OR<br>Hindi<br>OR<br>Sindhi | Additional English<br>OR<br>Hindi<br>OR<br>Sindhi | An <i>additional compulsory</i> course in Environmental Awareness only at the Second Year B.Com level.                |   |
| Physical Education                                | Physical Education                                | This paper requires students to complete a project and appear for practical examination.                              |   |

### THIRD YEAR B.COM

Subjects for Third Year B.Com are –

|  |  |
|--|--|
| Compulsory subjects (Semester – V)                                 | Compulsory subjects (Semester – VI)                                |
| Business Regulatory Framework                                      | Business Regulatory Framework                                      |
| Advanced Accounting  | Advanced Accounting  |
| Indian & Global Economic Development                               | Indian & Global Economic Development                               |
| Auditing and Taxation  | Auditing and Taxation  |
| Special Subjects (Paper – II and Paper – III)                      |  |
| Banking (II) and Banking (III)                                     | Banking (II) and Banking (III)                                     |
| Business Entrepreneurship (II) and Business Entrepreneurship (III) | Business Entrepreneurship (II) and Business Entrepreneurship (III) |
| Costing (II) and Costing (III)                                     | Costing (II) and Costing (III)                                     |
| Marketing Management (II) and Marketing Management (III)           | Marketing Management (II) and Marketing Management (III)           |

### VALUE ADDED COURSES

As a part of the syllabus, the students need to complete one value added course in each semester of each year. Completion of this course is mandatory and each course carries 30 marks.

| Year                             | Name of the course                              | Name of the Course    |
|----------------------------------|---|-----------------------|
| F.Y.B.Com<br>(Semester I & II)   | Employability Skill<br>Enhancement<br>Programme | Gender Sensitivity    |
| S.Y.B.Com<br>(Semester III & IV) | Environmental Studies                           | Environmental Studies |
| T.Y.B.Com<br>(Semester V & IV)   |   |                       |

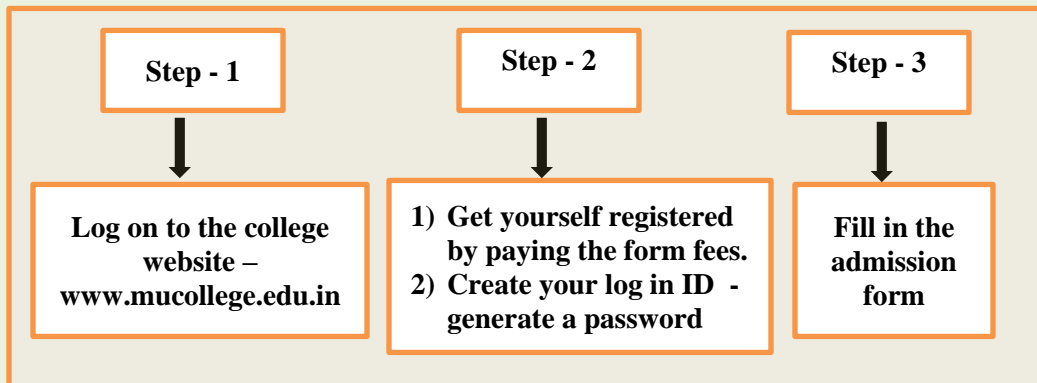
## **ADMISSION PROCESS**

We at M.U. College of Commerce follow the rules and regulations of Savitribai Phule Pune University to admit a student to B.Com and B.B.A. courses.

### **ELIGIBILITY AND ONLINE ADMISSION PROCESS**

- Any student who has passed the HSC examination from any of the state boards or I.C.S.E. or C.B.S.E or has passed any equivalent examination is eligible to apply.
- The first step to admission is filling of the admission form. Admission form is available on the college website. An aspirant is required to fill in the online form.
- To be able to fill in the admission form the student would be required to create a log in in his/her name and generate a password. The aspirant must not forget his or her log in credentials and the password. This will remain with him until he/she passes out from the college.
- To be able to log in the aspirant has to register him/herself every year.

**(Flow chart showing how to get access to online admission form)**



**(Scanned Documents you must possess while filling the admission form for uploading)**

1. Latest identity card photograph and scanned signature (size – 2 MB each)
2. SSC and HSC mark sheets for an aspirant seeking admission in the first year and mark sheet of the latest examination for other students.
3. Leaving certificate from the school or junior college as the case may be for the first year admission seekers. Transference certificate from the latest institution in case of those seeking admission in the second year.
4. Caste certificate, if applicable
5. Aadhar card



- Before filling up the online admission form the aspirant is required to read the guidelines for filling up the online form carefully to avoid any inconvenience and duplication.
- Admission form, to all the classes, is available on - <http://mucollege.edu.in/online-admission/> . Link will be active only when the admission process is going on.
- **The admission form has to be filled very meticulously because any incomplete information or wrong disclosure could disqualify the aspirant from getting a seat in the college. Responsibility of the same rests entirely with the aspirant.**
- Duly filled in online form would have to be submitted online and an electronic acknowledgement would be generated and sent to your email ID furnished by you while registering yourself.
- You are required to take a note of the deadlines set for the admission process carefully and abide by the same to avoid inconvenience to both. The deadlines would be clearly displayed on the college noticeboard as well as on the college website. It is the sole responsibility of the aspirant/student to know the deadlines and get herself/himself aware of the rules and regulations of the college. The college administration is not responsible for any deadlines or notices missed by the aspirant/student.
- On scrutiny of the forms collected, the college will display a merit list on the college notice board. The aspirants would be informed via email if they are selected.
- Admission for those in the merit list will be time bound and if any aspirant does not stake his/her claim within the time given s/he would lose his/her stake on the seat. Out of turn admissions would not be entertained at all.
- Admission to any class would be done only after counseling of the aspirant accompanied by at least one parent. The accompanying parent is required to understand the set of rules and regulations that govern the institution and then sign the forms.
- Once counseling of the aspirant is done, s/he is required to pay the fees online. In case the online mode is not operational then on successful completion of counseling, a challan would be given to the aspirant to pay the necessary college fees in the designated bank. The aspirant would submit to the college the challan duly stamped by the designated bank indicating the receipt of fees.
- The aspirant now is a student of M.U. College of Commerce, with the college deserving the right of cancellation of his/her admission.
- Below is the list of documents needed. Aspirants are required to submit photocopy of these documents along with the original print of the duly filled online application form. The student would be required to get the originals for verification. Time and date for the same would be notified to the student. On verification if any of the documents is found to be counterfeit his/her admission would stand cancelled immediately without the college having to return any fees to the student.

### **LIST OF DOCUMENTS FOR ADMISSION**

| Admission Level  | Board                            | Documents needed  |
|------------------|----------------------------------|---|
| First Year B.Com | H.S.C. (Maharashtra State Board) | 1. School Leaving Certificate<br>2. 12 <sup>th</sup> Mark sheet<br>3. Aadhar Card<br>4. Gap Certificate (if applicable)<br>5. Caste Certificate (if applicable)<br>6. Anti-Ragging undertaking (at the time of admission)<br>7. Student Information Report (at the time of admission)<br>8. 2 Photographs (at the time of admission)<br>9. Eligibility form of the SPPU (at the time of admission)                              |
| First Year B.Com | ICSE/CBSE/Out of State           | 1. School Leaving Certificate<br>2. 12 <sup>th</sup> Mark sheet<br>3. Aadhar Card<br>4. Gap Certificate (if applicable)<br>5. Caste Certificate (if applicable)<br>6. Anti-Ragging undertaking (at the time of admission)<br>7. Student Information Report (at the time of admission)<br>8. 2 Photographs (at the time of admission)<br>9. Migration Certificate<br>10. Eligibility form of the SPPU (at the time of admission) |

- Admission & enrolment is strictly by order of merit and not on first-come-first-served basis.
- Until fees are accepted, receipted and the admission form is signed by the Principal/ proper authority, enrolment and admission is not secured.
- Admission for SC/ST/OBC etc. candidates will be strictly by merit and as per Minority Institution's privileges.

## **ELIGIBILITY CERTIFICATE (FIRST YEAR STUDENTS)**

All the first year students, whether for Bachelors or Masters, are required to fill in the eligibility form in a form prescribed by the Savitribai Phule Pune University. Duly filled eligibility form will have to be submitted along with the admission form at the time of seeking admission to the course.

A duly filled eligibility form would have the following attachments in both original and a photocopy.

1. Passing Certificate (of 12<sup>th</sup> in case of F.Y. B.Com and Bachelor's degree in case of F.Y. M.Com)
2. Statement of Marks of the qualifying examination
3. Leaving certificate ( in case of Maharashtra State Board Students) and
4. Migration certificate (Other Boards/other Universities)

The college will complete the formalities of obtaining the eligibility number upon receipt of these documents from the students. The University on verifying the documents would issue an eligibility number to each student. Each student's eligibility number would be displayed on the college notice board once the college receives the same from the University.

Any student who fails to complete the process of obtaining the eligibility of the SPPU would have to forfeit his/her admission.

## **RESERVATION IN ADMISSION**

The college is a **Linguistic Minority Institution** and hence enjoys the right and privilege of reservation of 50% of the total seats to Sindhi applicants. Of the remaining 50% seats, the college attempts to follow, though not mandatory, the reservation for the SCs/STs and other backward classes as per guidelines given by the Government of Maharashtra and U.G.C guidelines from time to time.

The scheme of reservation is as under -

| <b>Name of the class/caste/minority</b> | <b>% reservation of the total seats available</b>         |
|---|---|
| Sindhis                                 | 50  |
| Of the remaining 50% seats              |   |
| <b>Name of the class/caste/minority</b> | <b>% reservation of the remaining 50% seats available</b> |
| Scheduled Caste and New Buddhist (SC)   | 13  |
| Scheduled Tribes (ST)                   | 7   |
| VJ                                      | 3   |
| NT (B)                                  | 2.5   |
| NT(C)                                   | 3.5   |
| NT(D)                                   | 2   |
| OBC                                     | 19  |
| General                                 | 50  |

## **OTHER FACILITIES FOR THE STUDENTS**

### **a. Library:**

The most important learning aid to the students is the library. The college has a separate library building. Our library contains reference books that are recommended for several postgraduate professional courses.

In addition to this, there are various journals and magazines that our library subscribes to. Both U.G. and P.G. students have access to these journals and reference books under the supervision of the librarian. These books and journals can be issued for a period of a day to a week depending on demand for these books and journals.

### **b. Physical Education and N.C.C.:**

Department of Physical Education and Sports is on the first floor of the college library building where the students can meet the Department of Physical Education and Sports. Various sports equipment ranging from a simple table tennis ball or chessboard to baseball bats are available to the students.

A separate table tennis room for the students is available. We have a volleyball court on which students practice regularly. The college even offers a wonderful ground for football, cricket and the same facility is used as an athletic track of 400 meters. The college proposes to come up with a hard court tennis facility.

Students can access the facility of gymkhana instruments such as the bench press, dumbbells etc.

#### **Physical Education:**

Physical education is compulsory for all students of the First Year. Students are required to complete one project and remain for the physical education examination before the University theory examination. The department declares the timetable for the examination well in advance. Students failing to take the examination as per the schedule are liable to lose their terms. Only physically handicapped students would be exempt from taking the physical education examination.

A student participating in any sports event and representing the college at the University levels gets 1 credit while the one who represents university in the all India competition gets 2 credits (this is inclusive of one credit for University level participation).

All the F.Y. students must attend the flag Hoisting programme on Independence and Republic Day functions in the college.

### **c. N.S.S:**

The College has a separate N.S.S unit. It is involved in various social activities. The college N.S.S. unit aims at spreading social awareness among the students & residents around.

The college N.S.S. unit holds Annual Winter Camp for 7 days in a village adopted by the college N.S.S. Unit. During the camp as well as during the entire year a

series of lectures & other developmental activities are arranged.

It is a good activity from the point of view of social commitment and personality development & we are proud that our college is doing the work sincerely. A student who completes 2 years of N.S.S. and one winter camp is entitled to a benefit of additional marks under Ordinance 0.163 of the University of Pune.

**d. Competitive Examination Center:**

Our college has an independent competitive examination center. The CEC offers guidance to students that wish to appear for competitive examination. The college library has developed a good collection of books to cater to the requirements of the students that prepare for the competitive exams.

**e. Career Guidance and Placement Cell:**

The college organizes a number of workshops, symposia and seminars on topics that are essential from the viewpoint of students' future career. This is with the intent of enabling them to get some jobs. Many students take advantage of this facility.

**f. Earn while Learn Scheme:**

Under the aegis of Students' Development Office our college runs the earn while learn scheme. Financially needy students can avail this scheme and help themselves to be on their own without straining the financial resources of the family. The students under this scheme are expected to work for some hours on the college campus and are paid for the same. This scheme is implemented on the guidelines set by SPPU and as per its rules and regulations.

**g. Alumni Association:**

The Alumni Association of the college is registered. The association is very active. The elected Alumni committee consists of the alumni who are now employees of college. This association is looking forward to establishing a good rapport between the college and the past students so that the existing students can get help in placements and project work.

**h. Canteen:**

On campus canteen, adjacent to the college, building takes care of the eating needs of the students. Since the college does not have a hostel, it has no mess and canteen serves just enough the items that would take care of the students' breakfast. Purified water is available in the canteen. It has a seating capacity of about 50.

**i. Medical Checkup:**

Medical checkup is compulsory for all F Y. B. Com. students according to the university directive. Defaulters can be detained from appearing for the final Examination.

### **SCHOLARSHIP AND FREESHIP**

Students can avail various scholarship that are made available by various agencies such as the state and the central government by applying through the college. The College Management also offers scholarships to the needy students. A table indicating various scholarships and freeships is given below:

| <b>Sr. no</b> | <b>Scholarship</b>   | <b>Who can avail?</b>   | <b>Documents required</b>  |
|---------------|--|---|--|
| 1             | <b>For the Backward Class</b>                                    | <ul style="list-style-type: none"> <li>• S.C and S.T. with annual income of parents Rs 1,00,000</li> <li>• N.T. , OBC, SBC with annual income of parents less than Rs 1,00,000</li> </ul> | <ul style="list-style-type: none"> <li>•Mark List</li> <li>•School Leaving</li> <li>•Caste Certificate</li> <li>•Parents' Income Certificate</li> </ul>                  |
| 2             | <b>Freeship for the Backward Class</b>                           | S.C,S.T,N.T. , OBC, and SBC with annual income more than Rs 1,00,000  | <ul style="list-style-type: none"> <li>•Mark List</li> <li>•School Leaving</li> <li>•Caste Certificate</li> <li>•Parents' Income Certificate</li> </ul>                  |
| 3             | <b>For wards of Primary and secondary school teachers.</b>       | <b>Either father or mother should be primary or secondary school teacher</b>  | <ul style="list-style-type: none"> <li>•Certificate of Service from the school</li> <li>•Education officer's signature</li> <li>•Mark sheet.</li> </ul>                  |
| 4.            | <b>For wards of Ex –servicemen</b>                               | <b>Father should be an ex-serviceman</b>  | <ul style="list-style-type: none"> <li>•Application form along with a certificate from welfare office.</li> </ul>  |
| 5.            | <b>For EBC</b>   | <b>Annual Family Income less than Rs 15,000</b>   | <ul style="list-style-type: none"> <li>• Income certificate from a competent authority.</li> </ul>   |
| 6.            | <b>National Scholarship for the Handicapped</b>                  | -----   | <ul style="list-style-type: none"> <li>•Medical Certificate from a government hospital</li> <li>•Income Certificate</li> <li>•Mark sheet</li> <li>•Photograph</li> </ul> |
| 7.            | <b>Govt. Open Merit</b>  | <b>First Class in qualifying examination</b>  | <ul style="list-style-type: none"> <li>•Mark Sheet</li> </ul>  |
| 8.            | <b>National Merit</b>  | <b>First Class in qualifying examination</b>  | <ul style="list-style-type: none"> <li>•Mark Sheet</li> <li>• Income certificate</li> </ul>  |
| 9.            | <b>JHSE Trust sponsored Scholarship</b>                          | <b>75% marks in qualifying examination</b>  | <ul style="list-style-type: none"> <li>•Mark Sheet</li> <li>• Income certificate</li> </ul>  |
| 10.           | <b>Late Shri. Atur Sangtani Memorial Scholarship</b>             | <b>75% marks in qualifying examination</b>  | <ul style="list-style-type: none"> <li>•Mark Sheet</li> <li>• Income certificate</li> </ul>  |
| 11.           | <b>IndusInd Foundation Scholarship for Needy Sindhi Students</b> | <b>75% marks in qualifying examination</b>  | <ul style="list-style-type: none"> <li>•Mark Sheet</li> <li>• Income certificate</li> </ul>  |

There are many other scholarships made available by different agencies. Information, in the interest of the students, about the same is displayed on the notice board/college website from time to time.

For all the above mentioned scholarships students are required to submit the necessary documents well within the stipulated time.

### **FINOLEX TROPHY**

**Shri P. P. Chhabria, Chairman, Finolex Cables** was kind enough to institute a “ **Finolex - Best Student of the Year**” trophy from the year 2005 -2006 onwards. The students who excel in academics, sports, N.S.S., N.C.C., curricular and extra-curricular activities are considered for it and the **Finolex Trophy** is awarded to the student who scores maximum according to the criteria set by the college

**FEE STRUCTURE – FIRST YEAR B.COM (AIDED DIVISION)**

| Sr. No | Particulars                          | F.Y. B.Com (Aided) | F.Y. B.Com (Reservation) | F.Y. B.Com (Out of Maharashtra) |
|--------|--------------------------------------|--------------------|--------------------------|---------------------------------|
| 1      | Tuition Fees                         | 800                | 0                        | 1600                            |
| 2      | Admission Fees                       | 20                 | 10                       | 20                              |
| 3      | Registration Fees                    | 25                 | 25                       | 25                              |
| 4      | Eligibility Fees                     | 300                | 300                      | 600                             |
| 5      | Eligibility Form Fees                | 60                 | 60                       | 120                             |
| 6      | Library Fees                         | 100                | 90                       | 100                             |
| 7      | Library Deposit                      | 200                | 200                      | 200                             |
| 8      | Gymkhana Fees                        | 100                | 80                       | 100                             |
| 9      | Phy. Edn. Scheme                     | 100                | 100                      | 100                             |
| 10     | Pro-rata ( Ashwamegh)                | 40                 | 40                       | 40                              |
| 11     | Disas. Mgmt Fees                     | 20                 | 20                       | 20                              |
| 12     | Caution Money                        | 100                | 100                      | 100                             |
| 13     | Corpus Fund                          | 10                 | 10                       | 10                              |
| 14     | Development Fees                     | 125                | 125                      | 125                             |
| 15     | Medical Exam                         | 60                 | 60                       | 60                              |
| 16     | Practical Books Fees                 | 40                 | 40                       | 40                              |
| 17     | Laboratory Fees                      | 100                | 100                      | 100                             |
| 18     | Computerization fees                 | 30                 | 30                       | 30                              |
| 19     | Comp & Internet fees                 | 100                | 100                      | 100                             |
| 20     | Comp lab maintenance fees            | 1000               | 1000                     | 1000                            |
| 21     | Term end Exam fees<br>( 2 semesters) | 300                | 300                      | 300                             |
| 22     | Student Activities fees              | 1000               | 995                      | 1000                            |
| 23     | Short term course fee                | 200                | 200                      | 200                             |
| 24     | Add On- Courses Fees                 | 300                | 300                      | 300                             |
| 25     | Student Welfare Fees                 | 50                 | 50                       | 50                              |
| 26     | S.I.S.S Fees                         | 10                 | 10                       | 10                              |
| 27     | NSS Fees                             | 10                 | 10                       | 10                              |
| 28     | Personnel fees                       | 500                | 500                      | 500                             |
| 29     | Security charges                     | 200                | 200                      | 200                             |
|        | <b>Total</b>                         | <b>5900</b>        | <b>5055</b>              | <b>7060</b>                     |



### FEE STRUCTURE FOR SECOND YEAR B. COM – AIDED DIVISIONS

| Sr. No | Particulars                          | S.Y. B.Com (Aided) | S.Y. B.Com (Reservation) | S.Y. B.Com (Out of Maharashtra) |
|--------|--------------------------------------|--------------------|--------------------------|---------------------------------|
| 1      | Tuition Fees                         | 800                | 0                        | 1600                            |
| 2      | Admission Fees                       | 20                 | 10                       | 20                              |
| 3      | Registration Fees                    | 25                 | 25                       | 25                              |
| 4      | Eligibility Fees                     | 00                 | 00                       | 00                              |
| 5      | Form Fees                            | 20                 | 20                       | 20                              |
| 6      | Library Fees                         | 100                | 90                       | 100                             |
| 7      | Library Deposit                      | 00                 | 00                       | 00                              |
| 8      | Gymkhana Fees                        | 100                | 80                       | 100                             |
| 9      | Phy. Edn. Scheme                     | 00                 | 00                       | 00                              |
| 10     | Pro-rata ( Ashwamegh)                | 40                 | 40                       | 40                              |
| 11     | Disas. Mgmt Fees                     | 20                 | 20                       | 20                              |
| 12     | Caution Money                        | 00                 | 00                       | 00                              |
| 13     | Corpus Fund                          | 10                 | 10                       | 10                              |
| 14     | Development Fees                     | 125                | 125                      | 125                             |
| 15     | Medical Exam                         | 00                 | 00                       | 00                              |
| 16     | Practical Books Fees                 | 80                 | 80                       | 80                              |
| 17     | Laboratory Fees                      | 100                | 100                      | 100                             |
| 18     | Computerization fees                 | 30                 | 30                       | 30                              |
| 19     | Comp & Internet fees                 | 100                | 100                      | 100                             |
| 20     | Comp lab maintenance fees            | 1000               | 1000                     | 1000                            |
| 21     | Term end Exam fees<br>( 2 semesters) | 300                | 300                      | 300                             |
| 22     | Student Activities fees              | 1000               | 995                      | 1000                            |
| 23     | Short term course fee                | 200                | 200                      | 200                             |
| 24     | Add On- Courses Fees                 | 300                | 300                      | 300                             |
| 25     | Student Welfare Fees                 | 50                 | 50                       | 50                              |
| 26     | S.I.S.S Fees                         | 10                 | 10                       | 10                              |
| 27     | NSS Fees                             | 10                 | 10                       | 10                              |
| 28     | Personnel fees                       | 500                | 500                      | 500                             |
| 29     | Security charges                     | 200                | 200                      | 200                             |
|        | Total                                | 5140               | 4295                     | 5940                            |

### FEE STRUCTURE FOR THIRD YEAR B. COM – AIDED DIVISIONS

| Sr. No | Particulars                          | T.Y. B.Com (Aided) | T.Y. B.Com (Reservation) | T.Y. B.Com (Out of Maharashtra) |
|--------|--------------------------------------|--------------------|--------------------------|---------------------------------|
| 1      | Tuition Fees                         | 800                | 0                        | 1600                            |
| 2      | Admission Fees                       | 20                 | 10                       | 20                              |
| 3      | Registration Fees                    | 25                 | 25                       | 25                              |
| 4      | Eligibility Fees                     | 00                 | 00                       | 00                              |
| 5      | Form Fees                            | 20                 | 20                       | 20                              |
| 6      | Library Fees                         | 100                | 90                       | 100                             |
| 7      | Library Deposit                      | 00                 | 00                       | 00                              |
| 8      | Gymkhana Fees                        | 100                | 80                       | 100                             |
| 9      | Phy. Edn. Scheme                     | 00                 | 00                       | 00                              |
| 10     | Pro-rata ( Ashwamegh)                | 40                 | 40                       | 40                              |
| 11     | Disas. Mgmt Fees                     | 20                 | 20                       | 20                              |
| 12     | Caution Money                        | 00                 | 00                       | 00                              |
| 13     | Corpus Fund                          | 10                 | 10                       | 10                              |
| 14     | Development Fees                     | 125                | 125                      | 125                             |
| 15     | Practical Books Fees                 | 120                | 120                      | 120                             |
| 16     | Laboratory Fees                      | 100                | 100                      | 100                             |
| 17     | Computerization fees                 | 30                 | 30                       | 30                              |
| 18     | Comp & Internet fees                 | 100                | 100                      | 100                             |
| 19     | Comp lab maintenance fees            | 1000               | 1000                     | 1000                            |
| 20     | Term end Exam fees<br>( 2 semesters) | 300                | 300                      | 300                             |
| 21     | Student Activities fees              | 1000               | 995                      | 1000                            |
| 22     | Short term course fee                | 200                | 200                      | 200                             |
| 23     | Add On- Courses Fees                 | 00                 | 00                       | 00                              |
| 24     | Student Welfare Fees                 | 50                 | 50                       | 50                              |
| 25     | S.I.S.S Fees                         | 10                 | 10                       | 10                              |
| 26     | NSS Fees                             | 10                 | 10                       | 10                              |
| 27     | Personnel fees                       | 500                | 500                      | 500                             |
| 28     | Security charges                     | 200                | 200                      | 200                             |
|        | <b>Total</b>                         | <b>4880</b>        | <b>4035</b>              | <b>5680</b>                     |

**FEE STRUCTURE – FIRST – SECOND AND THIRD YEAR B.COM (UNAIDED DIVISIONS)**

| Sr. No | Particulars                          | F.Y. B.Com   | S.Y. B.Com   | T.Y. B.Com   |
|--------|--------------------------------------|--------------|--------------|--------------|
| 1      | Tuition Fees                         | 3900         | 5870         | 6870         |
| 2      | Admission Fees                       | 20           | 20           | 20           |
| 3      | Registration Fees                    | 25           | 25           | 25           |
| 4      | Eligibility Fees                     | 300          | 00           | 00           |
| 5      | Eligibility Form Fees                | 60           | 00           | 00           |
| 6      | Library Fees                         | 100          | 100          | 100          |
| 7      | Library Deposit                      | 200          | 00           | 00           |
| 8      | Gymkhana Fees                        | 100          | 100          | 100          |
| 9      | Phy. Edn. Scheme                     | 100          | 00           | 00           |
| 10     | Pro-rata ( Ashwamegh)                | 40           | 40           | 40           |
| 11     | Disas. Mgmt Fees                     | 20           | 20           | 20           |
| 12     | Caution Money                        | 100          | 00           | 00           |
| 13     | Corpus Fund                          | 10           | 10           | 10           |
| 14     | Development Fees                     | 525          | 525          | 525          |
| 15     | Medical Exam                         | 60           | 00           | 00           |
| 16     | Practical Books Fees                 | 300          | 300          | 300          |
| 17     | Laboratory Fees                      | 340          | 340          | 340          |
| 18     | Computerization fees                 | 30           | 30           | 30           |
| 19     | Comp & Internet fees                 | 1000         | 1000         | 1000         |
| 20     | Comp lab maintenance fees            | 2000         | 2000         | 2000         |
| 21     | Term end Exam fees<br>( 2 semesters) | 300          | 300          | 300          |
| 22     | Student Activities fees              | 2000         | 2000         | 2000         |
| 23     | Short term course fee                | 1000         | 1000         | 1000         |
| 24     | Add On- Courses Fees                 | 300          | 300          | 300          |
| 25     | Student Welfare Fees                 | 50           | 50           | 50           |
| 26     | S.I.S.S Fees                         | 10           | 10           | 10           |
| 27     | NSS Fees                             | 10           | 10           | 10           |
| 28     | Personnel fees                       | 500          | 500          | 500          |
| 29     | Security charges                     | 200          | 200          | 200          |
| 30     | Industrial Visit                     | 250          | 250          | 250          |
|        | <b>Total</b>                         | <b>13850</b> | <b>15000</b> | <b>16000</b> |

## **REFUND IN CASE OF CANCELLATION OF ADMISSION**

Any student who wishes to leave the institution for whatever reasons can do so by applying in writing to the Principal. The application would be routed through the Principal to the college office and upon completion of the certain formalities, admission would stand cancelled. In case of such cancellations below mentioned is the entitlement of such student for the refund of fees paid by him/her to the college. The candidate will be entitled to receive the refund of fees after deducting the amounts as indicated below except otherwise prescribed by the State Govt. / University /Competent Authority.

| Sr. Number | Time of Cancellation   | Amount of refund          |
|------------|--|---------------------------|
| 1          | From 1st day to 10 <sup>th</sup> day from the date of securing admission | 80% of the fees collected |
| 2          | From the 11th to 30th day, from the date of securing admission           | 60% of the fees collected |
| 3          | After 30 <sup>th</sup> day   | Nil                       |

## **BACHELOR OF COMMERCE: EXAMINATION AND THE SCHEME OF PASSING:**

The SPPU introduced the Choice Based Credit System (CBCS) from the academic year 2019-2020. The structure of the course is mentioned in the table below –

| Year              | Year of implementation of CBCS | Number of semesters in each year | Subjects in each semester |
|-------------------|--------------------------------|----------------------------------|---------------------------|
| First Year B.Com  | 2019-2020                      | 2                                | 7                         |
| Second Year B.Com | 2020-2021                      | 2                                | 6                         |
| Third Year B.Com  | 2021-2022                      | 2                                | 6                         |

1. Any student who has passed the HSC examination from any of the state boards or I.C.S.E. or C.B.S.E or has passed any equivalent examination is eligible to be in the first year B.Com.
2. On securing admission to the first year, purely based on merit, the student would be examined at the end of every semester by SPPU. S/He would also have to appear for all the internal examinations whenever held by the subject teachers as a part of continuous assessment.
3. Admission to the second and the third semester is subject to the qualifying of the passing standard led down by the University from time to time.
4. A student is allowed to keep terms (ATKT) in the second and the fourth semester. A student can move from first to the second semester even if s/he has failed all the subjects in first semester. However to move to the third semester a student is allowed to keep a maximum of four theory and two practical papers both (first and second) semesters taken together.
5. A student can move from the fourth semester to the fifth semester even if has fails a total of four theory and two practical papers both (third and fourth) semesters taken together provided he has passed the first and the second semester.
6. A student can move from the fifth to the sixth semester even if fails all the subjects of the fifth semester.
7. Students are required to note that there would be internal and external examination for each subject. The internal examination would carry 30% weight while the weight for external examination would be of 70% except in case of subjects that carry practical.
8. Passing each of the examinations independently with 40% marks is mandatory. So every student would have to pass the internal and external examination independently.
9. Conduct of internal examination is the responsibility of the concerned subject teacher and s/he can conduct the same in any of the following forms – Written exam, Quiz, Presentations, Projects, Assignments, Tutorials, Viva-voce. The internal examination would carry 30 marks and can be conducted in any of the combinations of the forms mentioned above. Student has to secure a minimum of 40% marks in each subject.
10. The University conducts the external examination for 70 Marks. Students have to secure 40% marks in each subject to pass the external examination.

### **PRACTICAL EXAMINATION**

There are some subjects, which require completion of practical in a journal provided for the same. It is followed by a student examination based on his/her practical work written in the practical journal. This practical examination is of 20 marks and is applicable to the following subjects & classes:

#### **F.Y. B. Com.**

- a) Financial Accountancy
- b) Functional English

#### **S. Y B. Com**

- a) Costing / Banking / Marketing / B. E. (Paper -I)
- b) Business Communication

#### **T. Y. B. Com**

- a) Costing / Banking / Marketing / B. E. (Paper -II and III)
- b) Auditing & Taxation

Subjects that have practical component would be marked out of 50 in the semester end examination.

### **EXAMINATION IN PHYSICAL EDUCATION**

All the first year students are required to qualify a course in Physical Education. Students are required to –

1. Complete project assigned in a prescribed format.
2. Appear for the physical education examination when announced.

Based on the two mentioned above a student would be graded. Failure in this would be considered as backlog in the subject. Hence, students are expected to take this seriously.

## **MASTER OF COMMERCE**

The P.G Course in M.Com was started in the academic year 1993-94. The P.G Centre was formally inaugurated by the then Vice Chancellor of Savitribai Phule Pune University (formerly University of Pune) Dr. S.C Gupte on 7<sup>th</sup> January 1994. The college M.Com is permanently affiliated to the Savitribai Phule Pune University

### **THE ADMISSION PROCESS**

Admission to M.Com is provided on first come first served basis. No seats are reserved for the students passing B.Com from M.U.College. Students must know that the college offers specialization in the following papers at the Postgraduate level –

1. Costing and
2. Business administration

### **DURATION OF THE COURSE**

The M.Com Course will be of Two Years' duration consisting of Two parts i.e. Part I and Part II. Each part is having Two Semester. Thus, the M.Com course is of Four Semesters. Each Semester there will be four papers of 100 marks each. Thus the M.Com Degree will be of 1600 marks. The course shall carry 64 credits in all.

| Semester<br>(F.Y.M.Com) | Total credits | Semester<br>(S.Y.M.Com) | Total Credits |
|-------------------------|---------------|-------------------------|---------------|
| I                       | 16            | III                     | 16            |
| II                      | 16            | IV                      | 16            |

### **ELIGIBILITY**

The students who have passed any degree of this University or any other recognized University shall be admitted to M.Com course.

### **THE SCHEME OF PAPERS – FIRST YEAR M.COM**

| <b>Subject Code</b>  | <b>Semester I</b>   | <b>Subject Code</b> | <b>Semester II</b>  |
|--|---|---------------------|---|
| 101  | Management Accounting   | 201                 | Financial Analysis and Control  |
| 102  | Strategic Management  | 202                 | Industrial Economics  |
| <b>Choosing an Optional Subject</b><br>(Group C – Costing Or Group F – Business Administration)<br>A student has a choice between Costing and Business Administration. Once s/he chooses between the two, he or she can take subjects only from that category.<br>The Grouping is like this – for costing it is 107/108/207 and 208. In addition, for Business Administration it is 113/114/213 and 214. |   |                     |   |
| 107<br>or<br>113   | Advanced Cost Accounting<br>Or<br>Production and Operation Management                             | 207<br>or<br>213    | Application Cost Accounting<br>Or<br>Business Ethics & Professional Value |
| 108<br>or<br>114   | Costing Technique<br>Examination s and<br>Responsibility Accounting<br>Or<br>Financial Management | 208<br>Or<br>214    | Cost Control and Cost System<br>Or<br>Elements of Knowledge Management    |

## SECOND YEAR M.COM

| Subject Code  | Semester - III                                    | Subject Code     | Semester - IV  |
|---|---|------------------|--|
| 301   | Business Finance                                  | 401              | Capital Market and Financial Services  |
| 302   | Research Methodology for Business                 | 402              | Industrial Economic Environment  |
| Optional Papers<br>(Group C – Costing Or Group F – Business Administration) |   |                  |  |
| 307<br>Or<br>313  | Cost Audit<br>Or<br>Human Resource Management     | 407<br>Or<br>413 | Recent Advances in Cost Auditing and Cost System<br>Or<br>Recent Advances in Business Administration |
| 308<br>Or<br>314  | Management Audit<br>Or<br>Organizational Behavior | 408<br>Or<br>414 | Project Work<br>Or<br>Project Work   |

### Compulsory ten credits

In addition to the 64 credits, students are required to obtain ten additional credits the distribution of which is as follows –

| Year                             | Name of the course   | Name of the Course   |
|----------------------------------|--|--|
| F.Y.M.Com<br>(Semester I & II)   | 1. Human Rights - I<br>2. Introduction to Cyber Security - I       | 3. Human Rights - II<br>4. Introduction to Cyber Security - II     |
| S.Y.M.Com<br>(Semester III & IV) | 1. Skill Development - I<br>2. Introduction to Cyber Security -III | 3. Skill Development -II<br>4. Introduction to Cyber Security – IV |

All the courses except skill development in third and fourth semester carry one credit. Skill development in both the semesters carries two credits each.

### PROJECT WORK/CASE STUDIES

- a) For regular students project work is compulsory.
- b) Project viva-voce will be conducted at the end of fourth Semester but before the Theory Examination. There will be an internal and external examiner appointed by the University and it will be conducted as per the University Programme,
- c) Project work will be of 100 marks which shall be divided as:

|  |                  |
|--|------------------|
| Synopsis with working Bibliography (internal assessment) | 40 marks         |
| A full project report (Minimum 50 to 80 Pages)           | 40 marks         |
| Viva-Voce  | 20 marks         |
| <b>Total</b>   | <b>100 marks</b> |



- d) The candidate in consultation with the project guide should do project work individually. Students should take guidance from the internal guide and prepare project report two copies to be submitted to the concerned teacher.

### **SCHEME OF EXAMINATION**

Examination of 100 marks for each paper would be conducted in each semester. The classification of 100 marks would be an internal assessment of 40 marks and external i.e. University assessment of 60 marks. Internal assessment may be based on attendance, home assignments, class tests, long term papers, classroom presentation. 60 marks are reserved for the University Examination. The candidate will be allowed to join Part 2 of M.Com. course irrespective of the number of backlog at the First and the Second Semester.

### **STANDARD OF PASSING**

A candidate shall be declared to have passed in the paper provided he/she has secured minimum GP of 4.5 in the university examination and grade point average of 4.0 in aggregate of university grade and internal assessment taken together.

### **AWARD OF CLASS**

The class in respect of M.Com examination be awarded to the candidate on the basis of aggregate marks obtained by him/her in all sixteen papers all four semesters put together. A student who passes in all the courses will be declared to have passed the M.Com. degree with the following honors.

The award of class shall be as under –

|                       |                              |
|-----------------------|------------------------------|
| CGPA in (4.00, 4.99)  | Pass Class                   |
| CGPA in (5.00, 5.49)  | Second Class                 |
| CGPA in (5.50, 5.99)  | Higher Second Class          |
| CGPA in (6.00, 7.99)  | First Class                  |
| CGPA in (8.00, 10.00) | First Class with Distinction |

## FEE STRUCTURE FOR FIRST AND SECOND YEAR M. COM

| Sr. No | Particulars                          | F.Y. M.Com   | S.Y. M.Com   |
|--------|--------------------------------------|--------------|--------------|
| 1      | Tuition Fees                         | 6500         | 7000         |
| 2      | Admission Fees                       | 30           | 30           |
| 3      | Registration Fees                    | 25           | 25           |
| 4      | Eligibility Fees                     | 300          | 00           |
| 5      | Eligibility Form Fees                | 60           | 00           |
| 6      | Library Fees                         | 125          | 125          |
| 7      | Form Fees                            | 20           | 20           |
| 8      | Library Deposit                      | 200          | 00           |
| 9      | Gymkhana Fees                        | 100          | 100          |
| 10     | College Dev. Fees                    | 500          | 500          |
| 11     | Pro-rata ( Ashwamegh)                | 40           | 40           |
| 12     | Disas. Mgmt Fees                     | 20           | 20           |
| 13     | Caution Money                        | 100          | 00           |
| 14     | Corpus Fund                          | 10           | 10           |
| 15     | Development Fees                     | 525          | 525          |
| 16     | Medical Exam                         | 00           | 00           |
| 17     | Administration Charges               | 300          | 300          |
| 18     | Seminar Fees                         | 200          | 200          |
| 19     | Computerization fees                 | 35           | 30           |
| 20     | Comp & Internet fees                 | 100          | 100          |
| 21     | Comp lab maintenance fees            | 1000         | 1000         |
| 22     | Term end Exam fees<br>( 2 semesters) | 600          | 600          |
| 23     | Student Activities fees              | 1000         | 1000         |
| 24     | Add On- Courses Fees                 | 300          | 300          |
| 25     | Student Welfare Fees                 | 50           | 50           |
| 26     | S.I.S.S Fees                         | 10           | 10           |
| 27     | NSS Fees                             | 10           | 10           |
| 28     | Personnel fees                       | 500          | 500          |
| 29     | Security charges                     | 200          | 200          |
|        | <b>Total</b>                         | <b>12860</b> | <b>12695</b> |

## **BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

The college diversified within the same faculty viz, Commerce by starting BBA in 2007. A large number of small, medium and big business ventures inhabit the location of the college. Hence, a number of students of our college necessarily belong to such families. To offer to them a platform to understand, build and grow their business in a more systematic and scientific manner and even to offer them a platform to pursue MBA thereafter our institute introduced BBA.

### **THE ADMISSION PROCESS**

Admission is given to the students on first come first served basis. The intake capacity of BBA is 80.

### **DURATION OF THE COURSE**

The BBA course will be of three years' duration consisting of two semesters each year and total of 6 semesters. Each Semester there will be six papers of 100 marks each.

| Semester      | Generic Core | Subject Core | Discipline specific electives | Ability enhancement compulsory courses | Total Credits |
|---------------|--------------|--------------|-------------------------------|--|---------------|
|               | Group - I    |              | Group - II                    | Group - III                            |               |
| 1             | 12           | 08           | 00                            | 02                                     | 22            |
| 2             | 12           | 08           | 00                            | 02                                     | 22            |
| 3             | 12           | 00           | 08                            | 02                                     | 22            |
| 4             | 12           | 00           | 08                            | 02                                     | 22            |
| 5             | 12           | 00           | 10                            | 00                                     | 22            |
| 6             | 12           | 00           | 10                            | 00                                     | 22            |
| Total credits |              |              |                               |  | 132           |

### **ELIGIBILITY**

A candidate from any stream who has passed HSC with a minimum 40% of marks and English as a passing subject is eligible or any other candidate who fits into the other criteria led down by the University (SPPU) from time to time.

### **STANDARD OF PASSING**

Separate passing in internal and external examination with 40% marks is mandatory.

## THE COURSE STRUCTURE

BBA courses are classified into three groups. The core courses in-group – I. The specialization courses in-group – II and Skill courses in Group – III. The core courses are mandatory course, which students must complete. The second group offers electives to the students. Our college offers two electives viz, Marketing and Finance. Student can choose between the two.

### SEMESTER - I

|                             |                          |                               |                     |                            |                      |                     |
|-----------------------------|--------------------------|-------------------------------|---------------------|----------------------------|----------------------|---------------------|
| Compulsory paper            | Principles of Management | Business Communication Skills | Business Accounting | Business Economics – Micro | Business Mathematics | Business Demography |
| Nature of the course        | Generic Core             | Special Core                  | Generic Core        | Generic Core               | Generic Core         | Special Core        |
| Credits                     | 3                        | 4                             | 3                   | 3                          | 3                    | 4                   |
| <b>Internal evaluation</b>  |                          |                               |                     |                            |                      |                     |
| Continuous                  | 30                       | 30                            | 30                  | 30                         | 30                   | 30                  |
| Practical                   | 00                       | 20                            | 00                  | 00                         | 00                   | 20                  |
| <b>External evaluation</b>  |                          |                               |                     |                            |                      |                     |
| External (SPPU) Examination | 70                       | 50                            | 70                  | 70                         | 70                   | 50                  |

### SEMESTER - II

|                             |                                  |                         |                       |                           |                     |                           |
|-----------------------------|----------------------------------|-------------------------|-----------------------|---------------------------|---------------------|---------------------------|
| Compulsory paper            | Business Organization and System | Principles of Marketing | Principles of Finance | Basics of Cost Accounting | Business Statistics | Fundamentals of Computers |
| Nature of the course        | Special Core                     | Generic Core            | Generic Core          | Generic Core              | Generic Core        | Special Core              |
| Credits                     | 4                                | 3                       | 3                     | 3                         | 3                   | 4                         |
| <b>Internal evaluation</b>  |                                  |                         |                       |                           |                     |                           |
| Continuous                  | 30                               | 30                      | 30                    | 30                        | 30                  | 30                        |
| Practical                   | 20                               | 00                      | 00                    | 00                        | 00                  | 20                        |
| <b>External evaluation</b>  |                                  |                         |                       |                           |                     |                           |
| External (SPPU) Examination | 50                               | 70                      | 70                    | 70                        | 70                  | 50                        |

## SEMESTER – III

### Compulsory Papers

|                             |   |                         |   |                                   |
|-----------------------------|---|-------------------------|---|-----------------------------------|
| Compulsory paper            | Principles of Human Resource Management | Supply Chain Management | Global Competencies & Personality Development | Fundamentals of Rural Development |
| Nature of the course        | Generic Core                            | Generic Core            | Generic Core                                  | Generic Core                      |
| Credits                     | 3                                       | 3                       | 3   | 3                                 |
| <b>Internal Evaluation</b>  |   |                         |   |                                   |
| Continuous                  | 30                                      | 30                      | 30  | 30                                |
| Practical                   | 00                                      | 00                      | 00  | 00                                |
| <b>External Evaluation</b>  |   |                         |   |                                   |
| External (SPPU) Examination | 70                                      | 70                      | 70  | 70                                |

### Special Papers

|                             |                                      |                                       |                       |                                       |
|-----------------------------|--------------------------------------|---------------------------------------|-----------------------|---------------------------------------|
| Optional paper              | Marketing                            |                                       | Finance               |                                       |
|                             | Consumer Behavior & Sales Management | Retail Management + Business Exposure | Management Accounting | Banking & Finance + Business Exposure |
| Nature of the course        | Special Core                         | Special Core                          | Special Core          | Special Core                          |
| Credits                     | 4                                    | 4                                     | 4                     | 4                                     |
| <b>Internal Evaluation</b>  |                                      |                                       |                       |                                       |
| Continuous                  | 30                                   | 00                                    | 30                    | 00                                    |
| Practical                   | 20                                   | 50                                    | 20                    | 50                                    |
| <b>External Evaluation</b>  |                                      |                                       |                       |                                       |
| External (SPPU) Examination | 50                                   | 50                                    | 50                    | 50                                    |

## SEMESTER – IV

### Compulsory Papers

|                             |  |                                       |                                     |                                   |
|-----------------------------|--|---------------------------------------|-------------------------------------|-----------------------------------|
| Compulsory paper            | Entrepreneurship and Small Business Management | Productions and Operations Management | Decision Making and Risk Management | International Business Management |
| Nature of the course        | Generic Core                                   | Generic Core                          | Generic Core                        | Generic Core                      |
| Credits                     | 3  | 3                                     | 3                                   | 3                                 |
| <b>Internal Evaluation</b>  |  |                                       |                                     |                                   |
| Continuous                  | 30   | 30                                    | 30                                  | 30                                |
| Practical                   | 00   | 00                                    | 00                                  | 00                                |
| <b>External Evaluation</b>  |  |                                       |                                     |                                   |
| External (SPPU) Examination | 70   | 70                                    | 70                                  | 70                                |

### Semester – IV Special Papers

|                             |                                    |  |                   |   |
|-----------------------------|------------------------------------|--|-------------------|---|
| Optional paper              | Marketing                          |  | Finance           |   |
|                             | Advertising & Promotion Management | Digital Marketing + (prescribed computer course or online course ) | Business Taxation | Financial Services +Computer course (prescribed course or online course ) |
| Nature of the course        | Special Core                       | Special Core   | Special Core      | Special Core  |
| Credits                     | 4                                  | 4  | 4                 | 4   |
| <b>Internal Evaluation</b>  |                                    |  |                   |   |
| Continuous                  | 30                                 | 00   | 30                | 00  |
| Practical                   | 20                                 | 50   | 20                | 50  |
| <b>External Evaluation</b>  |                                    |  |                   |   |
| External (SPPU) Examination | 50                                 | 50   | 50                | 50  |

## SEMESTER – V

### Compulsory Papers

|                             |                      |   |                 |   |
|-----------------------------|----------------------|---|-----------------|---|
| Compulsory paper            | Research Methodology | Database Administration and Data Mining | Business Ethics | Management of Corporate Social Responsibility |
| Nature of the course        | Generic Core         | Generic Core                            | Generic Core    | Generic Core                                  |
| Credits                     | 3                    | 3                                       | 3               | 3   |
| <b>Internal Evaluation</b>  |                      |   |                 |   |
| Continuous                  | 30                   | 30                                      | 30              | 30  |
| Practical                   | 00                   | 00                                      | 00              | 00  |
| <b>External Evaluation</b>  |                      |   |                 |   |
| External (SPPU) Examination | 70                   | 70                                      | 70              | 70  |

### Special Papers

|                             |   |  |                                  |   |
|-----------------------------|---|--|----------------------------------|---|
| Optional paper              | Marketing                                     |  | Finance                          |   |
|                             | Marketing Environment Analysis and Strategies | Legal Aspects in Marketing Management + Project & Viva | Analysis of Financial Statements | Legal Aspects of Finance & Security Laws + Project & Viva |
| Nature of the course        | Special Core                                  | Special Core   | Special Core                     | Special Core  |
| Credits                     | 4   | 6  | 4                                | 6   |
| <b>Internal Evaluation</b>  |   |  |                                  |   |
| Continuous                  | 30  | 00   | 30                               | 00  |
| Practical                   | 20  | 50   | 20                               | 50  |
| <b>External Evaluation</b>  |   |  |                                  |   |
| External (SPPU) Examination | 50  | 50   | 50                               | 50  |

## SEMESTER – VI

### Compulsory papers

|                             |                            |                               |                             |  |
|-----------------------------|----------------------------|-------------------------------|-----------------------------|--|
| Compulsory paper            | Essentials of E - Commerce | Management Information System | Business Project Management | Management Of Innovations & Sustainability |
| Nature of the course        | Generic Core               | Generic Core                  | Generic Core                | Generic Core                               |
| Credits                     | 3                          | 3                             | 3                           | 3  |
| <b>Internal Evaluation</b>  |                            |                               |                             |  |
| Continuous                  | 30                         | 30                            | 30                          | 30   |
| Practical                   | 00                         | 00                            | 00                          | 00   |
| <b>External Evaluation</b>  |                            |                               |                             |  |
| External (SPPU) Examination | 70                         | 70                            | 70                          | 70   |

### Special Papers

|                             |                                |   |                      |   |
|-----------------------------|--------------------------------|---|----------------------|---|
| Optional paper              | Marketing                      |   | Finance              |   |
|                             | International Brand Management | Cases in Marketing + Project + Project & Viva | Financial Management | Cases in Finance + Project + Project & Viva |
| Nature of the course        | Special Core                   | Special Core                                  | Special Core         | Special Core                                |
| Credits                     | 4                              | 6   | 4                    | 6   |
| <b>Internal Evaluation</b>  |                                |   |                      |   |
| Continuous                  | 30                             | 00  | 30                   | 00  |
| Practical                   | 20                             | 50  | 20                   | 50  |
| <b>External Evaluation</b>  |                                |   |                      |   |
| External (SPPU) Examination | 50                             | 50  | 50                   | 50  |

### VALUE ADDED COURSES

As a part of the syllabus, the students need to complete one value added course in each semester of each year. Completion of this course is mandatory and each course carries 30 marks.

|                            |  |   |
|----------------------------|--|---|
| Year                       | Name of the course                       | Name of the Course                      |
| F.Y.B.B.A (Semester 1 & 2) | Communication Skills for Managers        | Personality and Soft skills Development |
| S.Y.B.B.A (Semester 3 & 4) | Basic course in Environmental awareness. | International Etiquettes and Mannerism  |
| T.Y.B.B.A (Semester 5 & 6) |  |   |



**Fee Structure for First, Second and Third Year B.B.A.**

| Sr. No | Particulars                          | F.Y. B.B.A.  | S.Y. B.B.A.  | T.Y. B.B.A.  |
|--------|--------------------------------------|--------------|--------------|--------------|
| 1      | Tuition Fees                         | 14000        | 14000        | 14000        |
| 2      | Admission Fees                       | 20           | 20           | 20           |
| 3      | Registration Fees                    | 25           | 25           | 25           |
| 4      | Eligibility Fees                     | 500          | 00           | 00           |
| 5      | Eligibility Form Fees                | 60           | 00           | 00           |
| 6      | Library Fees                         | 100          | 100          | 100          |
| 7      | Form Fees                            | 00           | 00           | 00           |
| 8      | Library Deposit                      | 500          | 00           | 00           |
| 9      | Gymkhana Fees                        | 100          | 100          | 100          |
| 10     | College Dev. Fees                    | 750          | 750          | 750          |
| 11     | Pro-rata ( Ashwamegh)                | 40           | 40           | 40           |
| 12     | Disaster. Mgmt Fees                  | 20           | 20           | 20           |
| 13     | Caution Money                        | 00           | 00           | 00           |
| 14     | Corpus Fund                          | 10           | 10           | 10           |
| 15     | Development Fees                     | 250          | 250          | 250          |
| 16     | Medical Exam                         | 60           | 00           | 00           |
| 17     | Workshop and Seminar Fees            | 2500         | 2500         | 2500         |
| 18     | Laboratory Fees                      | 2500         | 2500         | 2500         |
| 19     | Computerization fees                 | 50           | 50           | 50           |
| 20     | Comp & Internet fees                 | 1500         | 1500         | 1500         |
| 21     | Comp lab maintenance fees            | 1000         | 1000         | 1000         |
| 22     | Term end Exam fees<br>( 2 semesters) | 600          | 600          | 600          |
| 23     | Student Activities fees              | 1000         | 1000         | 1000         |
| 24     | Add On- Courses Fees                 | 300          | 300          | 00           |
| 25     | Student Welfare Fees                 | 100          | 100          | 100          |
| 26     | S.I.S.S Fees                         | 10           | 10           | 10           |
| 27     | NSS Fees                             | 10           | 10           | 10           |
| 28     | Personnel fees                       | 00           | 00           | 00           |
| 29     | Security charges                     | 200          | 200          | 200          |
| 30     | Physical Education Scheme            | 100          | 00           | 00           |
| 31     | Computer Lab Fees                    | 250          | 250          | 250          |
|        | <b>Total</b>                         | <b>26555</b> | <b>25335</b> | <b>25035</b> |

## **STUDENTS' CODE OF CONDUCT**

### **GUIDELINES:**

Our college authorities have framed rules pertaining to students' studies and conduct. Every student is required to abide by these rules mentioned below:

### **ATTENDANCE AND PUNCTUALITY:**

1. Class attendance should not be less than 75 %, of the total lectures assigned per subject per term, which is compulsory for granting a term.
2. Attendance of the students would be taken at the beginning of the class and students are expected to be seated in the class well before the class begins. This is especially applicable for the first class of the day and the fourth class (first class post recess) of the day.
3. Late arrival to the class will not be encouraged and students are advised to spend that time in the library rather than disturb the class.
4. Students are advised not to loiter around in the college campus while the lectures are on as well as during the gap between two sessions.
5. Students are discouraged from going to the canteen during the lecture hours. In case of absence of teacher from the class, students are expected to be seated in the class completing their class or homework or are expected to go to the library rather than going to the canteen or outside the college premises.
6. Students' responsibility remains with the college as long as s/he is on the college campus.

### **CLASS ROOM DISCIPLINE:**

1. The students are expected to act with utmost decorum while on the college campus and especially when inside the classroom.
2. Students are expected to maintain dignity of the classroom, its infrastructure and the teachers.
3. Students are encouraged to speak only in English.
4. Any argument with a teacher is discouraged except when such an argument is only related to a theme/topic/issue/concept taught in the class.
5. Classroom is a no mobile zone. Students are required to understand this and ensure that they do not attend a lecture if they expect to receive an urgent call from anyone.
6. In case a teacher demands identity card or/and mobile phone on violation of the classroom discipline, students are advised to be humble enough to acknowledge the demand.

## **CAMPUS CONDUCT:**

1. Students are expected to wear decent outfits while on the campus.
2. Students must wear their own identity card while on campus. They should keep it worn for the entire duration they are on the campus. Admission in the main building would be denied if the students fail to wear the identity card.
3. Vehicles must be parked in the parking place provided for. Any failure in this regard will result in confiscation of your vehicle. The vehicle may be returned on the payment of a fine of Rs. 500/- per failure.
4. Under no circumstance will you be allowed to smoke anywhere on the college premises. Violation of this rule can result in strict disciplinary action against you.
5. In case you do not have any class, attend the library. You are not supposed to loiter in the corridors of the college premises.
6. If you cause any loss or damage to our college property with or without intention, you are liable to pay in full for the same. Your caution money (deposit) will be appropriated towards the recovery of the damage caused.
7. Utmost cleanliness has to be maintained by every student in the college.
8. Use of mobile phones in the classrooms, college main and library building is strictly prohibited. Students would face strict action if found violating this rule.
9. **Under an Act of the state Government ragging in any form among students is criminal act and punishable, appropriately.**

## **EXAMINATION AND ITS IMPORTANCE:**

1. **The CBCS introduced by the SPPU from the academic year 2019-20 makes *passing independently* mandatory, in both internal as well as external examination.**
2. Internal examination is conducted as per the guidelines provided by the SPPU. Students are requested to go through these guidelines so as to be alert and educated about these guidelines.
3. Subject teacher conducts internal examination and s/he will announce these exams time to time by notifying the students in advance. Hence, students are required to be present in the class as well as read the college notice board on a regular basis.
4. Students are also expected to appear for and answer all tests, tutorials and examinations, as per the instructions of the teachers.
5. All examinations and every evaluation are compulsory. Attendance at all the papers is compulsory.
6. Re –examination would be conducted in exceptional cases where student has represented the college at the University/State/National level during his/her examination session or was medically unfit to take the examination, during his/her examination session, certified by a medical practitioner qualified so to do.
7. External examination is conducted by the SPPU. It is conducted as per the schedule fixed by SPPU.
7. For taking internal as well as the external examination, students are required to fill in the examination forms in time. The timeline for filling in the examination form is set by the University.

8. Students must go through the notice board regularly. Loss of any advantage due to your negligence in the above cases will be your responsibility.
9. WhatsApp alone need not be taken as the source of information. The information received on WhatsApp should not be taken as final unless students corroborate the same either with the circulars on the college notice board, college website or the SPPU website.
10. Students are requested to go to the SPPU website and tutor themselves in the examination related issues.
11. Students are requested to maintain the decorum of examination. Any misbehavior, misconduct and violation of examination rules would be dealt with seriously.

#### **CONDUCT AT THE LIBRARY:**

1. Library is a place to study and not assembly for spending time with friends. Hence you are required to maintain silence in the library.
2. Library is a no mobile zone and hence you are requested to keep the mobile phones on silent mode and can leave the library premises in case you receive an urgent call.
3. There is a notice board inside as well as outside the study room. Students are expected to read the same on a regular basis.
4. Library offers various schemes. Students are requested to contact the librarian to get acquainted with the same.
5. Students are not allowed to carry his/her bag in the study room. They should keep the bags at the counter provided for the same.
6. Book borrowing facility is available only against the library card while quick reference is possible only inside the study against the identity card.
7. For book borrowing, whether for home or for quick reference, students are required to produce their own identity card and his/her presence while book borrowing is essential.
8. Book borrowing for home is available on days earmarked for the classes and courses. It is mentioned on the library notice board. No out of turn borrowing would be entertained.
9. Return of the book must be in time and in correct shape of the book. Any delay in return of the book and any damage to the book would attract penalty set by the library authorities, in consultation with the college administration, from time to time.
10. Loss of the book should be immediately reported to the librarian and the same should be compensated either in the form of replacement of the book or the purchase price, as per the library records, of the book.
11. No mobile filming is allowed on the library premises. It would be dealt with seriously.

## **GENERAL GUIDELINES:**

1. Students must go through all the notices, regarding the timetable, University and College examination, extra-curricular activities, etc., put up on the notice board from time to time. Loss of any advantage due to your negligence in the above cases will be your responsibility.
2. Inform your guardians/parents regularly about your academic progress, and other conditions in general.
3. Any change in local or permanent address must be immediately intimated to the office to facilitate undisturbed correspondence.
4. Any change in email id and mobile number, your own and your parents' must be immediately intimated to the office to facilitate undisturbed correspondence.
5. The Principal may debar any student for the following reasons :
  - a) Absence over a long period without genuine reason for the same.
  - b) Unsatisfactory academic progress.
  - c) Any misconduct / misbehavior or act of indiscipline.
6. Picnic & Annual Day:
  - \* The college does not undertake to organize any picnic, outing, excursion, except for academic purposes as per rules and consent of the college management.
  - \* Annual social day and all cultural functions will be celebrated on the college campus only.
7. No sponsorships are accepted except for organization of seminars, conferences of academic nature.
8. For any emergency regarding health matters, students may seek medical aid from Jijamata Hospital, which is near the College.
9. Students must preserve all the fee receipts as the same are required at the time of claiming refunds of deposits.
10. Any prolonged absence from the classes must be in consultation with the Principal, concerned teacher and only against production of documents supporting the same. Decision over the same would be the sole discretion of the Principal.
11. Any violation of the regulations would attract fine as set by the college authorities from time to time.

## SOME EVENTS THAT ARE WORTH NOTING – A TENTATIVE TIME TABLE

| Name of the Event             | Month in which it is organized            |
|-------------------------------|---|
| Independence day celebrations | August 15                                 |
| Health Check Up (F.Y.)        | September                                 |
| Semester End Examination      | October/November (As per SPPU Guidelines) |
| NSS winter Camp               | December/January                          |
| Annual Inter class Sports     | December                                  |
| Republic Day                  | January 26                                |
| P.G. Seminar                  | February                                  |
| Culfest                       | February                                  |
| Annual Prize Distribution     | February                                  |
| Annual Examination (UG)       | March-April (As per SPPU Guidelines)      |

There will be Diwali and summer vacations as declared by the SPPU.

### A NOTE TO THE PARENTS:

**Dear Parent,**

**You are well aware of the fast social changes around us. The T. V. and other social media have noticeably started affecting and dominating the tastes, manners and behavior of the young generation. Your ward is with us only for some hours every day and for a much longer time with his friends, in the society and out of the home when different good and bad forces keep influencing him/her.**

**Youth, you will agree, is a formative time of life. Therefore, we specially request you to play an active role in shaping your ward's life. For this, we particularly want you to do at least the following:**

- \* Please check from time to time that your ward goes to college regularly and attends lectures/classes in the college (Please note that the tendency to remain absent or not sit in the class is increasing in the student community)**
- \* Please get to know your ward's friends personally and make sure that they have no bad habits like smoking, drinking, eating tobacco, pan-masala or consuming drugs etc. Companions make or mar character.**
- \* Make sure that your ward reads the college Notice Board regularly as all instructions and notices are regularly displayed on the Notice Board only.**
- \* Make sure that your ward appears for all college examinations sincerely and regularly (failing which punishment, penalty are likely to be imposed)**
- \* Communicate with your ward regularly and feel free to discuss with us your suggestion, observations, and problems.**
- \* We have to work together and vigilantly to help the young people develop into ideal pillars of the nation.**