

**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 – [M U College \(jhset.in\)](http://jhset.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.

### NEP – An Introduction

NEP – 2020 is sought to be implemented from the academic year i.e. 2024-25. This batch of the first year for all the programs would be under the New Education Policy of 2020. The broad features of this policy include - multidisciplinary approach and academic flexibility to the learner with multiple entry and exit at different levels of study.

The college will be offering B.Com Program with three Major specializations –

1. B.Com in Cost and Management Accounting
2. B.Com in Business Administration
3. B.Com in Banking, Finance and Insurance

The structure of the B.Com Degree Program -

	Semester	Total Credits	Semester	Total Credits
First Year	1	22	2	22
<b>Exit option with U.G. Certificate</b>				
Second Year	3	22	4	22
<b>Exit option with U.G. Diploma</b>				
Third Year	5	22	6	22
<b>Bachelor's Degree (Three Year)</b>				
Fourth Year	7	22	8	22
<b>Bachelor's Degree – Honors or Honors with Research</b>				

It is choice based credit system wherein a student would have the choice to select his/her subjects and acquire the necessary credit. Examination, this Choice-Based Credit System, will be held at the end of each Semester

Courses offered under NEP – 2020

Acronym	Full form	Objective
MM	Major Mandatory	Subject in which Degree will be awarded
ME	Major Elective	Very specific or specialized or advanced or supportive to the Discipline
MN	Minor Subject	Helps a student to gain a broader understanding beyond Major Discipline
GE/OE	Generic Elective / Open Elective	To provide multidisciplinary knowledge
VSC	Vocational Skill Course	Domain area skills development pertaining to the major discipline of the faculty
SEC	Skill Enhancement Course	Practical Training to enhance employability skills pertaining to the specific discipline of the faculty
VEC	Value Education Course	Environmental Science
IKS	Indian Knowledge System	Foundational guide to the history, culture and philosophy of India
CC	Co-Curricular Courses	Overall Development
AEC	Ability Enhancement Course	Languages proficiency
FP	Field Projects	For industry Experience
CEP	Community Engagement Program	Exposure to social issues
OJT	On the Job Training	Hands on Training

**THE COURSE STRUCTURE**  
**F.Y.B.Com.**  
**First Year Bachelor of Commerce**  
**(National Education Policy 2020)**  
**With effect from June 2024)**

Sr. No.	Vertical	Subjects Semester - 1	Subjects Semester - 2	Credits each semester
1	Major Mandatory - 1	Financial Accounting-I	Financial Accounting-II	04
2	Major Mandatory - 2 (Select any one)	Basics of Cost & Management Accounting & Material Accounting -I	Inventory Labour & Overhead Accounting-II	04
		Modern Office Management -I	Principles & Functions of Management -II	
		Fundamentals of Banking -I	Fundamentals of Insurance- II	
3	Major - 3	Introduction to Behavioural Economics - I	Market Structure & Welfare Economics	04
4	OE	Business Mathematics-I	Business Mathematics- II	02
5	SEC	Business Accounting -I	Business Accounting - II	02
6	AEC	English -I	English - II	02
7	VEC	Environmental Science	Constitutional Values, Fundamental Duties & Political System in India	02
8	IKS (Sem – 1)/ Co-curricular Courses (Sem -2)	As per University Directives	Health & Wellness/Yoga Education/Sport & Fitness/National Service Scheme/National Cadet Corpse/Cultural Activities	02
Total Credits for each semester				22

(Course details - [http://collegecirculainrunipune.ac.in/sites/documents/Syllabus2024/NEP\\_FY%20B.Com%20Sem-I\\_Intergrated%20Syllabus%20File\\_06.07.2024\\_08072024.pdf](http://collegecirculainrunipune.ac.in/sites/documents/Syllabus2024/NEP_FY%20B.Com%20Sem-I_Intergrated%20Syllabus%20File_06.07.2024_08072024.pdf))



**THE COURSE STRUCTURE**  
**F.Y.B.Com (Business Management)**  
**First Year Bachelor of Commerce – Business Management**  
**(National Education Policy 2020)**  
**With effect from June 2024)**

Sr. No.	Vertical	Subjects Semester – 1	Subjects Semester - 2	Credits each semester
1	Major Mandatory – 1	Principles of Management	Businesses Cost Accounting	04
2	Major Mandatory - 2 (Select any one)	Marketing: Principles of Marketing – I	Marketing: Principles of Marketing – II	04
		HRM: Principles of Human Resource Management – I	HRM: Principles of Human Resource Management - II	
3	Major Mandatory 3 (Select Any one Specialization other than selected in Major Mandatory 2)	Agri. Business.: Agriculture and Indian Economy – I	Agri. Business.: Agriculture and Indian Economy - II	04
4	OE	Businesses Mathematics	Businesses Statistics	02
5	SEC	Soft Skills Development	Basics of Stock Market/ Cross - Cultural Communication/ AI and ML for Businesses	02
6	AEC	Businesses Communication skills – I	Businesses Communication skills – II	02
7	VEC	Environmental Awareness	Democracy Awareness & Gender Sensitization	02
8	IKS (Sem. – 1)/ Co-curricular Courses (Sem. -2)	As per University Rule	Physical Education	02
Total Credits for each semester				22

(Course details can be found at-

[http://collegecircularnrunipune.ac.in/sites/documents/Syllabus2024/B%20Com-BM-structure\\_04072024.pdf](http://collegecircularnrunipune.ac.in/sites/documents/Syllabus2024/B%20Com-BM-structure_04072024.pdf) )

**THE COURSE STRUCTURE**  
**M.Com (Part-I & II)**  
**(National Education Policy 2020)**  
**(With effect from June 2023)**

The M.Com. Course is a two Years' program stretched over four semesters carrying a total of 88 credits spread equally over four semesters. The eligibility for this program is a graduate from any discipline from SPPU or any other University recognized by the UGC. A student wishing to exit the program can do so at the expiration of one year with Post Graduate Diploma in Commerce.

Sr. No.	Vertical	Subjects Semester – 1	Subjects Semester - 2	Credits each semester
1	Major Mandatory - 1	Management Accounting	Financial Analysis & Control	04
(From the major mandatory – 2 students can select between Advanced Cost Accounting and Cost System and Businesses Administration any one. Each group would have two papers carrying 4 and 2 credits)				
2	Major Mandatory - 2  (Advanced Cost accounting and Cost system)	1. Advanced Cost Accounting & Cost Systems 2. Costs for Decision Making & Activity Based Costing	1. Application of Cost Accounting 2. Variance Analysis & Interpretation	04  02
	Major Mandatory – 2 (Business Administration)	1. Production & Operation Management 2. E-Commerce	1. Business Ethics & Professional Values 2. Corporate Social Responsibility	04  02
3	Major - 3	Industrial Economics	Strategic Management	04
4	Major Elective (Advanced Cost accounting and Cost system)	Costing Techniques and Responsibility Accounting	Cost Control & Cost System	04
	Major Elective (Business Administration)	Financial Management	Elements of Knowledge Management	04
5		Research Methodology	On job training/Field Project	04
<b>Total Credits for each semester</b>				<b>22</b>

**(Course Details - [http://collegecirculaNRunipune.ac.in/sites/documents/Syllabus2023/M.Com.%20NEP%202023-24%20Revise%20codes\\_29112023.pdf](http://collegecirculaNRunipune.ac.in/sites/documents/Syllabus2023/M.Com.%20NEP%202023-24%20Revise%20codes_29112023.pdf))**

## **Payment of Fees and Refund Policy**

### **Payment of Fees**

#### **Terms and Conditions**

- 1) Payment is online and is one time for the first year B.Com students.
- 2) In case of courses where fee exceeds INR 10000/- the college may think of offering a maximum of two instalments subject to the request from the parents to do so.
- 3) Scholarships to support the abilities to pay fees are available and can be availed by the students.
- 4) No penal charges are levied for late payment of admission fees. If the admission fee is not paid in time specified for the same, the stake over the admission is over.

### **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. Money would be refunded to his/her bank account specified by him/her in which he/she wishes to get the same credited.

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 11 <sup>th</sup> to 30 <sup>th</sup> day, from the date of securing admission	60% of the fees collected
3	After 30 <sup>th</sup> day	Nil

**The above-mentioned refund and cancellation policy may change from time to time in accordance with the directives of the University Grants Commission, the State Government of Maharashtra, or Savitribai Phule Pune University.**

**FEE STRUCTURE (NEP-2024)**

**F.Y. B.COM**

(as per National Education Policy 2020 with effect from June 2024)

Sr.No	Particulars	F.Y.B.Com (NEP)	F.Y. B.Com (NEP) (Reservation)
1	Library Fees	200	200
2	Gymkhana Fees	250	250
3	Eligibility Form Fee	60	60
4	Computerisation	100	100
5	Development Fees	125	125
6	Registration Fees	75	75
7	Pro-rata (Ashwamegh)	26	26
8	Disas. Mgmt Fees	20	20
9	Library Deposit	500	500
10	Caution Money	0	0
11	Medical	40	40
12	Practical Fees	40	40
13	Laboratory Fees	150	150
14	Phy. Edn. Scheme	100	100
15	Comp. & Internet Fees	0	0
16	Corpus Fund	4	4
17	Computer lab Maintenance Fees	1000	1000
18	Sports Fund (Fit India)	200	200
19	Building Maintenance Fund	500	500
20	Students Activities Fees	1000	1000
21	Short term course fee	300	300
22	Add-on Course fee	300	300
23	Internal Examination Fee	600	600
24	Tuition Fees	1200	0
25	Admission Fees	50	50
26	Eligibility Fees	300	300
27	Student Welfare Fees	120	120
28	S.I.S.S. Fees	20	20
29	NSS Section Fees	10	10
30	Personnel fees	500	500
31	Security Fees	250	250
32	Students' aid fund	10	10
33	Form Fees	0	0
	Total	8050	6850

**F.Y. B.COM (Business Management)**

Fee Structure for First Year B.Com in Business Management i.e. B.Com (B.M.) (Formally known as B.B.A.) (with effect from June 2024)

Sr.No.	Particulars	Amount in INR
1	Tuition Fees	16550
2	Library Fees	200
3	Gymkhana Fees	250
4	Eligibility Form Fees	60
5	Admission Fees	50
6	Computerization	100
7	Development Fees	125
8	Registration Fees	75
9	Pro-rata ( Ashwamegh)	26
10	Disas. Mgmt Fees	20
11	Library Deposit	500
12	Medical Exam	40
13	Phy. Edn. Scheme	100
14	College Devp.fees	250
15	Computer Lab fees	250
16	Workshop & Seminar fees	2000
17	Laboratory fees	2500
18	Comp & Internet fees	1500
19	Corpus Fund	4
20	Comp lab maintenance fees	1000
21	Sports Fund (Fit India)	200
22	Building Maintenance fund	500
23	Student Activities fees	1000
24	Add On- Courses Fees	300
25	Examination Fee	600
26	Eligibility Fees	500
27	Student Welfare Fees	120
28	S.I.S.S Fees	20
29	Security charges	250
30	NSS Section fees	10
31	Personnel Fees	500
32	Students' aid fund	20
33	Form Fees	0
Total		29620

If students wishes to pay in installments

First Instalment	18100
Second Installment	11520

**M.Com. (Part I and II)**

**FEE STRUCTURE FOR FIRST AND SECOND YEAR M. COM**  
(with effect from June 2024)

Sr. No	Particulars	F.Y. M.Com	S.Y. M.Com
1	Tuition Fees	10000	11000
2	Library Fees	200	200
3	Eligibility Fee	60	0
4	Gymkhana Fees	250	250
5	Admission Fees	50	50
6	Computerization	100	100
7	Development Fees	125	125
8	Pro-rata(Ashwamegh	26	26
9	Disas. Mgmt. Fees	20	20
10	Library Deposit	500	0
11	Caution Money	0	0
12	Administration Charges	300	300
13	Seminar fees	200	200
14	College Devp. Fees	250	250
15	Computer & Internet fees	75	75
16	Registration Fees	75	75
17	Corpus Fund	4	4
18	Comp lab Maintenance fees	1000	1000
19	Sports Fund (FIT INDIA)	200	200
20	Building Maintenance Fund	500	500
21	Students Activities Fees	1000	1000
22	Add On-Course fees	500	500
23	Internal Exam fee	600	600
24	Eligibility fees	300	0
25	Student Welfare Fees	120	120
26	S.I.S.S. Fees	20	20
27	NSS Section Fees	10	10
28	Security charges	250	250
29	Personal Fees	500	500
30	Students aid Fund	10	10
31	Form Fees	0	0
	<b>Total</b>	<b>17245</b>	<b>17385</b>

## THE COURSE STRUCTURE – (2019 Pattern)

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).

S.Y.B.Com.

### SECOND YEAR B.COM (2019 pattern)

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

<b>Second Year B.Com</b>	
Semester – III	Semester -IV
<b>Compulsory Subjects</b>	<b>Compulsory Subjects</b>
Principles and Functions of Management	Principles and Functions of Management
Corporate Accounting	Corporate Accounting
Business Economics	Business Economics
Business Communication	Business Communication
Elements of Company Law	Elements of Company Law
<b>Optional Subjects</b>	<b>Optional Subjects</b>
Cost and Works Accounting OR Banking & Finance OR Marketing Management OR Business Entrepreneurship	Cost and Works Accounting OR Banking & Finance OR Marketing Management OR Business Entrepreneurship
An <b><i>additional compulsory</i></b> course in Environmental Awareness only at the Second Year B.Com level.	
This paper requires students to complete a project and appear for practical examination.	

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

### **THIRD YEAR B.COM (2019 pattern)**

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
S.Y.B.Com (Semester III & IV)	Environmental Studies	Environmental Studies



## **S.Y.B.B.A.**

### **BACHELOR OF BUSINESS ADMINISTRATION (BBA) (2019 PATTERN)**

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.

### **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

### **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

**T.Y.B.B.A**  
**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

**FEE STRUCTURE (2019 pattern)**

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

**(Academic year – 2024-25)**

Sr. No	Particulars	S.Y. B.Com (Aided)	S.Y. B.Com (Reservation)
1	Library Fees	200	200
2	Form Fees	0	0
3	Gymkhana Fees	250	250
4	Computerisation	100	100
5	Development Fees	125	125
6	Registration Fees	75	75
7	Pro-rata (Ashwamegh)	26	26
8	Disas. Mgmt Fees	20	20
9	Practical Fees	80	80
10	Laboratory Fees	150	150
11	Corpus Fund	4	4
12	Comp. & Internet Fees	0	0
13	Computer lab Maintenance Fees	1000	1000
14	Sports Fund (Fit India)	200	200
15	Building Maintenance Fund	500	500
16	Students Activities Fees	1000	1000
17	Short term course fee	300	300
18	Add-on Course fee	300	300
19	Internal Examination Fee	600	600
20	Tuition Fees	1200	0
21	Admission Fees	50	50
22	Student Welfare Fees	120	120
23	S.I.S.S. Fees	20	20
24	Security charges	250	250
25	NSS Section Fees	10	10
26	Personnel fees	500	500
27	Students' aid fund	10	10
28	Form Fees	0	0
	<b>Total</b>	<b>7090</b>	<b>5890</b>

**T.Y.B.Com.**  
**(Academic year – 2024-25)**

Sr. No	Particulars	T.Y. B.Com (Aided)	T.Y. B.Com (Reservation)
1	Library Fees	200	200
2	Gymkhana Fees	250	250
3	Computerisation	100	100
4	Development Fees	125	125
5	Registration Fees	75	75
6	Pro-rata(Ashwamegh)	26	26
7	Disas. Mgmt. Fees	20	20
8	Practical Fees	120	120
9	Laboratory Fees	150	150
10	Comp. & Internet Fees	0	0
11	Corpus Fund	4	4
12	Computer lab maintenance fees	1000	1000
13	Sports Fund(Fit India)	200	200
14	Building Maintenance fund	500	500
15	Students Activities fees	1000	1000
16	Short term course fee	300	300
17	Internal Examination Fee	600	600
18	Tuition Fees	1200	0
19	Admission Fees	50	50
20	Student Welfare Fees	120	120
21	S.I.S.S. Fees	20	20
22	NSS Section Fees	20	10
23	Security Charges	250	250
24	Personnel fees	500	500
25	Students aid fund	10	10
26	Form Fees	0	0
	Total	6830	5630

**S.Y.B.B.A.**  
**(Academic year – 2024-25)**

Sr.No.	Particulars	Amount in INR
1	Tuition Fees	16400
2	Library Fees	200
3	Gymkhana Fees	250
4	Admission Fees	50
5	Computerization	100
6	Development Fees	125
7	Registration Fees	75
8	Pro-rata ( Ashwamegh)	26
9	Disas. Mgmt Fees	20
10	College Devp.fees	250
11	Computer Lab fees	250
12	Workshop & Seminar fees	2000
13	Laboratory fees	2500
14	Comp & Internet fees	1500
15	Corpus Fund	4
16	Comp lab maintenance fees	1000
17	Sports Fund (Fit India)	200
18	Building Maintenance fund	500
19	Student Activities fees	1000
20	Add On- Courses Fees	300
21	Examination Fee	600
22	Student Welfare Fees	120
23	S.I.S.S Fees	20
24	Security charges	250
25	NSS Section fees	10
26	Personnel Fees	500
27	Students' aid fund	20
28	Form Fees	0
29	Total	28270

If any student wants to avail the Instalment facility

First Instalment	17350
Second Installment	10920

**T.Y.B.B.A.**  
**(Academic year – 2024-25)**

Sr.No.	Particulars	Amount in INR
1	Tuition Fees	16350
2	Library Fees	200
3	Gymkhana Fees	250
4	Admission Fees	50
5	Computerization	100
6	Development Fees	125
7	Registration Fees	75
8	Pro-rata ( Ashwamegh)	26
9	Disas. Mgmt Fees	20
10	College Devp.fees	250
11	Computer Lab fees	250
12	Workshop & Seminar fees	2000
13	Laboratory fees	2500
14	Comp & Internet fees	1500
15	Corpus Fund	4
16	Comp lab maintenance fees	1000
17	Sports Fund (Fit India)	200
18	Building Maintenance fund	500
19	Student Activities fees	1000
20	Examination Fee	600
21	Student Welfare Fees	120
22	S.I.S.S Fees	20
23	Security charges	250
24	NSS Section fees	10
25	Personnel Fees	500
26	Students' aid fund	20
27	Form Fees	0
28	Total	28270

**If any student wants to avail the Instalment facility**

First Instalment	17350
Second Installment	10920



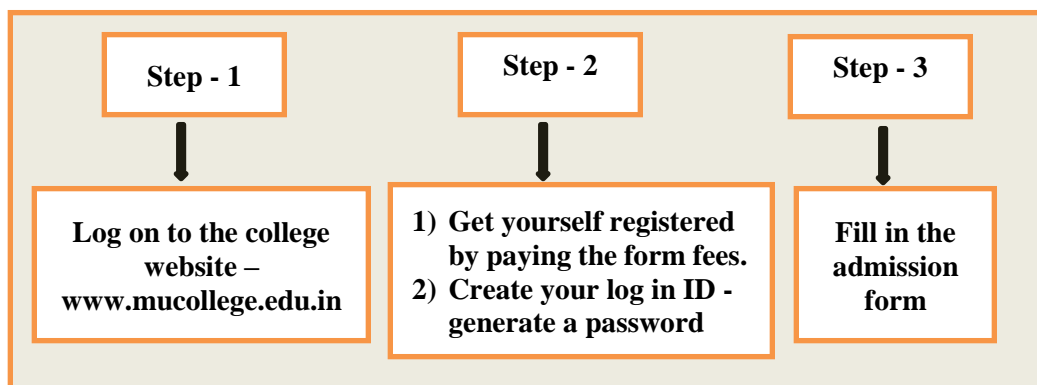
## ADMISSION PROCESS

We at M.U. College of Commerce follow the rules and regulations of Savitribai Phule Pune University to admit a student to B.Com. M.Com and B.Com with Business Management. 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 seekeINR 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)	<ol style="list-style-type: none"> <li>1. School Leaving Certificate</li> <li>2. 12<sup>th</sup> Mark sheet</li> <li>3. Aadhar Card</li> <li>4. Gap Certificate (if applicable)</li> <li>5. Caste Certificate (if applicable)</li> <li>6. Anti-Ragging undertaking (at the time of admission)</li> <li>7. Student Information Report (at the time of admission)</li> <li>8. 2 Photographs (at the time of admission)</li> <li>9 Eligibility form of the SPPU (at the time of admission)</li> </ol>
First Year B.Com	ICSE/CBSE/Out of State	<ol style="list-style-type: none"> <li>1. School Leaving Certificate</li> <li>2. 12<sup>th</sup> Mark sheet</li> <li>3. Aadhar Card</li> <li>4. Gap Certificate (if applicable)</li> <li>5. Caste Certificate (if applicable)</li> <li>6. Anti-Ragging undertaking (at the time of admission)</li> <li>7. Student Information Report (at the time of admission)</li> <li>8. 2 Photographs (at the time of admission)</li> <li>9. Migration Certificate</li> <li>10. Eligibility form of the SPPU (at the time of admission)</li> </ol>

- 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.

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)

1. Statement of Marks of the qualifying examination
2. Leaving certificate ( in case of Maharashtra State Board Students) and
3. 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

## **FACILITIES FOR THE STUDENTS**

### **a. Classrooms**

The College is well equipped with spacious classrooms. Class rooms have overhead projectors and internet facility.

### **b. 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. Reprography and computer print facilities in select cases is available to the students.

### **c. 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 400meters. 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 program on Independence and Republic Day functions in the college.

**d. 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.

**e. 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.

**f. 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.

**g. Earn while Learn Scheme**

Under the aegis of Students' Development Officer 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.

**h. 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.

**i. Canteen**

On campus canteen, adjacent to the college, building takes care of the eating needs of the students. The canteen serves 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.

**j. Hostel**

**The college does not provide Hostel or Mess facility to students.**

**k. 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.

**a. Career Katta**

Career Katta is an initiative promoted by Maharashtra Information Technology Support Centre (MITSC) and Maharashtra State Higher and Technical Department. This initiative provides students all over Maharashtra access to high quality online education and promotes equity in education. Courses prepare students for competitive examinations like UPSC, MPSC, Bank PO, Police Bharti. There are initiatives like interaction with public servants (IAS Aplya Bhetila) and entrepreneurs (Udyojak Aplya Bhetila), Financial Literacy and over 50 add on courses.

Any student interested in this training has to download the MITSC app from Google play store and make a one-time payment of INR 365/-. The college coordinators for this initiative can be contacted for further details. (College Code:C-41934)

**Courses covered under Career Katta**

1) Python Programming 2) Python for AI/ML 3) Python for Web Development 4) Cloud Computing 5) Devops 6) Data Analytics with Tableau and Power BI 7) Social Media Profile Management 8) Financial Literacy 9) Event Management 10) Fund Flow Management 11) Communication Skill & Personality Development 12) बी पी टी १९५० संस्था नोंदणी कायदा प्रशि क्षण 13) Road Safety and Awareness Training 14) परदेशी नोकरीच्या संधी आणि व्यक्तिमत्व विकास 15) Foundation Course in Business Law	16) माहिती अधिकार कायदा प्रशिक्षण 17) Soft Skill Training Program 18) Certificate Course in Human Right 19) Certificate Course in Journalism 20) Communication Skill Program 21) Content Writing Course 22) Basic of Cost & Works Accounting 23) E-Filling 24) Soft Skill Development 25) Introduction to Basic Concept of Accounting 26) Digital Banking 27) Digital Marketing 28) Political Ethics and Value 29) Leadership Development 30) Literacy about Judicial Process 31) Constitutional Values and Ethics	32) Certificate in Office Administration 33) Certificate in Training Management 34) Organic Farming 35) Fruits and Vegetables Drying Dehydration and Technology 36) Certificate course in World Politics 37) Certificate course in Rural Development 38) Scientific Temperament 39) Green Chemistry 40) Renewable Energy 41) Nanotechnology 42) Biotechnology 43) Medical Lab Technology 44) Nano Biotechnology 45) Introduction to Forensic Science 46) Tourism Management 47) Forensic Accounting 48) Cyber Law 49) Office Management 50) Consumer Protection Act 2019.
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### **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:

Sr.no	Scholarship	Who can avail?	Documents required
1	For the Backward Class	<ul style="list-style-type: none"> <li>• S.C and S.T. with annual income of parents INR 1,00,000</li> <li>• N.T. , OBC, SBC with annual income of parents less than INR 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	Free ship for the Backward Class	S.C,S.T,N.T. , OBC, and SBC with annual income more than INR 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	For wards of Primary and secondary school teacher	Either father or mother should be primary or secondary school teacher	<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.	For wards of Ex –servicemen	Father should be an ex-serviceman	<ul style="list-style-type: none"> <li>• Application form along with a certificate from welfare office.</li> </ul>
5.	For EBC	Annual Family Income less than INR 15,000	<ul style="list-style-type: none"> <li>• Income certificate from a competent authority.</li> </ul>
6.	National Scholarship for the Handicapped	-----	<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.	Govt. Open Merit	First Class in qualifying examination	<ul style="list-style-type: none"> <li>• Mark Sheet</li> </ul>
8.	National Merit	First Class in qualifying examination	<ul style="list-style-type: none"> <li>• Mark Sheet</li> <li>• Income certificate</li> </ul>
9.	Scholarship for girls students	Female students in the EBC/EWS, OBC, and SEBC categories with annual family income less than 8 lacs P.A.	<ul style="list-style-type: none"> <li>• Bank account linked with Aadhar Card</li> <li>• Admission Receipt</li> <li>• Domicile Certificate.</li> <li>• Family Income Certificate for the last academic year.</li> <li>• Small Family Certificate</li> <li>• Aadhar Number</li> </ul>
10.	JHSE Trust sponsored Scholarship	75% marks in qualifying examination	<ul style="list-style-type: none"> <li>• Mark Sheet</li> <li>• Income certificate</li> </ul>
11	Late Shri. Atur Sangtani Memorial Scholarship	75% marks in qualifying examination	<ul style="list-style-type: none"> <li>• Mark Sheet</li> <li>• Income certificate</li> </ul>
12.	IndusInd Foundation Scholarship for Needy Sindhi Students	75% marks in qualifying examination	<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

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

### **Examination for B.Com (NEP structure)**

The B.Com Degree Program contains eight semesters carrying 22 credits each semester with an option to exit at defined intervals. Each defined interval shall give to a student some qualification ranging from certificate to degree with honours. This choice based credit system will have two examination components in each semester. They are – Continuous internal evaluation (CIE) and Semester End Examination (SEE)

#### **Some important points to remember about evaluation –**

- a. Each credit carries 25 marks. So a two credit course would carry 50 marks in all. They would be divided as 15:35 between CIE and SEE. A course with 4 credits shall carry 30 marks for CIE and 70 for TEE.

Credits	Total marks	Continuous Internal Evaluation	Term End Examination
2	50	15 Marks	35 Marks
4	100	30 Marks	70 Marks

- b. Continuous Internal Evaluation would carry 30% weight of the total marks assigned to the subject. The continuous internal evaluation can take any two of the following forms.
- Offline written examination – Open book examination – MCQ test
  - Viva examination – Group discussion – Presentations
  - Assignments – Tutorials – Case study
- c. To pass a course, the student has to obtain at least Forty Percent marks in the CIE and SEE separately.
- d. A student cannot register for the Third, Fifth and Seventh Semester, if he / she fails to complete 50% of the total credits assigned to the semesters preceding the concerned semesters for examples – a student can register for the third semester if s/he has qualified fifty percent of the total credit assigned to the first and the second semester.
- e. No student shall be admitted to the Fifth Semester i.e. the Third Year unless he / she has cleared First Two Semesters i.e. the first year.
- f. There shall be revaluation of the Answer Scripts of Semester-End Examination but not of Answer Scripts of Internal Assessment Papers as per Ordinance No. 134 A and B.
- g. Student is allowed to keep terms (ATKT) as per the norms laid down by the University from time to time.

#### **Examination and scheme of passing – 2019 pattern**

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 –

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. She/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 laid 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.

## **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.

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 INR 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:**

**The CBCS introduced by the SPPU from the academic year 2019-20 makes *Passing independently mandatory, in both internal as well as external examination.***

1. 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.
2. 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.
3. Students are also expected to appear for and answer all tests, tutorials and examinations, as per the instructions of the teacher.
4. All examinations and every evaluation are compulsory. Attendance at all the papers is compulsory.
5. 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.
6. 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.



## **Students are required to abide by the following rules**

### **GUIDELINES FOR STUDENTS**

1. 75% attendance is compulsory as per the university rules and regulations for granting a term.
2. Students are also expected to appear for and answer all assignments, tests, tutorials and examinations as per the instructions of teacher
3. Students should inform guardians/parents regularly about their academic progress, and other related conditions.
4. 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 student fails to wear the identity card.
5. Attendance in Term End Examinations is compulsory.
6. Students must go through all the notices regarding the time-table, University and College examinations, extra-curricular activities and scholarships etc., displayed on the notice board from time to time. Loss of advantage due to any negligence in the above cases will be the responsibility of the student.
7. All 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 INR 100/- per failure.
8. Any change in local or permanent address must be immediately intimated to the office to facilitate correspondence.
9. Under no circumstances shall student be allowed to smoke anywhere on the college premises. Violation of this rule can result in strict disciplinary action against the student.
10. In case there is no class, student should attend the library. They are not supposed to loiter in the corridors of the college premises.
11. If any student causes any loss or damage to the college property with or without intention they are liable to pay in full for the same. The caution money deposit of the student will also be forfeited for this purpose.
12. The annual social function / prize distribution will be organized in the college premises only.
13. Utmost cleanliness has to be maintained by every student in the college.
14. The Principal may debar any student for the following reasons.
  - a. Absence over a long period without genuine reason for the same.
  - b. Any misconduct / misbehavior or act of indiscipline.
  - c. No sponsorships are accepted for organizing seminars, conferences of academic nature from the students
  - d. Under an Act of the State Government ragging in any form among students is criminal act and punishable, appropriately.
15. For any emergency regarding health matters students may seek medical aid from Jijamata Hospital which is near the College.
16. Students must preserve all the fee receipts as the same may be required at the time of claiming refunds.
17. Use of mobile phones in the class rooms, college main and library building is strictly prohibited. Students would face strict action if found violating this rule.



### **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.

**Other policies are available on the college website in the tab: Policy. And Library Rules and Regulations are available in the Library tab.**

### **SOME EVENTS THAT ARE WORTH NOTING – A TENTATIVE TIMETABLE**

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.**