



College of Arts,  
Science &  
Commerce

Prospectus  
2015-16



NAAC Reaccredited  
A Grade - CGPA - 3.51/4

Best College Award - 2010-2011  
University of Mumbai

# NAAC Reaccreditation 3<sup>rd</sup> cycle



*SIES College of Arts, Science and Commerce  
Sion (West), Mumbai, affiliated to University  
of Mumbai, Maharashtra is Reaccredited with  
A Grade and CGPA of 3.51 on four point scale*

# Contents

|    |                                       |
|----|---------------------------------------|
| 5  | Vision & Mission                      |
| 6  | Our Management                        |
| 10 | About us                              |
| 12 | Results at a glance                   |
| 14 | Our Pride                             |
| 15 | What They Say                         |
| 16 | Academic Programmes                   |
| 18 | Courses Offered: Junior College       |
| 24 | Courses Offered: Degree College       |
| 32 | SIES Centre for Excellence            |
| 39 | Activities                            |
| 42 | Learning Resources & Other Facilities |
| 43 | Unique Service Pursuits               |
| 47 | Mode of Refund of Fees                |
| 49 | Rules of Examinations                 |
| 61 | General Instructions                  |

# Best College Award - University of Mumbai



मुंबई विद्यापीठ



\*\*\*\*\*

(२००९ - २०१०)

वेक: मनांकन

"श्रेष्ठतय - प्रथम विद्यापीठ"

University of Mumbai

"UNIVERSITY WITH POTENTIAL FOR EXCELLENCE"

उत्कृष्ट महाविद्यालय पुरस्कार

(शैक्षणिक वर्ष २००९ - २०१०)

एसआयईएस कला, विज्ञान आणि वाणिज्य महाविद्यालय  
सायन (पश्चिम)

मुंबई - ४०० ०२२

यांना बहुमोल शैक्षणिक संपादन आणि विद्यापीठातील विविध यंत्रणेमार्फत  
महाविद्यालयातील शिक्षकांचा विद्यापीठाच्या कामकाजातील सहभागामार्फत  
प्रदान करण्यात येत आहे.

मुंबई - ४०० ०३२

२६ जानेवारी २०११

डॉ. राजन वेळुकर  
कुलगुरु

**BEST COLLEGE AWARD**

(for the academic year 2009 - 2010)

Awarded

to

**SIES College of Arts, Science & Commerce,  
Sion (W),  
Mumbai - 400 022.**

in recognition of valuable academic achievements and  
participation in the college teachers in the University  
System through various bodies of the University.

COLOUR COPY

Mumbai - 400 032  
26<sup>th</sup> January 2011

Dr. RAJAN WELUKAR  
VICE - CHANCELLOR

## Vision

To facilitate a student centered environment where the intellectual, cultural, social, physical and recreational needs of the student are fulfilled.

## Mission

With a spirit of sincerity we:

- Foster an integrated character, imbued with high moral, social, ecological and spiritual values in students
- Respect cultural and ethnic diversity in the community
- Set high standards of academic, professional and societal performance
- Empower students with leadership training skills to enable them to be agents of social change
- Equip students with global competency
- Develop inquisitive minds to inculcate a culture of research

## Quality Policy

“We believe that education is a tremendous responsibility and not just an activity

We assume moral and social responsibility in every activity of ours as a matter of conscience  
We believe in sincere, honest and committed relationships with all our stakeholders

We dedicate ourselves to improving the quality of life in our own way by adopting the highest quality standards in imparting education to match the world's best

Our dedication to education is total”



**SIES**  
RISE WITH EDUCATION

College of Arts,  
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# Our Management

## Our Patrons



Bharat Ratna  
Dr A. P. J. Abdul Kalam  
*Former President of India*



Padma Vibhushan  
Dr. K. Kasturirangan  
*Ex-Chairman, ISRO, Former member of  
Parliament, Member Planning Commission  
& our alumnus and former teacher*



Padma Vibhushan  
Dr. R. Chidambaram  
*Principal Scientific Advisor  
to the Government of India*

## The South Indian Education Society



The South Indian Education Society, founded in 1932, has made a significant contribution, during the past 80 years, to the cause of education. Our institution mission was set by our founder Shri M.V. Venkateshwaran in 1932.

**“This society should sincerely serve the cause of education and the educational needs of the common man of this cosmopolitan city.”**

**We seek to achieve our educational mission by**

**Focusing on modes of enquiry which strengthen thinking skills.**

**Providing extensive field experiences to bring together theory and practice.**

**Providing library resources and services to support the academic needs of the college.**

**Integrating technological development across the curriculum.**





**SIES**  
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Our commitment is to a student-centered environment and also to the larger community of the region that we serve.



The Society has all along kept pace with the steadily increasing need for education, at all levels, in this fast expanding metropolis. Owing to the vision and untiring efforts of the members of the Society, and the unstinted support of the well-wishers and citizens of Mumbai, **the following institutions have come into existence under the SIES banner.**

### **Sion West**

- SIES College of Arts, Science & Commerce
- SIES Institute of Comprehensive Education
- SIES Institute of Medical and Laboratory Technology



**SIES**  
RISE WITH EDUCATION

High School

1932



**SIES**  
RISE WITH EDUCATION

College of Arts,  
Science &  
Commerce

1960



**SIES**  
RISE WITH EDUCATION

Institute of  
Comprehensive  
Education


1980



**SIES**  
RISE WITH EDUCATION

College of  
Commerce  
and Economics


1989



**SIES**  
RISE WITH EDUCATION

College of  
Management  
Studies

1995



**SIES**  
RISE WITH EDUCATION

(Nerul) College  
of Arts, Science  
& Commerce


1998



**SIES**  
RISE WITH EDUCATION

Indian Institute  
of Environment  
Management


2001



**SIES**  
RISE WITH EDUCATION

Centre for  
Professional and  
Distance Education

2002



**SIES**  
RISE WITH EDUCATION

Graduate School of  
Technology

2002



**SIES**  
RISE WITH EDUCATION

School of Packaging  
Packaging Technology Centre


2003



**SIES**  
RISE WITH EDUCATION

Sri Chandrasekarendra  
Saraswati  
Veda Vidya Pitha

2003



**SIES**  
RISE WITH EDUCATION

Seniors' Home

2003



**SIES**  
RISE WITH EDUCATION

Sri Chandrasekarendra  
Saraswati Granthalaya

2003



**SIES**  
RISE WITH EDUCATION

Vyayamshala

2003



**SIES**  
RISE WITH EDUCATION

Centre for Excellence  
in Management Research  
& Development

2004



**SIES**  
RISE WITH EDUCATION

Institute of Medical  
and Laboratory  
Technology


2004



**SIES**  
RISE WITH EDUCATION

ISR  
INSTITUTIONAL SOCIAL RESPONSIBILITY

2013



**SIES**  
RISE WITH EDUCATION

Institute of  
Chromatography  
and Spectroscopy

2013

## About us...



The SIES Arts and Science College was founded in 1960 to serve the evergrowing educational needs of the students from North and Central Mumbai suburbs. The college was a gift of South Indians in Mumbai to the then newly-born state of Maharashtra. The Commerce Stream at the Degree level was started in 1980-81. Affiliated to the University of Mumbai, the college has an impressive strength of more than 5,000 students drawn from all sections of this cosmopolitan city.

The SIES College of Arts, Science and Commerce has entered its 54<sup>th</sup> year with great pride. Excellence in academics, holistic development of the students and inclusive education for the differently challenged are some of the commitments made by this institution.

The college owes its glory to the vision of our founders, the committed leadership of the management, the sincere dedication of the

staff, both teaching and non-teaching, tens of thousands of all those young persons who have passed out of the portals of the college and the fund of goodwill from all our well wishers and the community at large.

The college is a South Indian linguistic minority institution. It strives for academic excellence and tries to create an environment which generates love for learning, a habit of critical thinking and evaluation so that the human kind's store of knowledge is enlarged. The aims of the college as enunciated by the first Principal Late Prof. A.B.Shah were to train the student to become a good professional in his chosen discipline and to convert the confused, into a sober, rational and discriminating citizen by the time he left his sheltered existence to enter the wider world. This preoccupation with the humanistic purpose of education has always remained with the SIES.



The heavy rush of students every year seeking admission to Junior and Degree Colleges indicates the prestige and pride of place this college enjoys in the city of Mumbai. Admission to the college is open to all and is strictly on merit. Excellent results at various University and Board examinations and coveted awards & prizes bagged the students have placed the SIES college among the most outstanding institutions in the city. The college has attained its position due to the efficiency and dedication of Principals like Prof. A.B.Shah (1960 - 63), Prof. Ram Joshi (1963-77), who later became the Vice Chancellor, University of Mumbai, Prof. P.S. Ramaswamy (1977-87), Prof. K.M.Apte (1987-89), Prof. S.

Ramanathan (1989-96), Prof. V. Padmanaban (1996-2003), Prof. R.Gopalakrishnan (Incharge Principal 2003-05) and unstinted support from their competent and highly qualified colleagues who have given their very best to the students and to the institution. The illustrious line is continued with the appointment of Dr. Harsha Mehta as the Principal of the college with effect from 20th April 2005

The students of the college with their exemplary discipline, serious academic, extra and co-curricular pursuits and excellent rapport with their teachers, have greatly contributed in making this college a name to reckon with in the academic and other fields.



# Awards & Accolades



## National Level

1) *'Certificate of merit'* awarded by Ramakrishna Bajaj National Quality Award instituted by *Indian Merchants Chamber* in 2015.

2) *Best Innovative Initiatives Award* conferred by Higher Education Forum under the category of *'Graduate-Humanities'* in 2015.

3) *2nd prize* at 'Best Educational Quality Enhancement Team (BEQET) President Award' for project titled *'Broadening Horizons'* by *National Center for Quality Management* in 2012.

4) *Winner of Trophy* in appreciation of

its contribution to the *'underprivileged section of the society in the cause of education'* by *The American Society of Quality (ASQ)*, Mumbai LMC in 2012.

5) Consolation Prize at 'Best Educational Quality Enhancement Team (BEQET) President Award' for project titled *'Remedial Coaching Social Equality and socio economic mobility'*. by *National Center for Quality Management* in 2011.

6) *Selected* as one among the nine colleges across india and one among the four colleges across Maharashtra for the *Ford Pathways to Education Programmes* sponsored jointly by the Ford Foundation and the CSCS.

## University Level

1) *Principal, Dr. Harsha Mehta* was elected as a *Senate member* from Principals constituency.

2) *Best College Award* by the University of Mumbai in 2010 - 2011.

3) *'Best College Magazine'* Prof. M. V. Chandgadkar Trophy instituted by R. A. Podar college Matunga 2010-2011.

4) *First prize* for *'Clean and Green College Environment'* by National Education

Society and Saraswati Vidya Bhavan Group of Education in association with Indian Merchant Chambers in 2013.

5) *Best College Rolling Trophy* by Biotechnology department for two consecutive years at Khalsa and St. Xavier's college in 2011-12 and 2012-13.

6) *NSS unit* collected the highest number (*323*) of bottles of blood in the year 2014-2015.

# Results at a Glance

## Result at the H.S.C. Examination – February 2014

| Details                            | Arts    |         | Science |         |
|------------------------------------|---------|---------|---------|---------|
|                                    | 2012-13 | 2013-14 | 2012-13 | 2013-14 |
| Distinction                        | 20      | 57      | 263     | 262     |
| First Class                        | 106     | 139     | 251     | 284     |
| Second Class                       | 79      | 64      | 110     | 54      |
| Pass Class                         | 08      | 9       | 02      | 4       |
| Total Pass                         | 213     | 269     | 626     | 604     |
| No. Of Students Sent Up (Regular)  | 259     | 278     | 640     | 612     |
| No. Of Students Appeared (Regular) | 259     | 275     | 637     | 609     |
| College Pass %                     | 82.23   | 97.81   | 98.27   | 99.17   |

### First Three Rankers – XII Science



**Divya Viswanath**  
M050189, 614 / 650  
94.46 %



**Anisha Krishnakumar**  
M050189, 614 / 650  
94.46 %



**Reginold Antony Kolenchery**  
M049789, 606 / 650  
93.23 %

### First Three Rankers – XII Arts



**Shruti Ravi**  
M113719, 580 / 650  
89.23 %



**Fernandes Vinita Jose**  
M113723, 63 / 650  
86.62 %



**Dutta Anmol Mohit**  
M113581, 562 / 650  
86.46 %



## Subject Toppers

### Science

| Name                    | Subject                | Stream  | Marks   |
|-------------------------|------------------------|---------|---------|
| Suvarna Vineeth Bhaskar | Computer Science       | Science | 200/200 |
| Palav Piyush Dilip      | Electronics            | Science | 195/200 |
| Divya Vishwanath        | Chemistry              | Science | 99/100  |
| Amrith Rangarajan       | Mathematics            | Science | 99/100  |
| Pai Shreya J            | French                 | Arts    | 97/100  |
| Banthiya Riddhi         | French                 | Science | 97/100  |
| Sanghvi Urvi            | French                 | Science | 97/100  |
| Shruti Ravi             | Sanskrit               | Arts    | 97/100  |
| Divya Vishwanath        | Physics                | Science | 96/100  |
| Iyyani Divya            | Physics                | Science | 96/100  |
| Serra Jyotsna           | Information Technology | Science | 95/100  |
| Nair Raunak R           | Biology                | Science | 94/100  |

### Arts

| Name                                  | Subject           | Stream  | Marks  |
|---------------------------------------|-------------------|---------|--------|
| Fernandes Vinita                      | Logic             | Arts    | 92/100 |
| Shruti Ravi                           | Political Science | Arts    | 91/100 |
| Fernandes Vinita                      | Psychology        | Arts    | 90/100 |
| Mutalik Manasi                        | Hindi             | Science | 90/100 |
| Kolenchery Reginold A                 | English           | Science | 89/100 |
| Swati Subramanian                     | English           | Science | 89/100 |
| Fernandes Vinita                      | Economics         | Arts    | 88/100 |
| Karania Vidhi                         | Economics         | Arts    | 88/100 |
| Dalvi Rahul                           | Marathi           | Science | 87/100 |
| Nadar Saraswati                       | Tamil             | Science | 75/100 |
| Salgaonkar Juhi V                     | Japanese          | Science | 74/100 |
| Verma Diksha                          | Japanese          | Arts    | 74/100 |
| Shastri Nikita                        | Japanese          | Arts    | 74/100 |
| Bhojane Suvarna (Visually Challenged) | Marathi           | Arts    | 72/100 |

# Our Pride

## University Rankers

2013-2014

| Name of the Student     | Degree & Subject    | Percentage & Rank |
|-------------------------|---------------------|-------------------|
| Chhabria Kunal S        | TYBCOM              |                   |
| Dhinoja Sanchi Manoj C  | TYBSC-Zoology       | 93%               |
| Pillai Lakshmi Ravi     | TYBA-English        | 87.83%            |
| Kumawat Pinky Chunnilal | TYBA-Hindi          | 83.33%            |
| Amla Limina Christy     | TYBSC-Maths         | 94.50%            |
| Ashwathi Nair           | MSC II-Microbiology | 81.5%             |

2012-2013

| Name of the Student                                     | Degree & Subject | Percentage & Rank |
|---|------------------|-------------------|
| 1. Sekhon Avinash Kaur Nishan Singh<br>Ravinderjit Kaur | TYBSC            | 91.38% Ninth      |
| 2. Morade Rupali Hemant Mandakini                       | TYBSC-Biotech    | 82.33% Second     |
| 3. Yadav Vidyasri Mariappan Valliammal                  | TYBA-Politics    | 77.17% Second     |
| 4. Haryani Shweta Mohan Reshma                          | TYBA-English     | 73% Second        |

2011-2012

| Name of the Student                | University Rank  | Subject      |
|------------------------------------|------------------|--------------|
| 1. Mahajan Disha Sunil Anita       | 2nd in T.Y.B.Sc. | Zoology      |
| 2. Chetiwal Rajiv Rotash Sushila   | 3rd in T.Y.B.Sc. | Zoology      |
| 3. Dandekar Nikita Sunil Jayashree | 3rd in T.Y.B.Sc. | Microbiology |

2010-2011

| Name of the Student           | University Rank   | Subject  |
|-------------------------------|-------------------|--|
| 1. Nadkarni Dipika Vivekanand | 10th in T.Y.B.A.  | Psychology (within the first Ten Candidates in the order of Merit) |
| 2. Dixit Anand Ulhas          | 10th in T.Y.B.Sc. | Statistics (within the first Ten Candidates in the order of Merit) |



Ms. Lakshmi Pillai, TYBA, received Gold Medal from the Vice Chancellor of Mumbai University.



Kunal Chhabria, TYBCom



# What They Say...

**N.A.PALKHIVALA**  
*Eminent Constitutional Expert  
Former Ambassador to U.S.*



An admirable institution. My sincere congratulations on the very high standards maintained.

**DR. M. ANNADURAI**  
*Project Director  
Chandrayan I and II*



My first visit to SIES and interaction with students impressed me. This institution is having a lot of heritage and has produced many illustrious sons of India.

**BHARAT RATNA  
DR. A.P.J.ABDUL  
KALAM**  
*Former President of India*



Delighted to visit SIES.  
Excellent Institution.  
My best wishes.

**DR KIRAN BEDI**  
*IPS (Retired)*



It was a rare honour to be amongst such motivated teachers and students. One felt charged to give to them all one had.

**PADMA VIBHUSHAN,  
DR. K. KASTURIRANGAN**  
*Space Scientist*



I felt greatly nostalgic, elated and above all touched being a part of the function. I feel very proud of belonging to SIES School alumni and the present opportunity of coming in contact with my revered teacher was a unique experience.

**DR. VANDANA SHIVA**  
*Nuclear Physicist and  
Environmentalist*



Looking forward to a long and fruitful partnership to address the serious ecological and social justice problems our people face. I want to congratulate SIES for its contributions and hope its legacy long into the future.

**DILIP VENGSAKAR**  
*Former Cricketer*



“It’s been a wonderful visit to SIES one of the leading institutions in India. Thanks

Dr. Harsha Mehta”

**MORARJI DESAI**  
*Former Prime Minister of  
India*



Was pleased to see the enthusiasm and discipline of the students.

# Academic Programmes

## After X Std Junior College

### Arts XI and XII

English, Hindi / Marathi / French / Sanskrit / Japanese, Environmental Education / Physical, Education and Health, Economics, Political Science, Psychology, Logic, History, Mathematics

### Science XI and XII

English, Hindi / Marathi / French / Sanskrit / Japanese, Environmental Education / Physical Education & Health, Physics, Chemistry, Mathematics & Statistics, Biology, Economics, Information Technology\*, Electronics\*, Computer Science\*, Psychology (\* Self Financing Courses)

## After XII Std Degree College

(Under Graduate Three Year Integrated Degree Course)

### B.A.

Economics, Politics, History, Psychology, Philosophy, English, Hindi, Marathi

### B.Sc.

Physics, Chemistry, Mathematics, Statistics, Botany, Zoology, Microbiology, Biochemistry, Computer Science

### B.Com.

Business Communication Mathematics & Statistics, Financial Accounting & Auditing, Commerce, Business Economics, Business Law, Direct & Indirect Taxation, Export Marketing, Computer Systems & Applications, Environmental Studies, Advertising, Economic Systems, Computer Programming

### Self Financing

Bachelor of Mass Media (B.M.M.), Bachelor of Management Studies (B.M.S.), B.Sc. (IT), Biotechnology

*One and a half years Diploma Course in Clinical Laboratory Studies. This is a postal course with weekly contact hours for imparting practical training.*



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## After Graduation Degree College

*(Post Graduate Degree Courses / Diploma Programs)*

### M.Sc.

Physics, Chemistry,  
Biochemistry, Botany,  
Zoology, Microbiology,  
Biotechnology,  
Information Technology,  
Computer Science

### ADMLT

(Advanced Diploma In  
Medical Lab technology),  
One and half year Post  
graduate Diploma course  
affiliated to Maharashtra  
State Board of Technical  
Education

### Doctoral Program

Politics,  
Microbiology,  
Zoology, Botany,  
Philosophy

## Courses by Department of Comprehensive Education

### Courses Affiliated to University of Mumbai

- Two year P.G. Diploma  
in Early Childhood Care &  
Education
- One Year P.G. Diploma  
in Guidance & Counselling

### Autonomous Courses run by SIES

- One year P.G. Diploma in Special Education
- One year P.G. Diploma in Early Childhood Education
- One Year P.G. Diploma in Guidance & Counselling
- Short Term Course in Counselling
- Short term courses in Counselling
- Online Certificate Course in Mainstreaming Children  
with Special Educational Needs (SEN)

# Courses Offered - Junior College

## XI Arts & XII Arts

### A. Compulsory Subject

English

Language - Hindi/  
Marathi/Sanskrit/  
French/Japanese or  
Tamil

Health & Physical  
Education

Environment  
Education

### B. Optional Subjects (Any One of the following groups)

#### Group I

Economics

Political Science

Logic

Mathematics

Psychology

#### Group II

Economics

Political Science

Logic

History

Mathematics

#### Group III

Economics

Political Science

History

Psychology

Mathematics

## XI Science and XII Science

### Subjects Offered

1. I - Language English

2. II - Language - Marathi /Hindi/ Sanskrit/ French /Japanese (*Students who have studied French upto X std. can alone opt for French. Seats for French, Japanese & Sanskrit are limited*) OR Information Technology

3. Mathematics and Statistics / Psychology

4. Chemistry

5. Physics

6. Environment Education

7. Health and Physical Education

### Optional Subjects

1. Biology / Economics (Economics students have to take Hindi as second language)

2. Mathematics / Psychology (2nd language must be only Hindi or Marathi)

3. Electronics / Computer Science (Vocational Subject)



(XI Science and XII Science)Contd...

### Information Technology

Students opting for the subject of I.T and getting admission are exempted from II language and will have to select Biology

### Vocational Subjects

#### 1. Electronics

Students opting for Electronics or Computer Science and getting admission are exempted from II language and Biology or Economics.

Students having

- i) Intermediate Drawing Certificate issued by Government of Maharashtra
- ii) NCC/MCC/RSP Certificate from Deputy Director of NCC /MCC For RSP Certificate from Chairman, RSP Advisory Committee & Jt. Commissioner of Police (Traffic), Mumbai
- iii) Scout/ Guide certified by Maharashtra

#### 2. Computer Science

State Bharat Scouts and Guide office  
iv) Certificate in Sports at State level & above (which must be duly attested by the District Sports Authority, Mumbai, Malhotra House, Opp. G.P.O., Mumbai.)

Can get the benefit of additional marks in case if he/she has selected Vocational subject (Electronics/ Computer Science).

Admission to Vocational Subjects and Information Technology is purely on merit and also on the availability of seats.

### Requirement At The Time Of Admission To FYJC

1. Acknowledgment Slip
2. Completely filled in admission form with photograph affixed.
3. Original and attested xerox copy of X Std. Examination Mark statement.
4. Original and attested xerox copy of School Leaving Certificate
5. Original and attested xerox copies of all certificates mentioned under Vocational subjects (If you are opting for Vocational subjects)
6. Since Vocational courses are coming under Non-Grant in aid, students granted admission to these courses will have to pay additional fees, which will be notified at the time of admission.
7. A Declaration Form for seeking admission under Linguistic Minority Category.
8. FULL FEES
9. For all the girl students duly filled-in declaration form to avail the Freeship from Govt. of Maharashtra.
10. Proof of Residence

## General Instructions Regarding Admissions For FYJC

1. Submission & acceptance of the pre-admission form does not mean assurance of admission.
2. Incomplete admission forms will not be accepted.
3. Full name (in capital letters) Birth date, Birth place, Nationality and Caste should be written exactly as mentioned in school leaving certificate.
4. A counter foil will be issued to the student at the time of submission of pre-admission form. This counter foil should be preserved till the admission is finalised. The list of students selected for admission will be displayed.
5. Those students who do not secure admission by paying fees on the day, date and time specified will lose their claim for admission. The Principal reserves the right to make necessary changes in the details of admission procedure depending on the circumstances

prevailing during the days of admission.

## Categories in which admissions are offered to students in F.Y.J.C. Classes Category

1. Admission offered at Institutional level
  - a. In-house (SIES School students)  
Linguistic Minority (mother tongue is Tamil)
2. Online Admission
  - a. General
  - b. In House (SIES School students)
  - c. Physically handicapped and students with Learning Disability
  - d. Sports and Cultural (Certificate in Sports at State level & above which must be duly attested by the District Sports Authority, Mumbai, Malhotra House, Opp. G.P.O., Mumbai)
  - e. Government Quota Reserved for Govt. Transfer Cases, with documentary evidence Defence Personnel, Ex-Servicemen, from Competent Authority Freedom fighters etc. (with documentary evidence from competent authority)





## Examination Related Instructions

- Oral examinations are conducted for all languages in XI and XII (Arts and Science).
- Oral examinations are important as these marks are counted for final result of XI Exam and HSC Board Examination.
- Practicals are conducted in the subject of mathematics.
- Practical examinations are compulsory for all students.
- Submission of projects in the subject of E.V.S. is mandatory for XI and XII classes.
- Mark sheet for I Term Examination will be issued to the student by the college. Parents should make a note of this.

### Examination (XI)

**FOUR Examinations will be held in the academic year**

| Exam         | Marks     | Tentative date                  |
|--------------|-----------|---------------------------------|
| I Unit Test  | 25 marks  | Mid August                      |
| I Terminal   | 50 marks  | Mid October                     |
| II Unit Test | 25 marks  | 1 <sup>st</sup> week of January |
| II Terminal  | 100 marks | 2 <sup>nd</sup> week of March   |

### Examination (XI) Arts

**100 marks II Terminal consists of 80 Theory + 20 Oral/Practical/Projects**

| Subject  | Marks   | Tentative date  |
|--|---|---|
| Maths  | 20 marks Practical  | 2 <sup>nd</sup> week of Nov                                 |
| Political Science, History, Economics, Psychology, Logic | 20 marks Project  | 1 <sup>st</sup> week of Sept                                |
| English, Hindi, Marathi, French, Japanese, Sanskrit      | 20 marks Oral   | Last two weeks August and 1 <sup>st</sup> week of September |
| EVS  | 50 marks Project  | August and September  |
| Health and Physical education                            | Written test of 25 marks + 25 marks Practical test in each term | First two weeks of March<br>Second week of March            |

**Examination (XI) Science****100 marks II Terminal consists Theory + Oral/Practical/Projects**

| Subject  | Marks   | Tentative date   |
|--|---|--|
| Physics, Chemistry, Biology                          | 30 marks Practical + 70 marks Theory                            | 2 <sup>nd</sup> week of March  |
| Maths & Information Technology                       | 20 marks Practical + 80 marks Theory                            | 2 <sup>nd</sup> week of March  |
| English, Hindi, Marathi, French, Japanese & Sanskrit | 20 marks Oral + 80 marks Theory                                 | Orals: last two weeks August<br>Written test: 1 <sup>st</sup> week of September            |
| EVS  | 50 marks Project (No written Exam)                              | August & September   |
| Psychology   | 20 marks Project + 80 marks Theory                              | Orals: 1 <sup>st</sup> week of September<br>Written test:<br>2 <sup>nd</sup> week of March |
| Health and Physical Education                        | Written test of 25 marks + 25 marks Practical test in each term | First two weeks of March<br>Second week of March   |

**For Vocational subjects electronics/computer**

| Exam         | Marks-Paper I       | Marks-Paper II   | Tentative date                  |
|--------------|---------------------|------------------|---------------------------------|
| I Unit Test  | 50 marks            | 50 marks         | Mid August                      |
| I Terminal   | 100 marks Practical | 100 marks Theory | 1 <sup>st</sup> week of October |
| II Unit Test | 50 marks            | 50 marks         | 1 <sup>st</sup> week of January |
| II Terminal  | 100 marks Practical | 100 marks Theory | 2 <sup>nd</sup> week of March   |

**Examination (XII) Arts & Science**

| Exam        | Marks     | Tentative date |
|-------------|-----------|----------------|
| I Unit Test | 50 marks  | August         |
| I Terminal  | 100 marks | October        |
| Preliminary | 100 marks | January        |

Students are expected to submit a project in Environment Education.



**SIES**

RISE WITH EDUCATION

College of Arts,  
Science &  
Commerce

NAAC Reaccredited A Grade  
Prospectus 2015-16



Examination Related Instructions Contd...

## IMPORTANT INSTRUCTIONS

### Revised Evaluation Pattern For XI Science

(As per HSC Boards Circular No. SB/BR High Sec./Syllabus/4335/5283 dated 22/07/2011)

- For the subject of Environment Education no written test. Each term has 50 marks evaluation compulsory which includes 30 marks Project + 20 marks Seminar / Journal.

### Evaluation Pattern For XI Arts

- Minimum average passing marks for passing in each subject of Arts is 35% aggregate of all the examinations except for the subject of Mathematics.

# Courses Offered - Degree College

## Bachelor of Arts (B.A)

### First Year B.A.

#### A. Compulsory Subject

Foundation Course  
 Communication skills in English  
 Language - Hindi / Marathi / French

#### B. Optional Subjects (Any One of the following groups)

##### Group I

Economics  
 Politics  
 History / English (Literature) / Hindi (Literature)

##### Group II

Economics  
 Politics  
 Psychology

##### Group III

Psychology / Hindi (Literature)  
 Politics  
 Psychology

##### Group IV

Philosophy  
 Psychology / History  
 English (Literature) / Hindi (Literature)

*Note : (a) The subject/s which is /are to be taken as Major Subject / s i.e. 3/6 Units for the degree (at the TYB.A.) should necessarily be offered at the FYB.A. and S.YB.A. levels. This includes languages as well.*

### Second Year B.A.

#### A. Compulsory Subject

Foundation Course

#### B. Applied Component (Any one)

1. Elementary Quantitative Techniques
2. Demography
3. General introduction to Law
4. Comparative study of Religion
5. Travel and Tourism
6. Computer Programming

#### C. The Optional Subject group

will continue as that opted at FY.B.A. with two papers in each subject.



### Bachelor of Arts (B.A) Contd...

#### Third Year B.A.

Any one subject of 6 units under Group I or  
any two subjects of 3 units each under Group II.

##### A. Group I

1. English
2. Economics
3. Politics
4. Philosophy
5. Hindi
6. Psychology

##### B. Group II (3 Units each) Any one of the following

1. Politics and Philosophy
2. Economics and Politics
3. Politics
3. History and Politics
4. History and Philosophy
5. History and Economics
6. Hindi and History
7. Philosophy and one of the following languages, English or Hindi
8. Politics and one of the following languages, English or Hindi

### Bachelor of Science (B.Sc)

#### First Year B.Sc.

##### A. Compulsory Paper

Foundation Course Paper I

##### B. Any ONE of the following groups consisting of 3 subjects (2 units each)

|        |          |
|--------|----------|
| 1.CPM  | 7.CZMi   |
| 2.CPS  | 8.CMiBt  |
| 3.CBZ  | 9.PMS    |
| 4.CBMi | 10.PMCs  |
| 5.CBBt | 11. MSCs |
| 6.CZBt |          |

#### Second Year B.Sc.

##### A. Compulsory Paper

Foundation Course Paper II

##### B. Any ONE of the combination of the following.

|      |        |         |
|------|--------|---------|
| 1.CP | 7.BZ   | 13.SCs  |
| 2.CB | 8.CMi  | 14.CBt  |
| 3.CZ | 9.BMi  | 15.MiBt |
| 4.PM | 10.ZMi | 16.ZBt  |
| 5.PS | 11.MCs | 17. BBt |
| 6.MS | 12.PCs |         |

Subject Code used in alphabetical order

Botany : B, Biochemistry: Bchem, Biotechnology : Bt, Chemistry : C, Computer Science: CS, Mathematics : M, Microbiology : Mi, Physics : P, Statistics : S, Zoology: Z

**Third Year B.Sc.**

**A. Any ONE Subject of 6 units under Group I or any TWO Subject combination, 3 units each under Group II**

**Group I**

|                |                     |
|----------------|---------------------|
| 1. Chemistry   | 6. Zoology          |
| 2. Physics     | 7. Computer Science |
| 3. Mathematics | 8. Microbiology     |
| 4. Statistics  | 9. Biotechnology    |
| 5. Botany      |                     |

**Group II**

|                                |                                  |
|--------------------------------|----------------------------------|
| 1. Chemistry - Biochemistry    | 8. Biochemistry - Biotechnology  |
| 2. Chemistry - Botany          | 9. Biotechnology - Botany        |
| 3. Chemistry - Zoology         | 10. Biotechnology - Zoology      |
| 4. Chemistry - Biotechnology   | 11. Biotechnology - Microbiology |
| 5. Biochemistry - Botany       | 12. Microbiology - Botany        |
| 6. Biochemistry - Zoology      | 13. Microbiology - Zoology       |
| 7. Biochemistry - Microbiology |                                  |

**B. Applied Component (2 Units) : Compulsory for all students Any ONE of the following**

|                               |                               |
|-------------------------------|-------------------------------|
| 1. Electronic Instrumentation | 4. Fishery Biology            |
| 2. Drugs and Dyes             | 5. Horticulture and Gardening |
| 3. Computer Programming       | 6. Web Design & Applications  |

**Post Graduate Courses And Doctoral Programs**

Facilities for pursuing a Master's Program are available in the Science subjects of Physics, Microbiology, Organic Chemistry, Inorganic Chemistry, Botany, Zoology, Biochemistry, Computer Science, Information Technology and Biotechnology. The college is also recognized to enroll students for M.Sc. by research in the subjects of Organic Chemistry, Biochemistry, Botany and Zoology and Microbiology.

**Doctoral Programs (Ph.D.)**

Politics, Zoology, Microbiology and Botany Philosophy.



## Bachelor of Commerce (B.Com)

### First Year B.Com.

|  |                               |
|--|-------------------------------|
| 1. Foundation Course Paper I                   | 5. Commerce Paper I           |
| 2. Environmental Studies                       | 6. Business Economics Paper I |
| 3. Accounting and Financial Management Paper I | 7. Business Communication     |
| 4. Mathematical and Statistical Techniques     |                               |

### Second Year B.Com.

|   |   |
|---|---|
| 1. Foundation Course Paper II                   | 4. Applied Component (Advertising/<br>Economic System / Computer Programming) |
| 2. Business Law                                 | 5. Commerce Paper II  |
| 3. Accounting and Financial Management Paper II | 6. Business Economics Paper II  |

### Third Year B.Com.

|   |  |
|---|--|
| 1. Financial Accounting and Auditing Paper I  | 5. Related Applied Component (Introduction to Management Accounting)                   |
| 2. Financial Accounting and Auditing Paper II | 6.* Applied Component Paper I (Direct and Indirect Taxation)                           |
| 3. Business Economics Paper III               | 7.* Applied Component paper II (Export Marketing or Computer Systems and Applications) |
| 4. Commerce Paper III                         |  |

\* Project work is a separate head of passing in this paper.

# Self Financing Courses

## B.Sc. Information Technology

### First Year B.Sc.(IT)

#### First Semester

Professional Communication Skills

Applied Mathematics-II

Fundamentals of Information Technology

Electronics and Communication Technology

Introduction to C++ Programming

#### Second Semester

Web Designing and Programming

Applied Mathematics-II

Microprocessors and Micro-controllers

Database Management Systems

Data Communication and Network Standards

### Second Year B.Sc.(IT)

#### Third Semester

Logic and Discrete Mathematics

Computer Graphics

Advanced SQL

Object Oriented Programming with C++

#### Fourth Semester

Software Engineering

Multimedia

Java and Data Structures

Quantitative Techniques

### GUIDELINES FOR ELIGIBILITY

**Ordinance 5051:** A candidate for being eligible for admission to the Bachelor of Science - Information Technology shall have passed Std. XII Examination of the Maharashtra Board of Secondary and Higher Secondary Education or its equivalent with Mathematics and Statistics as one of the subjects and secured not less than 45% marks in aggregate in case of reserved category candidates.

**OR** Candidates who have passed Diploma in Computer Engineering / Computer Science/ Computer Technology/ Information Technology/ Electrical, Electronic. Allied branches/ Mechanical and Allied branches, Civil and Allied branches of Engineering are eligible for admission to the First Year of the B.Sc. (IT) degree course. However the Diploma should be recognized by the Maharashtra State Board of Technical Education or any other recognized government body. Minimum marks required is 45 % aggregate for open category candidates and 40 % aggregate for reserved category candidates.

**AND** Students with post HSC- Diploma in Computer Engineering / Computer Science/ Computer Technology will be eligible for direct admission to the second year of B.Sc. (IT). However the Diploma should be recognized by the Maharashtra State Board of Technical Education or any other recognized Government body.

**Ordinance 5052 :** Every candidate admitted to the Degree Course in the constituent/ Affiliated College/ recognized Institution conducting the course shall have to register himself/ herself with the University.

**Ordinance 5053 :** No common entrance test will be conducted. Admissions will be made on the basis of merit.

**Ordinance 5054 :** The course shall be a full time course. The Duration of the course shall be six semesters spread over three years.



B.Sc. Information Technology Contd...

**Third Year B.Sc.(IT)**

| <b>Fifth Semester</b> | <b>Sixth Semester</b>           |
|-----------------------|---------------------------------|
| Network Security      | Internet Technologies           |
| ASP.NET with C#       | Digital Signals and Systems     |
| Software Testing      | Data warehousing                |
| Advance Java          | Elective *                      |
| Linux Administration  | Project                         |
|                       | * (Select one of the following) |
|                       | IPR and Cyber Laws              |
|                       | Project Management              |
|                       | GIS                             |

**BMS**

**Ordinance 3941:** A candidate for being eligible for admission to the BMS Degree Course shall have passed XII Std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent examination at one sitting or Diploma in any Engineering branches with two years or three years or four years duration after the SSC conducted by the Board of Technical Education, Maharashtra State or its equivalent examination and should have secured not less than 45 % marks in the case of general category and 40 % marks in the case of Backward Class candidates.

**Ordinance 3942:** Every Candidate admitted to the Degree Course in the Constituent / affiliated college/ recognized institution conducting the course, shall



have to register himself/ herself with the University.

**Duration**

**Ordinance 3943:** The Course shall be a full time course. The duration of the course shall be six semesters spread over three years.

## First Year BMS

| First Semester                     | Second Semester                   |
|------------------------------------|-----------------------------------|
| Foundation of Human Skills         | Business Environment              |
| Introduction of Financial Accounts | Industrial Law                    |
| Business Law                       | Computer Applications in Business |
| Business Statistics                | Managerial Economics - 1          |
| Business Communication             | Business Mathematics              |
| Principles of Management           | Introduction to Cost Accounting   |
| Introduction to Computers          | Environmental Management          |

## Second Year BMS

| Third Semester   | Fourth Semester  |
|--|--|
| Managerial Economics - II                                      | Business Planning & Entrepreneurial Management                 |
| Principles of Marketing  | Business Research Methods                                      |
| Accounting for Managerial Decisions                            | Direct Taxes   |
| Organization Behaviour & HRM                                   | Production & Total Quality Management                          |
| <b>Electives (select any one)</b>                              | <b>Electives (select any one)</b>                              |
| <ul style="list-style-type: none"><li>Marketing</li></ul>      | <ul style="list-style-type: none"><li>Marketing</li></ul>      |
| 1. Consumer Behaviour  | 1. Integrated Marketing Communication and Advertising          |
| 2. Strategic Management  | 2. Equity & Debt Market  |
| <ul style="list-style-type: none"><li>Human Resource</li></ul> | <ul style="list-style-type: none"><li>Human Resource</li></ul> |
| 1. Recruitment & Selection                                     | 1. Training & Development in HRM                               |
| 2. Motivation & Leadership                                     | 2. Change Management   |

## Third Year BMS

| Fifth Semester   | Sixth Semester   |
|--|--|
| Human Resource Management  | Entrepreneurship & Management of Small & Medium Enterprise |
| Service Sector Management  |  |
| Financial Management   | Operation Research   |
| Elements of Logistics & Supply Chain Management                          | International Finance                                      |
| Business Ethics & Corporate Social Responsibility                        | Indian Management Thought & Practices                      |
|  | International Marketing                                    |
| Electives I - Special Studies in Marketing OR Special Studies in Finance | Retail Management  |
| Project Work   | Investment Analysis & Portfolio Management                 |



## Bachelor of Mass Media (BMM)

### GUIDELINES FOR ELIGIBILITY

**Ordinance .5206:** A candidate for being eligible for admission to the Degree course in Bachelor of Mass Media shall have passed XIIth Std. examination of Maharashtra Board of Higher Secondary Education or its equivalent from the Science, Arts or Commerce Stream

### First Year BMM

| First Semester  | Second Semester                                 |
|---|---|
| Effective Communication Skills-I  | Effective Communication Skills - II             |
| Fundamentals of Mass Communication  | Political Concepts and Indian Political systems |
| Introduction to Computers   | Introduction to Psychology                      |
| Landmarks events in 20th Century<br>History of World, India & Maharashtra | Principles of Management and Marketing          |
| Introduction to Sociology of News &<br>Social Movements in India          | Introduction to Literature                      |
| Introduction to Economics   | Translation skills                              |

### Second Year BMM

| Third Semester                   | Fourth Semester                  |
|----------------------------------|----------------------------------|
| Mass Media Research              | Introduction to Advertising      |
| Understanding Cinema             | Introduction to Journalism       |
| Introduction to Public Relations | Organizational Behavior          |
| Introduction to Media Studies    | Radio and Television             |
| Culture Studies                  | Mass Media Research              |
| Creative Writing                 | Print Production and Photography |

### Third Year BMM

| Fifth Semester (Advertising)        | Fifth Semester (Journalism)             |
|-------------------------------------|---|
| Advertising in Contemporary Society | Reporting                               |
| Copy-writing                        | Editing                                 |
| Advertising Design (Project)        | Feature and Opinion                     |
| Consumer Behavior                   | Journalism and Public Opinion           |
| Media Planning and Buying           | Mass Media Research                     |
| Brand Building                      | Newspaper and Magazine making (project) |

**Third Year BMM**

| <b>Sixth Semester (Advertising)</b>                | <b>Sixth Semester (Journalism)</b>                                |
|--|---|
| Advertising and Marketing Research                 | Press Law and Ethics  |
| Legal Environment and Advertising Ethics           | Business & Magazine Journalism<br>(Combination of Niche I and II) |
| Financial Management for Marketing and Advertising | Broadcast Journalism  |
| Agency Management                                  | Internet and Issues in Global Media                               |
| Principles and Practice of Direct Marketing        | News Media Management   |
| Contemporary Issues                                | Contemporary Issues   |

**Department of Comprehensive Education**

**Mumbai university affiliated courses**

**Two year Diploma in Early Childhood Care and Education (DECCED)**

**Post Graduate Diploma in Counselling (PGDC)**

**Autonomous courses**

**Early Childhood Teacher Education**

|   |   |
|---|---|
| Post Graduate Diploma in Early Childhood Education (PGDECE) | Diploma in Early Childhood Education (DECE) |
|---|---|

**Counselling Education**

|   |  |  |  |   |
|---|--|--|--|---|
| Post Graduate Diploma in Guidance and Counselling (PGDGC) | Certificate Course in Counselling (CC) | Advanced Certificate Course in Counselling (ACC) | Introduction to Counselling Skills (ICS) | Certificate in Counselling Skills (CCS) |
|---|--|--|--|---|

**Special Education**

|  |  |
|--|--|
| Post Graduate Diploma in Special Education (PGDSE) | Online Certificate Course in Mainstreaming Children with Special Education Needs (SEN) |
|--|--|



# SIES Centre for Excellence

Career Enhancement &  
Value Added Courses

Website: [www.siesascs.net](http://www.siesascs.net), Email: [siescentreforexcellence@gmail.com](mailto:siescentreforexcellence@gmail.com),

Follow us @ [www.facebook.com/groups/siescoe](https://www.facebook.com/groups/siescoe)

The Centre for Excellence was set up in the academic year 2008 – 2009. The main objective behind starting the Centre is to ensure overall development of the students in professional courses and to train them as per the global needs. To acquire a job in this competitive world, only academic activity or a degree is not sufficient. The following courses are conducted under the banner Centre for excellence in the college premises for the benefit of the students. We try to motivate students who enroll for the course and guide them in right career options.

**1. Sanskrit Bhasha Sadhana:** The Sanskrit course is conducted by Sanskrit Bhasha Sanstha in the college premises. A complete course to learn Shlokas, Vedas and conversation in just 9 months.

**2. Indian Languages - Gujarati, Kannada, Malayalam, Tamil, Telugu and Urdu Certificate Courses:** This course is for the beginners as well as advanced learners.

**3. Japanese Certificate Course:** This is an ongoing course which enables the students to appear for the International examination conducted by Japan Foundation. The basic course (Level N5) is of 1 year duration and the course is run as per the syllabus drafted by Consulate of Japan. This year 5 students have been selected to visit Japan by Japan Foundation for 9 days.

**4. French Certificate Course:** It is available in various levels:

- Basic Course in French (Level A1) – A

basic course for beginners who wants to learn French.

- French Certificate Course (Level A2) – A professional course for those who have qualified level A1.

- Diploma in French (Level B1).

- Advanced Diploma in French (Level B2).

- French Course for School Students – A short term course of 20 hours duration, which includes French study as an interactive session for school students in the vacation.

**5. Spanish Certificate Course:** A course in association with **Academia de pañol**. The curriculum is designed by the Academia which is recognized by Government of Maharashtra (Level I & II) and University of Spain (Level III & IV). The basic level is a 30 hours course. New module for Spanish learners has been introduced from current year which includes only conversation apart from the regular certificate levels.

**6. German Certificate Course:** A course available in 4 levels. The basic level is for 30 hours.

**7. Chinese Certificate Course (Mandarin):** The Chinese language has become today's most popular foreign language in the world. **Elementary Chinese Language (Level I)** is a professionally designed crash course of 40 hours duration. The course includes classroom as well as practical sessions which will build confidence in communication.

**8. English Speaking Classes:** A certificate course to improve the English language which

includes grammar, communication, writing skills, presentation skills and soft skills. The course includes both basic and advanced level.

**9. Dutch Certificate Course:** A course available in 4 levels. Basic level is of 30 hours.

**10. Portuguese Certificate Course:** A course available in 4 levels. Basic level is of 30 hours.

**11. Vedic Mathematics:** The Speed Mathematics is a course designed to enhance the numerical skills and calculate equations faster. Ideal for those appearing in competitive exams like CET, NET/SET, AIEEE, GRE, UPSC, MPSC, etc.

**12. Web Designing Course:** A professional course introduced to enhance the IT skills which will benefit the job prospects like Web Designer. It includes designing web page using **HTML coding, Flash & Dreamweaver and Web project** to enhance the creativity of the student.

**13. Desktop Publishing:** There is demand for experienced and creative desktop publishers. SIES has introduced this course to enhance the advertising skills using designing software.

**14. Computer Hardware Course:** The course in association with Ocean – InfoTech has been introduced to benefit the students from any curriculum to become an expertise in IT field and fulfill the Future IT needs. The course builds the bridge between **software & hardware** in PC handling and helps the overall development of student in IT field. This opens opportunities to work in leading IT companies with pre-trained qualification. The courses offered are:

- Computer Hardware & Assembling – 3 Months.
- Computer Hardware & Networking – 5 Months.

**15. Computer Programming (C/C++/Java):** Computer programming is the process of designing, writing, testing, debugging and maintaining the source code of computer

instructions. The programming courses like C, C++, Java were introduced as there is need for good programmers who are well versed with the root of C programming and advanced languages.

**16. Embedded System (ES):** An embedded system is a special-purpose computer system, which is completely encapsulated by the device it controls. An embedded system has specific requirements and performs pre-defined tasks, unlike a general-purpose personal computer. *Embedded systems are a combination of hardware and software which facilitates mass production and variety of applications.* Introduced for professional training by experts for the job seekers in IT.

**17. Oracle & DBMS:** A course introduced wherein students learn to handle – manage huge amount of data in tabular form. This course would help acquiring the skill to work in companies, government organizations, institutions, etc.

**18. VLSI / VHDL:** There is a huge gap between hardware designers and software programmers. **Very high speed Hardware Descriptive Language (VHDL)** describes hardware functioning through software. VHDL makes the job easier in electronic industry. The course trains the students to bridge this gap effectively.

**Very Large Scale Integration (VLSI)** is the process of creating integrated circuits by combining thousands of transistors into a single chip. This is the field which involves packing more and more logic devices into smaller and smaller areas. This course provides a new challenge to chip programming and create design engineers.

**19. WEB ANIMATION:** Web Animations defines features for supporting animation and synchronization on the Web platform by means of a programming interface. There are



a number of technologies that web designers use to create animation including: Animated GIFs, Dynamic HTML, Java, Shockwave and Flash.

**20. PHP: Personal Home Page (PHP) is Hypertext Preprocessor.** PHP is an open source server-side scripting language designed for Web development to produce dynamic Web pages. This course provides a complete depth of web programming for the web designers.

**21. Personal Grooming & Etiquette: Master the art of public speaking.** This course says “Words make a language but Etiquette & Grooming make Mankind”. The participants are helped to create self-awareness and empowering them to shed their inhibitions and negativity. Particular care is taken to enhance their pronunciation, diction, voice modulation, communication skills, phone etiquette, table manners and dining skills in particular.

**22. Accelerated Learning Skills:** This programme helps to improve concentration, memory and recall and sleep learning. In short

studying less and learning more. To discover ones hidden potential and become a winner in the exam.

**23. Handwriting Improvement Course:** Learn the fine strokes of good handwriting. Open for school students as well as for all those who want to improve their handwriting.

**24. Calligraphy:** The course in calligraphy for those who want to learn different styles of writing. The course is available in both **Basic & Advanced** level of all age groups. **Creative Calligraphy** for school students has been introduced to improve their writing and art skills.

**25. Creative Art Courses:** Introduced to improve and hone the creativity in drawing and crafts using different objects. One can learn Creative art courses like – **Decoupage, M-Seal Craft, Paper punch craft, Pot decoration (M-Seal), Wooden craft, Wooden craft with M-Seal and Murals.**

**26. Painting Courses:** Introduced to enhance one’s painting skills using creative arts. The



## Centre for Excellence Courses

### Language Proficiency Classes

| Indian                         | Foreign   |
|--------------------------------|---|
| Sanskrit Bhasha Sadhana        | Japanese Certificate Course                     |
| Saral Hindi Certificate Course | French Certificate Course<br>(Univ. Affiliated) |
| Gujarati Certificate Course    | Spanish Certificate Course                      |
| Kannada Certificate Course     | German Certificate Course                       |
| Malayalam Certificate Course   | Elementary Chinese Language<br>(Mandarin)       |
| Tamil Certificate Course       | English Speaking Classes                        |
| Telugu Certificate Course      | Dutch Certificate Course                        |
| Urdu Certificate Course        | Portuguese Certificate Course                   |

### Numerical Skills

Vedic Mathematics

### Computer Courses

|                                   |                 |
|-----------------------------------|-----------------|
| Web Designing                     | Oracle, Dbms    |
| Desktop Publishing (Dtp)          | Embedded System |
| Computer Hardware & Assembling    | Vhdl / Vlsi     |
| Computer Hardware & Networking    | Web Animation   |
| Computer Programming (C/C++/Java) | PHP             |

### Self Enrichment Programme

|                               |                                |
|-------------------------------|--------------------------------|
| Personal Grooming & Etiquette | Painting Courses (7 Courses)   |
| Accelerated Learning Skills   | Nail Art                       |
| Calligraphy                   | Handwriting Improvement Course |
| Creative Art (7 Courses)      |                                |

### Earn While You Learn

|                  |              |
|------------------|--------------|
| Chocolate Making | Garden Craft |
| Candle Making    | Cake Making  |



Centre for Excellence Courses Contd...

### Autonomous Courses

|                                 |  |
|---------------------------------|--|
| Fitness & Diet Nutrition        | Workshop on Television Industry        |
| PG Diploma In Special Education | Diploma in Clinical Laboratory studies |
| Basic Statistics                |  |

### Collaborative Ventures

|                             |                               |
|-----------------------------|-------------------------------|
| Information Technology      | World Economic Indicators     |
| Interior Designing          | Certified Financial Planner   |
| Financial Accounting        | CMAT & CAT Plus Exam Training |
| Fashion Designing           | Basic Computer Skills         |
| Tally Course                | UPSC-MPSC Foundation Course   |
| Basics of Securities Market |                               |

various painting courses are – Emboss, Fabric, Meenakari, One-Stroke, Warli, Kalamkaari and Coffee painting. Drawing courses are also conducted for school students in vacations. The recent addition in this course is Glass & Canvas painting.

**27. Nail Art Course:** A course for all the fashion lovers. Available in **two levels of basic as well as advanced.**

The **Basic course** includes French nail art, nail piercing, acrylic nail art, sticker nail art, glitter tips, etc.

**Advanced course** includes Permanent nail extension, Nail piercing, Bridal nail art, Glitter tips, Water marble, Dry flower art, Acrylic art, French tips, Glitter art, Rubber stamp art, Cracking art, Sticker art, pencil art, Sequence art, etc.

**28. Cake Making Course:**

“Celebrating Baking ...and Decorating ... together”. Learn the creative and exquisite wide range of cake making. The course is offered for basic as well as advanced learners (eggless cake making is also taught)

**29. Sandwich Making Course:**

Learn to make 10 different varieties of sandwich in a day. The course includes Cheese, Paneer, Wheel, Samosa, Double Decker, Chaat, Soyabean, Chocolate Fruit, South Indian and Hasty Toasty Sandwiches.

**30. Chocolate Making Course:** The course includes making of 10 different varieties of chocolates like Basic moulded, Stuffed, Praline, Almond rocks, Coffee cups, etc. It is a one day workshop of duration 5 hours.

**31. Candle Making Course:** The course

includes making of different varieties of candles like Basic mould, Carving, Aroma, Gel and floating. It is a one day workshop of duration 5 hours.

**32. Short Certificate Program in Securities and Financial Markets:** Introduced the following course in association with **Ambition Learning Solutions**

- Basics of Securities Markets.
- World Economic Indicators: Its impact on the Financial Markets
- Banking & Credit Research.
- Equity Financial Derivatives & Technical Analysis.
- Commercial Research & Investment Banking.
- Equity Research & Investment Banking.
- Advanced Excel & Financial Modeling.
- Certified Financial Planner.
- Certified Credit Research Analyst (CCRA).
- Training for CMAT & CAT Plus examinations.

**33. Basic Computer Skills:** Introduced Government recognized computer literacy programme in association with **Institute of Computer Accountant (ICA)**, training under STAR scheme as an NSDC project for improving job opportunities in IT & ITES. **For details of all the above mentioned courses contact:**

**Ms. Mahalaxmi Nadar, Centre for Excellence in Gymkhana, Ground floor, SIES College, Sion (W), Mumbai – 400 022. Cell: 9769040609.**

**34. Saral Hindi Certificate Course:** A free course conducted by Hindustani Prachar Sabha which is funded by H.R.D. Ministry (Govt. of India). It includes basic Hindi grammar, Functional Hindi, Conversation, poetry, etc. **For details contact – Mr. Dinesh Phatak, Department of Hindi, 3rd Floor. Cell – 9867219679.**

**35. Certificate Course in Garden Craft:** The ideal certificate course in Horticulture and Gardening for all nature lovers. The course includes Flower arrangement (Indian & Western), Hanging baskets, Terrarium (Bottle Garden), Dish garden, Food preservation, Vegetable carving, etc.

**For details contact – Ms. Meena Potnis, HOD, Department of Botany, 3rd Floor. Cell – 9821077131.**

**36. Diploma in Capital Market (stock exchange):** A course which will help the students to make a career in stock eager to know trading. The BMS and Commerce students can benefit more from this course as they have this subject in their academics. It is a 10 day course and is also open for those who have commerce background and have knowledge about the trading in stock exchange. **For details contact – Ms. Anita Agarwal, B.M.S Department, Ground floor. Cell – 9892214578.**

**37. Certificate course in Fitness & Diet Nutrition:** This three month programme is open to students of all streams. It is affiliated to the University of Mumbai. **For details contact – Dr. Manju Phadke, Department of Microbiology, 4th Floor. Cell – 9892025551.**

**38. One year Diploma Course in PGDMLT:** A recognized course by State Government and MSBTE. A course designed to provide the students with medical laboratory technology which is the fulcrum of diagnostic knowledge. **For details contact – Department of Microbiology, 4th Floor. Ms. Pooja Dedia – 9773579326 or Ms. Jyoti Babar - 9619305545**

**39. Innovative courses in advanced computer skills in association with Technology Management Consultants (TMC), Mumbai:**

- Masters Diploma in Computing



& Information Technology.

- Advanced & Computerized

Diploma in Fashion Designing.

- Advanced Diploma in Interior Designing and Decoration.
- Advanced & Computerized Diploma in Financial Accounting.

**For details contact – Technology Centre, College Basement. Cell – 9323699995.**

Email ID: [sion\\_west@tmcmbai.com](mailto:sion_west@tmcmbai.com)

#### **40. UPSC – MPSC Foundation course:**

A course to train the students appearing for UPSC – MPSC examination which is conducted in the college at weekends in association with COMPEX Forum. It covers general studies as well as interaction with successful candidates. The lectures are conducted by experts in this field.

**For details contact: Mr. Anand Mapuskar – 9820017591, [anandmapuskar@gmail.com](mailto:anandmapuskar@gmail.com)**

**41. Tally Course:** It is a value added program which adds computing skill and value to all the students of FYBCom. A special and exclusive computer laboratory has been setup in the first floor for the Tally Program.

**For details contact: Mr. Roy Mathew, Department of Commerce, 3rd floor.**

#### **42. Value added course in Basic Statistics:**

The students get an opportunity to learn the basic statistical tools from experienced

teachers. This course prepares the participants to extract the basic trends from data that they will encounter in real life.

**For details contact: Ms. Pradnya Khandepakar, HOD, Department of Statistics, 1st floor.**

**Cell: 9819819698.**

**43. Workshop on Television Industry:** A high powered four week workshop by senior media professionals. Also includes lectures, projects and interactive sessions.

**For details contact: Mr. Praful Pawar, Department of BMM, Ground floor.**

**Cell: 9146846556.**



# Activities

## Life Long Learning

The department of Lifelong Learning and extension has been recognized as a statutory department of University of Mumbai since 1994 to promote a meaningful and sustained rapport between the University and Communities.

## National Service Scheme (NSS)

The National Service Scheme (NSS) is an Indian government-sponsored public service program conducted by the Department of Youth Affairs and Sports of the Government of India. Popularly known as NSS, the scheme was launched in Gandhiji's Centenary year, 1969. The NSS scheme is aimed at developing student's personality through community service. NSS is a voluntary association of young people in Colleges and Universities working for a campus-community linkage. Through their participation in community service, the students get acquainted with the task of Nation Building.

## National Cadet Corps (NCC)

National Cadet Corps is not only an extra-curriculum of international status but is also the only student governed body of an educational institute. This is managed under the guidance of a very significant, military trained professor who holds the rank of a Major with the NCC. It is open to school and college students on voluntary basis. National Cadet Corps is a Tri-Services Organization, comprising the Army, Navy and Air Force, and is engaged in grooming the youth of the





**SIES**  
RISE WITH EDUCATION

College of Arts,  
Science &  
Commerce

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country into disciplined and patriotic citizens. It is a voluntary organization where the Cadets are given basic military training in small arms and parades. NCC training develops the quality of a distinctive leadership to help students confidently confront and conquer each and every challenge in life.

## Cultural Activities

### Visions

Visions is a festival of the students, for the students, by the students. This provides training in leadership, Management and Financial Planning and showcases youth talent at its best. The student volunteers organize several inter

college competitions during this three day long festival.

### Utkarsha

The annual Literary and Fine Arts fest Utkarsh is organized in the first term of the college. Utkarsh is amalgamation of various activities and programmes organized by different departments of Degree, Junior College and the various Associations. Each department organizes a host of workshops, live demonstrations and competitions where the students can show case their flair in both the literary and fine arts sections. This inter and intra college fest is an eagerly awaited festival.

## Associations

Various Departments of Faculty of Arts, Science & Commerce conduct academically enriching activities under the banner of following associations.

- Arts Circle
- Biotechnology and Microbiology Association
- Commerce Association
- Chemistry Association
- Cultural Association
- Debating Society
- English Association
- Economics Association
- Ecosophy Club
- French Association
- Film Club
- Hindi Sahitya Parishad
- History Association
- Mathematics Association
- Marathi Vangmaya Mandal
- Malayalam Association
- Philosophy & Psychology Association
- Politics Association
- Physical Society
- Rotaract Club
- Statistics Association
- Sanskrit Association
- Science Association
- Sfoorti (Wall Paper)
- Tamil Association

Activities conducted by the above Associations are Seminars, Workshops, Guest Lectures, Exhibitions, Presentations, Industrial Visits, Surveys, Group Discussions, Film Screenings, Role Plays, Skits, Ad Campaigns, Debates, Quiz, Elocutions, Essays, Slogan, Poster Making, Recitations, Nature trails, music, Creative writing, dance competitions, performances, etc.

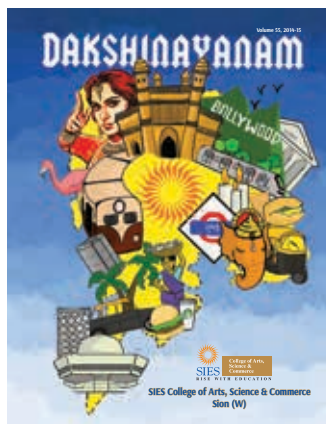
Opportunities provided by these Associations enhance knowledge, develop desirable attitude, promote skills and healthy

behavioral practices among students.

## The Students' Council

is constituted as per the guidelines of the University of Mumbai. It consists of class representatives, Lady representatives and student representatives of the NCC, NSS, Sports and Cultural activities. The Principal is the ex-officio chairman of the council.

## Our Publications



### DAKSHINAYANAM

Published annually, the college magazine provides an effective outlet for young talented students to get their original articles and creative work published. It is also a record of important events in the college and the success of our young achievers. The academic achievements of the teachers are also projected in this magazine. The Magazine received the M. V. Chandgadkar Trophy for the Best College Magazine 2009-10.

### SKYLINE

It is biannual newsletter started by the students of BMS. It features all the events and news happening in the college. It is a self-sustaining endeavor.

# Learning Resources & Other Facilities

## Library

Our library boasts of a collection of a total of 62, 422 books. In the year 2012-13 a total of 1678 books were added to the collection. A number of academic journals are also subscribed in various subjects.

## Library for The Visually Challenged Students

The Samjuben Girdharlal Vora Educational Library for the Visually challenged Students (whom the college has been enrolling from 1979 in the faculty of Arts), is indeed a noble facility which has text books in Braille, Audio-cassettes of pre-recorded lectures in various subjects, recorders and earphones. With donations from well wishers the Centre has been modernized with the latest

technological innovations like special computer softwares. Installation of Perkin's Brailier is of immense use to the students. The facilities are extended even to students from other colleges on request. The Library has a specially dedicated well equipped Room for the visually challenged students. The center also provides them with the Readers and scribes during examinations.

Professional Counseling is also provided to all students to face the challenges and stress of the modern competitive world.

## Centre For Visually Challenged Students - PRAJNYA VISION

The Centre began functioning from the month of June 1979 and 30 Visually Challenged Students avail of the facilities provided. The Staff



at the centre provide training in using computers and JAWS / Kurzweil software. Coaching is provided in English and the visually challenged students are motivated to speak in English. Notes are recorded in the center and provided in a digital format. Assistance is provided to students for completing their projects and class assignments. Newspapers and articles of interest are read aloud to the students. Arrangements are made for readers and writers. Student volunteers are assigned to the visually challenged students to ensure their academic wellbeing. AUSENCO Foundation from Australia have donated funds in 2013.

### **Counseling Centre**

Aimed at ensuring a stress free life for the students and helping them cope with anxieties and challenges the college has established the counseling center in collaboration with Disha- the professional counselors. Both personal and career counseling is available.

### **Laboratories**

State of the art modern laboratories and 5 Computer Laboratories are available.

### **Canteen & Nestle Counter**

Relax, chat, share experiences and lecture notes over a cup of tea.

### **Gymkhana**

The College encourages promising young sportsmen and women by providing the Gymkhana, playground facilities and Coaching. Basket Ball, Badminton, Boxing, Chess, Cricket, Carrom and Table Tennis are our special areas of excellence . Our students have invariably kept the flag of SIES flying high at Inter-College, State, National and even International levels. Special coaching in Basketball, Boxing, Football, Taek-won-do, Cricket.

## **Unique Service Pursuits**

### **Solstice**

The Solstice – our Institution’s Social Responsibility Cell has taken up the initiative of contributing towards the development of our great nation by adopting a village in Maharashtra. On the day of the solstice, the Sun appears to have reached its highest or lowest annual altitude in the sky above the horizon at local solar noon. For us, at the South Indian Education Society, the Sun is our logo that inspires us to reach newer heights and milestones each year. Metaphorically speaking, the Solstice project is our attempt to do the utmost possible to reach out to our less privileged fellow humans. With a view to



inculcate the value of social commitment in our college students and staff, the SIES Solstice has initiated this project to reach out to the underprivileged sections of our society.



### Spandan

Spandan, a student welfare and development committee was established with a multi-pronged objective . It was meant to act as a facilitator between students and administrators ,to act as student mentors and to identify and encourage the talent among students. The committee disburses financial assistance to the needy students beside counseling and guiding the students.

### Entrepreneurship Development Cell

Entrepreneurship Development Cell is set up

to train and help young entrepreneurs unleash their hidden talent. The main idea behind the Entrepreneurship cell is ‘To be a Job Creator and not a Job Seeker’.

### Women’s Development Cell

Following the 1997 Guidelines given by the Supreme Court of India on the Vishaka Case the University of Mumbai set up the “University Women Development Cell (UWDC)” in 2001 with the prime purpose of making the University a gender-sensitive space, where all the employees, especially its women employees and students, could achieve their full potential. The SIES College has followed the University Guidelines and has set up its



own Women's Development Cell. The Cell has actively promoted awareness on gender issues through film screening, workshops, competitions and street plays.

### **Placement Cell**

Academic - Industry link is created by the cell, by maintaining the students' profile and coordinating with the corporate world. The cell makes an organized effort to put students in touch with reputed employers and also to train them in the writing of resumes and to acquaint them with the selection process of the corporate world.

### **The Students' Aid Fund**

The Fund helps needy and deserving students with financial assistance in terms of fees and books. Prescribed application forms are available in the College Office.

### **Scholarships & Endowment Prizes**

Various Scholarships & Endowment Prizes have been generously offered by well wishers, teachers, ex-students, neighbourhood community, trusts, senior citizens etc. which encourages excellence among the students.

### **Students' Book Bank**

The student book bank distributes text books to the students belonging to economically weaker section of society.

### **Centre For Students With Special Needs**

Care, guidance and counseling are provided to students who are variously challenged in different ways. 3 sub centers are: a) for visually challenged students. b) for students with learning disabilities. c) for students from non english medium of instruction.

### **Ecosophy Club**

This is a green club created to make a

difference in the mind set of students and others and to make them responsible towards nature and also to work for conservation.

### **Collaboration With NGOs /Agencies / Extension Services / Special Research Projects**

In its commitment to the cause of education, the college has gone beyond formal and conventional education. "The classroom beyond the walls" is created by collaboration with various national and international organizations and undertaking special projects which encourage research, analytical abilities, application and extension services. American Center, Wellcome Trust (London), Praja Foundation supported by World Bank, Pratham, Katha, Akanksha Akshara etc. have entrusted us for conducting the collaborated activities, Research projects, National and International Seminars and Conferences.

### **Visit To Foreign Countries**

5 students visited Japan through 'JENESYS -a fully sponsored program by Japanese Consulate 3 students visited JAPAN as exchange students through AFS (AMERICAN FIELD SERVICE). They went as the Cultural ambassadors of India.

### **Centre for Slum Studies**

The center has undertaken studies in the slums of Dharavi related to resettlement and redevelopment as well as issues associated with safe drinking water and sanitation.

### **Manzilein**

To achieve Ultimate career goal, this Annual career exhibition fair offers the students a detailed glimpse into the variety of career options. Special attractions are career talks by experts, aptitude testing and individual counseling.



### **Holistic Health Center**

The Health Centre Provides Regular Medical check-up for students and staff. Orientation Programs regarding health awareness are regularly conducted by the center. Programs under the Art of Living and Yoga Sessions are also part of the features of the Centre.

### **Herbal Medicinal Plant Garden**

Number of herbs and plants with therapeutic and medicinal value. The garden also has a variety of plants whose leaves can be converted into bio-diesel fuel.

### **The Multimedia Room**

Located on the Ground Floor this is a centralized facility for presentations and Multimedia based instructions for staff and students. It is well equipped with audio visual instrumentation, a multimedia computer and LCD projector. It has a seating capacity of 70.

### **SIES College Past Students' Association (P.S.A.)**

The Association through its various activities has established a very close link with its Alma Mater. Hariharan, Shankar Mahadevan, Shreya Ghoshal, Justice F M. Kode, Nirupama Mankad, Suma Shiroom, Major R. Parameshvaran, Late Capt. S. Srinivas among prominent alumni. Annual reunion meet is arranged by the

PSA in the month of December.

### **Senior Citizens Activity Centre**

This is an ideal forum for senior citizens to meet, relax and interact with each other from monday to friday between 4.30 pm and 6.30 pm. The variety of activities include playing carrom, computer learning, chair yoga and celebration of festivals & birthdays



# Mode of Refund of Fees

## For Under Graduate Degree Programmes

(Reference No.:/412 of 2008)  
0.2859

### Refund of Tuition, Development and all other fees after cancellation of Admission

The candidates who have taken admission in under graduate programmes may request for refund of fees after applying in writing

for cancellation of their admission to the programme. The refund of fees as applicable shall be made by NEFT transfer to parent's SB Account only thereafter. The percentage of fees for the programme shall be refunded to the candidate after deducting charges as follows.

Table for Fee Deduction on Cancellation of Admission

| Sr. No. | Period   | Deduction Charge s               |
|---------|--|----------------------------------|
| 1.      | Prior to commencement of academic term and instruction of the programme  | Rs. 500/- lump sum               |
| 2.      | Upto 20 days after the commencement of academic term of the programme  | 20% of the total amount of fees  |
| 3.      | From 21 <sup>st</sup> day upto 50 days after commencement of the academic term of the programme  | 30% of the total amount of fees  |
| 4.      | From 51 <sup>st</sup> day upto 80 <sup>th</sup> day after the commencement of the academic term of the programme or August 31 <sup>st</sup> whichever is earlier | 50% of the total amount of fees  |
| 5.      | From September 1 <sup>st</sup> to September 30 <sup>th</sup>   | 60% of the total amount of fees  |
| 6.      | From 1 <sup>st</sup> of October  | 100% of the total amount of fees |

**Note:** The total amount considered for the refund of fees from the commencement of academic term of the programmes includes the following-

1. All the fee items chargeable are as per relevant University circulars for different faculties (Excluding the programmes for which the total amount is fixed by other competent authorities).

2. The fees charged towards group insurance and all fee components to be paid as University share (including Vice – Chancellor's fund, University fee for sports and cultural activities, E-charge, disaster management fund, examination fee, N.S.S. cell fund and enrolment fee) are non-refundable if payment is made by college prior to the date of cancellation.



3. Fee collected or identity card and library card, admission form and prospectus, enrolment fee are not refundable after the commencement of the academic term.

4. All refundable deposits (Laboratory, caution money, library, etc.) shall be fully returned at the time of cancellation.

### For Post-graduate Degree Programmes

(Reference No.: UG/253 of 1996)  
0.3574

1. The registration fee once paid for the postgraduate programme will not be refunded for any reason.

2. The tuition fee paid by a candidate for the programme in which he / she is registered as a post-graduate learner will be refunded to him / her if he / she leaves the said programme without attending any lectures, seminars or practicals, subject to a deduction of 20% of tuition fee there from the administrative charges. An application by the candidate for such refund will only be entertained if it is received by the Principal within fifteen days

from the date of commencement of the lectures of the semester in which the fee is paid.

3. The tuition fee paid by the candidate for the programme in which he / she is registered as a post-graduate learner will be refunded to him / her if he / she leaves the said programme and joins another programme of this University for which he / she applied at the same time and the selection for the new programme of this University is made later, subject to deduction of 20% of the tuition fee there from for the administrative charges. An application is entertained if it is received by the Principal within fifteen days from the date of his / her paying tuition fee for the new programme.



# Attendance and Grant of Terms

1. Attendance of learners is regulated by 0.119, 0.120 and 0.125

## A. Ordinances 0.119, 0.120

The explanation issued by the university wide circular no. UD / 235 / 98 dated July 3, 1998 relating to 0.119 says that – ‘for granting of terms of 75% of theory, practical and tutorials (wherever prescribed) separately will be required, out of the total number of lectures, practicals and tutorials conducted in the term.

## B. Ordinance 0.125

1. It states that ‘To keep a term at a college or recognized institution, learner must complete to the satisfaction of the Principal or the Head of Institution, the course of study at the college or institution prescribed for such terms for the class to which such learner then belongs.’

2. Learners who fail to maintain the condition of minimum attendance on account of bonafide illness, or any other reason which is

deemed right by the Principal, should apply in writing to the Principal, for leave of absence, prior or within two days from the date of commencement of such leave, failing which they will be treated as defaulters.

3. All applications for leave of absence along with medical certificate, if any, should be submitted to the Principal and not directly to any teacher.

## General Rules Pertaining to Attendance

1. Learners who request leave of absence from lectures / practicals/ tutorials for participating in sports, cultural, ‘Avishkar’ research convention or any other activities on behalf of the college should submit the application countersigned by the respective teacher incharge.

2. All decisions pertaining to grant of terms will be decided by an Attendance Committee duly constituted by the college.

# Rules of Examinations

Scheme of Evaluation for continuous Assessments and Semester End Examinations for under-graduate and Post-graduate Programmes

of Faculty of Arts, Faculty of Commerce and Faculty of Science Under Credit, Grading and Semester System

## Under-Graduate Programmes

### Faculty Of Arts

#### I) Scheme of Examination

The performance of the learners shall be

evaluated into two components. The learner’s performance shall be assessed



by Internal Assessment with 75% marks in the first component and by conducting the Semester End Examinations with 75% marks in the second component.

The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below-

**a) Internal Assessment: 25% (25 Marks)**

| For Courses without Practical |  |          |
|-------------------------------|--|----------|
| Sr. No.                       | Particulars  | Marks    |
| 1.                            | One periodical class test*   | 20 Marks |
| 2.                            | Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities. | 05 Marks |

| For Courses with Practical |  |          |
|----------------------------|--|----------|
| Sr. No.                    | Particulars  | Marks    |
| 1.                         | Semester End Practical Examination   | 20 Marks |
|                            | Journal  | 05 Marks |
|                            | Viva   | 05 Marks |
|                            | Laboratory Work / Field Work   | 10 Marks |
| 2.                         | Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities. | 05 Marks |

\* **Note:** Question Paper Pattern for Periodical Class Test

| Written Class Test (20 Marks) |   |                              |
|-------------------------------|---|------------------------------|
| Sr. No.                       | Particulars   | Marks                        |
| 1.                            | Match the Column / Fill in the Blanks / Multiple Choice Questions | (1/2 Marks) each<br>05 Marks |
| 2.                            | Answer in One or Two Lines (Concept Based Questions)              | 1 Mark each<br>05 Marks      |
| 3.                            | Answer in Brief (Attempt any Two of the Three)                    | 5 Marks each<br>10 Marks     |

## b) Semester End Examinations: 75% (75 Marks)

- i) Duration: These examinations shall be of 2.5 hours duration.
- ii) Theory question paper pattern
  - There shall be five questions each of 15 marks.
  - All questions shall be compulsory with internal choice within the questions.
- Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

### II) Passing Standard

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End

Examination (i.e. 30 out of 75) separately, to pass the course and minimum of Grade E, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and semester End Examination together.

### III) Mode of Semester End Additional Examination

- a) i) There will be additional examinations for Semesters I and II after Semester II.
- ii) There will be additional examinations for Semesters I, II, III and IV after Semester IV
- iii) There will be additional examinations for Semesters I, II, III, IV and V after Semester VI.
- b) The absent learner will be allowed to appear for the examination by Head of the Institution after following the necessary formalities subject to the reasons to the satisfaction of the Head of the Institution.
- c) The examination will be held 20 days after the declaration of results of respective Semesters {viz. Semester II, IV and VI} but not later than 40 days.

## Faculty Of Commerce

### I) Scheme of Examination

The performance of the learners shall be evaluated into two components. The learner's performance shall be assessed by Internal Assessment with 75% marks in the first component and by conducting the Semester

End Examinations with 75% marks in the second component. The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below-



### a) Internal Assessment: 25% (25 Marks)

#### For Courses without Practical

| Sr. No. | Particulars  | Marks    |
|---------|--|----------|
| 1.      | One periodical class test*   | 20 Marks |
| 2.      | Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities. | 05 Marks |

#### For Courses with Practical

| Sr. No. | Particulars  | Marks    |
|---------|--|----------|
| 1.      | Semester End Practical Examination   | 20 Marks |
|         | Journal  | 05 Marks |
|         | Viva   | 05 Marks |
|         | Laboratory Work / Field Work   | 10 Marks |
| 2.      | Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities. | 05 Marks |

\* Note: Question Paper Pattern for Periodical Class Test

#### Written Class Test (20 Marks)

| Sr. No. | Particulars   | Marks                        |
|---------|---|------------------------------|
| 1.      | Match the Column / Fill in the Blanks / Multiple Choice Questions | (1/2 Marks) each<br>05 Marks |
| 2.      | Answer in One or Two Lines (Concept Based Questions)              | 1 Mark each<br>05 Marks      |
| 3.      | Answer in Brief (Attempt any Two of the Three)                    | 5 Marks each<br>10 Marks     |

### b) Semester End Examinations: 75% (75 Marks)

i) Duration: These examinations shall be of 2.5 hours duration.

ii) Theory question paper pattern

- There shall be five questions each of 15 marks.
- All questions shall be compulsory with

internal choice within the questions.

- Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

## II) Passing Standard

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End

Examination (i.e. 30 out of 75) separately, to pass the course and minimum of Grade E, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and semester End Examination together.

## III) Mode of Semester End Additional Examination

- a) i) There will be additional examinations for Semesters I and II after Semester II.  
ii) There will be additional examinations for Semesters I, II, III and IV after Semester IV  
iii) There will be additional examinations for Semesters I, II, III, IV and V after Semester VI.
- b) The absent learner will be allowed to appear for the examination by Head of the Institution after following the necessary formalities subject to the reasons to the satisfaction of the Head of the Institution.
- c) The examination will be held 20 days after the declaration of results of respective Semesters {viz. Semester II, IV and VI} but not later than 40 days.

## Faculty Of Science

### I) Scheme of Examination

The performance of the learners shall be evaluated into two components. The learner's performance shall be assessed by Internal Assessment with 75% marks in the first

component and by conducting the Semester End Examinations with 75% marks in the second component. The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below-

#### a) Internal Assessment: 25% (25 Marks)

| For Courses without Practical |  |          |
|-------------------------------|--|----------|
| Sr. No.                       | Particulars  | Marks    |
| 1.                            | One periodical class test*   | 20 Marks |
| 2.                            | Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities. | 05 Marks |



### For Courses with Practical

| Sr. No. | Particulars  |          | Marks    |
|---------|--|----------|----------|
| 1.      | Semester End Practical Examination   |          | 20 Marks |
|         | Journal  | 05 Marks |          |
|         | Viva   | 05 Marks |          |
|         | Laboratory Work / Field Work   | 10 Marks |          |
| 2.      | Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities. |          | 05 Marks |

\*Note: Question Paper Pattern for Periodical Class Test

### Written Class Test (20 Marks)

| Sr. No. | Particulars   |                  | Marks    |
|---------|---|------------------|----------|
| 1.      | Match the Column / Fill in the Blanks / Multiple Choice Questions | (1/2 Marks) each | 05 Marks |
| 2.      | Answer in One or Two Lines (Concept Based Questions)              | 1 Mark each      | 05 Marks |
| 3.      | Answer in Brief (Attempt any Two of the Three)                    | 5 Marks each     | 10 Marks |

### b) Semester End Examinations: 75% (75 Marks)

- i) Duration: These examinations shall be of 2.5 hours duration.
- ii) Theory question paper pattern
  - There shall be five questions each of 15 marks.
  - All questions shall be compulsory

with internal choice within the questions.

- Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

### II) Passing Standard

The learners to pass a course shall have to obtain a minimum of 40%marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain

minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 out of 75) separately, to pass the course and minimum of Grade E, wherever applicable, to pass a particular semester. A learner will be said to

have passed the course if the learner passes the Internal Assessment and semester End

Examination together.

### III) Mode of Semester End Additional Examination

- a) i) There will be additional examinations for Semesters I and II after Semester II.  
ii) There will be additional examinations for Semesters I, II, III and IV after Semester IV  
iii) There will be additional examinations for Semesters I, II, III, IV and V after Semester VI.

- b) The absent learner will be allowed to appear for the examination by Head of the Institution after following the necessary formalities subject to the reasons to the satisfaction of the Head of the Institution.  
c) The examination will be held 20 days after the declaration of results of respective Semesters {viz. Semester II, IV and VI} but not later than 40 days.

## Post Graduate Programmes

### Faculty Of Science

#### I) Scheme of Examination

The performance of the learners shall be evaluated into two parts. The learner's performance shall be assessed by Internal Assessment with 40% marks in the first

part and by conducting the semester End Examinations with 60% marks in the second part. The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below-

#### a) Internal Assessment: 40% (40 Marks)

| Sr. No. | Particulars  | Marks    |
|---------|--|----------|
| 1.      | One seminar based on curriculum assessed by teacher of the institution teaching PG learners / Publication of a research paper / presentation of a research paper in seminar or conference<br><br>A. Selection of the topic, introduction, write up, reference: 15 Marks<br><br>B. Presentation with the use of ICT: 15 Marks | 30 Marks |
| 2.      | Active participation in routine class instructional deliveries   | 05 Marks |
| 3.      | Overall conduct as a responsible learner, communication and leadership qualities in organizing related academic activities   | 05 Marks |



### b) Semester End Examinations: 60% (60 Marks)

i) Duration: These examinations shall be of 2.5 hours duration.

ii) Theory question paper pattern

- There shall be five questions each of 12 marks.
- All questions shall be compulsory with

internal choice within the questions.

- Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

### II) Passing Standard

The learners shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and semester End Examination. The learners shall obtain minimum of 40% marks [i.e. 16 out of

40] in the Internal Assessment and 40% marks in semester End Examination (i.e. 24 out of 60) separately, to pass the course and minimum of grade C in each project wherever applicable to pass a particular semester.



## Scholarships and Freeships

### a. Government Scholarships

1. SC / ST / NT / VJ / OBC / SBC Scholarship
2. State / National Open Merit Scholarship
3. Physically Handicapped Scholarship

### b. Government Freeships

1. SC / ST / NT / VJ / OBC / SBC Freeship
2. EBC I PTC Freeship
3. Ex-Servicemen Freeship
4. CIDCO Stipend

| Sr. No. | Name of the Scholarship/ Freeship  | Eligibility  | Necessary Documents  |
|---------|--|--|--|
| 1.      | Government of India Scholarship (SC / ST / NT / VJ / OBC / SBC Learners) | Who have passed the last examination and annual income is not more than<br>Rs. 1,00,000/- (For NT /VJ / OBC /SBC)<br>Rs. 2,00,000/ - (For SC / ST).  | <ol style="list-style-type: none"> <li>1. Caste Certificate from collector office</li> <li>2. Income Certificate (From Tahsil Office)</li> <li>3. Attested photocopies of S.S.C. and previous year's marksheets in duplicate</li> <li>4. Non Creamy Layer Certificate (For NT /VJ I SBC / OBC)</li> <li>5. Attested photocopy of Ration Card</li> <li>6. Passbook of Bank of India</li> <li>7. Attested photocopy of Aadhaar Card</li> </ol> |
| 2.      | National Merit Scholarship   | Who have passed H.S.C. examination securing more than 60% marks or who were receiving this scholarship in the last academic year is eligible. The learners must submit their progress report before July 30. | <ol style="list-style-type: none"> <li>1. Income Certificate from the concerned authorities in duplicate</li> <li>2. Attested photocopies of H.S.C. and previous year's marksheets in duplicate</li> <li>3. Attested photocopy of Aadhaar Card</li> </ol>  |
| 3.      | State Government Open Merit Scholarship                                  | Who have passed H.S.C. examination securing more than 60% marks. The learners must submit their progress report of the last year.  | <ol style="list-style-type: none"> <li>1. Attested photocopies of H.S.C. and previous year's marksheets in duplicate.</li> <li>2. Attested photocopy of Aadhaar Card</li> </ol>  |



| Sr. No. | Name of the Scholarship/ Freeship  | Eligibility  | Necessary Documents  |
|---------|--|--|--|
| 4.      | Physically Handicapped Scholarship   | Who are physically handicapped having a certificate (Minimum 40%) by the concerned Civil Surgeon and minimum 40% marks in last examination.  | 1. Medical Certificate in the prescribed forms<br>2. Income Certificate (From Tahsil Office)<br>3. Attested photocopies of previous year's marksheet in duplicate<br>4. Attested photocopy of Ration Card.<br>5. Attested photocopy of Aadhaar Card  |
| 5.      | Scholarship for the Ex-Servicemen's Sons / Daughters / Wife / Widow                                      | Sons / daughters / wife / widow of Ex-serviceman   | 1. Written bond on a prescribed forms<br>2. Certificate as a Ex-Serviceman and Identity Card<br>3. Attested photocopies of previous year's marksheet in duplicate<br>4. A certificate by the concerned Principal stating that the learner was receiving this scholarship in the previous year<br>5. Attested photocopy of Aadhaar Card |
| 6.      | Post Matric Scholarship for Learners of Minority Community (Muslim, Sikh, Christian, Buddhist and Parsi) | The minority learners who have not secured not less than 50% marks or equivalent grade in the final examination and the annual income of whose parent's / guardian's from all sources does not exceed Rs. 2,00,000/- | 1. Cast Certificate<br>2. Income Certificate (From Tahsil Office)<br>3. Attested photocopies of the marksheet of previous year's examination in duplicate<br>4. Domicile Certificate<br>5. Attested photocopy of Ration Card<br>6. Passbook of Bank of Maharashtra<br>7. Attested photocopy of Aadhaar Card                            |

| Sr. No. | Name of the Scholarship/ Freeship                                  | Eligibility  | Necessary Documents   |
|---------|--|--|---|
| 7.      | Government of India Freeship (SC / ST / NT / OBC / SBC / Learners) | Who have passed the last examination and annual income is<br>a) More than Rs. 2,00,000/- for SC/ST learners.<br>b) More than Rs. 1,00,000/- and not more than Rs. 4,50,000/- for NT / VJ / OBC / SBC learners. | 1. Cast Certificate<br>2. Income Certificate (From Tahsil Office)<br>3. Attested photocopies of S.S.C. and previous year's marksheets in duplicate<br>4. Non-Creamy Layer Certificate (For NT / VJ / SBC / OBC)<br>5. Attested photocopy of Ration Card<br>6. Passbook of Bank of India<br>7. Attested photocopy of Aadhar Card |
| 8.      | Scholarship for Physics and Mathematics Subject                    | Who have passed H.S.C. examination securing more than 60% marks in Physics or Mathematics subject and offer this subject up to degree level.   | 1. Attested photocopies of H.S.C. and previous year's marksheets in duplicate<br>2. Attested photocopy of Aadhar Card   |
| 9.      | Economically Backward Class (E.B.C)                                | Fees concession is given to the learners. The annual income of the parents should not be more than Rs. 1,00,000/- per annum.   | 1. An Income Certificate endorsed by Government Gazetted Officer or Tahsildar / Sarpanch<br>2. Attested photocopy of Aadhar Card  |
| 10.     | CIDCO Stipend  | The sons and daughters of the parents who belong to the CIDCO project affecting person are eligible to apply.  | 1. Income Certificate from the concerned authority.<br>2. Certificate regarding the possession of land on 7/12 form.<br>3. Award Copy.<br>4. C.C. form<br>5. Attested photocopy of Previous Year's Marksheet  |

Note: Learners who have taken the admission with SC / ST / NT / SBC / OBC / Scholarship / Freeship facility and want to cancel their admission during the academic year have to pay the fees from the date of admission to the date of cancellation of admission as prescribed by the University,



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- SEAT provides full scholarship to deserving students for various programmes
- Grants can be donated back by the student at their option after they start earning.
- 500 SIES students across all the institutions to benefit every year

**Required documents:**

1. Student's Marksheet
2. Photocopy of the students' passbook
3. Photocopy of students' cancelled cheque
4. Residential proof
5. Parent's Income certificate



# General Instructions

For smooth conduct of academic and administrative activities, students and parents are requested to cooperate and follow the instructions/rules and regulations of the University of Mumbai and the college which are as follows

## (A) Admissions

All admission procedures and fee structure will be as per the guidelines of the University of Mumbai.

- (1) a. Admissions are provisional until all the necessary documents (like Original Mark sheets, attested copy of Mark sheets, Original Leaving Certificate, attested copy of Leaving Certificate, Eligibility and Transfer Certificates (wherever applicable) photographs etc. are submitted to the college office, verified and endorsed.  
b. For FY B.A. / B.Sc. / B.Com. the students must complete the Enrollment procedure for the conformation of their admission.
- (2) On securing admission every student shall obtain an Identity card and a Library Card. No student shall be permitted to enter the college premises without a valid Identity card. Every student shall daily wear his/her Identity Card while being present in the college premises.
- (3) Students are allowed to attend lectures in the college only for the subjects for which they are enrolled.
- (4) Cancellation of admissions  
Cancellation of admissions will be done as per the norms of the University of Mumbai. If no intimation regarding cancellation of admission is received by the Principal in writing till the

beginning of the Second Term, the full fees for the Second Term will be charged.

(5) Refund of fees for the Degree College shall be as per rules of the University of Mumbai.

(6) For the cancellation of admissions and refund of fees, the Identity Card, the Library Readers' Cards (if issued) and the Fee Receipt shall be surrendered to the college office alongwith the application of refund.

(7) Caution Money and Library Deposit will be refunded (if not forfeited for any reason) to a student when he/she ceases to be a student of the college, provided

a. It is certified that he/she owes no money to the college.

b. He/she has no library books or any other college property in his/her possession.

(8) The Caution Money and Library Deposit will be refunded only on the dates notified by the college. A prescribed form for the refund of fees is available in the college office.

(9) Students applying for testimonials, transcripts, certificates or any other document certification by the Principal should first contact the Registrar in the college office.

(10) Those requiring certificates, recommendations or testimonials with reference to their performance, progress and participation in a subject or activity should apply to the concerned Head of the Department or the Chairperson/Prof.-incharge.

## (B) Attendance

(11) Students shall attend lectures, tutorials, practicals, seminars, vivas,



presentations, examinations as per the time-table of the college. As per Univ 0.119, Amended 0.120, "For granting the terms in each subject minimum attendance of 75 % of the theory, lectures, practicals and tutorials separately will be required out of the total number of lectures, practicals & tutorials in the subject conducted in the term". If a student fails to fulfill his/her attendance requirements, his/her term/s will not be granted and he/she will not be permitted to appear for the Terminal/Annual examination and his/her performance if any, during the term/s will be treated as null and void/will not be granted admission for the following year/will not be granted the preferred optional subjects.

(12) List of Attendance Defaulters will be displayed periodically on the College Notice Boards. Appropriate action will be taken against the attendance defaulters as per the Rules of University of Mumbai.

(13) In case of illness, a student shall apply for leave, as soon as possible, with a doctor's certificate attached.

(14) The term/terms shall not be deemed as kept and shall not be granted unless the student produces, at the end of the term, certificates from the Heads of respective Departments stating that the student has completed the prescribed tutorial work/practicals/project work.

### C) Examinations And Evaluation

(15) The university of Mumbai has introduced the credit based system of evaluation for all

first year and second year degree classes. under this scheme, in each semester, students will be evaluated through internal assessment, consisting of class tests, assignments and projects, (for 40 %) and semester end examination (for 60 %). it is Compulsory for every student to be present for internal evaluation and semester end examination as per schedule announced in each semester. students should also note that each (internal evaluation & semester end examination) is a separate head of passing.

(16) The standard of passing, rules of gracing and the benefits of ATKT (i.e. Allowed To Keep Terms) will be as per the rules of University of Mumbai.

(17) At First Year and Second Year Degree College Examinations, Verification/ Revaluation of answer books is provided as per the University Circular No. Exam/VCD Colleges/(RevNer)/603 of 2005.

(18) A student can appear for the examination only for the subjects allotted to him/her.

(19) The details regarding schedule of Examinations, Results, Verification and Revaluation will be displayed on the College Notice Boards from time to time.

(20) Students are expected to submit project / assignments on time.

(21) Approximate dates of submission of Projects / Assignments and Internal Tests:

- i) Semester I/III/V
  - a. Internal Tests: 3<sup>rd</sup> week of August, 2013
  - b. Project / Assignment: 1<sup>st</sup> week of September, 2013
- ii) Semester II/IV/VI

- a. Internal Tests: 1<sup>st</sup> week of January, 2014
- b. Project / Assignment: 3<sup>rd</sup> week of January, 2014

(22) Eligibility for promotion for Semester-III and Semester-IV

- i) Admission to S.Y.B.com./S.Y.B.A. will be given to students
  - a. Who have passed in all papers of Semester-I and Semester-II
  - b. Failed in not more than two papers each in Semester-I and Semester-II
- ii) Admission to S.Y.B.Sc. will be given to Students
  - a. Who have passed in all papers of Semester-I and Semester-II
  - b. Failed in not more than three papers each in Semester-I and Semester-II

(23) Eligibility for promotion for Semester-V and VI

- i) Admission to T.Y.B.Com./T.Y.B.A. will be given to students
  - a. Who passed in all papers of Semester-I and Semester-II, Semester-III and Semester-IV
  - b. Who passed in all papers of Semester-I and Semester-II and Failed in not more than two papers each in Semester-III and Semester-IV
- ii) Admission to T.Y.B.SC. will be given to students
  - a. Who have passed in all papers of Semester-I and Semester-II, Semester-III and Semester-IV
  - b. Who have passed in all papers of Semester-I and Semester-II and Failed in not more than three papers each in Semester-III and Semester-IV

### Use Of Unfair Means

(24) A student found to have used Unfair Means in the examination will be dealt with

as per the provisions laid down under Section 7 of the Maharashtra Act No. XXXI of 1992. The said Act empowers the Chief Conductor/ Senior Supervisors at the Examination to report the offence committed by any student to the police, if necessary.

### Code Of Conduct

(25) The conduct of students in the college shall be such that it will not interfere with the orderly administration and discipline in the college, or cause any disturbances to fellow students.

(26) Students are expected to come to the college decently attired. If a student's dress, in the opinion of the Principal and staff members, is indecent and is detrimental to the best interests of the college, appropriate disciplinary action may be taken against such a student.

(27) Ragging in any form is strictly prohibited in and around the campus and is punishable under law as per the Supreme Court decision.

(28) Use of Mobile Phones is permitted only in the college canteen or Gymkhana or Cloak Rooms.

(29) Co-curricular and extra-curricular activities of the college would be conducted by the Chairpersons of Associations or Conveners of various committees with the help of student secretaries. No Associations/ Organisations/ Societies shall be formed in the college without the prior permission of the Principal.

(30) Any official information related to college will be released to Media only with the prior information to the college authorities.

(31) Any external interference in college functioning and administration will not be permitted.

(32) Students will participate in the Industrial visits/Excursions/Study Tours at their own risk and will not hold the college responsible for any undue



incidents or claim compensation for damages arising out of it.

(30) Students are expected to take care of the college property and to help in keeping the premises clean. Damage to the property of the college e.g. spitting, disfiguring walls, doors, breaking furniture, fittings, glasses is a breach of discipline and will attract severe punishment.

(33) Students are advised to carry with them their books, valuables and other belongings

whenever they leave their classrooms/ laboratories / library. The college is not responsible for any loss of students property. Those who find lost property should deposit in the college office. The owner should claim the lost property at the college counter on the following day after due identification.

(34) Students are expected to read the Notice Boards DAILY for academic and administrative information.

(35) Matters not covered under the above mentioned instructions/rules and regulations shall rest with the discretion of the Principal.

(36) SMOKING/ SPITTING IN THE COLLEGE PREMISES IS STRICTLY PROHIBITED.

(37) SEXUAL HARASSMENT IS A PUNISHABLE OFFENCE.



# The arrangement of terms

## Junior College

### Academic Calendar 2015 – 2016

|              |   |
|--------------|---|
| First Term   | 15 <sup>th</sup> June 2015 to 7 <sup>th</sup> November 2015     |
| Second Term  | 27 <sup>th</sup> November 2015 to 1 <sup>st</sup> May 2016      |
| Vacation     | 9 <sup>th</sup> November 2015 to 26 <sup>th</sup> November 2015 |
| Winter Break | 26 <sup>th</sup> December 2015 to 1 <sup>st</sup> January 2016  |

## Degree College

### Academic Calendar 2015 – 2016

|              |   |
|--------------|---|
| First Term   | 8 <sup>th</sup> June 2015 to 21 <sup>st</sup> October 2015      |
| Second Term  | 16 <sup>th</sup> November 2015 to 30 <sup>th</sup> April 2016   |
| Vacation     | 22 <sup>nd</sup> October 2015 to 15 <sup>th</sup> November 2015 |
| Winter Break | 26 <sup>th</sup> December 2015 to 1 <sup>st</sup> January 2016  |

### Visiting Hours On Working Days

|                    |                         |
|--------------------|-------------------------|
| Principal's office | 10.00 a.m. - 12.00 noon |
| College office     | 10.00 a.m. - 1.00 p.m.  |

## Important Note

Ragging is strictly prohibited in the College premises and outside.

Students indulging in ragging other students will be punished as per the Maharashtra Prohibition of Ragging Act, 1999 (May. XXXIII of 1999) Published in Maharashtra Govt. Gazette on 15<sup>th</sup> May 1999.

Such students will also be expelled from the college and F.I.R will be lodged with the police against them.

Moreover, it will be mentioned in the college leaving certificate of such students they are expelled because of their indulgence in ragging.

