# UNIVERSAL

## MSG-SGKM College of Arts, Science and Commerce

(Permanently Unaided | Affiliated to University of Mumbai)

**Gujarati Linguistic Minority Institution**

UNIVERSITY OF MUMBAI

**COLLEGE CODE: 930**

- Bachelor of Management Studies (B.M.S.)
- Bachelor of Science - Information Technology B.Sc.(I.T.)
- Bachelor of Science - Computer Science B.Sc. (C.S.)
- Bachelor of Commerce - Accounting & Finance (B.A.F.)

# College Prospectus
# (2020-2021)

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# Our Founder

***Mr. Sudhir Madhavji Lall***

*Founder*

Our Founder Universal Education was founded by the guiding spirit of our patriarch, Shri Sudhir Madhavji Lall, who laid the foundations of UE in 1968 and built it from scratch into one of Mumbai's largest and most reputed private educational institutions. He was a visionary of great ideals, but retained a lifestyle of simplicity. He conducted himself with total dignity and impartiality. His values, vision and goals were simple to lead by love, by trust and by example. During his professional career, Shri Lall championed many causes, but none so fiercely as educational reforms. Unfortunately, he left for heavenly abode on the 1st Sept,2002. His son, the chairman of the institute, Shri Jesus Lall has, since then strengthened UE, transformed it and ensured its growth in keeping with his father's dream

# Message from the Chairman

***Mr. Jesus Lall***
*Chairman*

You are entering the next phase of your academic life. These years will prove to be a turning point of your career. Your efforts during the current year will help you set a strong foundation for your future. We, at Universal Education, are determined to empower you to stay focused in your efforts to achieve your best.

In addition to excellence in academics in the classroom, we are looking at providing you with hands-on experiences that will help you to consolidate learning. We have put together a package based on the stream and the class you are pursuing.

Our intention is to make our students competent human beings and not merely degree holders. Sports, dance, music and art and activities in social responsibility should become an integral part of your daily lives.

We believe that participating in various competitions and thus practising for the same will keep your interest alive and keep you agile mentally and physically.

We would like to take this opportunity to invite everyone individually, and in groups to approach your Principal for planning these activities and begin early practice sessions. Our team will be ready to offer you the required support wherever necessary. We are happy to engage special coaches / trainers for you, should we see serious amount of dedication and interest in your endeavours. Wishing you every success.

# About the College

MSG – SGKM College of Arts, Science and Commerce has pioneered itself as the most progressing and upcoming institute since 11 years. The college has not only worked religiously to excel but also to prosper in varied fields of education. Workings on the shortest panel, its mere presence over the years have changed the stereotypes. MSG - SGKM welcomes all to its amazing college life that would be right in front of the students helping them to step up when they fall down and raise them for their tremendous success. Over the course of time it has emerged with various fields, such as the B.M.S. (Bachelor of Management Studies), B.A.F. (Bachelors of Commerce - Accounting and Finance), BSc. IT (Bachelor of Science in Information Technology) and BSc. CS (Bachelor of Science in Computer Sciences).

MSG – SGKM College of Arts, Science and Commerce have been focusing on wholesome growth through creativity, values, fitness, cultural literacy and life/ career skills. It regulates by providing intellectual curriculum that combines academic, rigor with practical relevance.

The college focuses on getting excellent faculties who practice teaching as a way to extend knowledge, values and hands on learning. Teachers keep themselves upgraded with the latest teaching methodologies and innovative ideas of teaching-learning.

The institute promotes students contribution in every area and so has developed a huge student community that operates under the student council body. This gives a way for the student to not just excel in academics but also at the same time develop his interpersonal, communication, negotiation and management skills.

## Mission Statement

- To provide holistic education and seek overall development.
- To achieve academic excellence.
- To inculcate human values and inspire students to be good citizens.
- To make beneficial contributions to society and promote innovative teaching practices.
- To make students industry ready by imparting practical learning

## Vision Statement

To build an intellectual student community by focusing on their holistic development, bringing in the best faculties and providing a practical learning environment.

# From the Desk of the Principal

*Tell me and I forget.*
*Teach me and I remember.*
*Involve me and I learn.*
***- Benjamin Franklin***

As Incharge Principal at MSG-SGKM College, I am blessed to get an opportunity to shape the students learning system, moral values and intellectual minds. We believe in creating a learning environment that gives birth to more curiosity, leads to innovation and creativity which enhances the self-esteem and confidence and makes the student ready to pursue their passion.

With a dedicated team of well-equipped faculties, supportive administration, co-operative parents and a visionary management, we take every possible initiative to enhance the teaching quality, student awareness and overall development. The faculties are encouraged to practice innovative teaching methodologies and develop mentor-student relationship.

At MSG, we believe that every student has a potential to achieve excellence in any field they choose. By identifying their strengths and weaknesses, we provide constant support and counselling to each student by periodically assessing their performance on overall areas which includes academics, class behaviour, co-curricular participation and volunteer association with student committee.

We foster a positive spirit and maintain an ethically conducive environment in the college. Constant motivation to learn more and developing new skills is encouraged. This gives room for analytical and critical thinking thus incorporate the ability to research in new areas.

I believe that learning is a life-long process. We not just impart knowledge but at the same time foster qualities such as discipline, integrity, empathy and creativity.

We envision ourselves to achieve academic excellence milestones every growing year and contribute to the growing young learning generation of the country.

# Before You Move Ahead

You are indeed blessed to find an opportunity to get an education at Lords Universal Junior College of Commerce and Science. The college has the privilege of having healthy, harmonious ambience and rich values which have played a pivotal role in shaping the future of innumerable students. Our mission is to impart quality education and make students excel in academic performances. To encourage more outstanding performances, the college management provides scholar-ships to excelling students. The college website exemplifies the yearly voyage of students in different activities.

r›e›a›l›

## Redefining Education and Learning

Universal's acclaimed education system r›e›a›l› is an integrated, comprehensive, KG-to-PG educational model. r›e›a›l› was designed and refined over the past 3 decades. Truly reflective of Universal's educational beliefs, r›e›a›l› is built on five cornerstones of educational excellence:

- An intellectually demanding curriculum that combines academic rigour with practical relevance.
- Robust learning facilities that are exciting, flexible, healthy, secure and sustainable.
- Engaging technology-rich content delivered interactively to make learning come alive.
- An efficient administration that delivers smart solutions for student satisfaction and success.
- Emphasis on wholesome growth through creativity, values, fitness, cultural literacy & life/career skills.

# Teaching Staff

## Department of B.M.S. & B.A.F.

**Ms. NAWAL KHAN**
M. Com [Management] SET [Commerce]

**Ms. SHWETA PATHAK**
M.B.A.[Finance], M.Com. [Marketing], B.Ed. [Economics]

**Ms. SUMITA PRASAD**
M.B.A. [Marketing], [NET]

**Mr. VIKAS SINGH**
M.Com. [BANKING & FINANCE], NET [Commerce]

**Mr. MANOHAR PATHRE**
M.Com. [Accountancy], NET [Commerce]

**Ms. GAURI GITE**
M.Com [SET]

**Mr. VINAYAK JOSHI**
M.Com. [Accountancy], SET [Commerce]

**Ms ROHINI HORE**
L.L.M.[Criminology], B.A. [Political Science]

## Department of B.Sc.(I.T.) & B.Sc. (C.S.)

**Mr. KHALIL MUJAWAR**
M.E. [Computers], M.B.A. [I.T.]

**Ms. SWATI JADHAV**
M.E. [Computers]

## Administrative And Support Staff

**MS. SHARADA WAGHMARE**
(B.COM.)

**Mr. RAHUL REDKAR**
(B.COM.)

# Courses

## Bachelor of Management Studies (B.M.S.)

BMS provides basic understanding of management education. This course exposes students to practical aspects like project work, group studies, case studies and presentations. The curriculum is designed to inculcate academic expertise among the students in their chosen area among Marketing, Finance and HRM and pursue full-fledged degree in the same area. At the end of its 3 years, a student graduate with additional skills, such as communication skills, public relations skills, leadership skills, team work, team building, research skills and presentation skills.

## Eligibility

O. 3941: "A candidate for being eligible for admission to the Bachelor of Management Studies Degree Course shall have passed HSC Examination of the Maharashtra State Board of Higher Secondary Education or its equivalent examination or Diploma course in any Engineering Branches with two years or three years after S.S.C. conducted by the Board of Technical Education, Maharashtra State or its equivalent examination by **securing minimum 45% for general category (IN ONE ATTEMPT) at the respective Examination and 40% marks for the reserved category (IN ONE ATTEMPT)."**

OR

Students passing Diploma in Administration Services (Commercial and Secretarial Practices) conducted by Premila Vithaldas Polytechnic, S.N.D.T. Women's University are eligible for admission to FYBMS.

## Admission Procedure

On the basis of aggregate marks at H.S.C. Every candidate admitted to the Degree Course in the Constituent / Affiliated Colleges recognized institution, conducting the course, shall have to register himself / herself with the University.

| No. of seats | 180 (3 division of 60 students each) | | | |
|---|---|---|---|---|
| Seats Reserved | 45 % for Commerce | 25% for Arts | 25 % for Science | &5% Diploma (Engg. & IB Diploma) |

| Semester – I | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Elective Courses (EC) | Introduction to Financial Accounts | 03 |
| Elective Courses (EC) | Business Law | 03 |
| Elective Courses (EC) | Business Statistics | 03 |
| Ability Enhancement Compulsory Course (AECC) | Business Communication - I | 03 |
| Core Courses (CC) | Foundation of Human Skills | 03 |
| Core Courses (CC) | Business Economics-I | 03 |
| Skill Enhancement Courses (SEC) | Foundation Course - I | 02 |
| **Total Credits** | | 20 |

| Semester – II | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Elective Courses (EC) | Principles of Marketing | 03 |
| Elective Courses (EC) | Industrial Law | 03 |
| Elective Courses (EC) | Business Mathematics | 03 |
| Ability Enhancement Compulsory Course (AECC) | Business Communication -II | 03 |
| Core Courses (CC) | Business Environment | 03 |
| Core Courses (CC) | Principles of Management | 03 |
| Skill Enhancement Courses (SEC) | Foundation Course - II | 02 |
| **Total Credits** | | 20 |

| Semester – III | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Ability Enhancement Compulsory Courses (AECC) | Information Technology in Business Management - I | 03 |
| Skill Enhancement Courses (SEC) | Foundation Course – III | 02 |
| Core Courses (CC) | Business Planning & Entrepreneurial Management | 03 |
| Core Courses (CC) | Accounting for Managerial Decisions | 03 |
| Core Courses (CC) | Strategic Management | 03 |
| **Finance Electives (Any Two Courses)** | | |
| Elective Courses (EC) | Basics of Financial Services | 03 |
| Elective Courses (EC) | Corporate Finance | 03 |
| **Marketing Electives (Any Two Courses)** | | |
| Elective Courses (EC) | Consumer Behaviour | 03 |
| Elective Courses (EC) | Advertising | 03 |
| **Human Resource Electives (Any Two Courses)** | | |
| Elective Courses (EC) | Recruitment & Selection | 03 |
| Elective Courses (EC) | Motivation and Leadership | 03 |
| **Total Credits** | | 20 |

| Semester – IV | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Ability Enhancement Compulsory Courses (AECC) | Information Technology in Business Management - II | 03 |
| Skill Enhancement Courses (SEC) | Foundation course-IV (Ethics & Governance) | 02 |
| Core Courses (CC) | Business Economics-II | 03 |
| Core Courses (CC) | Business Research Methods | 03 |
| Core Courses (CC) | Production & Total Quality Management | 03 |
| **Finance Electives (Any Two Courses)** | | |
| Elective Courses (EC) | Financial Institutions & Markets | 03 |
| Elective Courses (EC) | Corporate Restructuring | 03 |
| **Marketing Electives (Any Two Courses)** | | |
| Elective Courses (EC) | Integrated Marketing Communication | 03 |
| Elective Courses (EC) | Rural Marketing | 03 |
| **Human Resource Electives (Any Two Courses)** | | |
| Elective Courses (EC) | Change Management | 03 |
| Elective Courses (EC) | Training & Developmentin HRM | 03 |
| **Total Credits** | | 20 |

| Semester – V | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Core Course (CC) | Logistics & Supply Chain Management | 04 |
| Ability Enhancement Course (AEC) | Corporate Communication & Public Relations | 04 |
| **Group A: Finance Electives** | | |
| Elective Courses (EC) | Investment Analysis & Portfolio Management | 03 |
| Elective Courses (EC) | Commodity & Derivatives Market | 03 |
| Elective Courses (EC) | Wealth Management | 03 |
| Elective Courses (EC) | Risk Management | 03 |
| **Group B: Marketing Electives** | | |
| Elective Courses (EC) | Services Marketing | 03 |
| Elective Courses (EC) | E-Commerce & Digital Marketing | 03 |
| Elective Courses (EC) | Sales & Distribution Management | 03 |
| Elective Courses (EC) | Customer Relationship Management | 03 |
| **Group C: Human Resource Electives** | | |
| Elective Courses (EC) | Performance Management & Career Planning | 03 |
| Elective Courses (EC) | Industrial Relations | 03 |
| Elective Courses (EC) | Finance for HR Professionals & Compensation Management | 03 |
| Elective Courses (EC) | Strategic Human Resource Management & HR Policies | 03 |
| **Total Credits** | | 20 |

| Semester – VI | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Core Course (CC) | Operation Research | 04 |
| Ability Enhancement Course (AEC) | Project Work | 04 |
| **Group A: Finance Electives** | | |
| Elective Courses (EC) | International Finance | 03 |
| Elective Courses (EC) | Innovative Financial Services | 03 |
| Elective Courses (EC) | Project Management | 03 |
| Elective Courses (EC) | Strategic Financial Management | 03 |
| **Group B: Marketing Electives** | | |
| Elective Courses (EC) | BrandManagement | 03 |
| Elective Courses (EC) | RetailManagement | 03 |
| Elective Courses (EC) | InternationalMarketing | 03 |
| Elective Courses (EC) | MediaPlanning&Management | 03 |
| **Group C: Human Resource Electives** | | |
| Elective Courses (EC) | HRM in Global Perspective | 03 |
| Elective Courses (EC) | Organizational Development | 03 |
| Elective Courses (EC) | HRM in Service Sector Management | 03 |
| Elective Courses (EC) | Indian Ethosin Management | 03 |
| **Total Credits** | | 20 |

# Courses

## Bachelor of Commerce (Accounting & Finance): (B.C.A.F.)

Bachelor of Commerce in Accounting and Finance known as BAF Course is an undergraduate programme that provides training in the areas of accounting and finance. The duration of the course shall be six semesters spread over in three years. The objective of this course was to improve self-employment and provide benefits to the organizations by providing them with suitably trained persons in the field of Accounting & Finance by mode of interaction, presentations, projects, industrial visits and practical training. BAF degree will help you to gain knowledge in areas of financial accounting, Cost accounting, Auditing, IT, Taxation, Economics and Business Law, Business Communications.

**Total Number of Seats: 60**

**Eligibility**

**(0 5204)**: A candidate for being eligible for admission to the **Bachelor of Commerce (Accounting & Finance)** Degree Course shall have passed Std. XIIth Examination of the Maharashtra Board of Higher Secondary Education or its equivalent examination and secured not less than 45% marks in aggregate **AT FIRST ATTEMPT** (40% in case of reserved category). Every candidate admitted to the Degree Course in the Constituent / Affiliated Colleges recognized institution, conducting the course, shall have to register himself / herself with the University. Students coming from University / Board other than Maharashtra must get eligibility for B.Com. (Accounting & Finance).

| Semester – I | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Elective Course | Financial Accounting (Elements of financial Accounting) I | 03 |
| Elective Course | Cost Accounting (Introduction and Elements of Costs) I | 03 |
| Elective Course | Financial Management (Introduction to Financial management) I | 03 |
| Ability Enhancement Compulsory Course (AECC) | Business Communication I | 03 |
| Skill Enhancement Courses (SEC) | Foundation Course I | 02 |
| Core Courses (CC) | Commerce (Business Environment) I | 03 |
| Core Courses (CC) | Business Economics I | 03 |
| **Total Credits** | | 20 |

| Semester – II | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Elective Course | Financial Accounting (Special Accounting Areas) II | 03 |
| Elective Course | Auditing (Introduction and Planning ) I | 03 |
| Elective Course | Innovative Financial Services | 03 |
| Ability Enhancement Compulsory Course (AECC) | Business Communication II | 03 |
| Skill Enhancement Courses (SEC) | Foundation Course II | 02 |
| Core Courses (CC) | Business Law (Business Regulatory Framework) I | 03 |
| Core Courses (CC) | Business Mathematics | 03 |
| **Total Credits** | | 20 |

| Semester – III | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Elective Course | Financial Accounting (Special Accounting Areas) III | 03 |
| Elective Course | Cost Accounting (Methods of Costing) II | 03 |
| Elective Course | Foundation Course-Contemporary Issues -III | 03 |
| Ability Enhancement Compulsory Course (AECC) | Information Technology in Accountancy I | 03 |
| Core Courses (CC) | Commerce (Financial Market operations) II | 02 |
| Core Courses (CC) | Business Law (Business Regulatory framework) II | 03 |
| Skill Enhancement Courses (SEC) | Foundation Course-Contemporary Issues -III | 03 |
| **Total Credits** | | 20 |

| Semester – IV | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Elective Course | Financial Accounting (Special Accounting Areas) IV | 03 |
| Elective Course | Taxation III (Direct Tax Paper II) | 03 |
| Elective Course | Management Accounting (Introduction to Management Accounting) | 03 |
| Ability Enhancement Compulsory Course (AECC) | Information Technology in Accountancy II | 03 |
| Core Courses (CC) | Business Law (Company Law) III | 02 |
| Skill Enhancement Courses (SEC) | Foundation Course (Contemporary Issues IV) | 03 |
| Core Courses (CC) | Research Methodologies in Accounting and Finance | 03 |
| **Total Credits** | | 20 |

| Semester – V | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Elective Course | Cost Accounting IV | 03 |
| Elective Course | Financial management III | 03 |
| Elective Course | Taxation V (Indirect tax) | 03 |
| Elective Course | Security Analysis and Portfolio Management | 03 |
| Core Courses (CC) | Financial Accounting VII | 04 |
| Core Courses (CC) | Project Work | 04 |
| **Total Credits** | | 20 |

| Semester – VI | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Elective Course | Financial Accounting (Special Accounting Areas) III | 03 |
| Elective Course | Cost Accounting (Methods of Costing) II | 03 |
| Elective Course | Taxation (Direct Tax Paper I) | 03 |
| Ability Enhancement Compulsory Course (AECC) | Information Technology in Accountancy I | 03 |
| Core Courses (CC) | Commerce (Financial Market operations) II | 02 |
| Core Courses (CC) | Business Law (Business Regulatory framework) II | 03 |
| Core Courses (CC) | Business Economics II | 03 |
| **Total Credits** | | 20 |

## Bachelor of Science (Information Technology): B.Sc. (I.T.)

Aspirants are taught all the tools needed for computer programming languages in addition to all the necessary tools that are needed in IT industry. This course places equal importance to theory as well as practical aspects. This degree is primarily focused on subjects, such as software, databases and networking. This program will give a strategic advantage to IT professionals.

**Total Number of Seats: 60**

## Eligibility

(O 5051) a. A candidate for being eligible for admission to the Degree Course of Bachelor of Science - Information Technology, shall have passed XII standard examination of the Maharashtra Board of Higher Secondary Education or its equivalent with Mathematics and Statistics as one of the subjects and should have secured not less than 45% marks in aggregate for Open Category and 40% marks in aggregate in case of Reserved Category candidates.

OR

Admission Procedure: On the basis of aggregate of:

i. Marks in Mathematics & Statistics at H.S.C. or equivalent

ii. Aggregate marks of H.S.C. or equivalent

iii. Aggregate marks at S.S.C.

Eligibility for admission to Direct Second Year of B.Sc. (IT)

Candidates who have passed Diploma in Computer Engineering / Computer Science / Computer Technology / Information Technology / Electrical, Electronics & Video Engineering and Allied Branches/ Mechanical and Allied branches, Civil and Allied branches of Engineering after S.S.C. (Std. Xth) are eligible for direct admission to the Second 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 45% aggregate for open category candidates and 40% aggregate for reserved category candidates.

OR

Students with post HSC – Diploma in Computer Engineering / Computer Science / Computer Technology/Information Technology and Allied Branches 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.

| Semester – I | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Core Subject | Imperative Programming | 02 |
| Core Subject | Digital Electronics | 02 |
| Core Subject | Operating Systems | 02 |
| Core Subject | Discrete Mathematics | 02 |
| Ability Enhancement Skill Course | Communication Skills | 02 |
| Core Subject Practical | Imperative Programming Practical | 02 |
| Core Subject Practical | Digital Electronics Practical | 02 |
| Core Subject Practical | Operating Systems Practical | 02 |
| Core Subject Practical | Discrete Mathematics Practical | 02 |
| Ability Enhancement Skill Course Practical | Communication Skills Practical | 02 |
| **Total Credits** | | 20 |

| Semester – II | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Core Subject | Object oriented Programming | 02 |
| Core Subject | Microprocessor Architecture | 02 |
| Core Subject | Web Programming | 02 |
| Core Subject | Numerical and Statistical Methods | 02 |
| Ability Enhancement Skill Course | Green Computing | 02 |
| Core Subject Practical | Object Oriented Programming Practical | 02 |
| Core Subject Practical | Microprocessor Architecture Practical | 02 |
| Core Subject Practical | Web Programming Practical | 02 |
| Core Subject Practical | Numerical and Statistical Methods Practical | 02 |
| Ability Enhancement Skill Course Practical | Green Computing Practical | 02 |
| **Total Credits** | | 20 |

| Semester – III | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Skill Enhancement Course | Python Programming | 02 |
| Core Subject | Data Structures | 02 |
| Core Subject | Computer Networks | 02 |
| Core Subject | Database Management Systems | 02 |
| Core Subject | Applied Mathematics | 02 |
| Skill Enhancement Course Practical | Python Programming Practical | 02 |
| Core Subject Practical | Data Structures Practical | 02 |
| Core Subject Practical | Computer Networks Practical | 02 |
| Core Subject Practical | Database Management Systems Practical | 02 |
| Core Subject Practical | Mobile Programming Practical | 02 |
| **Total Credits** | | 20 |

| Semester – IV | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Skill Enhancement Course | Core Java | 02 |
| Core Subject | Introduction to Embedded Systems | 02 |
| Core Subject | Computer Oriented Statistical Techniques | 02 |
| Core Subject | Software Engineering | 02 |
| Core Subject | Computer Graphics and Animation | 02 |
| Skill Enhancement Course Practical | Core Java Practical | 02 |
| Core Subject Practical | Computer Oriented Statistical Techniques Practical | 02 |
| Core Subject Practical | Software Engineering Practical | 02 |
| Core Subject Practical | Computer Graphics and Animation Practical | 02 |
| **Total Credits** | | 20 |

| Semester – V | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Skill Enhancement Course | Software Project Management | 02 |
| Skill Enhancement Course | Internet of Things | 02 |
| Skill Enhancement Course | Advanced Web Programming | 02 |
| Discipline Specific Elective (Any One) | Artificial Intelligence | 02 |
| | Linux System Administration | |
| Discipline Specific Elective (Any One) | Enterprise Java | 02 |
| | Next Generation Technologies | |
| Skill Enhancement Course Practical | Project Dissertation | 02 |
| Skill Enhancement Course Practical | Internet of Things Practical | 02 |
| Skill Enhancement Course Practical | Advanced Web Programming Practical | 02 |
| Discipline Specific Elective Practical (Any One)* | Artificial Intelligence Practical | 02 |
| | Linux Administration Practical | |
| Discipline Specific Elective Practical (Any One)* | Enterprise Java Practical | 02 |
| | Next Generation Technologies Practical | |
| **Total Credits** | | 20 |

| Semester – VI | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Skill Enhancement Course | Software Quality Assurance | 02 |
| Skill Enhancement Course | Security in Computing | 02 |
| Skill Enhancement Course | Business Intelligence | 02 |
| Discipline Specific Elective (Any One) | Principles of Geographic Information Systems | 02 |
| | Enterprise Networking | |
| Discipline Specific Elective (Any One) | IT Service Management | 02 |
| | Cyber Laws | |
| Skill Enhancement Course Practical | Project Implementation | 02 |
| Skill Enhancement Course Practical | Security in Computing Practical | 02 |
| Skill Enhancement Course Practical | Business Intelligence Practical | 02 |
| Discipline Specific Elective Practical (Any One)* | Principles of Geographic Information Systems Practical | 02 |
| | Enterprise Networking Practical | |
| Skill Enhancement Course Practical | Advanced Mobile Programming | 02 |
| **Total Credits** | | 20 |

## Bachelor of Science (Computer Science): B.Sc. (C.S.)

Computer science degree emphasizes mathematical and theoretical foundation of computing. In addition to basic skills in the design of information processing systems, the syllabus develops requisite professional skills and problem-solving abilities for pursuing a career in software industry.

**Total Number of Seats: 60**

### Eligibility

Students passing S. Y. J. C. (Std. XII) with Science and Mathematics as one subject.

Students from other State (eligibility) are required to have English as a compulsory paper at H.S.C. level.

**O.3933:** A candidate for being eligible for admission to the S.Y. B.Sc. (Computer Science Course) shall have passed post HSC- Diploma in Computer Engineering/Computer Sc. & Allied Branches. However, the Diploma should be recognized by the Maharashtra State Board of Technical Education. Such students of Engineering/Technology courses will be offered Computer Science.

| Semester – I | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Core Subject | Computer Organisation & Design | 02 |
| Core Subject | Prigramming with Python-I | 02 |
| Core Subject | Free & Open Source Software | 02 |
| Core Subject | Database Systems | 02 |
| Core Subject | Discrete Mathematics | 02 |
| Core Subject | Descriptive Statistics & Introduction to Probability | 02 |
| Ability Enhancement Course 1 | Soft Skills Development | 02 |
| Core Subject Practical | Practicals of all core subjects | 06 |
| **Total Credits** | | 20 |

| Semester – II | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Core Subject | Programming with C | 02 |
| Core Subject | Programming with Python-II | 02 |
| Core Subject | Linux | 02 |
| Core Subject | Data Structures | 02 |
| Core Subject | Calculus | 02 |
| Core Subject | Statistical Methods & Testing of Hypothesis | 02 |
| Ability Enhancement Course 1 | Green Technologies | 02 |
| Core Subject Practical | Practicals of all core subjects | 06 |
| **Total Credits** | | 20 |

| Semester – III | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Core Subject | Theory of Computation | 02 |
| Core Subject | Core JAVA | 02 |
| Core Subject | Operating System | 02 |
| Core Subject | Database Management Systems | 02 |
| Core Subject | Combinatorics & Graph Theory | 02 |
| Core Subject | Physical Computing & IOT Programming | 02 |
| Core Subject | Skill Enhancement: Web Programming | 02 |
| Ability Enhancement Course 1 | Practical for course 2,3,4 | 03 |
| Core Subject Practical | Practical for course 5,6,7 | 03 |
| **Total Credits** | | 20 |

| Semester – IV | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Core Subject | Fundamentals of Algorithms | 02 |
| Core Subject | Advanced Java | 02 |
| Core Subject | Advanced Java | 02 |
| Core Subject | Software Engineering | 02 |
| Core Subject | Liner Algebra using Python | 02 |
| Core Subject | NET Technologies | 02 |
| Core Subject | Skill Enhancement: Android Developer Fundamentals | 02 |
| Core Subject Practical | Practical for course 2,3,4 | 03 |
| Core Subject Practical | Practical for course 5,6,7 | 03 |
| **Total Credits** | | 20 |

| Semester – V | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Elective-I (Select any two) | Artificial Intelligence | 03 |
| | Linux Server Administration | 03 |
| | Taxation IV (Indirect tax) | 03 |
| Elective-I (Select any two) | Information & Network Security | 03 |
| | Architect of IOT | 03 |
| | Web Services | 03 |
| Skill Enhancement | Game Programming | 02 |
| Practical | Practical of Elective-I | 02 |
| | Practical of Elective-II | 02 |
| | Project Implementation | 01 |
| | Practical of Skill Enhancement | 01 |
| **Total Credits** | | 20 |

| Semester – VI | | |
|---|---|---|
| **Course Type** | **Course Title** | **Credits** |
| Elective-I (Select any two) | Wireless Sensor Networks & Mobile Communication | 03 |
| | Cloud Computing | 03 |
| | Cyber Forensics | 03 |
| Elective-I (Select any two) | Information Retrieval | 03 |
| | Digital Image Processing | 03 |
| | Data Science | 03 |
| Skill Enhancement | Ethical Hacking | 02 |
| Practical | Practical of Elective-I | 02 |
| | Practical of Elective-II | 02 |
| | Project Implementation | 01 |
| | Practical of Skill Enhancement | 01 |
| **Total Credits** | | 20 |

# Scholarship

## Objective of the Scheme

To attract students with good academic credentials at the entry level in the college and to retain academically good students by providing financial scholarships to improve the academic atmosphere and raise the academic performance of the college.

## Eligibility

1. Should be regular student of the college.
2. Should have passed the examinations in first and one attempt
3. For students seeking admission to the college for the first time, this scholarship will be applicable at the time of admission. For ex. If a student seeks admission to the FYJC class, the scholarship will be awarded to such student based on the marks of the qualifying examination where in the student must satisfy the above two criteria.
4. In case of students who are already admitted, this scholarship will be applicable based on the Annual Performance of the student at the examination/s conducted during the academic year. For ex. If a student who is admitted to the FYJC class, the scholarship will be awarded to such student based on the marks of the examination/s conducted by the college at FYJC Class where the student must satisfy the two criteria 1 and 2 mentioned above. In case of courses which follow semester pattern, performance of student at both the semester end examination (odd and Even) will be considered. In case of courses under annual pattern, performance of the student at all the examinations conducted during the academic year concerned will be considered. If a student is admitted under criterion 3 and/or 4, the student must continue his education in the college concerned for the entire academic year. Students will be required to pay the fees as applicable if they wish to cancel their admission during the year and No refund will be given to such students (students who are admitted

under this scholarship scheme) who cancel their admission.

Should have at least 75% attendance in each of the two semesters in which the student was a regular student.

2. Number of scholarships to be given every year / quantum of scholarship to be given / continuation of the scholarship will be at the sole discretion of the management and their decision will be final and binding on all the students.
3. The decision of awarding the scholarship is valid only for the academic year and continuation of the scholarship for next/subsequent academic year will be based on the performance of the student and the decision of the management as specified in 7 above.

If the learner discontinues / cancels his/her admission during the year to which the admission and concession in fees was granted, the learner will have to pay the full fees as prescribed / charged for the course and the year concerned.

## Re-revised policy for attracting and retaining meritorius students: Applicable from AY 2020-2021 (for MSG DC & JC)

| Retaining Students of our institutions in SYJC, SY & TY DC | Scholarship in fees payable by the student | | | | |
|---|---|---|---|---|---|
| Attendance → Grades / PERCENTAGE ↓ | ≥ 90 | 80 - 89.99 | 75 - 79.99 | 60-74.99 | 50 - 59.99 |
| O / ≥ 90 | 100% | 80% | 75% | 60% | 50% |
| A+ / ≥ 80 | 80% | 70% | 60% | 25% | 10% |
| A / ≥ 75 | 60% | 50% | 25% | 10% | NIL |
| B+ / ≥ 70 | 50% | 25% | 10% | NIL | NIL |
| B / ≥ 60 | 25% | 10% | NIL | NIL | NIL |

| Attracting meritorious students from other colleges at entry point | Scholarship in fees payable by the student | | | |
|---|---|---|---|---|
| Grades / PERCENTAGE | Passed SSC / Xth. Seeking adm. to FYJC | Passed FYJC. Seeking adm. to SYJC | Passed HSC / XIIth. Seeking admission to FY DC | Passed SY DC. Seeking admission to TY DC |
| O / ≥ 90 | 100% | 75% | 80% | 50% |
| A+ / ≥ 80 | 80% | 60% | 70% | 25% |
| A / ≥ 75 | 60% | 50% | 50% | 10% |
| B+ / ≥ 70 | 25% | 0% | 25% | 0% |
| B / ≥ 60 | 0% | 0% | 0% | 0% |

Implication: "A" is student of FYBCom and has secured "O" grade and has attendance of 83%: Scholarship applicable will be 80% i.e. the fees payable by the student will be 20% of the total fees.

## Scholarship For Excellence In Sports:

The scheme introduced by Jesus Sir on July 15, 2015 to recognize and appreciate excellence in sports activities by the students in modified as under:

1. 100% Scholarship / Freeship to students for winning International Championship / Medal, participation in International Sports Event or winning a National Medal
2. 75% Scholarship in Fees for participation at National Level or for winning medal at State / Inter-University competitions.
3. 50% Scholarship in Fees for participation in State Level / Inter-University Competitions
4. 30% Scholarship in Fees for winning Zonal Level Competitions
5. 20% Scholarship in Fees for winning District Level Competition

The competition and the event in which the student participates must be duly recognized by Sports Authority of India or the State Government with due prior permission from the College Authority.

All the scholarships recommended above are applicable and awarded for the year in which the prize is won or participated and shall be applicable for that year only. Decision regarding the next year will be based on the performance of the student in the year concerned. All the recipients must continue to participate and perform in the respective sports activity for continued scholarship support and are required to sign an undertaking for the same.

Note: SoP and application form for Scholarship for meritorious students as well as for excellence in sports is already prepared and circulated.

# Infrastructure

## College Library

### Objectives of Library

- To acquire, update, maintain and provide a qualitative and quantitative collection of books, periodicals and other instructional material of electronic resources to support the academic programme and educational objectives of the college.
- To include in collection various fields of knowledge as well as of career and character building.
- To provide quality services to faculty and students for achieving their curricular as well as co-curricular goals, with the help of technology, but not as a substitute for personal service.
- To inculcate reading habit among students and to encourage collaborative efforts among library staff and students to maximum utilization of library resources.

Students can recommend any book to the Librarian at any time during the year. The recommended books will be purchased after getting approval from the respective Head of the Department and the Principal. Suggestion Box: Students can drop their recommendations for books and any other suggestions in this box kept near book showcases. The suggestion box opens on every Saturday at 2 p.m. The Library Committee consists of the staff members and students.

### Library Services

The students can approach the counter for any purpose like Current Reading, Home Issue, Reference or getting information related to any topic of interest.

### I - General services:

1. Computerized catalogue (OPAC) where one can locate for books according to author, title, publisher, accession number and classification number.
2. The following material is made available from the library counter

| | | |
|---|---|---|
| Books for current reading | Reading lists of interested books | Syllabus |
| Books for home issue for a week | Bibliographies on various topics | Competitive Exams related books |
| Question papers | CDs. | Books on careers |
| Reference sources such as dictionaries, encyclopaedia', year books | Journal articles Index | Newspaper clippings on various topics useful for student's assignments and projects |

3. Home lending of books- textbooks and other books are issued for one week.

4. Periodicals - Journals and magazines are displayed in the reading room. In case of any journal not found on display please ask at the counter. The periodicals are available for reading within the library. However, if any student wants any periodical for home issue, they should contact the person at the counter.

5. Daily newspapers are kept at the counter and available for reading to everybody.

6. Reference Service-This service is especially for projects and assignments.

7. Book-Bank - Textbooks are provided for use during one academic year. The books are required to be returned as soon as the exams get over. The application forms are made available from the library counter only during the prescribed dates on the notice put up at the beginning of every year.

8. Reading Room for self-study – facility after the library hours.

9. Internet access through UGC Network Resource Center and Wi-Fi. Anybody using these facilities is required to register themselves.

10. Services to ex-students and visitors.

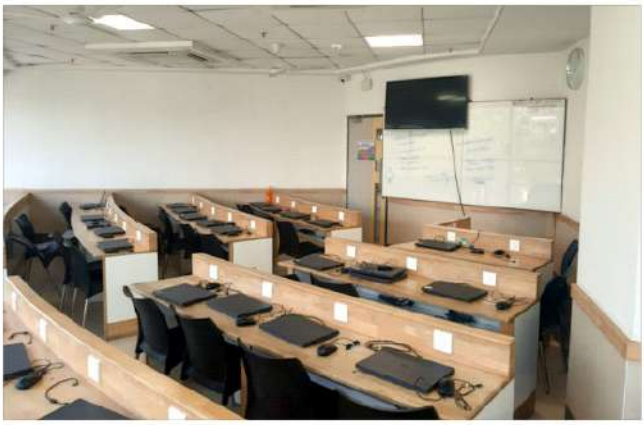
11. Use of e-mails to inform the students of the new arrivals in the library etc.

PROTOCOL / RULES FOR STUDENTS USING LIBRARY

- Talking loudly, discussing, loitering, eating, smoking, spitting, using mobile, shifting chairs, reserving chairs, scratching on furniture is strictly prohibited.
- All persons using the Library are subject to the discipline of the college.
- All those entering the library are requested to observe silence, behave in decent manner and maintain discipline
- Please take permission of the counter staff for entry inside the counter or Network Resource Center.
- For entry inside the counter the students are required to keep all their belongings aside and allowed to carry only their library card and identity card.
- Please handle the books carefully and do not mutilate them in any way while using.
- The books issued for home reading must be returned on the due date mentioned on date slip behind the book. If the same book is required again for the next week, student must renew it on the due date or is subjected to pay fine of Rs. 1/- per day per book or as per the then notice.
- In case of loss of a library book the Librarian should be contacted immediately. The lost book is supposed to be replaced immediately. The cost of the book will be recovered only if the book is not available in the market.
- Other material like syllabus copies, question papers, periodicals, CDs, books for current reading, etc. issued from the counter are expected to be returned on the same day, failing which a fine of Rs. 5/- per day will be levied.
- The reference books marked with "R" are for using within the library and not allowed to be taken out of the library for any purpose.

- All the students are required to strictly adhered to the above rules and cooperate with the library staff for smooth functioning of the library. The Librarian has authority to maintain order in the library and initiate action against any user who knowingly or persistently breaks any library regulation.

## Computer Laboratory



Two well-equipped computer laboratories with 30 computers enhance the learning process and enable the proper conduct of the University prescribed courses. Branded Personal Computers are installed in three Computer Labs, all networked to facilitate teaching in small batches, with adequate faculty attention.

All the computers in the Lab and the Office have a dedicated lease line for Internet connectivity, which can be used by students and staff.

These labs are ideal for computer-training needs including software releases, user-group meetings, and new application training. Our labs include student PCs and one projector PC. All our PCs run Microsoft Windows 8, including the Microsoft Office Suite, Internet Explorer, Mozilla Firefox, Adobe Acrobat Reader, and various media players. Our machines also feature Dual Boot systems with Linux, various software required for teaching / learning Process. Lab is equipped with wireless Internet access and a printer is in included in each room.

Some highlights and features of our computer labs include:

- 40 64 bits high quality LED monitors PCs in each Lab
- All latest licensed version soft wares like Visual Studio, Oracle, Java Net beans etc.
- Fluorescent and incandescent lighting with clearly marked controls
- Hard writing surfaces for easier note taking
- Whiteboard, flip chart and markers
- Comfortable, ergonomic seating
- High quality ACs for continuous cooling
- College has the separate IT helpdesk for all installation and maintenance work.

## Classrooms

The Centre offers 30 dedicated Lecture rooms that seat between forty to 70 students. Our lecture rooms are chosen by dozens of companies and organizations every year for small groups meetings, such as internal staff meetings and training, board meetings, client presentations, internal strategy discussions and other similar meetings, including break-out sessions for larger meetings.

Some highlights and features of our class rooms include:

- Air Conditioner/s for each room
- Inbuilt LCD Projector
- Whiteboard, flip chart and markers
- Natural lighting for a brighter and more inviting atmosphere
- Fluorescent and incandescent lighting with clearly marked controls
- Hard writing surfaces for easier note taking
- Comfortable, ergonomic seating
- Wi-Fi connection
- Podium
- Audio System

## Seminar Hall

# Admissions

## Procedure of Admissions:

The admission procedure is basically divided into two components AS GIVEN BELOW, viz.

(i) PRE-ADMISSION ONLINE REGISTRATION AT THE UNIVERSITY WEBSITE AND

(ii) ONLINE PRE-ADMISSION APPLICATION FORM AT THE COLLEGE WEBSITE (in two phases)

PRE ADMISSION ONLINE REGISTRATION AT UNIVERSITY WEBSITE *http://mum.digitaluniversity.ac*

1. Please install Microsoft Silverlight on your computer, if you are using Windows Operating System 7 or lower version. The software is also available for free download from the University website *http://mum.digitaluniversity.ac*

2. Please go through the prospectus of the college to know about the courses and/or subject combination(s) offered by the college, rules, regulations etc. before you fill the PRE-ADMISSION ONLINE REGISTRATION FORM.

3. One form can be used to apply for multiple courses i.e. more than one course and multiple colleges for every course i.e. the applicant can fill one form to opt for more than one course like B.Com., B.M.S., B.A.F. etc. in more than one college for every course.

4. Applicants are requested to keep the following ready before they start filling the forms

a. Photocopy of the mark-sheet of the SSC / Xth Std and HSC / XIIth Std. of its equivalent examinations

b. Scanned copy of the Photograph of max. 80 x 107 pixels size and max. file size of 10 KB

c. Scanned copy of the Signature of max. 80 x 35 pixels size and max. file size of 10 KB.

d. Photocopy of any other certificate/s as required.

e. Valid e-mail id and mobile phone number for receiving mails and SMS from the University of Mumbai regarding the status of the application form.

f. Internet Connection with Internet Explorer ver.7.0 or higher.

5. Now log on to the University of Mumbai website *http://mum.digitaluniversity.ac* . Click on the link "Pre Admission Online Registration" (available on the row below University of Mumbai on the home page).

6. The first screen seeks confirmation from the applicant that he has all the necessary documents ready. On confirmation, the applicant moves to the second screen. Click on "Proceed" button.

7. The next screen i.e. the third screen, is the registration page where the candidate is required to enter The applicants name as it appears in the mark sheet of HSC (or Its equivalent) examination, Gender, date of birth of the applicant and the Mobile Number and email-id on which the candidate wishes to receive communications from the University.

Click on "Register" after ensuring that the information provided is correct and true.

8. The student will get a login id and four digit alpha-numeric codes on submission of the form.

9. The student shall get a confirmation from M.K.C.L. on the mobile number and mail on the e-mail id provided by the student about the acceptance of the form.

10. The applicant will be required to verify his/her registration and then change the password.

11. The applicant will log to the website and start filling the form by uploading his photograph and signature and enters the personal details, contact details and educational qualifications.

12. The applicant is required to take a printout of the e-Suvidha Kit and enters the confirmation code in the system and select and upload the documents he/her wishes to upload based on the requirement.

13. The applicant selects the college/s and course/s offered by the college/s. Applicant can opt for more than one college and/or one or more than one courses offered by the colleges from amongst the colleges selected and after verification submits the form. Once the form is submitted the student will NOT be able to make any correction in the form.

14. Print the e-Suvidha ticket and note the Application Number generated and printed on the e-Suvidha ticket. The Application number will be generated only after printing the e-Suvidha ticket.

15. Enter the application number generated on the e-Suvidha ticket on your application form and complete the process.

16. The student is then required to take the hardcopy of the uploaded "Pre Admission Online Form" and submit the copy of the form to college/s, which is has opted for. The student is required to submit TWO COPIES of the "Submission Copy" to the college concerned. PLEASE NOTE THAT THE APPLICATION FORM WILL BE PRINTED SEPARATELY FOR EVERY COLLEGE AND FOR EVERY COURSE OPTED BY THE STUDENT FOR THE COLLEGE CONCERNED.

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

18. IN CASE OF ANY DIFFICULTIES WHILE APPLYING FOR "PRE ADMISSION ONLINE REGISTRATION" YOU ARE REQUEST TO CONTACT UNIVERSITY HELPLINE CALL CENTRE: +919326552525 (ONLY FOR STUDENTS) FROM 10.00 A.M. TO 6.00 P.M. ON WORKING DAYS.

## ONLINE ADMISSION PROCESS AT MSG-SGKM College of Arts, Science and Commerce

THE ONLINE ADMISSION PROCESS AT MSG-SGKM College of Arts, Science and Commerce

IS IN ADDITION TO THE PRE-ADMISSION REGISTRATION PROCESS OF UNIVERSITY OF MUMBAI IS IN TWO PHASES AS MENTIONED IN "A" ABOVE.

1. Applicants can fill the on-line form from his/her residence or cyber café or any other

location where computer, internet and printer facilities are available.

2. Applicants are required to fill separate form for each category under which he/she wishes to apply i.e. if a candidate belonging to Gujarati Speaking Linguistic Minority wishes to apply under Gujarati as well as Open Category, he/she will have to submit two separate application forms one for Gujarati Speaking Linguistic Minority Category and other for Open Category and will have to pay Rs. 100/-

3. Applicants are requested to keep the following ready before they start filling the forms:

a. Photocopy of the mark-sheet of the SSC & HSC of its equivalent examinations

b. b. Scanned copy of the Photograph of max.

c. 80 x 107 pixels size and max. file size of 10 kb

d. Scanned copy of the Signature of max. 80 x 35 pixels size and max. file size of 10 kb.

e. Photocopy of any other certificate/s as required.

f. Adobe Reader installed on your machine. If not, please download from the link provided.

g. Internet Connection.

h. Your browser may ask you to allow blocked Pop-Ups or to nm active contents. Please choose Allowed Blocked Contents/ Popup.

4. The procedure for on-line submission of PRE-ADMISSION APPLICATION FORM:

i. Click on the link "Online Pre-Admission Form" for admission to FYBMS – 2019 / FYBAF-2019 / FYBSCIT-2019 / FYBSCCS- 2019 (as the case may be)

ii. You will be directed to the portal mentioned above.

iii. Flow of the form filling process:

a. On execution of step ii (above), you will be taken to a separate portal to fill the form.

b. You will be required to register yourself by creating and entering the User id and password which will be used for future logins to the system. Select/Click the "Register Now" button. A new screen will be displayed where the applicant has to enter the user-id, his/her name, and password and reconfirm the pass word. Select/Click the "Register Now" button. Confirm the Registration. Log out of the system.

c. Log into the system again using the User-id and the Password that you have created in (b). This will launch the online application system form.

d. The applicant will be required to select the college, the course that he/she wants to apply for the academic year as 2019. Select/Click the "Apply" button. The screen will now display the admission form.

e. The admission form consists of 7 screens

1. INSTRUCTIONS: Please read the instructions very carefully before you proceed with filling the form online.

2. MARKS DETAILS: The applicant is required to select the name of the college, the course that he/she wishes to apply for and the marks obtained at the HSC or its equivalent examinations, Stream offered at HSC (Arts/ Science / Commerce etc.) Category applied under, MKCL registration

number (which is one of the mandatory data required), whether you have passed the HSC / Equivalent examination in ONE attempt etc. MARKS PLEASE ENTER THE MARKS OBTAINED IN ALL THE SUBJECTS OFFERED AT THE HSC / EQUIVALENT EXAMINATIONS WHILE ENTERING THE DATA IN THE "MARKS OBTAINED" COLUMN. The objective is to verify the eligibility criterion for admission to the course opted by the applicant. The applicant can proceed to the next screen "PERSONAL DETAILS" further if and only if he/she satisfies the eligibility criterion of the course applied. Also you can proceed to the next screen only if the data is entered for all the mandatory fields. The marks obtained by the candidate will be converted to out of 600 and will be used to prepare the merit list. Students who have passed the qualifying examination from the IB School are required to apply under the Diploma Category for admission to FYBMS Course.

3. PERSONAL DETAIL: Eligible candidates will enter their personal details like their full name, caste, blood group, Aadhar Card Number, date of birth, address for correspondence, mail id of the student (mandatory) etc. You will also be required to upload the scanned copy of the candidate's photograph, signature and any other document / certificate used for seeking admission which is a mandatory requirement.

4. EDUCATIONAL DETAIL: Information filled under "MARKS DETAILS" will be carried forward. Additional information related to the SSC / its equivalent examination must be entered.

5. PARENT/GUARDIAN DETAILS: Details of the parent / guardian of the applicants is to be entered. Father's / Mother's email-id is one of the mandatory fields.

6. PREVIEW: This screen will generate the DRAFT COPY of application form in PDF format. Candidate can verify the information filled and make the corrections in the online application form before the form is submitted. Please note that this is the Draft Copy of the application form for admission and not the final copy. The Draft Copy of the Application form is generated without the application number.

7. SUBMIT: After verifying that the information filled in steps (a) to (e) is correct in step (i), the candidate must now click the "Submit" button to submit the form. Please note that no correction can be made in the form after submission. Also, an APPLICATION NUMBER is generated on submission of the form. If the application no. is not generated then it implies that the security instructions are not followed properly and in such cases the applicant must repeat the steps (i) to (xiii) stated above. Save the form and take the hard copy i.e. the printout of the form.

iv. Please note that once the application number is generated, payment of Rs. 100/- (and in case if payment is made online additional convenience fee of Rs. 1.50 i.e. total Rs. 101.50) towards the application form is to be made. The payment can be made in two ways viz. by using the payment gateway provided on the website or through physical payment of the application fees at the college. FURTHER NOTE THAT SUBMITTING THE HARD COPY OF THE APPLICATION FORM ALONG WITH THE DOCUMENTS IS MANDATORY IRRESPECTIVE OF THE

MODE OF PAYMENT OF THE APPLICATION FEES. The fees can be paid at the college along with the submission of the hard copy of the form.

v. If payment of Rs.101.50 is made and confirmed through the payment gateway, the applicant will receive an email confirming the payment. The applicant must submit the hardcopy of this mail along with the hardcopy of the application form along with the photocopy of the necessary documents to the college authorities.

vi. The candidate can fill and submit the application form for the same course in different colleges under UE / Different Courses in the same college / different courses in different colleges under UE. After following steps iii (a) to iii (e), separate application number will be generated for every application submitted. Applicant is not required to fill all the data again for submitting the forms for different / same course in same / different college under UE.

vii. IRRESPECTIVE OF THE MODE OF PAYMENT OF THE APPLICATION FEE, the applicant will have to submit the hardcopy of the application form (Phase 1) submitted online along with the necessary documents to the college within the prescribed time schedule and the applicant will be given an acknowledgement. If the name of the applicant appears on the merit list, the original copy of this acknowledgement along with all the necessary documents, hard copy of the phase 2 form and fees must be provided at the time of confirming the admission.

viii. APPLICANTS ARE REQUIRED TO NOTE THAT ONLY THOSE NAMES WHERE APPLICATION NUMBER IS GENERATED & ACKNOWLEDGEMENT OF RECEIPT OF HARDCOPY OF THE UPLOADED ONLINE ADMISSION FORM (PHASE I ) is issued WILL BE CONSIDERED FOR generation of Merit List and Admission.

ix. Documents required while submitting the application form (PHOTO copy only) :

- Hardcopy of the Pre Admission Online Registration form.
- One passport size photograph
- H.S.C. Marksheet and H.S.C. Leaving Certificate
- In case of downloaded mark sheet (when the mark sheet is delayed by the board )it need to be attested by the school authorities concerned
- S.S.C. Marksheet
- Any other certificate(s) as applicable.
- PROVISIONAL STATEMENT OF ELIGIBILITY in case if the student has passed his HSC/Equivalent examination from OTHER THAN Maharashtra Board (or the photocopy of the receipt of payment made for application of Provisional Statement of Eligibility), if available.

x. Hard Copy of the filled in forms i.e. the Pre-admission Online Registration Form (filled and downloaded from the university website http://mum.digitaluniversity.ac) and Online Pre-Admission Form of Phase 1 (filled and downloaded from the college website http://ghatkopar.universalcollege.edu.in) along with the documents specified in IX ABOVE will be accepted as per the schedule given below.

# Fees

1. The fees are to be paid by Cheque/DD only. Cheques/DDs to be drawn in the name of the college.

2. Fees for the entire year can be paid together at the time of admission.

3. At the time of admission, the first instalment is payable by DD along with post-dated cheques for the remaining instalments of the year.

4. The fees are payable in instalments as prescribed by the institute only on or before the scheduled dates. The payment of fees by instalment is intended merely to facilitate the parents / guardians and should not in any manner be construed as a right. The institute reserves its right to discontinue and/or reduce payment by instalments at its discretion.

5. Fees once paid are non-transferable / non-adjustable / non-refundable under any circumstances and are subject to the exceptions as set out in the refund policy.

6. Exit documents will be issued only after full and complete settlement of outstanding dues.

7. Any statutory taxes, if made applicable and/or if increased and/or for any facility provided by the institute , shall have to be borne and shall have to be paid by parents / guardians from time to time.

8. In case of any cheque towards payment of fees being dishonoured, the institute reserves its right to de-enrol the student at its discretion and levy any other penalty as it may deem fit.

9. The institute reserves its right to disallow a student from participating in any of its activities whose fees remain unpaid in full or in part.

10. The institute reserves its right to not to issue reports, certificates or recommendations to future institutions whose fees remain unpaid in full or in part.

11. The institute reserves the right to increase / revise / amend the fee structure.

| Programme | First Year | Second Year | Third Year |
|---|---|---|---|
| Bachelor of Management Studies | 28,215 | 30,780 | 32,350 |
| B. Com in Accounting & Finance | 28,215 | 30,780 | 32,350 |
| Bachelor of Science (Information Technology) | 31,730 | 34,730 | 36,500 |
| Bachelor of Science (Computer Science) | 31,730 | 34,730 | 36,500 |

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

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

## Table – 1: Fees Deduction on cancellation of admission

| | (i) | (ii) | (iii) | (iv) | (v) | (vi) |
|---|---|---|---|---|---|---|
| Period | Prior to Commencement of academic term and instruction of the course | Up to 20 days after commencement of the academic term of the course | From 21st day up to 50 days After Commencement of the academic term of the Course | From 51st day up to 80 days after the commencement of academic term of the course or August 31st whichever is earlier | From September 1st to September 30th | After September 30th |
| Deduction | Rs. 500/- Lump Sum | 20% of the total amount of fees. | 30% of the total amount of fees. | 50% of the total amount of fees. | 60% of the total amount of fees. | 100% of the total amount of fees. |

ii) The fee charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor fund, University fee for sports and cultural activities, E-charge, disaster management fund, exam. Fee and Enrolment fee) are non-refundable if payment is made by the college prior to the date of cancellation.

iii) Fee collected for identity card and library card, admission form and prospectus, enrolment and any other course specific fee are not refundable after the commencement of the academic term.

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

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

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

Further that 0.2859-A & 0.2859-B have been repealed and the amended 0.2859 relating to the refund of Tuition Fees, Development and all other fees after cancellation of admission for the Under Graduate Courses has been brought into force with effect from the academic year 2008-2009.

### REFUND OF COLLEGE DEPOSIT

Application for the refund of college deposit must be made within one year of the applicant ceasing to be a student of the College, failing which the deposit amount will be forfeited. The college now ensures that the deposits are refunded to the students through the RTGS system and hence it is necessary that the students have a bank account so that the deposit amount can be transferred directly to their accounts without delay.

### ISSUANCE OF DUPLICATE FEE RECEIPTS

A student requiring duplicate fee receipt shall have to fill a form available at the information counter of the college and pay Rs. 100.

# Other Facilities

Documents issued by the College

## Identity Card

Identity Card, which is one of the most important documents of the student, will be issued on the day of confirming the admissions. Every student is required to ensure that they wear the identity card on person whenever and wherever they are present in the college premises. The Identity card must be carefully preserved and take good care of the identity card. Students are required to present the identity card on demand in the College, in the Library, at any college event and while travelling on local trains. The loss of Identity Card should be immediately reported to the College Office in writing, with a statement of the circumstances in which it was lost. The office will issue a Duplicate Identity Card against payment of Rs.100/-.

At the University Examination, all candidates are required to produce, at the examination centres, their identity cards bearing their photographs attested by the Principal along with their Hall Tickets.

## Railway Concession

Students can avail concessional fares for rail travel by local trains between the stations nearest to the place of their residence (i.e. As per the address mention in the Identity Card) in Mumbai and the College (Ghatkopar Station). Students are requested to enter their local and permanent addresses correctly in the Admission Forms to facilitate issue of Railway concession orders.

The place of permanent residence, in the application for admission, means the place where the student and/or his parents normally reside. This address will not be allowed to be changed during the academic year.

Students can also avail, during vacation period (Only Diwali & Christmas Vacation), concessional fares by rail for journeys between their place of permanent residence and Mumbai during vacation.

**Necessary documents to be submitted while availing the concession:**

- Students Identity Card
- Original Fee Receipts
- Charges Re. 1/-

## Transcripts

Students desirous of pursuing further studies abroad should apply for transcripts to the college office well in advance. After verification of marksheets, the college will handover the transcripts in ten to fifteen days' time. Charges for issuing the transcripts are Rs.1000/-for 5 sets of copies. Every additional copy will be charged at rate of Rs. 50 per copy.

Necessary documents required:

- Students hand written application for availing the Transcript Form
- Transcript Form provided by college to be filled and submit at the Information Counter
- Attested copy of Marksheets (5 or 3 years i.e. from JC to TY or from FY to TY)

The application form for the same is appended as Annexure K.

## Bonafide Certificate

Students with a genuine reason can apply for a Bonafide Certificate to the college. Students may contact the Information Counter to apply for a Bonafide Certificate. Charge for issuing the Bonafide Certificate is Rs.20/-. Students can collect the certificate in two working days from **Information Counter**.

With application student's Identity Card photo copy is required and if any Ex Students is applying for Bonafide Certificate then they have to submit photo copies of marksheets of all the years to **Information Counter**.

## Transfer Certificate

(1) In a transfer case, no student will at any time be admitted to this College unless he/she produces a Transference Certificate from the College he/she leaves.

(2) College is entitled to charge a fee of Rs.100/-for issuing the certificate.

(3) As a result of a student leaving one College to join another, it will be necessary for him/her to count the attendance kept by him/her in more than one College to enable him/her to make up the necessary percentage of attendance. A Transference Certificate shall not be granted except for reasons, which appear to be sufficient and except with the written permission of the Principal of the College that the student wants to leave and the Principal of the College, which he/she intends to join.

(4) Students need to get the letter from authorized department for availing the Transfer Certificate from their current college/institute along with previous year's pass out marksheet photo copy.

## Transfer / Migration

Students seeking transfer from one college to another during the academic year are required to submit a NOC from the parent college and subsequently Transference Certificate and the Marks Certificate showing marks obtained at the First Term Examination conducted by the earlier College.

In the event of a student getting transferred from one College to another within the University of Mumbai, the marks secured by the candidate at the end of the first term examination in the original College, shall be binding on the candidate and on the College to which the candidate is transferred. Further a student migrating from another University to this University for joining the Second Year Course need not be required to appear and pass the First Year Examination of this University if eligibility is granted by the Mumbai University to the class of admission.

# Examination Scheme

## The Scheme of Examination

University of Mumbai has implemented the Choice Based Credit and Grading System since 2010-2011. The Scheme has seen many changes since its inception. The Choice Based Credit System as applicable 2018-2019 is as given below.

Before we proceed to explain the examination scheme, a Learner (student) must understand the terminologies used:

## Program

A **Program** is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. Traditionally, **B.A., B.Sc. and B.Com. are referred to as Degrees and will now be referred to as PROGRAMS.**

## Course

The term "**COURSE**" under the Credit System corresponds to the word '**SUBJECT**' used currently. For instance, subjects like **Accountancy & Financial Management, Business Economics, Foundation Course, Commerce, etc. included under the B. Com program would now be called 'Courses'.**

## Module and Unit

A course which is generally an independent entity having its own separate identity, is also often referred to as a 'Module'. A module may be studied in conjunction with other learning modules or studied independently. A topic within a course is treated as a Unit.

## Credit Point

**Credit Point** refers to the **'Workload' of a learner**. It is an index of the number of learning hours deemed for learning of a certain segment. These learning hours broadly classified into hours spent on attending actual lectures / tutorials / laboratory work /seminar etc. and notional hours spent on reading, reflecting, discussing, attending counselling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc.

**1 credit point corresponds to 30 to 40 learning hours.** A single course may be assigned between 2 to 8 credit points taking into consideration no. of hours it would take for a learner to complete a single course successfully. **The learner is said to have earned the credits on successful completion of the course including the evaluation.**

## Semester System

The program (Degree Course) of three years duration is divided into six terms of approx. 6 month duration called semester. Every semester will have number of courses (subjects/papers) that a learner will have to offer. Each course subject will be assigned certain number of credits. Learner will be assessed continuously during the semester and evaluated at the end of the semester. The results will be declared at the end of every semester. Credits will be earned by the learner on successful completion of the course.

## Choice Base

Choice Base implies that the learner has the choice to select the subjects that he/she would like to learn within the prescribed time period and the program parameters. Say for example a learner who wants to major in Accountancy wishes to study History may be permitted to do so under the Choice Based System.

**Traditional Courses like B.A., B.Com. and B.Sc.**

1. All papers other than Foundation Course I and Foundation Course II shall be evaluated for 100 marks and for 3 hours duration.

2. In case of Foundation Course Paper I at First Year and Foundation Course Paper II at Second Year, the evaluation will be as given below:

- Semester end theory examination of 75 marks and 2½ hours duration
- Internal Assessment: Project which will be evaluated for 25 marks

**For Self-Financing Courses: (for all courses)**

Performance of the student for every course in Self-Financing Courses will be evaluated on two components:

- Semester End theory Examination of 75 marks and 2½ hours duration
- Internal Assessment: Class Test / Project for 25 marks

## Passing Standard

For courses where the evaluation is of 100 marks based on the semester end examination only, the learner will be required to obtain 40% marks, i.e. 40/100 in the

In case of courses where the performance of the learner is evaluated on the basis of Internal Assessment and Semester End Examination, the learner to pass a course will have to obtain minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination, i.e. the learner 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 in each project, wherever applicable, to pass a particular semester.

A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

## Performance Grading

Under the CBCS, the learner will be issued a grade sheet. The marks obtained by the student will be converted into grades and based on the credits allotted to the course and the grade obtained by the student, the overall grade will be calculated and grade sheet will be issued to the learner. The 10 point grading system, as applicable is given below:

| Grade | Marks | Grade Points | Performance |
|---|---|---|---|
| O | 80 & above | 10 | Outstanding |
| A+ | 70 - 79.99 | 9 | Excellent |
| A | 60 - 69.99 | 8 | Very Good |
| B+ | 55 - 59.99 | 7 | Good |
| B | 50 - 54.99 | 6 | Above Average |
| C | 45 - 49.99 | 5 | Average |
| D | 40 - 44.99 | 4 | Pass |
| F | Less than 40 | 0 | Fail |

## R: 8437 Carry Forwards of Marks In Case Of A Learner Who Fails In The Internal Assessment And/or Semester End Assessment In One Or More Subjects:

1) A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However, his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

2) A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the course shall reappear for the Internal Examination of that course. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

**A) For Courses without practical**

In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of 25 marks which will be divided into 13 marks for the documentation of the project, 06 marks for the presentation and 06 marks for the viva and the interaction.

**B) For Courses with practical**

In case of a learner who is reappearing for the Internal Examination for subjects with Practical/fieldwork, the examinations will consist of practical examination of 25 marks which will be divided into 13 marks for the laboratory work, 06 marks for the Viva Examination and 06 marks for the Journal.

## R. 8439 ADDITIONAL EXAMINATION: INTERNAL ASSESSMENT: Eligibility norms to appear for the additional class test for learners who remained absent:

a. The learner must apply to the Head of the Institution giving the reason(s) for absence within 8 days of the conduct of the examination along with the necessary documents and testimonials.

b. If the learner is absent for participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities / sports activities /research festival or any other activdities authenticated by the head of the institution, the head of the Institution shall generally grant permission to the learner to appear for the additional class test or assignment.

c. The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to the learner to appear for the additional examination. The application form is appended as Annexure C.

## ALLOWED TO KEEP TERMS (ATKT) (for Courses like BCom., BMS, BAF, BBI and BMM):

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

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

OR

A learner fails in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I & Semester II.

c. A learner shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III.

d. A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV.

OR

A learner shall pass Semester I and Semester II and fails in not more than FOUR courses of Semester III and Semester IV taken together with not more than TWO courses at each of Semester III & Semester IV.

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

f. The learner can appear for the semester VI examination subject to d & e above but the result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

## Eligibility for admission to Semester V (Third year) of UG programs in Faculty of Science is amended as follows,

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

ii. A learner shall be allowed to keep term for Semester III, if he/she passes each of Semester I and Semester II.

OR

A learner who fails in not more than 3 courses in each of Semester I and Semester II (for all Science courses, carrying total 900 or more marks).

A learner who fails in not more than 3 courses with not more than 200 marks, in each of Semester I and Semester II (for all Science courses carrying less than total 900 marks).

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

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

OR

a. Learner shall have passed Semester I and Semester II in full and secured ATKT in Second Year by failing in

For programs with 900 and above marks in not more than Three Courses in each of Semester III and IV

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

OR

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

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

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

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

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

## Class test for Internal Assessment for courses without practical: (for Commerce Faculty):

A learner who remains absent for the class test will be allowed to appear for the additional class test.

## Class test or assignment for Internal Assessment for Courses with practical:

A learner who is absent for the Semester End Practical Examination will be awarded marks for the Journal (out of 5 marks) & Viva-Voce (out of 5 marks) component of the Semester End Examination. Thus he will be evaluated for 10 marks instead of 20 marks and will lose the 10 marks for the Laboratory work. However, his marks for the Semester End Practical Examination will be taken as out of 20 (without conversion i.e. if the learner gets 4/5 marks in for Journal & Viva Voce, his/her marks for the Semester End Practical Examination will be taken as 8/10) and internal assessment will be calculated as out of 25 marks and not 15 marks.

## When the Additional Class Test be Conducted?

The Additional Class Test (or viva examination) must be conducted 15 days prior to the commencement of the Semester End Examination after following the necessary procedure and completing the formalities.

**When the Learner Student remains absent/fails in the main Semester end examination.**

## Semester End Examinations: Eligibility To Appear For Additional Semester End Examination:

A learner who does not appear i.e. remains absent in some or all the courses on medical grounds or for representing the College / University in sports, cultural activities, activities of NSS, NCC or sports training camps conducted by recognized bodies / competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institute.

The learner who remains absent with the prior permission of the Principal of the College/Head of the Institution may be permitted to appear for the Additional Semester End Examination.

The additional Semester End Examination shall be of 2 ½ hour duration and of 75 marks per course. The learner shall appear for the Semester End Examination of the course for which he/she was absent or has failed. Learners who are punished under O.5050 shall not be eligible to appear for this additional examination.

Also, a learner appearing for the repeat examination as ex-student may be permitted to appear for the additional Internal Assessment and Additional Semester End Examination conducted for the failed or the absent learner even if the learner does not register/appear at the regular examination conducted for such repeaters. Say for ex. A regular learner of FYBMS program of 2011-2012 under the SBCGS has failed in two courses after

appearing for the regular and additional examination held in academic year 2011-2012 is now eligible to appear for the examination of the failed courses at the regular examination conducted along with the regular student of FYB M S for the academic year 2012-2013. For some reason, this learner does not register for this regular examination. As he has not registered for the regular examination, the learner is not eligible to appear for the additional examination. Thus, losing a chance to appear for the examination and thereby losing a year and hence to prevent the loss of academic year of such a student the student may be permitted to appear for the additional examination without registering for the regular examination.

It is not the right of the learner, who has failed or has remained absent, to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution / Department / Principal of the College.

## Mode of Conduct of Semester End Additional Examination

a) There will be one additional examination for Semester I, II, III and IV only for those who have failed or remained absent.

b) The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities subject to the reasons to the satisfaction of the head of the institution.

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

## Project Evaluation (if Applicable)

1. A learner who PASSES IN ALL THE COURSES BUT DOES NOT secures minimum grade of E in project as applicable has to resubmit a fresh project till he/she secures a minimum of grade E.

2. The credits and grade points secured by him/her in the other courses will be carried forward and he/she shall be entitled for grade obtained by them on passing of all the courses.

3. The evaluation of project and viva/voce examination shall be done by marks only and then it will be converted into grade in the seven point scale and award the same to the learner.

4. A learner shall have to obtain minimum of grade E (or its equivalent marks) in project evaluation and viva-voce taken together to obtain 40% marks in project work.

| Faculty | Sem I | Sem II | Sem III | Sem IV | Sem V | Sem VI | Total Credits |
|---|---|---|---|---|---|---|---|
| Science (for all courses) | 20 | 20 | 20 | 20 | 20 | 20 | 120 |
| Bachelor of Management Studies (BMS) | 20 | 20 | 20 | 20 | 20 | 20 | 120 |
| Bachelor of Commerce (Accounting & Finance) (BAF) | 20 | 20 | 20 | 20 | 20 | 20 | 120 |

## Award of Statutory Grace Marks

### O.5043A GRACE MARKS FOR GETTING HIGHER CLASS (@)

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

Provided that benefits of abovementioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed, in the examination concerned.

Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed.

### O.5044A GRACE MARKS FOR GETTING DISTINCTION IN THE SUBJECT ONLY (@)

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

Provided that benefit of the abovementioned grace marks shall be given to the candidate only for such examination/s for which provision for distinction in a subject has been prescribed.

### O.5045A CONDONATION (*)

If a candidate fails in only one head of passing having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that head of passing in which he/she is failing, whichever is less. However, condonation whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

Award of 10 grace marks to students under O.229 for participation in Co-curricular and Extra-Curricular activities conducted by the College and University: (For exact details refer circular no. UG/112 of 2015 dated October 27, 2015

Students participating in co-curricular and extra-curricular activities like N.C.C., N.S.S., Sports and Cultural Activities etc. and win laurels for self and college and university are awarded grace marks under ordinance 229. Given below is the brief description about the criterion for eligibility of the grace marks under O.229. Learners

- enrolled as members of the **N.C.C.** and have satisfactorily completed the N.C.C. training progamme during the academic year.
- enrolled as members of the **Home Guards** and have satisfactorily completed Home Guard training progamme during the academic year.

- participated in the **N.S.S.** programme and have satisfactorily completed 120 hours of social service comprising time spent in at least 2 types of projects as certified by the Principal.
- participated in any programme of the **Department of Adult and Continuing Education and Extension** and have satisfactorily completed at least 120 hours of work in the programme as certified by the Principal.
- participated in the **Work-experience project** of the Department for 240 hours as certified by the Principal.
- reached at Quarter final stage at inter-collegiate **sports competitions** or have secured one of the eight places in order of merit in individual sport event conducted by the University or have represented the University in sports events either at the inter-state, zonal national, or at the international level and have produced the necessary certificate secured first three positions in **cultural group events** or have secured one of the first three places in individual cultural events or whose performances have been adjudged best at the inter-collegiate cultural competition organised by the University.
- been members of the **Students' Councils** constituted under Section 40 (2) (a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 1994 and have actively participated in various schemes, programmes and attended functions of the University during the academic year.

**The benefit of 10 grace marks to candidates would be available only in any one of the activities mentioned above, at their option subject to their fulfilling the following conditions:**

1. That in case of failure in one or more heads of passing an examination, the benefit of grace marks shall be granted to the extent of 5% of the maximum marks allotted to the subject.
2. That the grace marks will be granted for the purpose of claiming exemptions in a subject/s, provided it shall not exceed 5% of the maximum marks allotted to the subject.
3. That the maximum of 10 grace marks shall be granted for the purpose of enabling a candidate for the award of class and / or distinction, in the examination.
4. That the maximum 10 grace marks will be added to the Choice Based Credit System (CBCS)

## Provision For Special Students / Differently Abled Students:

Vide Circular no. Exam / Result / 1851 of 2017 dated 27 March 2017 University of Mumbai and the Government of Maharashtra vide G.R. no. Sankirna-2016 / Pra.Kra. 302 / Vi. Shi.-3 dated March 4, 2017 have specified 21 categories of special needs who are eligible for various concessions like a writer / extra time / additional grace marks / text to speech converters etc. are prescribed.

Students / parents with any one / more special needs are requested to contact college office, preferably during admission process, to obtain details about the facilities available to them for examinations and other academic activities. Parents of such students / students will be required to submit the relevant documents issued by the Government / BMC Hospitals / other authorised agencies as specified in the

above mention circular and G.R. The 21 categories are as under:

1. Blindness
2. Low Vision / Partial Blind
3. Leprosy Cured Person
4. Hearing Impairment : Deft and hard of Learning
5. Locomotor Disability including Orthopaedic Disability
6. Dwarfism
7. Intellectual Disability / Slow Learners / Mentally Challenged
8. Mental Illness
9. Autism Spectrum Disorder
10. Cerebral Palsy
11. Muscular Dystrophy
12. Chronic Neurological Condition
13. Specific Learning Disability
14. Multiple Sclerosis
15. Speech and Learning Disability
16. Thalassemia / Cancer
17. Haemophilia
18. Sickle Cell Disease
19. Multiple Disabilities
20. Acid Attack Victim
21. Parkinson's Disease

Details of the concession/s available can be obtained from the college office.

## Photo Copy, Verification & Revaluation Of The Assessed Answer Book/s:

The University of Mumbai by the directives by Hon. Vice Chancellor vide **VCD/ 1 of 2016** "Rules & Procedure for providing the Photocopies of assessed Answer-book(s) to the examinee & Process of Revaluation of the Answer-Book(s)" dated July 1, 2017 also known as "Rules & Procedure for providing the Photocopies of assessed Answer-book(s) to the examinee & Process of Revaluation of the Answer-Book(s).". These directions shall come into force with immediate effect, i.e. from the examinations to be held in the First Half of the Year 2016. **Relevant extract of the VCD are:**

**PART-I General Rules**

1. Applying for Photocopy of answer book and applying for Revaluation will be two independent processes.
2. Applying for the Photocopy of the answer book or having Photocopy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.
3. **The Examinee can independently apply for Revaluation or photocopy or both simultaneously, if he desires so.**
4. The Examinee who desires to apply for revaluation are requested to note that, his / her original marks will became **null & void** as soon as he submits his application for the revaluation.
5. The Examinee shall check the University website, time to time for the various details regarding his / her result status / information / list etc., as the entire process of photocopy of revaluation is carried out through online system. It is the responsibility of the

Examinee to verify the online detail. No complaint will be entertained in this respect after due date is over.

However, the University may adopt any other procedure for acceptance of the application / fees, which will be circulated for the information of examinees.

However, the University may adopt any other procedure for acceptance of the application / fees, which will be circulated for the information of examinees.

**PART-II**

**Rules & Procedure for providing the Photocopy(ies) of assessed answer-book(s)**

1. The facility of obtaining Photocopy(ies) of assessed and / or moderated answer book(s) by the examinee is extended with a view to bring transparency in the examinations system and ensure its credibility.

2. Under these rules applying for the Photocopy(ies) of answer-books shall be permitted in respect of: For theory papers of all the examinations conducted by the University in the current session.

3. The Examinee(s) shall apply for the photocopy to the Principal of the College to which the candidate has registered for the said course in the prescribed format along with the non-refundable fee prescribed for the purpose by Controller of Examinations, as per the procedure & the manner decided by the University, time-to-time. The examinee belonging to the reserved categories shall be granted 50% concession in the Fees.

4. The Principal of the College shall process the applications of the Semester End Theory Examination as per the procedure laid down.

5. The Principal shall accept the prescribed application form for obtaining Photocopy(ies) of answer book(s) of the examinations conducted by University **within Ten(10) working days** from the date of the declaration of result of the examination. He shall forward these applications to the University within **next three days, if required. No application after the due date will be entertained on any ground whatsoever.**

6. Incomplete application forms, applications with false Information, unsigned applications shall be rejected without assigning any reason whatsoever and the fees paid along with the application form neither shall be refunded nor will any representation be entertained in such cases.

7. The college shall endeavour to supply Photocopy(ies) of answer books as far as possible within Eight (08) working days from the date of receipt of application(s) to the University.

8. On receipt of Photocopy(ies) the applicant examinee shall be the sole custodian of it and under any

   circumstances the examinee shall not part with the custody / possession of the same and also shall not use the same for any other purpose(s).

9. The Photocopy(ies) so obtained by the examinee shall be for his / her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answer there-in.

10. If the examinee is found guilty of indulging in any act / attempt he / she shall be liable to be tried before the Unfair Means Inquiry

Committee of the University and the decision taken by the authorities based on the recommendation of the said committee shall be final.

11. If his / her indulgence / commission in unfair act / attempt are proved, the examinee shall be liable for the punishment ranging from:

i. Cancellation of his / her marks in the said subject either original or after revaluation,

ii. Cancellation of his / her result in full of the said examination,

iii. Annulment of examination(s) maximum up to 5 exams.

12. On receipt of the photocopy, if the discrepancy of following nature is noticed by the examinee, he should apply to the college / University **within seven(07) working days** to the Principal / Controller of Examinations along with the **fees of Rs.l00** as Grievance Redressal fee.

i. Mistake in totalling

ii. Non assessment of question / sub-question

iii. Improper photocopy

13. After due verification, the Principal / Controller of Examinations shall make necessary rectification in the marks allotted to the said subject and consequently in the result of the candidate without charging any further fee for such rectification & also declare the results.

14. The examinee is free to apply for Photocopy(ies) of answer books of as many subjects as he / she desires.

**PART-III**

**Rules and Procedure for the Revaluation of the Answer-book(s)**

1. If the examinee is not satisfied with the marks awarded, he / she may apply for revaluation to the University / Institutions / College in the prescribed form within the prescribed period and in the manner prescribed here-in-after.

2. The revaluation facility shall be for theory papers of all the examinations conducted by the colleges on behalf of the University / University for the respective current session and the applications received within prescribed time limit.

3. All Examinees can apply for the revaluation of the answer book(s) with whatever marks he / she secured and even the Zero Marks.

4. The Examinee can apply for the revaluation of the his / her answer book(s) of the as many subjects as he / she desires.

5. The Examinee shall apply for Revaluation in the prescribed form along-with prescribed fee and in the manner & procedure decided by the University.

6. The candidates belonging to the reserved categories shall be given 50% concession in the fees, provided the Principal of the concern college certify the same.

7. For the examinations conducted by the college / University, the prescribed application from for revaluation of answer book should be submitted to the college, **within Ten (10) working days** from the date of the declaration of the result of the respective examination. **No documents are to be attached with application.**

8. Examinee has to endorse all details I marks correctly in the application form. Any false information, if observed at any time, the application will be summarily rejected. No refund will be entertained in such cases.

9. The examinee shall submit the application and remit the prescribed fees in the manner & procedure decided by University. The Principal of the concerned College shall verify the application data, especially the reserved category cases, certify & forward the applications of the examinations conducted by the University **within next five days**, to the University. The applications of the examinations conducted by the respective college I Department I Institution shall process the applications as per the manner and process defined by the University.

10. The applications for revaluation received after the last date shall not be accepted by the University under any circumstances, whatsoever.

11. Effect shall be given to the change in original marks on revaluation, as under:-

i. The marks obtained after revaluation shall be accepted, if the marks **awarded** to a paper as a result of revaluation, increase or decrease in revaluation by ten percent (10%) or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored / rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks.

Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the University, if the candidate gets benefit of passing the subject / examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant Ordinances or as resolved by the examiners in the said subject.

ii. Notwithstanding what is contained in clause 39(I) where the difference between the marks originally obtained by the candidate in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty five percent (25%) of the maximum marks assigned to that paper.

iii. However, if the difference between the marks originally obtained by the candidate in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty five percent (25%) of the maximum marks assigned to that paper, a second revaluation of the said answer book(s) be done by a third examiner from the panel of examiners for the said subject. In such an event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject. An answer book shall also be sent for second revaluation to another examiner (third examiner) if on the first revaluation, a candidate's marks are decreased below the passing marks and in the such event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject.

iv. The revised marks obtained by a candidate after revaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result will be communicated to the student(s) through notice board or website.

**THE PHOTOCOPY/COPIES OF THE REVALUATED ANSWER-BOOK/S SHALL NOT BE PROVIDED TO THE EXAMINEES**

## When The Student Be Admitted In The Next Higher Class?

1. Pending the process of revaluation, and subject to the availability of the seats in the college, the student may be admitted to the next higher class to which he could have been admitted if, he / she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norms:-

I. The student may be admitted to the next higher class to which he could have been admitted if, he / she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty his / her education, if he / she had originally obtained required passing marks in the papers in which he / she had applied for revaluation,

ii. The college shall be entitled to charge fees of Rs.500/ - at the time of granting admission to such students to the next class before declaration of the result of the revaluation,

iii. Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him / her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded.

2. In case if the student is declared pass in the requisite number of the subjects on revaluation which would entitle him / her to take admission in the next class as per the Ordinances / regulations, the provisional admission will be regularized in the college.

3. In case of the reserved category student or other students who are entitled to get the fee concession, on appropriating the amount equal to the amount of fees which the College can collect from the student and the balance amount shall be refunded to the student at the time of confirmation and continuation of his / her admission. In case of other students, the said amount shall be deducted from the total fees which the College or the institution is entitled to collect from the student as per the rules applicable.

4. Pending the declaration of the result of the revaluation, the students who have taken admission to next higher class, as mentioned above, shall be allowed to appear at the examination of the next class however, their results of the next examinations shall not be declared if they could not pass the requisite number of the subjects on revaluation which would entitled them to take admission in the next class; and in case the students does not succeed in passing in such requisite number of subjects, their admission to the examinations of the next class, their performance and the results of the same shall be treated as null and void.

The details of the procedure can be obtained from the examination department of the college.

## Use of Unfair Means by the Students During the Examination

### PROCEDURE FOR INVESTIGATION IN CASE OF MALPRACTICES

1. A student who is caught talking in the class room during the examination, possession of any electronic equipment/s / mobile / smart watch or is found resorting to any of the acts listed below will be treated as case of use of unfair means.

2. The Junior Supervisor / Block Super-visor shall prepare a report about the use of unfair means resorted by the student and the student will also prepare and submit his / her statement in the format prescribed. The JS / BS shall take away the original answerbook of the student and shall issue the new answer book to the student.

3. The Senior Supervisor shall be informed of the above matter and at the end of the examination, the BS / JS shall collect the Original answer book and the new answerbook issued to the student and submit the same separately to the Senior Supervisor. The Senior Supervisor shall forward the answerbooks, his report along with the report of the JS and Statement of the Student along with the copy of the question paper in a separate sealed envelope to the Chief Conductor who shall hand over the envelope to the Chairperson of the Unfair Means Inquiry Committee with due acknow-ledgement.

4. The candidate may be served a show cause notice and made aware of the charges/ allegations reported against him to prepare his/her defence at the time of his/her appearance before the Unfair Means Inquiry Committee and informing him/her thereby, of the proposed action to be taken in his/her case with a request to reply to the show cause notice as to why the action proposed under it should not be taken against him/her.

5. The student may submit his/her defence in writing to the committee before or during the meeting. The reply received by the Committee from the candidate when he/she appears before it and the oral submissions / clarifications given by the student, will be considered by the Committee and the committee shall submit its final recommendation to the Principal based on the evidence before the committee.

6. The punishment finally awarded can be equal to or less than what is mentioned in the show cause notice, but not more than what is mentioned therein.

7. The College Unfair Means Inquiry Committee is a recommendatory body. The Principal has to exercise his/her power U/S 87 of the Mumbai University Act, 1974 and issue final order.

The Broad Categories of Unfair means Resorted to by Students at the University /College/Institution Examinations and the Quantum of Punishment for each category thereof.

| Sr. No. | Quantum of Punishment |
|---|---|
| (1) Possession of copying material | Annulment of the performance of the student at the University/ College/ Institution examination in full. (Note: - This quantum of punishment shall apply also to the following categories of malpractices at SR.No. (2) to SR. No. (12) in addition to the punishment prescribed thereat. |
| (2) Actual copying from the copying material | Exclusion of the student from University or College or Institution examination for one additional examination. |
| (3) Possession of another student's answer book | Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS) |
| 4) Possession of another student's answer book+ Actual evidence of copying there from. | Exclusion of the student from University or College or Institution examination for two additional examinations. (BOTH THE STUDENTS) |
| (5) Mutual / Mass copying | Exclusion of the student from University or College or Institution examination for two additional examinations. |
| (6) I. Smuggling-out or smuggling-in of answer book as copying material.<br>ii. Smuggling-in of written answer-book based on the question paper set at the examination.<br>Smuggling-in of written answer book and forging signature of the Jr. Supervisor thereon. | i. Exclusion of the student from University or College or Institution examination for two additional examinations.<br>ii. Exclusion of the student from University or College or Institution examination for two additional examinations.<br>iii. Exclusion of the student from University or College or Institution examination for two additional examinations. |
| (7) Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement. | Exclusion of the student from University or College or Institution examination for two additional examinations. |
| (8) Interfering with or counterfeiting of University / College / Institution seal, or answer books or office stationery used in the examinations. | Exclusion of the student from University or College or Institution examination for two additional examinations. |

| Sr. No. | Quantum of Punishment |
|---|---|
| (9) Answer book, main or supplement written outside the examination hall or any other insertion in answer book. | Exclusion of the student from University or College or Institution examination fortwo additional examinations. |
| (10) Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations. | Exclusion of the student from University or College or Institution examination for two additional examinations. |
| (11) Using obscene language / violence threat at the examination center by a student at the University/ College / Institution examination to Jr. /Sr. Supervisors / Chief Conductor or Examiners. | Exclusion of the student from University or College or Institution examination for two additional examinations. |
| (12) (a) Impersonation at the University/ College/ Institution examination. (b) Impersonation at the University/ College/ Institute student at S S.C/H.S.C. any other examinations. | Exclusion of the student from University or College or Institution examination for two additional examinations. Exclusion of the impersonator from University or College or Institution examination for five additional examinations. |
| (13) Revealing Identity in any form in the answer book by the student at the University or College or Institution examination. | Annulment of the performance of the Student at the University or College or Institution examination in full. |
| (14) Found having written on palms or on the body, or on the clothes while in the examination. | Annulment of the performance of the student at the University or College or Institution examination in full. |
| All other malpractices not covered in the aforesaid categories. | Annulment of the performance of the student at the University or College or Institution examination in LIil!. and severe punishment depending upon the gravity of the offence. |
| (15) If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination. | |
| (16) Practical /Dissertation/Project report examination. Student involved in malpractices at Practical / Dissertation/ Project report examinations shall be dealt with as per the punishment provided for the theory examination. | |
| The Competent Authority, in addition to the above-mentioned punishments may impose a fine on the student declared guilty.<br>(Note: The term "Annulment of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used there at). | |
| **STUDENTS ARE REQUESTED NOT TO RESORT TO USE OF UNFAIR MEANS.** | |

# General Rules & Regulations Regarding Attendance

The University of Mumbai vide its circular no. UG/01 of 2014 dated 5th May 2014 has revised the norms for attendance. Ordinances 119, 120 and 125 are repealed and Ordinances 6086 relating to the attendance is now in force. Given below is the abstract of the revised ordinance 6086.

## O._6086: Attendance for learners

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

2. The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular /co-curricular activity/ competition/camp/workshop/convention/ symposium/seminar etc. where the said learner is officially representing the College/University/District/State/Country with the permission of the Principal/ Director/Head of the College/Institute/ University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, at Sr. No 1, shall be deemed to have been attended by the said learner.

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

4. ***You are requested to make a note of the revised ordinance and ensure that you fulfill the norms prescribed by the University of Mumbai under O.6086 failing which you will be debarred from appearing for the Semester End Examination.*** Kindly note that the revised norms under O.6086 are effective and applicable from the academic year 2014-2015 for all the classes and all the courses offered by University of Mumbai.

Note: However, Hon'ble High Court in its order dated February 8, 2018 in WRIT PETITION NO.1208 OF 2017 has specified that the University has no authority to grant permission to instruct colleges to permit students with less than 50% attendance to appear for the examination and that the decision of the College Principal shall be final.

In the event that a student does not have requisite attendance, he/she shall be debarred from that semester and a list of detained students shall be displayed on the notice board at the end of the semester. The detained student can then file an appeal to the Head of the Institution/ Principal of the college within 3 days from the date of display of the list on the notice board of the college, where he shall be given a personal hearing. After the hearing the college shall display the final list of the debarred students and communicate the same to the Controller of examination before 10 days from the commencement of the relevant Semester End Examination. The student if he so wishes has a right to appeal against the said decision of the college within 10 days to the Controller of Examination, University of Mumbai.

Note: As per order of the Hon'ble High Court Mumbai IN Writ Petition no. 1208 of 2017, the University of Mumbai has specified that the University cannot condone the attendance of the students below 50%. Hence, it is necessary that the student 75% of the lectures and/or tutorials and/or Practical for being eligible to appear for the Examinations conducted by the colleges on behalf of the University or conducted by the University.

# Code of Conduct and College Regulations

1. Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wears the identity card on a person whenever he/she is on the college premises and present it for inspection on demand.

2. If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the college on behalf of the University/ Board or by the University of Mumbai or Maharashtra Board.

3. Students must not loiter in the college premises while the classes are going on.

4. In case of absence on account of illness, the Principal should be informed by the parents personally. On resuming the college, the student should report to the Principal along with the fitness certificate.

5. Students must not attend classes other than their own, without the permission of the Principal.

6. Smoking and consumption of alcohol in the College premises or entering the college premises, after consuming alcoholic drinks is strictly prohibited.

7. Students shall do nothing either inside or outside the College that will in any way interfere with its orderly conduct and discipline.

8. No Society or Association shall be formed in the College and no person will be invited to address a meeting without the Principal's prior permission.

9. No student shall collect any money or contribution for picnic, trip, educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal.

10. No student will be allowed to take active part in current politics.

11. No student shall communicate any information or write about matters dealing with the College administration to the Press.

12. Students are expected to take proper care of college property and help the college authorities in keeping the premises clean. Damaging college property, e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.

13. Students should not leave their books, valuables and other belongings in the classroom.

14. The College is not responsible for lost property. However, Student may make a claim for lost property at the office, if it is deposited in the College Office.

15. Students applying for certificates, testimonials, etc. which require the Principal's signature on any kind of document or application should first contact the College office. Students should not bring any paper directly to the Principal for his/her signature.

16. If, in the opinion of the Principal, for any reason, the continuance of a student in the

College is detrimental to the best interest of the College, the Principal may ask such a student to leave the College without assigning reason for his/her decision.

17. Students joining the College are bound by the rules and regulations of the College.

18. Insubordination and unbecoming language or misconduct on the part of a student are sufficient reasons for his/her suspension or dismissal.

19. Students receiving Government or College Scholarships or any remission in fees, must note that the grant and continuance thereof are subject to good behaviour, regular attendance and satisfactory progress and good results at the College and Board Examinations.

20. All College activities are organized under the guidance and supervision of the Principal and Professor In-Charge.

21. Students must not associate themselves with any activity unauthorized by the College Principal. Stringent action will be taken against students found organizing or participating in such unauthorized activities.

22. Students using unfair means at examinations will not be readmitted to the College. Actions will be initiated against such students as per the norms and procedure prescribed by the University of Mumbai or by the Maharashtra Board.

23. It is the responsibility of the students to read the notice boards regularly for important announcements made by the College office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.

24. Use of mobile phones and handheld devices are not allowed on campus. If a student is found using the same, then his mobile phone shall be confiscated and shall be returned only at the end of the academic year, i.e. 30th April of the academic year.

25. The matters not covered by the existing rules will rest at the absolute discretion of the Principal.

## Dress Code

# Anti-Ragging Cell

Lords Universal College has zero tolerance policy towards ragging. The college conforms with all the guidelines related on anti-ragging and prevention of ragging issued by the UGC, University of Mumbai and Government of Maharashtra. The college has constituted an Anti-Ragging Committee and members of the Student Council also function as Anti-Ragging Squad of the college.

## What Constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

i. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

ii. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

iii. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

iv. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

v. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

vi. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

vii. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

viii. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

ix. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

x. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

## Measures For Prohibition Of Ragging

- College has functional Anti-Ragging Committee comprising of teachers and students.
- Members of Student Council act as members of Anti-Ragging Squads and keep vigilance in the college premises and report to the committee any matter of ragging which comes or is brought to their notice.
- Details of the members of the Anti-Ragging Committee are displayed on the college notice board, college website and college premises.
- College premises are under CCTV Surveillance.
- Orientation of the students and sensitizing the senior students towards the newcomers by the Principal and the senior staff during the orientation program.
- The institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- The application for admission, enrolment or registration must be accompanied by an Anti-Ragging affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/ Guardian. (Both these Affidavits can be downloaded from www.antiragging.in or www.amanmovement.org)

## Administrative Action In The Event of Ragging

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

a. Suspension from attending classes and academic privileges.

b. Withholding/withdrawing scholarship/ fellowship and other benefits.

c. Debarring from appearing in any test/examination or other evaluation processes.

d. Withholding results.

e. Debarring from representing the institution in any regional, national or inter-national meet, tournament, youth festival, etc.

f. Suspension/expulsion from the hostel.

g. Cancellation of admission.

h. Rustication from the institution for period ranging from one to four semesters.

i. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

# Enrichment Activities

MSG - SGKM College of Arts, Science and Commerce believes in bring out the best of every students associated to the institution. Whole year round the college celebrates varied events to bring forward the various talents and zeal's hidden in the students. It is a tradition of celebrating and learning various attributes attached along with it. It aims at the curricular and extra – curricular growth of every student. Having a broad lookout of varied combats it not only helps students experience combats but also trains them according to the changing situations.

The varied events organised by the student council of the college are:-

- Orientation Day
- Yoga Day
- Independence Day
- Teacher's Day
- Navratri Celebration
- Women Development Programs
- Placement Drives
- Vachan Prerna Diwas
- Marathi Diwas
- Hindi Diwas
- Awareness Programs
- Cleanliness Drive
- Guest Lecture
- Top Ranker Felicitation Ceremony

Since 6 years Universal education has been organising the inter-collegiate fest SOUL with great enthusiasm and valour to invite various colleges across Mumbai to come and show their talents and win combats. Every year depicts a new theme, a new aura and progressing enthusiasm in the students as well as the participants who take the privilege to visit the institutions. SOUL is organised with the collaborated efforts of all the seven colleges associated to Universal Education in Mumbai. Its theme has a meaning associated to all the events planned for the particular year. Different winners, different faces but the same enjoyment increasing year by year. Events list are:

Fine Arts: Mehendi, Face Painting, Rangoli, T-Shirt Painting, Nail Art

Sports: Chess, Carrom, Table Tennis

Mind: B-Quiz, Debate, Ad Making, Photography, Short Film

Performing Arts: Group & Duel Dance, Solo Singing, Fashion Show, Mr & Ms SOUL, Street Play.

## Teaching - Learning Process at MSG-SGKM

Teaching-Learning is a key element if every institution and so at MSG we take a great effort on improvising and strengthening our teaching methodologies by providing a hybrid learning program.

Teaching methodologies implemented :

Classroom interactions.

Audio-Visual Aids Display.

Students Activity Learning.

Co-curricular Intra-Class Competitions.

Case Study Solving.

Application Learning Programs.

Guest Seminar by Industry Experts.

Key measures taken to measure the learning of students through:

Result Analysis of Exams.

PTA is conducted twice a year to discuss the progress of the student.

Class Mentor Programs.

Peer Learning and Discussion Groups.

Co-curricular activities.

Practical Learning Programs.

## International Yoga Day Celebration

International Yoga Day is celebrated on 21st June every year. This year Ms. Maizel Prabhu, an expert yoga instructor with an experience of 30 years in the field of dance and yoga conducted yoga session with all students. She gave a lecture on importance of yoga and meditation in a student's life, benefit of yoga in building concentration, balancing body weight, adding flexibility and positive energy to day to day living. Ms. Prabhu also taught us standing poses in yoga, surya-namaskar, chair yoga and shared memory building meditation practices.

# Teacher's Day Celebration

Teacher's Day Celebration is a programme organised by students with lot of enthusiasm, love and respect for teachers every year. Students perform drama, poems, dance, speeches, songs and various art forms to showcase their respect for the teaching fraternity. They also organize fun filled games for faculty members. This cultural show is to denote their love, respect, acknowledgement and recognition of the hard work put in by the teachers towards students development. This programme indicates that teachers play a very vital role in a pupil's development not just as an accountable citizen but as a wonderful human being.

# Navratri Celebration & Garba Competition

Navratri festival is celebrated in MSG SGKM Campus with great zeal and enthusiasm. Students dressed in traditional wears like chaniya choli and churidar kurtas perform dandiya and garba raas on the famous gujarati garba songs. The event starts every year with the auspicious aarti celebration and blessings of the Goddess. We also organize garba competition. In the end, students are awarded for best traditional dress and best garba dancer both in male and female category.

# Beach Cleanup Drive

Beach Cleanup Drive was organized on International Coastal Cleanup Day on 21st September 2019. This drive was organized in association with 'Beach Please' NGO. Students along with college staff joined in this cause and worked on the Dadar Chowpatty beach.

# Annual Prize Distribution Ceremony

Annual Prize Distribution Ceremony is organized to felicitate the co-curricular achievements of the intra- college fest and competitions conducted throughout the year in the college. We also felicitate the annual sports day winners and participants. It is conducted at the end of the year.

# Orientation Programme

Orientation Programme is organized at the beginning of the academic year for students of all courses. This programme marks as an opening ceremony of the academic session. The programme organized for first year students focuses on introducing them to the institution history, culture, curriculum, infrastructure, facilities, programmes, enrichment activities, rules and regulations, examination policy, co-curricular activities, campus placement policy and student council committee. This programme helps a student to build awareness about the college as well as acts as an ice-breaker between students and faculty members. We take an opportunity to develop a sense of commitment and belonging among the students through such programmes.

# Degree Distribution Ceremony

Degree Distribution Ceremony is organized every year to give the degrees of the third year students. This year our chief guest was Dr. H.S. Gorge, Principal of Asmita College of Law. Our event started with felicitation of our honourable chief guest and his motivational address for the students. This event marks as a day of honour and celebration for the institution, parents, teachers and students.

# Farewell Party

Farewell Programme is an event planned and organized by juniors to give a grand send off to the third-year students. It is celebrated with great enthusiasm and gives an opportunity to the juniors to express their gratitude, love and respect for their fellow seniors. Students perform dance, role play, songs, poems and various activities. Along with performance, there are fun filled games that are played with students.

'Student of The Year' award is announced on this day which creates curiosity and zeal among students. Funny award ceremony is also organized for the students. The programme focuses on strengthening the bond of the students and reviving the memories of the three years spent with the institution.

# Industry Expert Guest Sessions

At MSG-SGKM College, we call industry experts and guest speakers from various fields to share practical knowledge with students through interactive sessions and seminars. This year we conducted the following guest sessions:

Mr. Hussain Habib, Founder of Hats Off Advertising conducted a session on 'Entrepreneurship'.

Mr. Kashish Pathak, Assistant Manager for Consumer Insight at Unilever India conducted a session on 'Digital Marketing'.

Mr. Amit Vardhan, Founder of Vardhan Consultancy conducted a session on 'Investment Portfolio Management'

Mr. Dheeraj Shetty, Project Manager at Bista Solutions Ltd. conducted a session on 'Open Source Technology'

# Industry Expert Guest Sessions

# Campus Placement Drive

The Placement Cell plays a very important role in locating job opportunities for the students passing out from the college by maintaining a good communication with companies and established industries regarding job availability. The Placement Cell operates full year to facilitate contacts between companies and graduates. On invitation, many reputed industries visit the institute to conduct interviews. The cell aims on giving internship, proper companies for a well settled job, learning opportunities at favorable organizations making them completely prepared for the practical world.

# Campus Placement Drive

## Our Placement Partners

TATA CONSULTANCY SERVICES

COPPERGATE consultants

THE MEGA NETWORKS PVT. LTD.

RINE

ANDROMEDA India's Largest Loan Distributor

MBAP

## Women Development Cell

Women Development Cell is a vibrant and active collaboration of students and faculty members, to create an inclusive and gender sensitive environment within the college campus as well as society. We organize various programs under this cell.

Ms. Disha Srivastava, an Athlete and Business Woman addressed our students on how to maintain a balance between work and personal life.

Ms. Maizel Prabhu, a yoga instructor with experience of 30 years addressed our students on importance of yoga.

# Industrial Visits

Industry visit to CDAC Pune was organized to conduct sessions on Cloud Computing for BSc-IT and BSc-CS students.

Industry visit to I-Square IT Pune, conducted demonstration on various Internet Of Things projects for BSc-IT and BSc-CS students.

Industry visit to Alok Industry in Silvassa was organized for BMS and BAF students.

Industry visit to Gowardhan Cheese Factory in Pune for BMS and BAF students.

# Industrial Visits

Industry visit organized to BISLERI Plant in Andheri for BMS and BAF students.

# Industrial Visits

One day visit organized to Universal College of Engineering, Kaman for conducting hands on practical on Digital Electronics for BSc-IT and BSc-CS students.

Industry visit to MTNL, conducted demonstration on telecommunication and wired and wireless medium of communication for BSc-IT and BSc-CS students.

## SOUL (Inter-Collegiate Fest)

Since 6 years Universal education has been organizing the inter -collegiate fest 'SOUL' with great enthusiasm and valour to invite various college across Mumbai to come and show their talent and win combat. Every year depicts a new theme, a new aura and progressing enthusiasm in the student as well as the participants who take the privilege to visit the institution. SOUL is organized with the collaborated effort of all the seven colleges associated to Universal Education in Mumbai. Its theme has meaning associated to all the events planned for the particular year. Different winners, different faces but the same enjoyment increasing year by year.

# SOUL (Inter-Collegiate Fest)

# Prarambh

Prarambh is an inter-collegiate fest organized annually which gives a platform to all students to unleash their talents and creativity. It is a two day fest filled with performing events, fine art events, mind games and indoor sports activities. Colleges from all over Mumbai take part in this mega event. There were events like Adhuri Kahani, Turn a coat, Mouth Beats, Solo Dance, Group Dance, Counter Strike, Fasion Show, Mr & Ms Prarambh.

# Academic Results

# Inter-Collegiate wins

**1. BRAHMOTSAV (Thakur College) BEST CONTINGENT (Best CL & Best PR)**

**1st PRIZE in**

Box Cricket (AJINKYA GURAV & TEAM)

Kavi Sammelan (PARTH DAND-SYBMS A)
Photography (GAURAV BHATT-SYBMS A)

Sketching (ANIRUDDHA CHAKRAVATI-TYBSc CS)

**3rd PRIZE in**

Rapping and Beat Boxing (PAVAN-FYIT & AKSHAT FYIT)

Chaat Making (NEHA RAJBHAR SYBMS B & NIKITA SYBAF)

**3. ZEST (Rajeev Gandhi College) 1st PRIZE in**

Singing (DISHA PATEL AND NIHAR THAKKER)

Ad Mad (ROCHIT NEEMA, SHUBH ASHAR & SUMMIT AWASTHI)

**2. PRIDE-THE HONOR (Pragati College) 1st PRIZE in**

Beg Borrow Steal (PARTH DAND & BANSARI SALIYA)

Filmi Chakkar (PARTH DAND & ISHITA PARMAR)

Stress Interview (OMKAR JAGTAP)

**4. MOSAIC (St Andrew's College) (Best ACL trophy, Best PR trophy & Best Online PR trophy)**

**1st PRIZE in**

Paint dot com (ANIRUDDHA CHAKRAVARTI TYCS)
Counterstrike (JAY BHANUSHALI AND TEAM)

**2nd PRIZE in**

Khamosh (SUMIT AWASTHI FYIT)
Telly Tamasha – (ISHITA PARMAR & MANISHA POOJARI SYBMS)
World of story teller (YASH TYBMS)

**3rd PRIZE in**

Kai pun – (PARTH DAND SYBMS)
Mad libs – (ARCHIT SHAH AND JAY BHANUSHALI SYBMS)

**5. INFERNO (ISDI)**

Design in Motion (RIDDHI BHAKUNI, ARCHIT SHAH, SIDDHI BHAKUNI, DIYA KHEDEKAR, HRITIK VISHWAKARMA, AYUSHI BHANUSHALI)

Retro Revamp (ANNIRUDHA CHAKRAVARTY)

Ad Mad (DISHA PATEL)

Stimulated Art (MEHEK PATEL)

**6. EMMORZEAL (S.M Shetty College) 1st PRIZE in**

Auction Caution (ROCHIT NEEMA)
Battleship (VIVEK RAKSHE, ISHITA PARMAR, DISHA PATEL, MEHER BHANUSHALI)

**7. 1st PRIZE in BOX CRICKET (D.A.V College)**

# Student Support

## Grievance Cell

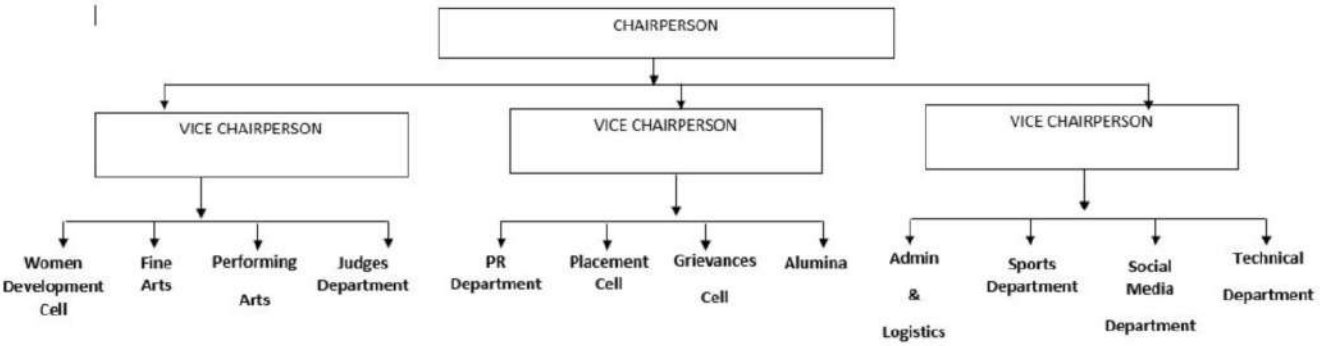
The Grievance Cell not only solves queries but also functions as an anti - ragging cell for the college. It aims on holistic improvement and upgrades behavior of the students. The cell considers the complaints lodged by any student and resolves it objectively. The cell functions based on accurate judgement as it also assesses the matter of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the head of the cell.

## Cultural Forum

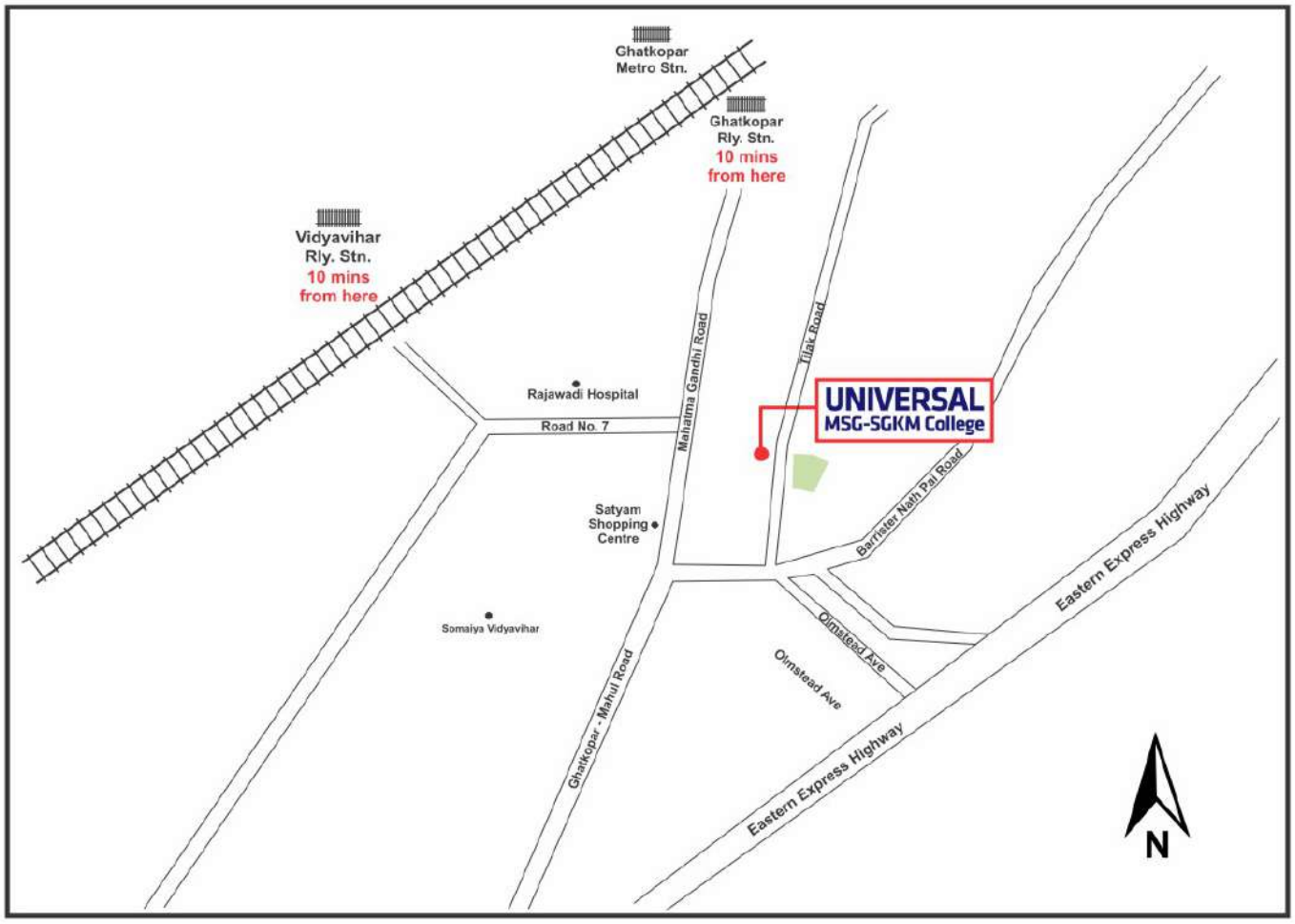
The cultural forum looks after the events and activities held at college during one particular academic year. It is an amalgamation of arts, management, creativity, performing and sports for better results and opportunity for the students to showcase their talents. The forum manages and exhibit the two major events of the year namely, PRARAMBH – the intra collegiate fest of the year and SOUL – the inter collegiate fest of the year.

## Alumni

This means the group of ex-students who have graduated from college or university. It is a formal event where the ex-students gather together for a reunion, organized by the committee and teachers. The main motive of college is to reunite our graduates to share ideas and thoughts with everyone.



# REACH US...

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