Founder Chairman

PEOPLE'S EDUCATION SOCIETY



Bharat Ratna

Dr. BABASAHEB AMBEDKAR

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People's Education Society's

Dr. Ambedkar College of Commerce & Economics

Wadala, Mumbai - 400 031.

Permanently affilliated to Univesity of Mumbai

NAAC Re-Accredited B+ Grade

PEOPLE'S EDUCATION SOCIETY

April the 14th, 1891 will remain a **GOLDEN LETTER DAY** in the annals of Indian history. It was on this day that Dr. B. R. Ambedkar, popularly known to millions as Dr. Babasaheb Ambedkar was born to give the oppressed masses of India a new vision of dignity, self-respect, self-reliance and self-identity which was denied to them for centuries.

A political leader, a social revolutionary, a religious evangelist, Dr. Babasaheb Ambedkar has left the impression of his powerful personality on several sphere of activities. His great work as the Architect of the Constitution of India is a permanent monument to his legal genius.

He played many important roles on the stage of human life. His popular image as an iconoclast represents only a part of his personality; he was also an erudite and constructive statesman, who regarded education as a Nation building activity.

With the true vision of a sage, he founded the People's Education Society on the 8th of July 1945 With the motto 'Knowledge' and 'Compassion'. The purpose for founding the Society was stated by Dr. Babasaheb Ambedkar as under :

" The People's Education Society's objective is not merely to give education but to give education in such a manner as to promote intellectual, moral and social democracy. This is what modern India needs today and this is what all well wishers of India must promote."

He firmly believed that education was the only effective lever for the uplift of the down-trodden. As an educationist, Babasaheb has carved an abiding niche for himself in the temple of fame and is internationally acclaimed as 'Symbol of Knowledge'. He firmly believed that it was only through education that the suffering Indian masses could

be made conscious of their rights as human beings. He prioritize education and it reflects in his message to the people.

"My final words of advice to you is to educate, agitate and organize, have faith in yourself. With justice on our side, I do not see how we can lose our battle. It is a battle for freedom it is a battle for the reclamation of the human personality."

Under its well-spread umbrella, People's Education Society runs 12 University affiliated Colleges, 6 of which are affiliated to the University of Mumbai, 5 to the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad and one to Savitribai Phule Pune University imparting Higher Education to as many as 30,000 students of whom over 15,000 belong to the under privileged Classes. Besides these, the Society runs many High Schools, Diploma Institutes and Hostels.

Started for imparting education to the poorer people in general and the weaker sections namely SC, ST and OBC of Indian population in particular, the Society has spread like a mighty banyan tree, with a large variety of educational institutions in its shade.

❑ MORNING CLASSES ❑

The People's Education Society rendered a single service to the city of Mumbai when the Siddharth College of Arts and Science, opened morning classes for working young men and women who never had such an opportunity of getting higher education before. This was a revolutionary step. Thousands of matriculates have become graduates and double graduates as a result of this facility, thus fulfilling one of the cherished objectives of the Society, affording opportunity to learn while they earn.

❑ PIONEER PROJECTS ❑

Pioneering is the word to describe the endeavours of the Society to carry the torch of learning among the backward areas in Marathwada. It was the master-mind of Dr. Babasaheb Ambedkar which conceived the project of starting centres of education there. It was because of Babasaheb's efforts, foresightedness and initiative the Marathwada University came into existence at Aurangabad. It is significantly

noteworthy that the teaching faculty and the administrative set-up of this University have been initially manned by persons from Milind Mahavidyalaya. Dr. Babasaheb was not only instrumental in establishing the Marathwada University but also in raising the educational standards of this University through his institutions. Recognizing the hard work put up by Dr. Babasaheb in establishing the University, and to show gratitude and respect, Government of Maharashtra renamed the Marathwada University in 1994 and it is now known as Dr. Babasaheb Ambedkar Marathwada University.

On March 19, 1927 the world witnessed one of the most revolutionary events in Indian social history. The famous Choudar Tank Satyagraha was led by Dr. Babasaheb Ambedkar to revolt against the age-old social order based on the graded inequality and injustice which asserted the human rights of the people dubbed as untouchables in India. To commemorate the famous Choudar Tank Satyagraha, the People's Education Society runs a College at Mahad (Dist. Raigad) as a memorial to Dr. Babasaheb Ambedkar to spread higher education in economically and educationally backward Konkan region.

Mumbai is the commercial capital of India. There was a high demand for education in commerce faculty. People's Education Society Started Dr. Ambedkar College of Commerce & Economics at Wadala, Mumbai in June 1972 to fulfill the educational needs of the people of central Mumbai and suburban areas.

❑ MINIATURE INDIA ❑

The Society's institutions are run to encourage education amongst the poorer and weaker sections of the society and the People's Education Society is very proud to have on its rolls Hindus, Parsees, Christians, Muslims, Jews, Jains, Buddhists, North Indians and South Indians, both amongst our students and our Staff, a miniature India in every sense of the term.

DR. AMBEDKAR COLLEGE OF COM. & ECO.

❑ AMBITIOUS PLANS ❑

Dr. Babasaheb Ambedkar's Birth Centenary celebrations have stirred us to conceive ambitious projects for the Society's group of colleges and other institutions. The Society intends to undertake the following projects :

Projects at Mumbai :

1. A Multipurpose Auditorium.
2. A Central Research Library.
3. A Stadium and a Pavilion.
4. A Buddhist Cultural Centre.

Projects at Aurangabad :

1. The Buddha Mahavihar with Research Library.
2. Non-Resident School for Girls.

Projects at Bangaluru :

1. The Buddhist Institute for study of Buddhism and comparative study of all religions.
2. A Spacious Multipurpose Hall.
3. A Residential School.

Projects at Mahad :

1. The Buddhist Cultural Centre.
2. A Polytechnic Institute.

Projects at Dapoli :

1. Jr. College of Education.
2. Girls High School and a Hostel.
3. Development of present Boys Hostel.

Project at New Mumbai : A Multipurpose School.

❑ SENIOR COLLEGE ❑

The College is affiliated to the University of Mumbai. (Three Year integrated Credit Based Semester Grading System for B. Com. Degree Course.)

The F. Y. B. Com, S. Y. B. Com. & T. Y. B. Com. classes are held on the Morning Session from 7.00 a. m. to 12.30 p. m.

COURSES OF STUDIES FOR SENIOR COLLEGE
B.COM PROGRAMME

Under choice based Credit, Grading and Semester System.

COURSE STRUCTURE

F. Y. B. Com. (To be implemented from Academic Year 2016-17)

❑ First Year B. Com. - 7 Papers (Sem. I) ❑

Subject	Internal	External	No. of Papers	Max. Marks
1. Foundation Course - I	25	75	1	100
2. Environmental Studies - I		100	1	100
3. Accountancy & Financial Management - I		100	1	100
4. Mathematics & Statistical Techniques		100	1	100
5. Commerce - I		100	1	100
6. Business Communication - I		100	1	100
7. Business Economics - I		100	1	100
		Total	**7**	**700**

Semester II

Subject	Internal	External	No. of Papers	Max. Marks
1. Foundation Course - II	25	75	1	100
2. Environmental Studies - II		100	1	100
3. Accountancy & Financial Management - II		100	1	100
4. Mathematics & Statistical Techniques - II		100	1	100
5. Commerce - II		100	1	100
6. Business Communication - II		100	1	100
7. Business Economics - II		100	1	100
		Total	**7**	**700**

Second Year B. Com. (7 Papers)

(To be implemented from Academic Year 2017-18)

Semester III

Subject	Internal	External	No. of Papers	Max. Marks
1. Foundation Course - III	25	75	1	100
2. Business Law - I		100	1	100
3. Accountancy & Financial Management - III		100	1	100
4. Applied Component - I (Any one Subject)			1	
a) Advertising - I OR		100		100
b) Computer Programming - I	25	75		100
5. Financial Accounting and Auditing - V (Introduction to Management Accounting		100	1	100
6. Commerce - III		100	1	100
7. Business Economics - III		100	1	100
		Total	**7**	**700**

Semester IV (7 Papers)

Subject	Internal	External	No. of Papers	Max. Marks
1. Foundation Course - IV	25	75	1	100
2. Business Law - II		100	1	100
3. Accountancy & Financial Management - IV		100	1	100
4. Applied Component - I (Any one Subject)			1	
a) Advertising - II OR		100		100
b) Computer Programming - II	25	75		100
5. Financial Accounting and Auditing - VI - Auditing		100	1	100
6. Commerce - IV		100	1	100
7. Business Economics - IV		100	1	100
		Total	**7**	**700**

Third Year B. Com.

Semester V

(To be implemented from Academic Year 2018-19)

Subject	University Exam	No. of Papers	Max. Marks
Compulsory :			
1. Financial Accounting and Auditing-VII Financial Accounting	100	1	100
2. Financial Accounting and Auditing - VIII Cost Accounting	100	1	100
3. Commerce Paper - V Marketing and Human Resources Management	100	1	100
4. Business Economics - V	100	1	100
Optional (Any Two) :			
1. Psychology of Human Behaviour at Work - I	100	2	200
2. Computer Systems and Applications - I	25 + 75		
3. Export Marketing - I	100		
4. Direct & Indirect Taxation-I	100		
	Total	**6**	**600**

Semester VI

(To be implemented from Academic Year 2018-19)

Subject	University Exam	No. of Papers	Max. Marks
Compulsory :			
1. Financial Accounting and Auditing - IX Financial Accounting	100	1	100
2. Financial Accounting and Auditing - X Cost Auditing	100	1	100
3. Commerce Paper - VI Marketing and Human Resources Management	100	1	100
4. Business Economics - VI	100	1	100
Optional (Any Two) :			
1. Psychology of Human Behaviour at Work - II	100	2	200
2. Computer Systems and Applications - II	25 + 75		
3. Export Marketing - II	100		
4. Direct & Indirect Taxation-II	100		
	Total	**6**	**600**

Note :

Kindly see the detailed syllabus on College Website : www.ambedkarcollege.net

❑ RULES REGARDING ELIGIBILITY, ADMISSION ETC.:-

ADMISSION TO F. Y. B. COM. ❑

All those who have passed H.S.C. Examination by Maharashtra State Board of Secondary Education OR any other Recognized H. S. C. Board in the following subjects :

1. English
2. Any one of the Hindi or Marathi or any other Regional Language.

3-6 Four other subjects from among the subjects mentioned below

I. Economics.
II. Book-keeping and Accountancy
III. Organization of Commerce.
IV. Mathematics and Statistics / Secretarial Practice.

OR

The Higher Secondary Certificate (Std. XII) Examination with vocational subjects conducted by the Maharashtra State Board of Secondary Education, Pune OR any other Recognized H.S.C. Board in the following subjects :

1. English

2-3 Any one vocational subject carrying 200 marks (from among the 19 subjects prescribed for the H. S. C. Examination under the Technical Group. Commercial Group, Agricultural Group, Catering and Food Technology Group and Fishery Group.

4-6 Any three subjects from among the subjects under the Faculty of Commerce each subject carrying 100 marks.

OR

An examination of another University or Body recognized as equivalent thereto.

❑ ADMISSION TO S. Y. B. COM. ❑

A candidate is eligible for admission to the Second Year B. Com. (Semester-III and Semester-IV) who have passed the first year B. Com. (Semester-I and Semester-II)

OR

The candidate who have not failed in more than two courses in each semester is also eligible.

❑ ADMISSION TO T. Y. B. COM. ❑

A candidate is eligible for admission to the Third Year B. Com. i.e. V and VI Semester who have passed First Year B. Com. and Second Year B. Com. In full (Semester I, II, III and IV).

OR

A candidate who have passed Semester I and Semester II and fails in not more than two courses at semester III and semester IV

OR

A candidate who have passed Semester III and Semester IV and fails in not more than two courses at semester I and semester II.

❑ ADMISSION CRITERIA FOR T. Y. B. COM. ❑

(Optional Subjects)

The students who desire to seek admission to T. Y. B. Com. Class for the Academic Year 2022-23 should note carefully the following instructions and criteria for admission to T. Y. B. Com. class.

1. The students belonged to Open and OBC, who have secured 2nd Class with 50% and above in Ist attempt at both the Examinations i.e. F. Y. B. Com and S. Y. B. Com. Examinations and students of reserved category belong to SC/ST/NT/DNT, who have secured minimum 2nd class in Ist attempt at both the level i.e. F. Y. B. Com. and S. Y. B. Com. Examinations will be given admission to Computer & Tax subject at T. Y. B. Com. Class (2-Divisions) strictly on first Come First Serve basis.
2. The students belonged to Open and OBC Category, who have secured 2nd class in first attempt at both the examinations i.e. F. Y. B. Com. and S. Y. B. Com. Examinations and students of reserved category belong to SC/ST/NT/DNT who have secured 2nd Class or Pass class in 1st attempt either at F. Y. B. Com or S. Y. B. Com Examinations will be given admission **to Export & Tax or I. P. & Tax subject** at T. Y. B. Com class (3 divisions) Admission will be strictly given to our college students only.

Criteria will be strictly followed by admission committee in the process of admission and college will not be responsible if students join coaching classes prior to seeking admission to T. Y. B. Com (with optional paper).

❑ THE SCHEME OF EXAMINATION ❑

R. 8435 : The performance of the learners of F. Y. / S. Y. / T. Y. B. Com. shall be evaluated by Semester End Examination for 100 marks in all subjects except in **Foundation Course.** The evaluation will be 75 marks at Semester End Examination 25 marks internal Assessment.

A) INTERNAL ASSESSMENT :

It is defined as the assessment of the learners on the basis of continuous evaluation as envisaged in the CBSGS by way of participation of learners in various academic and correlated activities in the given semester of the programme.

Internal Assessment - 25% **25 marks**

1. For Courses without practical.

Sr. No.	Particulars	Marks
i	ONE class test/ case study / online examination to be conducted in the given semester - Project	20 Marks
ii.	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

2. For Courses with Practical (Computer) S. Y/T. Y. B. Com.

Sr. No.	Particulars		Marks
i.	Semester End Practical Examination		20 Marks
	a. Journal	05 Marks	
	b. Viva	05 Marks	
	c. Laboratory Work	10 Marks	
ii.	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives		05 Marks

B) SEMESTER END EXAMINATION

FOR F.Y./ S.Y. B. Com. Learners will be for 100 marks Duration - 3 Hrs. except in Foundation Course Semester End Examination will be of 75 Marks - Duration 2½ Hrs**.**

It is defined as the examination of the learners on the basis of performance in the semester end theory/written examinations.

For T. Y. B. Com. Semester End Examination - 100 Marks

1) Duration - These examinations shall be of 2½ Hours duration.
2) Question Paper Pattern :
   i. There shall be five questions each of 15 marks.
   ii. All questions shall be compulsory with internal choice within the questions.
   iii. Question may be sub-divided into sub-questions a, b, c, d & e only. & the allocation of marks depends on the weightage of the topic

The assessment of Part 'A' i.e. Internal Assessment and Part `B' i.e. Semester End Examination as mentioned above for the Semesters I to IV shall be processed by the Colleges / Institutions of their learners and issue the grade cards to them after the conversion of marks into grade as per the procedure mentioned in this manual. The format of the grade card is given in the Chapter 5 of the manual to maintain the uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

The assessment of Part `A' i.e. Internal Assessment as mentioned above for the Semesters V & VI shall be processed by the Colleges / Institutions of their learners admitted for the programme while the University shall conduct the assessment of Part `B' i.e. Semester End Examination for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The Semester End Examinations for Semesters V & VI shall be conducted by the University and the results shall be declared after processing the

internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into grades.

❑ PASSING STANDARD AND PERFORMANCE GRADING ❑

PASSING STANDARD :

R. 8436 : The learners of F. Y. B. Com. and S. Y. B.Com. to pass a course shall have to obtain a minimum of 40% marks in each course in the Semester End Examination of 100 marks except **Foundation Course** were the learners have to obtain 30 marks out of 75 marks for passing.

The learners of T. Y. B. Com. to shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of internal assessment and Semester End Examination. The 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)

PERFORMANCE GRADING :

The PERFORMANCE GRADING of the learners shall be on the TEN point ranking system as under :

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

The performance grading shall be based on the aggregate performance of Internal Assessment and Semester End Examination.

❑ 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 ❑

R. 8437 :

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.
3) For Courses without practical (for Faculty of Arts, Commerce & Science including Foundation Course Paper I & II) In case of a learner who is reappearing for the Internal Examination, the examination = will consist of one project assignment of 25 marks which will be divided into 20 marks and 5 marks for viva.

❑ ALLOWED TO KEEP TERMS (ATKT) ❑

R. 8438 :

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

Learner fails in not more than TWO courses of Semester I and Semester II respectively together.

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 TWO courses of Semester III and Semester IV respectively.**

OR

A learner shall **pass Semester III and Semester IV and fails in not more than TWO courses of Semester I and Semester II** respectively.

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 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 SemesterV.

❑ ATKT EXAMINATION ❑

R. 8439 : INTERNAL ASSESSMENT (No Internal Assessment in F. Y./ S. Y. B. Com. except in Foundation Course)

MODE OF CONDUCT ATKT EXAMINATION ❑

ATKT examination for all semester as well as examination for students who remain absent on Medical Ground or give to participation in co-curricular or extra curricular activities will be conducted by the University of Mumbai.

❑ LEAVING / TRANSFER CERTIFICATE ❑

Students coming from other college affiliated to the H. S. C. Board / University of Mumbai will be admitted only on production of L.C. / T.C. OR admitted provisionally on the basis of "No Objection Certificate" from their respective college attended previously. Their admission will be confirmed only when Leaving/Transfer certificates are received from their respective colleges. For this purpose they are required to submit an application in the prescribed form obtainable from the College Office, along with the application for admission. Admission to the College will be treated

as cancelled in the event of failure to produce the Leaving / Transfer Certificate before the end of the term in which admission is sought.

❑ PROVISIONAL ELIGIBILITY CERTIFICATE ❑

Students coming from Universities other than the University of Mumbai are not eligible for admission without the production of Provisional Eligibility Certificate from the University of Mumbai.

Revised Fee Structure as per the University Circular No. - UG/253 of 2016-17 dt : 18/11/2016
VCD No. Exam./Fees/15/2018 dated 31/01/2018
Academic Year : 2022-2023

Note : 1) S. C. Students must submit their Caste Certificate.
2) Students entitled for any concession in fees like Teachers', ward, scholarship, E.B.C., Free Education for girls etc. will have to submit documentary evidence at the time of admission, failing which they will be charged full fees.
3) Fees may be revised as and when directives are received from the Government of Maharashtra/University of Mumbai.

Sr. No.	Amt in Rs. (Gen. Students)	Amt. in Rs. (OBC/SBC/ VJNT Students)	Amt in Rs. (SC/ST/Buddhist Students)
F. Y. B. Com.	Rs. 6150/-	Rs. 4530/-	Rs. 3280/-
S. Y. B. Com. Advt.	Rs. 5530/-	Rs. 4130/-	Rs. 2880/-
S. Y. B. Com. Computer	Rs. 7330/-	Rs. 5930/-	Rs. 4680/-
T. Y. B. Com. (Ip/Exp.)	Rs. 4385/-	Rs. 2985/-	Rs. 1735/-
T. Y. B. Com. (Direct & Indirect Taxes)	Rs. 4685/-	Rs. 3285/-	Rs. 2035/-
T. Y. B. Com. (Direct & Indirect Taxes & Computer)	Rs. 4685/- Rs. 6485/-	Rs. 2985/- Rs. 5085/-	Rs. 2035/- Rs. 3835/-

❑ ADDITIONAL FEES ❑

(i.e. in addition to regular fees as per University rules.)

Class	Subject	For all students Fees Rs.
S. Y. B. Com.	Computer Programming	Rs. 1800.00
T. Y. B. Com.	Computer System & Applications	Rs. 1800.00
T. Y. B. Com.	Direct and Indirect Taxation	Rs. 300.00

Ordinances relating to the refund of all the fees from the college.

❑ OTHER FEES AS APPLICABLE ❑

(1)	Transfer Certificate	Rs. 100/-
(2)	Bonafide Certificate (Regular)	Rs. 50/-
(3)	No Objection Certificate	Rs. 50/-
(4)	Transcripts Certificate	Rs. 1000/-
(5)	Project Fees	Rs. 500/-
(6)	Industrial Visit Fees	Rs. 500/-
(7)	Document Verification	Rs. 400/-

❑ LAST DATE FOR PAYMENT OF FEES ❑

The Students are required to pay their fees before the last date prescribed for the payment of the fees. The date of fees payment is as per the schedule prescribed by Government / University.

❑ REFUND OF FEES ❑

Ordinances relating to the refund of all the fees for the colleges are as under :

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

The candidates who have taken admission in Govt. Colleges, in Govt. aided and unaided courses conducted by affiliated

colleges for recognized Institutions and in the University Departments 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 the 30th day after the date of cancellation and thereafter. The percentage of fee for the course shall be refunded to the candidate after deducting charges as follows :

Period and percentage of deduction charges

(i)	(ii)	(iii)	(iv)	(v)	(vi)
Prior to commence-ment of academic term and instruction of the course Rs. 400/- lumpsum	Up to 20 days after the commence-ment of academic term of the course 20% of the total amount of fees	From 21st day up to 50 days after commence ment of the academic term of the course. 30% of the total amount of fees	From 51st day up to 80 days after the commencement of academic term of the course or August 31st whichever is earlier 50% of the total amount of fees.	From September 1st to September 30th 60% of the total amount of fees	After September 30th 100% of the total amount of fees

Note :

The total amount considered for the refund of fees the commencement of academic term of the courses includes the following :

i) All the fees items for one year (excluding tuition fees for the second term) mentioned in the revised fees structure. for Arts, Science and Commerce faculties vide University circular no. CONCOL/FEE/190 of 2003 and in case of courses under other Faculties, the total amount is as fixed by other competent authorities of Government of Maharashtra.

ii) The Fees component out of all fees in the column number ii, iii and iv (i.e. From commencement of academic term up to August 31st.) includes the following items in the deduction charges :

- Tuition fees (of the first term only), Laboratory fees, Library fees, Gymkhana fees, Other fees, Extra Curricular Activities fees, Students Welfare Fund, Utility Fees, Development fund, comp. practical fees and E-charge.

iii) In addition to the above, for the period of September 1st to 30th (column number v) the following items are also included :
Enrollment Fees, Industrial Visit, Vice-Chancellor fund, project fees, University sports and cultural activities, group insurance and any other specific fees.

- Fees collected for ID and Library, group insurance, admission and prospectus enrollment and any other course specific fees are not refundable after the commencement of the academic term.
- The Fees collected against the particulars of magazine, Examination and project are to be fully refunded for cancellation before September 30th.
- All refundable deposits (Laboratory, Caution Money and Library etc.) Shall be fully refunded at the time of cancellation.

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

(A) : All fees paid by a student at the time of admission shall be refunded to him after deducting Rs. 250/- (Rupees Two Hundred and fifty) as administrative charges provided.

(i) At the time of applying for admission, he intimates in writing,

that he has also applied or intends to apply for admission to some other course too in one or more colleges or institutions or departments of this University which impart instruction for courses of University.

And

(ii) He/ She withdraws his/her application in writing within seven days from the date of his/her admission to college or course, but not later than 31st August of the same academic year. In such cases it shall be binding on the student to produce documentary proof of his/her being-admitted to some other course of different college / institution.

(B) All fees paid by a student at the time of admission shall be refunded to him/her after deducting a lump sum of Rs. 500/- (Rupees Five Hundred only), as administrative charges provided.

(i) At the time of applying for admission, he/she intimates in writing, that he/she also applied or intends to apply for admission to one or more colleges or institutions or department of this University which impart instruction for course of the University.

AND

(ii) He/she withdraws his application within seven days from the date of his/her admission to a course between the period from 1st September and 30th September of the same academic year. In such cases it shall be binding on the student to produce documentary proof of his/her being admitted to some other course of different college/institution.

❑ REFUND OF DEPOSITS ❑

(1) Refund of the Caution Money, Library Deposit can be claimed only after a student has left the college.
(2) Claim for refund must be made in the prescribed form within three months from the date of leaving the college after which period the claim will lapse.
(3) Claims will be paid only on production of the relevant original receipts.

❑ REFUND OF LIBRARY DEPOSITS ❑

(1) Refund of the Library Deposit can be claimed within three years after the close of the academic year, but without any arrears to the college.
(2) Claims for refund in the prescribed form must be made within three years from the last date of relevant academic year in which student is admitted in the College, after which period the claims will lapse.
(3) The Students joining the college in either term of academic year will be deemed to have left the College for the purposes of refund on the last day of refund on the last day of the second term of that academic year.
(4) Claims will be paid only on production of the relevant receipts in original.

❑ CHANGE OF COLLEGE IN MIDDLE OF TERM ❑

If a student desires to join another college during the middle of the term the written permission must be obtained from the Educational Inspector of the Schools / Dy. Director of Education, Greater Mumbai.

❑ ATTENDANCE AT LECTURES AND TUTORIALS ❑

Attendance at lectures, tutorials and assignment is compulsory. Progress in tutorials will be taken into consideration while sending up students for the University Examination.

Appropriate disciplinary action will be taken against students

who fail to carry out the tutorial work to the satisfaction of the College authorities or who are irregular in attendance.

The students seeking admission to the College are required to note the contents of the University Ordinances 119 and 125 which will be strictly observed.

0.119 : The following shall be the minimum attendance necessary for keeping a term :

Faculty	First Term	Second Term
Commerce	(75%) of the days on which lectures are delivered.	(75%) of the days on which lectures are delivered.

0.125 : To keep a term at college or recognized institution, an undergraduate must complete to the satisfaction of the Principal or the Head of the Institution the course of study at the college or institution prescribed for such terms for the class to which such undergraduate belongs.

❑ ATTENDANCE AT LECTURES, TUTORIALS & EXAMINATIONS ❑

GENERAL RULES :

(01) Students shall abide by the rules and regulations laid down for their discipline and development of the College.
(02) Students must put in a minimum attendance of three fourths of the number of working days in a term to be eligible for the grant of a term as required by the H. S. C. Board/University of Mumbai. The duration of terms will be announced in the Notice Board. Scheduled Castes and Scheduled Tribes. Nav Buddhist and other Backward Class and Economically Backward class students who have been granted free studentship will also be required to keep 75% attendance during each term in order to avail themselves of

free studentships in accordance with the rules for such awards.

(03) Students should not be found loitering during College hours. While moving from one class to other, students should keep to the left walk in a single file and observe silence. Students should also observe silence near Principal and Vice-Principal's Chambers, Staff Common Room, staircases and in the office.

(04) Students shall be properly and neatly dressed within the College premises and will co-operate with the authorities of the College in keeping classrooms, premises, staircases and the office clean & neat.

(05) As there is a College Canteen in the premises, students are expected not to patronize way side vendors or eat on the streets.

(06) Students must not absent themselves from the College examination without the prior permission of the Principal.

(07) **Students must not smoke or use sun-glasses and Mobile Phones in the College premises and must not do anything inside or outside the College that will any way interfere with its orderly administration and discipline. Chewing Pan & Tobacco etc. is strictly prohibited in the college premises.**

(08) Students are prohibited from organizing meetings entertainments and collecting money without the permission of the Principal.

(09) No student will be allowed to take an active part in current politics or religion or imposes his / her views on anyone Academic atmosphere should be maintained.

(10) No student shall communicate any information about any matter concerning the College to the Press. The Principal shall be happy to redress the grievances.

(11) An Identity Card will be issued to every student admitted to the College. He must always carry the I-card with his photograph affixed to it and must present it for inspection whenever demanded by the College authorities.

(12) Students receiving Government or College Scholarships or Free

Studentship should note that they are arranged in the following conditions :-

(a) That the student is regular in attendance.

(b) That the student shows sufficient progress in his studies.

(c) That the student must not remain absent himself from the College examinations without the prior permission of the Principal.

(13) Visitors to students are not allowed during College hours. If they desire to invite a friend to hear lecture, the previous permission of the Lecturer concerned must be obtained. Students themselves must not attend classes other than their own, without the previous permission of the Principal or the lecturer concerned.

(14) Students are expected to take proper care of College property. Any wanton damage to the furniture, fitting, equipment or Library books will be looked upon as a breach of discipline and will be met with due punishment.

(15) Students are expected to pay their fees / dues by the specified date failing which their names will be struck off from the rolls of the College without prior warning.

(16) Students are expected to read all the notices put up on the Notice Board from time to time and keep in touch with the circulars and Notifications issued by the College or University authorities on academic and other matters. The plea of ignorance of circulars and Notifications etc. **WILL NOT BE ACCEPTED IN ANY CIRCUMSTANCES.**

(17) Students are expected to keep their guardians in regular touch with the progress of their studies and other College matters. Guardians are presumed to have acquainted themselves with and agreed to the rules and regulations of the College when they send their wards for admission to the College.

(18) Students must behave with due respect towards their teachers and obey them. Any breach of this rule shall render a student liable

to severe punishment including expulsion from the College.

(19) Matters not covered by the above rules will be within absolute discretion of the Principal.

(20) **Use of Mobile Phone is strictly prohibited in the college premises.**

❑ IDENTITY CARD ❑

A student must keep an identity card obtainable from the College Library, bearing his Name, Roll Number, Class Division, his Signature and his Latest Photograph duly attested by the Principal. The identity card must be produced on demand by any member of teaching & non-teaching staff in the college premises. Disciplinary action will be taken against those students who fail to produce the identity card on demand. Without I-card no student is eligible for using the Library Books or periodicals, to participate in the college sports and Gymkhana activities. No student will be eligible to appear at the College or University Examination if he/she fails to obtain his/her identity card in the first term.

Students must obey all general and special rules laid down by the college authorities from time to time, in regard to their conduct inside and outside the college.

❑ GENERAL INFORMATION ❑

Students Associations :

Students Associations for various extra-curricular activities had been formed and the students are encouraged to participate in them. The prominent student association in the college are (1) The Cultural and Literary Association, (2) Accountancy Association, (3) Planning Forum, (4) Photographic Society, (5) Hiking & Picnic Association. Besides these, there are College Gymkhana and the National Service Scheme Unit.

Gymkhana :

Well-equipped Gymnasium Facility is available and is conducted in the college Gymkhana. There are various sports events for Indoor and Outdoor games in which students are encouraged to participate.

Annual Athletic Meet is organised and the winners are awarded with Medals and Trophy.

N.C.C and N. S. S. :

N. C. C. is optional for all male students. The students of Senior College can enroll their names as volunteers of the National Service Scheme unit of the college. Students joining NCC and / or NSS will be eligible for the benefit of Ten grace marks at the F. Y., S. Y., T. Y. B. Com. Examination, under the ordinance No. 0.229

W.D.C. :

The College has an active Women Development Cell which ensures a safe environment for women students and staff within the Campus.

Students' and Staff Grievance Cell :

The college has Students and Staff Grievance Cell to redress the grievances of the students and the staff of the college.

SC-ST / Opportunities Cell

The SC-ST Cell works for the benefit of weaker section and minority students by conducting workshops and seminars.

❑ RESERVATION OF SEATS ❑

Reservation of 45% of the total no. of seats each class for the pupils belonging to backward class communities is as follows :

	Category	Percentage to be Reserved
(1)	Schedule Castes/Nav-Bouddha	13%
(2)	Schedule Tribes including those outside specific areas	7%
(3)	Denotified Tribes & Nomadic Tribes	4%
(4)	Other Backward Classes	19%
(5)	Spl. Backward Classes	2%

SCHOLARSHIPS, FREESHIPS, AWARDS, PRIZES ETC.:-

(1) (a) Government of India (Post Matric (S. S. C.) Scholarship to B. C. Scheduled Castes, Scheduled Tribes, D. N. T., V. J. N. T., Buddhist Students) and Freeship for B. C. Students.

(b) Open Merit Scholarship to S. C. and Non S. C. students.

(c) Children of Widows of Soldiers, etc.

Every student belonging to one of the above categories and seeking admission to the College on the strength of that Category has to fill in either the Government of India, Past S.S.C. Scholarship Form or B. C. Free ship Form depending on the income of his / her parent / guardian.

A student belonging to one of the above categories who does not submit the prescribed form duly filled-in, in all respects, along with the respective authorities from time to time within the specified.

E-SCHOLARSHIP, FREESHIP SCHEME

Website . : www.mahaeschol.maharashtra.gov.in

For ST Category Student: www.etribal.maharashtra.gov.in

Following documents must be submit online by scanning :-

(With in minimum 500 KB OR 900 Pixel)

- Caste Certificate
- Income certificate (from Tahsildar office)
- Form No. - 16 - (from father's service)
- S. S. C., H. S. C. and all other mark list
- Current year, College - ID
- Photo (20 KB Size)
- Aadhar Card
- Ration Card Xerox copy
- Bank account No. Central Bank of India (Khodadad Circle, Dadar T.T.)

INCOME LIMIT - E - SCHOLARSHIP

No.	Category	Income limit Scholarship	Required documents
1	SC	Up to Rs. 2,50,000	तहसीलदारचा उत्पन्नाचा दाखला
2	ST	Up to Rs. 2,50,000	तहसीलदारचा उत्पन्नाचा दाखला
3	VJ/NT	Up to Rs. 1,00,000	तहसीलदारचा उत्पन्नाचा दाखला
4	OBC	Up to Rs. 1,00,000	तहसीलदारचा उत्पन्नाचा दाखला
5	SBC	Up to Rs. 1,00,000	तहसीलदारचा उत्पन्नाचा दाखला

INCOME LIMIT - FREESHIP

No.	Category	Income limit Scholarship	Required documents
1	SC	Above Rs. 2,50,000	Form No. 16
2	ST	Above Rs. 2,50,000	Form No. 16
3	VJ/NT	Rs.-1,00,001 To Rs. 8,00,000	तहसीलदारचा उत्पन्नाचा दाखला
4	OBC	Rs.-1,00,001 To Rs. 8,00,000	तहसीलदारचा उत्पन्नाचा दाखला
5	SBC	Rs.-1,00,001 To Rs. 8,00,000	तहसीलदारचा उत्पन्नाचा दाखला

NOTE :

1) Ex-students are hereby inform that they should submit their first year's Online Scholarship / Freeship Form.
2) Outsider (S. Y. & T. Y.) Students are hereby inform that they should submit their Transfer Certificate & First year's Online Scholarship / Freeship Form.
3) All the students of SC & ST, notes that (whose income is below 2-lacks) without income certificate from Tahasildar office their scholarship will not sanction.
4) All the students of OBC, SBC, VJ/NT notes that without creme layer certificate their freeship will not sanction.
5) All the students of OBC, SBC, VJ/NT notes that without Income Certificate from Tahasildar office their scholarship and freeship will not be sanctioned.

❑ FREE SHIP & MERIT SCHOLARSHIPS ARE GIVEN TO ❑

(a) Economically Backward Students.
(b) Primary School Teacher's Sons and Daughters.
(c) Students Eligible for War Educational Concession.
(d) Secondary School Teacher's Sons & Daughters.
(e) Children of Widows of Soldiers etc.
(f) Minority scholarship.

College facilitated and puts the cases of deserving students not covered by Government of India Scholarship Scheme to the Private Charitable Trust Organization for getting scholarship.

❑ GUARDIANS ❑

Guardian's are requested to ensure that their wards attend the college regularly and behave in a disciplined manner. They should visit the college authorities from time to time to acquaint themselves with the academic progress of their wards.

❑ COLLEGE LIBRARY ❑

The College has a well equipped library. It is furnished with books and periodicals pertaining to the courses of studies and also of general interest. Special arrangements have been made for the boys and girls for reading in the library. Students who wish to avail themselves of the home issue of Library Books are required to pay deposit of Rs. 200/- which is refundable when a student leaves the College.

❑ COLLEGE MAGAZINE ❑

The College Magazine is published annually every year. It contains contributions from the members of the teaching staff and Non-Teaching Staff as well as from the students. Students are encouraged to contribute studied and specially prepared articles and stories, poems, essays, etc. Prizes are awarded to the best contributes.

❑ UNIVERSITY OF MUMBAI ❑

No. 281 to 1980

CIRCULAR :

A reference is invited to Ordinance 119 to 125 appearing on pages 133 and 134 of the University Handbook.

Part II, Volume X (1968 edition) and Principals of the Constituent, affiliated College and the Honorary Director - Directorate of Distance Education are informed as under :

01. That they should strictly follow the provisions of Ordinance 119 to 125.
02. That these Ordinances should be printed in the forms of application for admission to the College Directorate along with a suitable undertaking to be taken from the students that their application form for admission to the University Examination shall not be sent up if they do not fulfill requirements laid down in Ordinances 119 to 125.

N. B. : If the form of application for admission have already been printed the Ordinances together with the necessary undertaking should be cyclostyled and supplied to the students separately.

03. That there should be at least one examination in the course of each term for determining the progress of the students.
04. That attention of students, whose attendance or progress are found unsatisfactory should be drawn in an appropriate manner.
05. That students should be informed at the end of each academic year whether both the terms or only one term or neither of the term is granted.
06. That after the terminal examination a list of students, whose progress and/or attendance are not found satisfactory should be put up on the notice board of the College.

07. That examination on the second term should not be held before 20th January.
08. That the college should notify on the College notice board the list only of the names of students permitted to appear for a University Examination and that the College may notify subsequently connection, if any, to the said list.

Place : Mumbai. **Sd./**

for UNIVERSITY REGISTRAR

Terms details will be displayed on the College Notice Board.

❑ ADMINISTRATION ❑

Dr. Jeyashree G. Iyer	I/c. Principal
Mr. A. R. Sable	Librarian
Dr. Sanjay H. Khaire	I/c. Registrar

❑ SENIOR COLLEGE TEACHING STAFF ❑

Prof. Mr. D. A. Gawai (H.O.D.)	Assistant Professor	-	Accountancy
Prof. Ms. S. V. Paradkar (H.O.D.)	Associate Professor	-	Economics
Prof. Mr. D. N. Bansode	Assistant Professor	-	Economics
Prof. Ms. S. A. Shinde	Associate Professor	-	Maths/Stats
Prof. Mrs. V. S. Toraskar	Associate Professor	-	Maths/Stats
Prof. Mr. N. P. Khartad	Assistant Professor	-	Bus. Law
Dr. Ms Y. S. Varale	Associate Professor	-	EVS
Dr. Ms. G. S. Nirbhavane	Assistant Professor	-	EVS

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