

CONTENTS

(Academic Year 2019-2020)

Sr. No.	Topic	Page No.
1	About Gokhale Education Society	1
2	About College	2
3	ISO Certification & NAAC Grading	3
4	Faculty Profile	4
5	College Timings	5
6	Admission Procedures <ul style="list-style-type: none">● General Admission Information● FYBA/FYBCom Admission● SYBA/SYBCom Admission● TYBA/TYBCom Admission● Eligibility Certificate● Transference Certificate● Employment Certificate	5 to 9
7	Fees	10
8	Freeships and concessions	13
9	College Terms 2018-19	14
10	College Semester Examinations	14
11	Student's Attendance	17
12	Academic Awards and Prizes	18
13	Library and reading Hall	19
14	Co-curricular, Extra-Curricular & Extension Activities	20
15	Different Committees	21
16	Discipline and Code of Conduct for Student	22

:: MISSION STATEMENT ::

The Gokhale Education Society
is committed to the cause
of **students empowerment through
access to education at all levels**
particularly higher education to have
world class citizenship through relevant courses
under formal & non-formal streams.

Further the Society is committed
**to raise the dignity of teaching profession
and to establish a culture of caring
and excellence by providing a wide range of
professional and vocational courses**
for the poor and downtrodden as also for the
adivasis and backwards to meet the changing
socio economic needs with **human values,
social responsibility** and to achieve
excellence with total quality
in all activities of
life long learning.

Gokhale Education Society's
DR. T.K. TOPE ARTS & COMMERCE NIGHT SENIOR COLLEGE
Parel, Mumbai 400 012.

1) THE GOKHALE EDUCATION SOCIETY (Centenary Year 2017-18)

The Gokhale Education Society was founded in 1918, by the late Prin. T. A. Kulkarni, a veteran social worker; in fact, the Society was established on the 3rd death anniversary of Shri. Gopal Krishna Gokhale, an outstanding national leader and an eminent educationist. The Society is the recipient of ISO 9001-2000 in July 2003.

The Society, which has always been managed by a team of dedicated teachers, has established many educational institutions in both urban and rural areas. As the society has taken a keen interest in developing the weaker sections, the tribal people, the industrial and agricultural classes, it has started many educational institutions at Nashik, Talasari, Kosbad, Ozar, Jawhar, Surya Nagar, Sangamner, Girgaon, Borivali, Shrivardhan, Bordi & Parel.

As of now, the society runs more than 140 educational institutions consisting of 20 Degree Colleges, 10 Junior Colleges, 3 Research Centres, 15 Secondary Schools, 15 Pre-primary & Primary Schools & 24 other institutions (including Hostels). The society provides educational facilities to more than 1 lakh students each year with the help, co-operation and inspiring involvement of more than 3000 teaching and non-teaching staff members.

The Society has been established with a view to carry out following aims and objectives.

- a) To start, control and maintain institution imparting education with a view to build up ideal citizens.
- b) To encourage and facilitate the study of educational problems and research in India and other countries.
- c) To carry on educational propaganda by means of lectures, publication, exhibition and other means.
- d) To try to raise the status and dignity of the teaching profession.

OFFICE BEARERS OF THE GOKHALE EDUCATION SOCIETY

Sr.No	Name	Designation
1	Prin. S.B. Pandit	Chairman & President
2	Dr. R.J. Gujarathi	Vice-Chairman
3	Dr. M.S. Gosavi	Secretary
4	Dr. Mrs. D. P. Deshpande	Zonal Secretary (Nasik) Zone
5	Dr. Mrs. S. V. Sant	Zonal Secretary (Mumbai) Zone
6	Prin. P.A. Raut	Zonal Secretary (Thane) Zone

2) WHY A NIGHT DEGREE COLLEGE IN PAREL?

Parel is well known as Mumbai's labour area. A large number of young men and women from this area who were employed, felt the strong desire of the need to obtain a University Degree, either for the sake of better employment or promotion or social awareness. Unfortunately, they did not have the requisite local educational facilities to do so. Again, due to being employed, these young people have only the late evening hours to spare for their studies. It was for these reasons, that the need for a Degree Night College at Parel was felt, and hence established in 1984.

From June 1984, the Government of Maharashtra and the University of Mumbai granted the Gokhale Education Society the permission to start a Night Degree College in Parel from June of that year. Today, the College has become Mumbai's first full-fledged Degree Night Senior College with a strength of 1000 students. The main objective of the College is to offer academic and co-curricular facilities to the students.

While striving to fulfil to impart quality education, the College has recorded the following achievements:

3) NAAC GRADING

The College was assessed for accreditation by National Assessment and Accreditation Council (NAAC), Bangalore, in the year 2017 and 43rd cycle. **NAAC awarded the College 'B' Grade** in February, 2017. **CGPA of 2.28** on a four point scale. This present grade is valid upto 21-02-2022

**4) ISO 9001-2015 CERTIFICATION
(S & A Certifications)**

First time, in 2003, the administrative and academic systems of the College were assessed by the New Zealand based certification company, the International Certifications Limited (ICL) and now on 10th January 2018 we got Recertification **S & A Certification ISO 9001-2015 Certification to the College**. Recertification is periodically obtained.

RESULTS :

TYBcom : 88%, TYBA : 77%, Mcom : 88.23%

QUALITY POLICY

We at Dr. TKTACNC are committed to deliver quality education in the Arts & Commerce streams at the first degree level. Keeping in times, and aspiring to be the state-of-the-art, we strive to fulfil the changing needs and expectations of the students, parents and society as a whole and particularly enable the under-privileged sections of the society to take a quantum leap forward. Our quality policy is exemplified in the total involvement of all the stakeholders in the process of teaching and learning, conformance with the quality system and a continuous improvement in quality.

A. **Permanant Affiliation** : In keeping with the decision of the University of Mumbai to grant permanent affiliation to colleges with a B Grade from the NAAC, the Permanent Affiliation Committee (PAC) of the University of Mumbai visited the College in 2004. After inspecting the academic and administrative activities of the College, the Local Inquiry Committee (LIC) recommended that the College be granted permanent affiliation. Now, the **University of Mumbai granted permanent affiliation to the College** from 2004-05, vide University of Mumbai letter number: Aff. / Recog. II / 5206 dated 15/10/05.

5) STAFF PROFILE - TEACHING STAFF

Sr.No	Name	Designation
1	Prof. V. B. Rokade	Principal (Philosophy)
2	Dr. (Ms) A. R. Bhave	Vice-Principal, H.O.D. Commerce Dept. upto Jan. 20
3	Prof. K. G. Nandela	H.O.D. Economics Dept., Asso. Prof.
4	Prof. S.P. Buwa	Associate Prof. in Politics
5	Prof. (Ms) A. A. Torane	Associate Prof. in Marathi
6	Prof. P. D.Sawant	Associate Prof. in Commerce
7	Prof.N.M. Suryawanshi	Asst. Prof. in Economics
8	Prof. P. M. Dhengale	Asst. Prof. in English to teach CS & Bus. Comm.
9	Prof. P. D. Pandagale	Asst. Prof. in Accountancy
10	Prof. D. B. Jambhule	Asst. Prof. in Economics
11	Prof. Mrs. G. Gaikwad	Asst. Prof. in Accountanty
12	Mr. S. B. Palve	Librarian (In-Charge)
13	Prof. S. S. Kajabe	Mathematics
14	Prof. S. D. Aghav	EVS (C.H.B.)
15	Prof. G. B. Gamare	Marathi (C.H.B.)
16	Mrs. N. Gaikwad	Business Law (C.H.B.)

STAFF PROFILE - NON-TEACHING STAFF

Sr.No	Name	Designation
1.	Mrs. S. A. Adivarekar	Office Superintendent
2	Shri. S. H. Padvi	Head Clerk
3	Vacant	Senior Clerk
4	Smt. S. S. Ambadaskar	Junior Clerk
5	Shri. Nitin Pingle	Junior Clerk
6	Shri. A. R. Vanjiwale	Library Attendant
7.	Shri. L. S. Bhandalkar	Library Attendant
8.	Shri. S. D. Mate	Library Attendant
9.	Shri. S. A. Shinde	Peon
10.	Shri. Sadashiv Zankar	Peon
11.	Shri. Nitin Devde	Peon

6) TEACHERS EVALUATION BY STUDENTS :

The College conducts annual Teacher Evaluation by students. The feedback and evaluation scheme is conducted on the basis of a structured questionnaire which enables an analysis of certain important aspects of the teaching-learning process, such as class control, command over the subject and the medium of instruction, presentation skills, use of interactive presentation, participation in extra curricular activities, etc.

The College also evaluates in the same questionnaire the overall administration, including the functioning of the Library and Office facilities.

7) THE COLLEGE TIMINGS:

Lecture timing : 6.30 pm to 10.00 pm

Tutorial timing : 4.50 pm to 6.30 pm

Administrative Office timing : 2.30 pm to 10.00 pm

Cash Counter timing : 5.30 pm to 9.00 pm

8) THE ADMISSION GUIDELINES

As per the new guidelines of the University, to take admission in first year, students must register online. Parents/students are requested to go through the Prospectus and the Guidelines and the Admission Notices displayed on the College Notice Boards. Admission will be given on merit basis and other norms as laid down by the University, the Government or the Management, from time to time. The Principal reserves the right to amend/modify the guidelines regarding admission, as and when such amendments/modifications are received from the Government /University or the Management, as the case may be. The Principal also reserves the right to refuse admission in case such in his opinion, is likely to adversely affect the overall discipline in the College. Students are advised to strictly follow the admission schedule and to write their phone number in the admission form.

Seats are reserved for the different categories of students (as per Government guidelines) in the following manner:

Category	Reservation %
S.C.	13%
S.T.	7%
V.J.	3%
NT-A	2.5%
NT-B	3.5%
NT-C	2%
OBC	19%
SBC	2%
Ex-Servicemen/Freedom Fighter/Central Govt./ State Govt. Transfer/Phy. Handicapped/Widows 2 supernumerary seats for student from Jammu & Kashmir as per University circular No. Aff./ICC/2012-13/22, dated 08th January 2013	3%

ADMISSION FOR F.Y.B.A./ F.Y.B.Com. CLASSES :

1. **The students who wish to take Admission in FYBA/FYBCOM CLASS will have to first fill up on line Admission Form of University of Mumbai. <http://mum.digitaluniversity.ac/> They will have to submit the print out copy of ON LINE ADMISSION FORM to the College then only, College will issue College Admission Form.**
2. Our In House students (students from Gokhale Education Society's Jr.College) will be given first preference for admission in FYBA & FYBCom.
3. 15% seats will be reserved for the Management.
4. Admission is given on a purely merit basis after admitting in house students.
5. Admission for FYBA / FYBCom. classes will be given as per directions of University of Mumbai and Government of Maharashtra from time to time.

6. The students should refer to the notice put up on the Notice Board for the Admission purpose, as there could be changes in the admission rules.

7. The subjects for the FYBA / FYBCom are as :

F.Y.B.A.

- 1) Foundation Course (P - 1)
- 2) Communication Skills in English
- 3) Marathi (Compulsory)
- 4) Economics (P - 1) Foundation of Economic Theory
- 5) Political Science (P - 1). Semi I : Indian Political System.
Semi II : Indian Political System.
- 6) Marathi (P - 1) (Optional)

F.Y.B.Com

- 1) Foundation Course (P - 1)
- 2) Business Communication
- 3) Environmental Studies
- 4) Business Economics (P - 1)
- 5) Mathematical & Statistical Techniques
- 6) Accountancy & Financial Management
- 7) Commerce (P - 1) : Business Development

ADMISSION FOR S.Y.B.A./S.Y.B.Com. CLASSES:

- 1) The students of this College will be admitted to SYBA/SYBCom. Classes, provided that the following conditions are fulfilled:-
The students must have fully passed FYBA/FYBCom. Examination.

OR

The students must be granted ATKT in the First and Second Semester FYBA/FYBCom. Examination.

- 2) If vacant seats are available, students from other colleges/institutions can be admitted to the SYBA/SYBCom. Classes, provided that the subjects offered by them are offered in the College.
- 3) The subjects offered for the SYBA/SYBCom are:

SYBA:

- 1) Foundation Course (P - 2)
- 2) Applied Component (P - 1) Advertising
- 3) Marathi (P - 2)
- 4) Marathi (P - 3)
- 5) Economics (P - 2) - Macro Economics
- 6) Economics (P - 3) - The Indian Economy
- 7) Political Science (P - 2) Political Theory
- 8) Political Science (P - 3) Public Administration

SYBCom:

- 1) Foundation Course (P - 2)
- 2) Business Economics (P - 2)
- 3) Accountancy & Financial Management
- 4) Auditing (New Subject)

- 5) Business Law
- 6) Principles of Management & Finance
- 7) Applied Component (P - 1) Advertising

ADMISSION FOR T.Y.B.A./T.Y.B.Com. CLASSES:

- 1) Students of any College will be admitted to TYBA/TYBCom. Classes, provided that the following conditions are fulfilled:-
The students must have fully passed FYBA/FYBCom. SYBA/SYBCom. Examination. Preference will be given to TKT College (own college) students.

OR

The students must have fully passed FYBA/FYBCom. and must be granted ATKT in the SYBA/SYBCom. Examination.

OR

The students must have fully passed SYBA/SYBCom. and must be granted ATKT in the FYBA/FYBCom. Examination.

- 2) The subjects offered for the TYBA/TYBCom as follows :

TYBA: Sem. 5

- 1) **Economics - 3 Papers**
 - 1) Advanced Economics Theory : P-IV
 - 2) Growth and Development Economics : P-V
 - 3) Industrial & Labour Economics : P-VI
- 2) **Political Science - 3 Papers**
 - 1) International Relations : P-IV
 - 2) Western Political Thoughts : P-V
 - 3) Politics of Modern Maharashtra (80+20) : P-VI
- 3) **Marathi - 3 Papers**
 - 1) History of Medieval Marathi Literature : P-IV
 - 2) Indian and Western Theories of Literature : P-V
 - 3) Literature and Society : P-VI

TYBA: Sem. 6

- 1) **Economics - 3 Papers**
 - 1) Advanced Economics Theory : P-IV
 - 2) Growth and Development Economics : P-V
 - 3) Industrial & Labour Economics : P-VI
- 2) **Political Science - 3 Papers**
 - 1) Determinants of Politics of Maharashtra : P-IV
 - 2) Indian Political Thought : P-V
 - 3) India in World Politics : P-VI
- 3) **Marathi - 3 Papers**
 - 1) History of Medieval Marathi Literature : P-IV
 - 2) Western Poetics : P-V
 - 3) Literature and Society : P-VI

Revised syllabus w.e.f. 2018-19 - TYBCom V & VI Sem Subjects :

- 1) Commerce Paper V & VI Marketing and Human Resource Management
- 2) Business Economics - P-V & VI
- 3) Financial Accounting & Auditing (P-VII & IX) Finance Accounting
- 4) Financial Accounting & Auditing (P-VIII & X) Costing Accounting
- 5) Computer Systems and Applications P-I & II
- 6) Direct & Indirect Taxes P-I & II
- 7) Export Marketing P-I & II
- 8) Labour Welfare and Practice P-I & II

Computer Systems & Applications (Applied Component):

- This optional paper for TYBCom was introduced in the academic year 2004-2005. There will be two batches of 25 students each. The theory lectures (3 per week) will be conducted between 5.40 pm and 6.28 pm. Practicals will be conducted per batch.
- The admission for this paper will be strictly on merit basis. Marks obtained in SYBCom. Examination will be considered for this purpose. The student must have passed FYBCom. And SYBCom. examinations fully.
- Practicals will be conducted in the Computer Laboratory on the ground floor of R.M. Bhatt High School.
- The student will have to pay a fee of **Rs. 2100/-** for this paper.
- Practical examinations are tentatively scheduled to be conducted in Mid January 2011.
- The Computer Systems & Application paper is divided into theory paper 80 Marks and practicals 20 marks internal examination.
- Notice regarding theory lectures & practicals will be put on the Notice Board on 15th June 2011.
- While submitting the application form the student must give an undertaking about satisfactory attendance throughout the year.

DIRECT & INDIRECT TAXES : (Applied Component):

This subject is introduced at TYBCom Level. Admission for this paper will be given on merit basis and only for 120 students. Additional fees Rs.200/- will be charged for this subject / paper as per rule.

Note : Students should note that they will not be permitted to change the subjects once opted unless Principal's permission.

9 THE ELIGIBILITY CERTIFICATE:

The students who have passed the HSC Examination from other than Maharashtra State and/or from Universities other than the University of Mumbai, will have to obtain an Eligibility Certificate from the University of Mumbai. For this purpose, they will have to submit the prescribed form to:-

*The Registrar,
Eligibility Section, University of Mumbai,
Ranade Bhavan, Vidyanagari 400 098.*

10) THE TRANSFERENCE CERTIFICATE:

The students coming from other colleges affiliated to the University of Mumbai may be admitted directly to this College, if seats are available. But such students have to submit the "No Objection Certificate" from their previous college while taking admission in the College. Such students have to submit the Transference certificate and the Enrolment/Eligibility confirmation letter containing the issuing date to this College. For this purpose the concerned students should contact their previous College.

NOTE: Without the Transference Certificate no admission will be confirmed.

11) FEES

Fees (for the Arts and the Commerce facilities) will be charged as per the University & Government Rules.

FEES CHART

University of Mumbai Circular No.: CONCOL/FEE/194 of 2008 Dt. 23-5-08
University of Mumbai Circular No.: CONCOL/FEE/292 of 2008 Dt. 7-7-08

Sr. No.	Type of Fees	FYBCOM Unaided Rs.	FYBA/BCOM Rs.	SYBA/BCOM Rs.	TYBA/BCOM Rs.
1	Tuition Fees	3000	800	800	800
2	Library Fees	200	200	200	200
3	Gymkhana Fees	400	400	400	400
4	Other Fees/Extra Curricular Acti. Fees	250	250	250	250
5	Examination Fees	2000	2000	2000	2000
6	Enrolment Form Fees	220	220	0	0
7	Disaster Relief Fund	10	10	10	10

Sr. No.	Type of Fees	FYBCOM Unaided Rs.	FYBA/ FYBCOM Rs.	SYBA/ FYBCOM Rs.	TYBA/ TYBCOM Rs.
8	Admission Processing Fees	200	200	200	200
9	Utility Fees	250	250	250	250
10	Magazine Fees	100	100	100	100
11	Group Insurance Yly Prem.	40	40	40	40
12	Students Welfare Fund	50	50	50	50
13	Development Fees	500	500	500	500
14	Vice Chancellor Fund	20	20	20	20
15	Univ. Sports & Cultural Act. Fees	60	30	30	30
16	E' (Suvidha)	50	50	50	50
17	E-Charges (Connectivity Charges)	20	20	20	20
18	Caution Money Deposit	150	150	0	0
19	Library Deposit	250	250	0	0
20	Project Fee	100	100	200	200
21	Alumni Association Fee	25	25	25	25
22	Registration Fee	200	200	200	200
23	Cost of Identity Card & Library Card	50	50	50	50
24	N.S.S. Fees	10	10	10	10
25	Annual State Level Contribution	24	24	24	24
26	NSS Ekak Yojana	10	10	10	10
	Total Fees	8189	5959	5439	5239

Note : (SC/ST/VJ/NT/SBC & OBC) students should pay the entire examination fees as per the direction of Maharashtra Government as below :

FY/SYBA/B.Com Rs. 2689/- TYBA/B.Com Rs. 2689/-

Note : For Permanently Unaided Division of FYBCOM, Students will have to pay Rs.3,000/- instead of Rs.800/- Tution Fees as per Univ. Circular Exam.Fee/149 Dt.19-3-2013 students will have to pay Exam. Fees for each Semester (including Additional Exam.) whenever they appear.

Note : The students who opted following Optional Subjects for TYBCom. will have to pay as under :-

- 1) Computer Systems and Applications Tution Fees 300
- 2) Direct & Indirect Taxation Tutution Fees 300
- 3) Computer Practical Fees 600
- 4) Computer Laboratory Fees 800
- 5) Computer Laboratory Deposit 400

TYBCOM & TYBA students will have to pay Examination Fees at the time of submission of University Examination Form

NOTE:

1. Annual Group Insurance Premium of Rs. 38/- will have to be paid by each student if they so desire.

2. Outside students who have been admitted for the SY & TY Classes will have to pay the Caution Money Deposit Rs. 250/- and a Library Deposit Rs. 300/- in addition to the Regular Fees.
3. TYBA & TYBCom. students will have to pay the Examination fees while submitting the Examination Form as per the Notice.
4. Students seeking admission on the Eligibility basis, will have to pay Rs. 220/- along with the Prescribed Eligibility Form.
5. Transference Certificate Fee is Rs. 100/-

12) REFUND OF FEES - RULES

The candidates admitted 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 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:

Table : Fee Deduction on Cancellation of Admission

Period and Percentage of deduction charges					
(i)	(ii)	(iii)	(iv)	(v)	(vi)
Prior to commencement of academic term and instruction of the course	Upto 20 days after the commencement of academic term of the course	From 21st day upto 50 days after commencement of the academic term of the course	From 51st day upto 80 days after commencement of the academic term of the course or August 31st whichever is earlier	From September 1st to September 30th	After September 30th
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

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

1. All the fee items chargeable for one year are as per relevant University circulars for different faculties (excluding the courses for which the total amount is fixed by other competent authorities).
2. The fee charges 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, examp. fee and enrollment fee are non-refundable if payment is made by the college prior to the date of cancellation.

3. Fee collected for Identity card and Library card, admission form and prospectus, enrollment and any other course specific fee are not refundable after the commencement of the academic term.
4. All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned at the time of cancellation
5. The amount of fees paid as **Caution Money and Library Deposit** will be refunded when a student leaves the College or cancels his/her admission.
 - a. Such deposits will be forfeited if the refund is not claimed within one year of leaving the College or canceling admission.
 - b. The student will be paid the deposit refund after 15 days from the date of receipt of their refund application (duly signed by the student and guardian).
 - c. The student claiming deposit refund will have to surrender his/her Identity Card and original deposit receipts, failing which the refund will be forfeited.

13) FREESHIP/SCHOLARSHIP:

1. For the Backward Classes (SC/ST/VJ/NT/SBC & OBC) Students:- The students will have to submit **ON LINE Scholarship / Freeship form**. They will have to submit the print out copy of on **ON LINE Scholarship / Freeship** form with the necessary original documents and two photo copies as per the Notice put up on the College Notice Board.
2. Full fees will be recovered from B.C. Students if they do not submit the Freeship / Scholarship Form within the stipulate date (31st July 2015).
3. The students belonging to one of the following categories:

The Economically Backward Class (EBC)

Primary Teachers Wards (PTW)

Physically Handicapped Students (PHS)

are expected to submit the appropriate prescribed forms before the last date mentioned in the Notice displayed on the Notice Board. If

they fail to submit the form with in the given time, they would lose their claim.

S.T./RAILWAY CONCESSIONS FOR VACATIONS:

Students must write the complete address of their native place in the Admission Form, otherwise the long distance Railway Concession form may not be issued or certified. For local journey Railway Concession, the students name must be included in their Ration Card. A photo copy of the Ration Card (of the page where the family member names are displayed) will be required. Students should apply for Railway Concessions as per the Notices put up on the Notice Board.

ARRANGEMENT OF TERMS

- 1) First Term : June 6 to October 24, 2019
- 2) Mid Term (Vaction) : Sep. 2 to Sep. 7, 2019
- 3) Diwali Vacation : Oct. 25 to Nov. 14, 2019
- 4) Second Term : Nov. 15 to May, 2020
- 5) Mid Term Winder Vaction : Dec. 26 to Jan. 1, 2020
- 6) Summer Vacation : May 3, 2020 to June 7, 2020

14) THE COLLEGE EXAMINATIONS:

As per the University guidelines, college conducts examinations for regular students and for repeaters (ATKT).

Exams for Regular Students:

Examinations Pattern (Degree College)

- 1) Credit Base Grading System (CBGS) has been introduced from Year 2011-12 for UG & PG programmes..
- 2) The total credit value shall be 120 credits for all UG programmes across the faculties.
- 3) **Course Wise Credit Allocation** (For each semester)
 - a) FYBA : (Sem-I & II, Total Credits Allotted : 15 per Semester)
 - b) SYBA : (Sem-III & IV, Total Credits Allotted : 22 per Semester)
 - c) FYBCom : (Sem-I & II, Total Credits Allotted : 20 per Semester)
 - d) SYBCom : (Sem-III & IV, Total Credits Allotted : 17 per Semester)

4) **Scheme of Evaluation :**

For F.Y./S.Y. Class

The performance of the learner shall be evaluated through the semester end best of 100 marks. This examination will be conducted at the end of each semester. All papers will be of 3 hrs duration.

Only Foundation Course paper in FY and SY have internal tests for projects.

5) **STANDARD OF PASSING**

- 1) The learner shall have to obtain a minimum of 40% marks in aggregate to qualify each course. However, the learner shall obtain minimum 40% of marks.
- 2) To qualify each course minimum grade E shall be obtain by the learner in each course and project wherever applicable in a particular semester.

6) **METHOD TO CARRY FORWARD THE MARKS**

- 1) A learner who PASSES in the Internal Assessment 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 assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing of the complete course.
- 2) A learner who FAILS in the Internal Assessment but PASSES in the Semester End Examination of the course shall submit and reappear for the Internal assessment in the form of projects for 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 qualifying the course.
- 3) The Evaluation for students who fails in Internal Assessment will consist of one project of 40 marks which will be divided into 20 marks for the documentation of the project given by the concerned teachers on the curriculum, 10 marks each for the presentation and for the viva.

7) **ATKT (ALLOWED TO KEEP TERM)**

- 1) A student shall be allowed to keep term for semester-II irrespective of number of heads of failure in the Semester-I.
- 2) A student shall be allowed to keep term for Semester-III if he/she passes each of Semester I and Semester- II OR A student who fails in not more than two courses of Semester -1 and Semester - II taken together.
- 3) A student shall be allowed to keep term for Semester-IV irrespective of number of heads of failure in Semester-III. However, the student shall pass each course of Semester-II and Semester-I in order to appear for Semester-IV.
- 4) A student shall be allowed to keep term for Semester-V if he/she passes semester-I, Semester-II, Semester-III and Semester-IV OR A student shall pass Semester-I and Semester-II and fails in not more than two courses of semester-III and Semester-IV taken together.
- 5) A student shall be allowed to keep term for Semester-VI irrespective of number of heads of failure in the Semester-V. However, the student shall pass each course of Semester-III and Semester-IV in order to appear for Semester-VI.
- 6) The result of Semester-VI shall be kept in abeyance until the student passes each of Semester-I, Semester-II, Semester-III, Semester-IV and Semester-V.

ACCEPTANCE OF TYBA & TYBCom. . EXAM FORMS BY THE COLLEGE:

Notice regarding submission of Semester Exam. Forms of TYBA/TYBCOM will be displayed as per the notifications of University of Mumbai

15) STUDENTS' ATTENDANCE:

Students must attend classes regularly. They are required to satisfy the minimum requirement in respect of attendance at the lectures, tutorials and College examinations.

As per the Rules and Conditions laid down by University of Mumbai, vide No. UG/235/98 dated 3/7/98 relating to Ordinance No. 119, **for being granted terms, the students are expected to maintain an attendance of at least 75% of the total number of lectures, practicals (wherever prescribed) and tutorials (wherever prescribed) conducted during the term.**

Note: The Hon'ble Bombay High Court in Appeal No. 472/2002, held that Ordinance 119 makes it clear that attendance of the two terms cannot be taken together for working out the minimum attendance. The provision also says that if the attendance is less than 50%, only the Management Council of the University can condone it.

Students who fail to maintain 75% attendance will be treated as defaulter students. A defaulter student's term will not be granted and he/she will not be allowed to appear for the examination.

Students who fail to maintain the condition of minimum attendance on account of bonafide illness, or any other reason which is deemed right by the Principal, should apply in writing to the Principal for leave of absence, prior or within 2 days from the date of commencement of such leave, failing which they will be treated as defaulters.

All applications for leave of absence along with medical certificate, if any, are to be submitted to College Office and not directly to any of the lecturers.

Students who request leave of absence from lectures/practicals/tutorials for participating in sports, games, cultural or any activities for and on behalf of the College/Activity Group, should submit the application countersigned by the respective Prof-in-Charge before the commencement of such leave failing which they will be treated as defaulters.

Parents of the College students are requested to kindly contact the concerned teachers, Vice-Principal or Principal at least one in a term to keep themselves abreast with their ward's attendance and progress.

16) ACADEMIC AWARDS AND PRIZES:

The following is the list of Cash prizes and Certificate awarded to the College students for performing meritoriously at the University examinations and the College examinations.

Sr. No.	Cash Prize	Prize awarded to	Prize Amount
1	The Pankaj Natalkar Prize	Student standing 1st in TYBCom in the College	Rs. 251/-
2	The S.M. Deshmukh Prize	Student standing 1st in TYBCom in the College	Rs. 251/-
3	The Dr. (Smt.) S.S. Lavekar Prize	Student standing 1st in TYBCom in the College	Rs. 251/-
4	The Prof V.V. Paradkar Prize	TYBCom student standing 1st in the College in Accountancy	Rs. 251/-
5	The Late Vinayak M. Thakurdesai Prize	Student standing 1st in the College in the MPP Paper in TYBCom	Rs. 251/-
6	The Late Dr. Shivnand Lavekar Prize	Student standing 1st in TYBA in the college	Rs. 251/-
7	College Prize	Student standing 1st in TYBA in the College	Rs. 251/-
8	College Prize	Student standing 1st in SYBA in the College	Rs. 251/-
9	College Prize	Student standing 1st in FYBA in the College	Rs. 251/-
10	College Prize	Student standing 1st in TYBCom in the College	Rs. 251/-
11	College Prize	Student standing 1st in SYBCom in the College	Rs. 251/-
12	College Prize	Student standing 1st in FYBCom in the College	Rs. 251/-

17) LIBRARY AND READING HALL:

- 1) The College Library and Reading Room facilities are available on all the College working days between 4.00 pm and 9.30 pm.
- 2) The following days allotted to the various classes for accessing the lending facility of the College Library:
FYBA/FYBCom : Mondays and Thursdays
SYBA/SYBCom : Tuesdays and Fridays
TYBA/TYBCom : Wednesdays and Saturdays
- 3) During the examination period reading room facility is given on every Sunday.
- 4) The Library's Book Bank Scheme (for all classes and all subjects) is meant for the economically weaker students. Students have to apply to the Principal for this facility. The students are then chosen at the Principal's discretion and as per University rules.
- 5) Students must return the borrowed books within one week. If they fail to do so, they will have to pay a fine of Re. 1 per book per day.
- 6) The students should take proper care of the books, magazines and newspapers provided in the library. If the books are damaged or lost, 1.5 times of the price will be recovered from the defaulting student.
- 7) The students are expected to observe complete silence, in the library premises.
- 8) Library provides free internet facility and N-List Consortia to the students in the reading room.
- 9) Best Reader Award is given to both Boy and Girl student who have read maximum books and regularly taken the benefit of reading room.
- 10) Identity Card will be issued from the Library counter as per the notice issued by the college.
- 11) Students are informed the DOAJ Director of Open Access Journals provides open access to online free journal. Kindly visit the website : www.doaj.org

- 12) Library also provides Home Leading Services of Books. Two books will be issued to the students (one Text and one Reference or other general book)
- 13) University Book Bank Scheme facility is available to reserved category students. All concern students should return their all books on the next day of complection of their exams. Otherwise Rs. 1 per day per book will be charged to the student.
- 14) Students should participate in the activities organised by the Library department.

18) CO-CURRICULAR ACTIVITIES and EXTRA CURRICULAR ACTIVITIES:

The College expects that students not only take a keen interest but also participate in the various co-curricular and extra-curricular activities organized or recommended by the College.

The **Student Council** will be constituted as per the rules and regulations laid down by the University of Mumbai.

a) NSS:

The College has a NSS unit for 100 students which conducts various activities like environmental awareness, Shramadan, street plays & story telling, blood donation camps, health care etc. It also conducts a seven day residential camp. The students are required to fulfill the norm of completing 120 working hours in NSS activities.

b) NCC:

The College also encourages participation in NCC. Students can enroll in the NCC units attached to other day colleges like Kirti College, Dadar, M.D. College, Parel, Ruparel College, Matunga, Jaihind College, Churchgate etc.

c) Extension Project Work Activity :

Intake capacity for the scheme is 50 students. Preparation of the Project and participation in University programme is compulsory. Successful students will get 10 grace marks and certificate.

19) DIFFERENT COMMITTEES FOR THE YEAR 2019-20

The following Committee/Associations have been formed for the various administrative, academic, extra curricular and co-curricular activities:-

Sr. No.	Name of the Committee	Name of the Staff Member	Designation
1	Administrative Committee	Prin.V.B.Rokade	Chairperson
2	Admission Committee	Prof. A. A. Torane	Chairperson
3	Anti Ragging Committee	Prin. V. B. Rokade	Chairperson
4	Attendance Committee	Prof. S.S. Kajabe	Chairperson
5	Career Guidance & Placement Cell	Prof. P.D.Pandagale	Chairperson
6	Commerce Association	Prof. Dr. (Mrs.) A. R. Bhave	Chairperson
7	Committee for Group Insurance Scheme	Prin.V.B.Rokade	Prin. of the College
8	UGC Grants Planning Board	Prof. K.G.Nandela	Chairperson
9	Examination Committee	Prof.S.P.Buwa	Chairperson
10	Students Grievance Cell (CGRC)	Prof. K.G.Nandela	Chairperson
11	Gymkhana Committee	Prof.Mrs.S.B.Gaikwad	Chairperson
12	Internal Quality Assurance Cell	Prof. K.G.Nandela	Chairperson
13	Library Committee	Librarian	Chairperson
14	Extension Project work	Prof. P.M. Dhengle	Chairperson
15	Magazine Committee	Prof. A.A. Torane	Chief Editor
16	N.S.S. Advisory Committee	Prin.V.B.Rokade	Chairperson
17	N.S.S. Department	Prof. Dr. N.M.Suryawanshi	Prof. Incharge
18	Parents & Alumini Association	Prof. P. D. Sawant	Chairperson
19	Purchase Committee	Prof. D.B.Jambhule	Chairperson
20	Special (BC) Cell	Prof. Dr. N.M.Suryawanshi	Chairperson
21	Staff Academy	Prof. Dr. (Mrs.) A. R. Bhave	Chairperson
22	Student's Council & Cultural Committee	Prof. A.A. Torane	Prof. Incharge
23	Time Table Committee	Prof. P.D.Pandagale	Chairperson
24	Unfair means & Inquiry Committee	Prof. K. G. Nandela	Chairperson
25	Women Development Cell	Prof. A.A. Torane	Ex-Officio President

Note: Names of the other members of the above Committees will be displayed on Notice **Board No. 8**

20) OTHER COURSES

Eighteen short term courses in Financial Markets affiliated to the National Stock Exchange of India Ltd. are conducted in the college. The details of the courses are displayed on the notice board. Prof. Pankaj Pandagale is the course co-ordination

21) DISCIPLINE AND CODE OF CONDUCT OF THE COLLEGE:

1. All students are expected to observe the rules and regulations currently in force to enable the smooth working of the College.
2. Students are prohibited to do anything inside or outside the College that will interfere with its orderly administration or affect its public image. No outside influence (political or any other) should be brought into the College either directly or indirectly.
3. Students should always display their valid Identity Card whenever they are in the College or are representing the College at any other place / function / programme. The Identity Card should be produced whenever demanded by any of the College staff. If they do not have their identity cards they may be penalized or may not be allowed to enter the premises.
4. During the conduct of lectures students should not loiter in and around the College premises. Students must not disturb the normal working of the College by leaving lectures midway and by moving about in the College corridors.
5. While representing the College at any other place / function / programme, the student's behaviour should not be detrimental to the image of the College.
6. In case of any problem (personal or academic), students should seek counsel from Prof Krishnan or Dr. Bhave (Vice-Principal). Apart from being supportive of such students, these staff members will try to help them solve the problem.

7. Students are directed not to bring outsiders into the College premises without any valid reasons.
8. Students should not collect any funds from other students or from outsiders without the **written permission** of the Principal.
9. Students should not organise on their own picnics, excursions, trips, etc. without prior **written permission** of the Principal.
10. The use of mobile phones is not allowed in the College premises (University Circular No. UG/552 dated 31/12/04).
11. The Government of Maharashtra has notified that ragging is a cognizable offence. Students are required to restrain from indulging in any form of ragging. Anyone reported to be involved in any form of ragging will be severely dealt with.
12. Students are expected to use only the side gate as the entrance into the College. They should not use any other gate for entrance.
13. The College students should not enter the premises before 4:50 pm. on all working days and should not disturb the educational process going on in the premises.
14. The College functions in the R. M. Bhatt High School building premises. Hence, all the assets and structures in the classrooms and outside are the property of the school. Students should therefore handle them with due care and ensure that no damage is caused to the property. Keeping the classroom tidy is the collective responsibility of the students. Damaging the property will be severely dealt with, in the form of punishment or fine or even dismissal from the College.
15. The College works between 4:50 pm. and 10:00 pm. along with the Night High School on the ground floor and Night Junior College on the first floor. The students should therefore maintain silence within the campus.

16. Since the College is located in a residential zone, students should see to it that the near by residents are not disturbed. Stern action will be taken if students are found to be misbehaving in the vicinity of the College.
17. College will take stern action against the student who has submitted fake documents while taking admission or any time during the year.
18. The powers relating to the disciplinary action in the College is vested with the Principal and the decision of the Principal is final and binding. Any students who violates the discipline code of the College will be severely dealt with.
19. Library deposit and caution money will be refunded after leaving this college. After one year deposit it will be lapsed and will not be refunded.
20. **Zero-Tolerance to Sexual Harassment**
Our college abides to zero-tolerance towards sexual harassment of women. Any form of sexual harassment faced by any female student, women teaching or non-teaching staff within the college premises is severely condemned by our college. Appropriate action will be taken against the person guilty of such an act.

*With Best Wishes from
Ma-agement, Pri-cipal,
Teachi-g & No--Teachi-g
Staff of the College*

HOLIDAY LIST - 2019

Sr. No. (1)	Holiday (2)	Date (3)	Saka Date (4)	Day (5)
1	Republic Day	26th January 2019	6 Magh, 1940	Saturday
2	Chhatrapati Shivaji Maharaj Jayanti	19th February 2019	30 Magh, 1940	Tuesday
3	Mahashivratri	4th March 2019	13 Phalguna, 1940	Monday
4	Holi (Second Day)	21st March 2019	30 Phalguna, 1940	Thursday
5	Gudhi Padwa	6th April 2019	16 Chaitra, 1941	Saturday
6	Ram Navmi	13th April 2019	23 Chaitra, 1941	Saturday
7	Mahavir Jayanti	17th April 2018	27 Chaitra, 1941	Wednesday
8	Good Friday	19th April 2019	29 Chaitra, 1941	Friday
9	Maharashtra Din	1st May 2019	11 Vaishakha, 1941	Wednesday
10	Buddha Pournima	18th May 2019	28 Vaishakha, 1941	Saturday
11	Ramzan Id (Id-ul-Ktar) (Shawal-1)	5th June 2019	15 Jeshtha, 1941	Wednesday
12	Bakri Id (Id-ul-Zua)	12th August 2019	21 Shrawana, 1941	Monday
13	Independence Day	15th August 2019	24 Shrawana, 1941	Thursday
14	Parsi New Year (Shahenshahi)	17th August 2019	26 Shrawana, 1941	Saturday
15	Ganesh Chaturthi	2nd September 2019	11 Bhadra, 1941	Monday
16	Moharam	10th September 2019	19 Bhadra, 1941	Tuesday
17	Mahatma Gandhi Jayanti	2nd October 2019	10 Ashvina, 1941	Wednesday
18	Dasara	8th October 2019	16 Ashvina, 1941	Tuesday
19	Diwali (Balipratipada)	28th November 2019	21 Kartika, 1941	Tuesday
20	Guru Nanak Jayanti	12th November 2019	21 Kartika, 1941	Tuesday
21	Christmas	25th December 2019	4 Pausha, 1941	Wednesday

State Govt. has also decided to declared following additional holiday.

1	Bhaubeej	29th October 2019	7 Kartik, 1941	Tuesday
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FOLLOWING HOLIDAYS FALL ON SUNDAY

1	Dr. Babasaheb Ambedkar Jayanti	14th April 2019	24 Chaitra, 1941	Sunday
2	Diwali Amavasaya (Laxmi Pujan)	27th October 2019	5 Kartika, 1941	Sunday
3	Id-E-Milad	10th November 2019	19 Kartika, 1941	Sunday

The holiday listed above are notified as public holidays under section 25 of the Negotiable Instrument Act 1881 (Gove. of Maharashtra)

