Nirmala Memorial Foundation College of Commerce and Science

(Permanently Affiliated to University of Mumbai)

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CONTENT

COLLEGE PROFILE

Nirmala Memorial Foundation College of Commerce and Science, a flourishing institution permanently affiliated to University of Mumbai made its humble genesis in 2003, through the enlightened vision and guidance of Mr. Thakurbhai Desai, recipient of Best Teacher Award from the Government of Maharashtra in 1986.

As an institution its purpose is to impart quality education to learners of all creeds in general and the Gujarati Linguistic Minority in particular. The college strives to develop the intellectual powers of learners and all concerned, continuously and consistently through innovative methods that are participative, interactive and facilitative in a measurable manner. It also aims to train them to be responsible and worthy citizens in their life.

The college offers a number of traditional and self financing programmes at the Under Graduate and Post Graduate levels that are affiliated to University of Mumbai, imparting education to over 8,000 learners who reside in and around this fast growing suburb. A perfect blend of dedicated and forward looking Management and committed Teaching and Non Teaching Staff has ensured that the college is on the right path and has steered it in the right direction.

The greatest strength of the college is witnessed in the fact that it is managed by academicians, who not only understand and respect the value of education and educationists but also believe that knowledge is power and the value of knowledge lies not in its accumulation but in its utilization.

INFRASTRUCTURE

The college provides excellent infrastructure to facilitate the education process and enhance the learning ability of the learners through availing the following amenities:

o The eight storied building includes modern air-conditioned office blocks, well equipped classrooms, well planned corridors and 2 elevators.

o Fully furnished library with large collection of books, periodicals and journals (both Indian & Foreign) and spacious reading rooms.

o Air-conditioned computer labs with 150 advanced machines and licensed software. Well organized and spacious gymkhana.

o Air-conditioned auditorium.

o Comfortable common rooms for girls and boys.

o State - of- art technology in its teaching process making use of mike systems, LCD projectors etc.

o Hygienic and nutritious canteen

TEACHING FACULTIES

At Nirmala, we enable the 'holistic' development of each student with the help of dedicated, qualified and experienced staff.

Dr. T.P. Madhu Nair

M.Com, DHE, Ph.D, FICA

Principal & Former Dean, Faculty of Commerce, University of Mumbai

Department of Commerce:

1. Dr. Alpa Upadhyay   **M.Com., M.Phil., Ph.D.**

2. Dr. Megha Juvekar   **M.Com, M.Phil., NET, Ph.D.**

3. Dr. Vijaya Jacquiline   **M.Com., M.Phil., Ph.D.**

4. Prof. Geeta Bhatia   **M.Com, M.Phil.**

5. Prof. Rishabh Desai   **M.Com.**

6. Prof. Shalini Chauhan   **M.Com.**

7. Prof. Nilam Goradia   **M.Com. MBA.**

8. Prof.(Ms) Sweety Singh(LB)   **M.Com.**

9. Prof. Sharmika Kathath(LB)   **M.Com.**

10. Prof.(Mr) Prashant Chhadi(LB)   **M.Com.**

11. Prof.(Mr) Yogendra Mandaliya(LB)   **M.Com.**

Department of Accountancy:

1. Prof (Mr) Jignesh Dalal — **M.Com., M.Phil.**

2. Prof (Ms) Dipti Parekh — **M.Com.**

3. Prof (Mr) Binu Nair — **M.Com.**

4. Prof (Ms) Utpala Prafulla Vanmali — **M.Com.**

5. Prof (Ms) Diya Mukharjee — **M.Com.**

6. Prof (Mr) Santosh Tiwari (LB) — **M.Com.**

7. Prof (Mr) Ashish Gupta(LB) — **M.Com., M.Phil.**

8. Prof (Ms) Bincy Abraham(LB) — **M.Com.**

9. Prof (Mr) Alpesh Shah — **M.Com.**

10. Prof (Ms) Salma Siddiqui(LB) — **M.Com.**

11. Prof (Mr) Nilesh Arde(LB) — **M.Com.**

12. Prof (Mr) Parag Sanghvi(LB) — **M.Com.**

13. Prof (Ms) Neha Doshi(LB) — **MBA, M.Com, M.Phil.**

Department of Economics:

1. Dr. Neha Goel — **M.A., M.B.A., Ph.D.**

2. Prof (Ms) Marry Pillai — **M.A., M.Phil.**

3. Prof (Ms) Kanchan Thaker (LB) — **M.A.,**

4. Prof (Ms) Gunjan Sidhu (LB) — **M.Com, PGDBA**

5. Prof (Ms) Priti Vishwkarma (LB)   **M.A.**

Department of Business Law:

1. Prof.(Ms.) Janvi Bhatia   **LL.M, NET**

2. Prof.(Ms.)Karishma Shah(LB)   **M.Com, LL.B**

Department of Management:

1. Dr. Poonam Kakkad   **M.Com, MBA, M.Phil, Ph.D.**

2. Prof.(Ms.) Swiddle D'Cunha   **M.Com., NET**

3. Prof Sangeetha Shyam Sunder   **M.B.A, NET,SET**

4. Prof Jaimin Rathod   **M.Com., SET**

5. Prof.(Ms) Karuna Ohri   **M.Com., ACA, NET**

6. Prof.(Ms) Sneha Mishra(LB)   **M.Com.**

Department of Business Communication:

1. Dr. Monica John   **M.A., Ph.D.**

2. Prof.(Ms) Neelam A. Patil   **M.A., M.Phil.**

3. Dr. Mitalee Som(LB)   **M.Com., Ph.D.**

4. Prof.(Ms) Mona Punjabi   **M.Com.**

Department of Mathematics:

1. Prof.(Ms) Bhakti Manjrekar   **M.Sc.**

2. Prof.(Ms) Jalpa Shah   **M.Sc.**

3. Prof.(Mr) George T   **M.Sc., MCA, LL.B, PGDME**

4. Prof.(Ms) Krinal Desai   **M.Sc.**

5. Prof.(Ms) Vinay Dukale   **M.Sc., NET, SET**

Department of BMM:

1. Prof (Ms) Amruta Chohan (LB)   **M.A**

2. Prof (Mr) Sunil Jagawani (LB)   **MBA**

3. Prof (Ms) Bhoomi Dave (LB)   **M.A**

4. Prof(Ms) Shruti Soni (LB)   **M.A**

5. Prof (Mr) Aakash Purswani(LB)   **BMM**

6. Prof. Shobha Venkatesh(LB)   **PGDM, Dip in Taxation**

7. Prof (Mr) Devendra Pai(LB)   **M.A.,SET**

Department of Information Technology :

1. Prof. S. B .Patil   **Former Dean, Faculty of Science, University of Mumbai**

2. Prof.(Ms) Vaishali Mishra   **MCA**

3. Prof.(Ms) Sheetal Asodekar   **MCA**

4. Prof.(Mr) Vikas Agarwal   **B.E., MCA**

5. Prof (Ms) Sumathy Rajkumar   **MCA**

6. Prof.(Ms) Bhakti Chaudhari   **M.Sc., MCA, M.Phil.**

7. Prof.(Ms) Aparna Panigrahy   **M.Sc., MCA, M.Phil.**

8. Prof.(Ms) Sangeeta Nayak   **M.Sc.**

9. Prof.(Ms) Pratiksha Rai   **M.Sc.**

10. Prof.(Ms) Nikita Palav   **MCA**

11. Prof.(Ms) Sweta Vashi   **M.Sc.**

12. Prof.(Ms) Pooja Jadhav   **MCA**

13. Prof.(Ms) Indrani Sen (LB)   **MCA, M.Phil.**

14. Prof.(Mr) Laxmi Shankar Yadav (LB)   **M.Sc.**

15. Prof.(Mr) Sushil Tiwari (LB)   **M.Sc.**

16. Porf.(Ms) Jaimy Thomas (LB)   **MCA**

ADMINISTRATIVE STAFF

1. Ms. Swati Desai   **Registrar**

2. Ms. Sweeta Figer   **Accountant**

3. Ms. Carolina Kini   **Clerk**

4. Mr. Sachin Dharne   **Clerk**

5. Ms. Jinal Desai   **Clerk**

6. Mr. Nikit Desai   **Clerk**

7. Mr. Shomeet Patil   **Clerk**

8. Ms. Rakhi Hule   **Clerk**

9. Mr. Surendra Jadhav   **Clerk**

PROGRAMS OFFERED

Under one roof, our college offers the following programs at UG and PG levels.

- o **Bachelor of Commerce (B.Com)**

- o **Bachelor of Commerce (Accounting and Finance) (BAF)**

- o **Bachelor of Management Studies (BMS)**

- o **Bachelor of Mass Media (BMM)**

- o **Bachelor of Science (Information Technology) (B.Sc.IT)**

- o **Bachelor of Science (Computer Science) (B.Sc. CS)**

- o **Master of Commerce (Advanced Accountancy / Business Management) (M.Com)**

- o **Master of Science (Information Technology) (M.Sc. IT)**

Bachelor of Commerce (B.Com)

Eligibility:

A candidate who has passed the H.S.C. examination or its equivalent in Arts/ Science/Commerce conducted by the Board of Higher Secondary Education in the State of Maharashtra is eligible for admission to FYBCOM class.

OR

A candidate who has passed HSC Examination or its equivalent from Board of Higher Secondary Education /University other than from Maharashtra.

Reservation of Seats:

Reservations are as per the Government policy.

Duration of the Program:

3 years, divided in to six semesters

First Year

Semester - I	Semester - II
Accountancy and Financial Management- I	Accountancy and Financial Management- II
Commerce - I	Commerce - II
Business Economics - I	Business Economics - II
Business Communication – I	Business Communication - II
Environmental Studies – I	Environmental Studies - II
Foundation Course – I	Foundation Course – II
Mathematical and Statistical Techniques – I	Mathematical and Statistical Techniques - II

Bachelor of Commerce (Accounting and Finance) (BAF)

Eligibility:

A candidate for being eligible for admission to the degree program in B.Com Accounting and Finance should have passed H S C examination of Maharashtra Board of Higher Secondary Education or its equivalent and secured not less than 45% marks (40% in case of reserved category) in aggregate at one and the same sitting.

Reservation of Seats

Reservations are per the Government policy.

Duration of the program

3 years, divided in to six semesters

First Year

Semester - I	Semester - II
Financial Accounting (Elements of Financial Accounting) - I	Financial Accounting (Special Accounting Areas) - II
Cost Accounting (Introduction to Element of Cost) - I	Auditing (Introduction to Planning) - I
Financial Management (Introduction to Financial Management) - I	Taxation – I (Indirect Taxes – I)
Business Communication - I	Business Communication - II
Foundation Course - I	Foundation Course – II
Commerce (Business Environment) -I	Business Law (Business Regulatory Framework) - I
Business Economics - I	Business Mathematics

Bachelor of Management Studies (B.M.S)

Eligibility:

A candidate for being eligible for admission to the degree program in B.M.S should have passed H.S.C. examination of Maharashtra Board of Higher Secondary Education or its equivalent and secured not less than 45% marks (40% in case of reserved category) in aggregate at one and the same sitting.

Reservation of Seats

Reservations are per the Government policy.

Duration of the Program

3 years, divided in to six semesters

First Year

Semester - I	Semester - II
Introduction to Financial Accounts	Principles of Marketing
Business Law	Industrial Law
Business Statistics	Business Mathematics
Business Communication - I	Business Communication - II
Foundation Course - I	Foundation Course - II
Foundation of Human Skills	Business Environment
Business Economics - I	Principles of Management

Bachelor of Mass Media (B.M.M)

Eligibility:

A candidate for being eligible for admission to the degree program in B.M.M should have passed

H.S.C. examination of Maharashtra Board of Higher Secondary Education or its equivalent.

Reservation of Seats

Reservations are per the Government policy.

Duration of the Program

3 years, divided in to six semesters

First Year

Semester - I	Semester - II
Effective Communication Skills - I	Effective Communication Skills - II
Fundamentals of Mass Communication	Introduction to Literature
Introduction to Computers	Introduction to Media Psychology
Landmark, Event in the History of World, India and Maharashtra	Political Concepts and Indian Political System
Introduction to Sociology	Principles of Management
Introduction to Economics	Principles of Marketing

Bachelor of Science in Computer Science- B.Sc (CS)

Eligibility:

A candidate who has passed H.S.C. examination from the Board of Higher Secondary Education in Maharashtra or its equivalent from a Board / University other than from the state of Maharashtra with Mathematics as one of the subjects.

Reservation of Seats

Reservations are per the Government policy.

Duration of the Program

3 years, divided in to six semesters

First Year

Semester - I	Semester - II
Fundamentals of Computer Organization & Embedded System	Programming with C
Introduction to Programming using Python	Programming with Python– II
Free and Open Source Software	Linux
Introduction to Database Management Systems	Data Structure
Discrete Mathematics	Calculus
Descriptive Statists and Introduction to Probability	Statistical Methods and Testing of Hypothesis
Soft Skill Development	Green Technologies
Practical	Practical

Bachelor of Science in Information Technology- B.Sc (I.T)

Eligibility:

A candidate for being eligible for admission to the Degree Course of Bachelor of Science - Information Technology shall have passed H.S.C Examination of the Maharashtra Board of Higher Secondary Education or its equivalent with Mathematics as one of the subjects and should have secured not less than 45% marks in aggregate (40% marks in aggregate in case of Reserved category). Candidates who have passed Diploma in Computer Engineering/Computer Science/ Computer Technology/Electrical, Electronics and Allied branches, Mechanical and Allied branches, Civil and Allied branches of Engineering are eligible for admission to the Second Year of the B.Sc.(I.T.). However, the Diploma should be recognized by the Board of Technical Education or any other recognized Government body.

Reservation of Seats

Reservations are per the Government policy.

Duration of the Program

3 years, divided in to six semesters

First Year

Semester - I	Semester - II
Imperative Programming	Object Oriented Programming
Digital Electronics	Microprocessor Architecture
Operating Systems	Web Programming
Discrete Mathematics	Numerical and Statistical Methods
Communication Skills	Green Computing
Practical	Practical

Master of Commerce (Advanced Accountancy / Business Management) (M.Com)

Eligibility:

A learner for being eligible for admission to the Post Graduate Programme i.e. Master of Commerce, shall have passed the examination for the degree of Bachelor of Commerce (three years / Six Semester integrated course) or the degree B. Com. (Old Course) or the other Semester based Programmes i.e. Bachelor of Commerce (Banking & Insurance) or Bachelor of Commerce (Accounting & Finance) or Bachelor of Commerce (Financial Markets) or Bachelor of Management Studies (B.M.S.) of this University, or an examination of any other University recognized as equivalent thereto.

Duration of the program:

The duration of the M. Com. Programme shall be of two years consisting of Four (04) Semesters.

PART I

Semester - I	Semester - II
Strategic Management	Research Methodology for Business
Economics for Business Decisions	Macro Economics concepts and Applications
Cost and Management Accounting	Corporate Finance
Business Ethics and Corporate Social Responsibility	E-Commerce

Master of Science (Information Technology) (M.Sc. IT)

Eligibility:

The Bachelor's degree in the Faculty of Science/ Technology of this University or equivalent degree of recognized Universities with major(Mathematics, Physics, Statistics, Life Sciences, Bachelor's Degree in Technology (B.Tech./B.E.) in Engineering/ Computer Sciences/ Information Technology, Bachelor's Degree in Computer Sciences B.C.A/B.C.S/ Information Technology) and ancillary Subjects at undergraduate level as detailed below:

PART I

Semester - I	Semester - II
Data Mining	Mobile Computing
Distributed System	Advanced Computer Networks
Data Analysis Tools	Cloud Computing and Ubiquitous System
Software Testing	Advanced Database Systems

SCHEME OF EXAMINATION FOR BMM, BAF& BMS.

The scheme of examination shall be divided in two parts.

a.	**Internal Assessment –**	**25 marks**
b.	**Semester End Examination -**	**75 marks**

Passing Standards:

o   A minimum of 40% marks in aggregate to qualify each course where the evaluation consists of Internal Assessment & Semester End Examination.

o   A Score of 10 out of 25 in the Internal Assessment and 30 out of 75 in Semester End Examination separately is mandatory for passing. To qualify in each course minimum grade D needs to be obtained in each course in a particular semester.

The performance grading of the learner shall be of the 10 Point Scale as under:

Marks	Grade Points	Grade	Performance
80 & 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 detailed information on credit based evaluation system, standard of passing, seven point grading system etc are available for reference on the website of University of Mumbai www.mu.ac.in

ATKT Rules are read as under:-

a. A learner shall be allowed to keep term for Semester II irrespective of number of heads 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 & Semester II

OR

A learner who fails in not more than four courses of Semester I and Semester II taken together with not more than two courses each in semester I & II.

c. A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III. However, the learner shall pass each course of Semester I and Semester II in order to be admitted in semester V.

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 each in semester III & Semester IV

e. A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V. However, the learner shall pass each course of Semester III and Semester IV in order to appear for Semester VI.

f. 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.

SCHEME OF EXAMINATION FOR B.SC.(CS) AND B.SC.(I.T)

The scheme of examination shall be divided in three parts.

a. Semester End Examination	-	75 marks
b. Internal Assessment	-	25 marks
c. Practical or Presentation or Problem Solving	-	50 marks

Passing Standards:

A minimum of 40% marks in aggregate to qualify each course where the evaluation consists of Internal Assessment, Semester End Examination & Practical or Presentation or Problem Solving Assessment.

- o A Score of 10 out of 25 in the Internal Assessment, 30 out of 75 in Semester End Examination and 20 out of 50 in Practical Examination separately is mandatory for passing.

- o To qualify in each course minimum grade D needs to be obtained in each course in a particular semester.

The performance grading of the learner shall be of the 10 Point Scale as under:

Marks	Grade Points	Grade	Performance
80 & 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

RULES OF B.Sc.(I.T) -ALLOWED TO KEEP TERMS (ATKT):

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 (grade 'E' or above in each course) each of Semester I and Semester II OR He/she fails in not more than two courses of Semester I and Semester II taken together.

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

iv)   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 He/she has passed Semester I and Semester II and fails in not more than two courses of Semester III and Semester IV taken together OR He/she has passed Semester III and Semester IV and fails in not more than two courses of Semester I and Semester II taken together

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

RULES OF B.Sc.(CS) -ALLOWED TO KEEP TERMS (ATKT):

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

iii) A learner shall be allowed to keep term for Semester III if he/she passes (grade

'D' or above in each course) each of Semester I and Semester II OR He/she fails in not

more than three courses of Semester I and Semester II .

iii) A learner shall be allowed to keep term for Semester V if he/she passes (grade

'E' or above in each course) each of Semester III and Semester IV OR He/she fails in not more than two courses of Semester III and Semester IV .

UNFAIR MENAS ENQUIRY AND PUNISHMENTS

Punishment for resorting to Unfair Means by candidates appearing for Examinations under Ordinance 5050

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.	Nature of Malpractice	Quantum of minimum Punishment
1	Possession of copying material. (Including electronic gadgets like cell phone, Bluetooth etc.)	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 threat)
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 books + Actual evidence of copying there from	Exclusion of the student from University or College or Institution examination for one additional examination. (Both the students)
5.	Mutual /mass copying	Exclusion of the student from University or College or Institution examination for one additional examination
6.	(i) Smuggling-out or smuggling-in of answer book as copying material.	Exclusion of the student from University or College or Institution examination for one additional examination
	(ii) Smuggling-in of written answer book based on the question paper	Exclusion of the student from University or College or Institution examination for one additional examination

	set at the examination.	
	(iii) Smuggling-in of written answer book and forging signature of the Jr. Supervisor thereon	Exclusion of the student from University or College or Institution examination for one additional examination
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 one additional examination
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 one additional examination
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 for one additional examination.
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 one additional examination. (Note:- This money shall be credited to the Vice-chancellor's Fund)
11.	Using obscene language /violence threat at the examination centre 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 one additional examination.
12.	(a) impersonation at the University/College/Institution	Exclusion of the student from University or College or Institution examination for one additional examination.
13.	Revealing identity in any form in the answer written or in any other	Annulment of the performance of the Student at the University or College or Institution examination in full.

	part of the answer book by the student at the University or College or Institution examination	
14	Found having written on palm 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.
15.	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 full and severe punishment depending upon the gravity of the offence.
16.	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 with severely. Enhanced punishment can be imposed on such students. The enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examinations.	
17.	Practical/Dissertation/Project Report Examination. Student involved in malpractice at Practical/Dissertation/Project Report Examinations shall be dealt with as per the punishment provided for the theory examination.	
18.	The competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty	

(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,oral or practical and dissertation examinations unless malpractice used there at)

DOCUMENTS ISSUED BY THE COLLEGE

IDENTITY CARD

Identity Card is issued to every bonafide learner at the time of admission. It is compulsory for the learner to carry the Identity Card while being in the college premises. Any loss or damage to the Identity Card must be reported to the college office immediately and the college office will issue a Duplicate Identity Card against application and on payment of the prescribed fee. Learners will not be allowed in the Examination hall without a valid Identity Card. For University Examinations, candidates are required to produce their valid identity cards, along with their Hall Tickets at the examination centers.

TRANSCRIPTS

Learner desirous of pursuing further studies abroad should apply for transcript, along with payment of the prescribed fee to the college office. After verification of relevant documents, the college will issue the transcript within ten days.

BONAFIDE CERTIFICATE

Learner may apply for Bonafide Certificate, along with payment of the prescribed fee to the college. Learner may contact the Information Counter to obtain the prescribed application form to apply for Bonafide Certificate.

TRANSFERENCE CERTIFICATE

1. In a transfer case, no candidate will be admitted to this College unless he/she produces a No Objection Certificate issued by the principal of the college/ institution where the applicant is presently studying and admission will be confirmed only after the

Transference Certificate is received from the College he/she leaves.

2. In case a learner intends to leave this college to join another college/ institution, he/ she shall apply for No Objection Certificate and subsequently, apply for Transference Certificate in the prescribed form, along with the prescribed fee.

3. In case a learner leaves one College to join another during an academic year, it will be necessary for him/her to submit the attendance record duly certified by the principal of the previous College to enable him/her to make up the necessary percentage of attendance. A Transference Certificate shall not be granted except for sufficient and except with the written permission of the Principal of the College that the learner intends to leave and the Principal of the College, where he/ she intends to join.

4. Application for Transference Certificate shall be made by the learners without unnecessary

5. delay through the Principal of the college to which they wish to be transferred

EXTRA CURRICULAR ACTIVITIES

Students' Council

The college has Students' Council formed as per the guidelines of the University. It is an apex body having representatives of learners and faculty members nominated by the Principal. The Students' Council meetings are held regularly.

The National Service Scheme (NSS)

The College has an N.S.S. Unit and it is organizing various activities to develop leadership qualities among students and commitment towards welfare of the society.

Gymkhana

The college provides a host of indoor games and encourages learners to participate in various Intra- Collegiate and Inter-Collegiate sports competitions. Services of expert coaches are made available, wherever necessary to train the learners in different games. The Annual Athletic Meet is generally held in November or December and prizes are awarded to the winners.

Industrial Visit

In order to get a practical exposure to the curriculum of professional programs - BMS, BAF and B.Sc (I.T.) and B.M.M, the learners are taken for an industrial visit each year.

Intercollegiate Fest

Our very first inter collegiate fest 'INNOVISION-2010' was celebrated with great spark and grandeur. Learners and staff of self finance programs ensured to make it a grand success.

Learners from various colleges in the City and Suburbs have participated in the fest with great enthusiasm.

Nirmala Utsav

The college cultural committee organized 'Nirmala Utsav' each year wherein college learners get a chance to showcase their talents in the fields of dance, singing, artistry and literary competitions. Winners are awarded with prizes and certificates.

Active Participation In Inter-collegiate Festivals

The college encourages and motivates our learners to participate in the Inter-collegiate festivals organized by University and other colleges. Every year our learners made us proud by securing prizes at various college fests.

NITA Technotsav Inter–Collegiate Event

Our college has Junior, Undergraduate and Postgraduate courses in our premises. We have celebrated an Intercollegiate festival, namely Technotsav under the banner of NITA. Prof. Sane and Ghorpade from IIT- Bombay have graced the occasion. 25 colleges participated in various events.

National Workshop on "The Joy of Research"

The college has conducted a National Workshop for Research Aspirants. Dr Rajan Welukar and Dr T A Shiware have graced the Inaugural session. Dr Balwinder Singh (Amrtitsar University) and   Dr H K Singh (BHU) were the Resource Persons

ELAAN

The college hosted its first inter-collegiate fest, **ELAAN 2016- 17** organized by the department of BMS, BAF, BMM. The theme of the fest was ―This Week That Era, meant to showcase the feel of retro or vintage with a modern touch on 26th and 27th January, 2017. 38 online registrations were received by the college, out of which 35 colleges participated. The fest witnessed the presence of 387 participants from various colleges. It hosted events like Group Dance, Need for Speed, Counter Strike, Just a Minute, Smoke Photography, Ad-film Making, Singing and Carrom among others.

ATTENDANCE

- Learners must attend all the lectures/tutorials prescribed for the course. Rules of attendance as prescribed by the University of Mumbai will be strictly enforced. Every learner must attend at least 75% of the total number of lectures/ tutorials/ practicals held in each course in each term/ semester.

- Unsatisfactory attendance may result in the name of the student concerned being struck off from the college roll resulting in the defaulting student loses the year.

- Absence on medical grounds should be supported by a valid medical certificate or by satisfactory reason/evidence if it is on non-medical grounds. Applications in all such cases must reach the Principal within a week of such absence.

- A list of attendance defaulters will be displayed on the notice board each month and also at the end of each term/ semester. A learner who, for any reason whatsoever, is not able to attend the College for at least 25% of the total number of working days in any given month, is liable for disciplinary action including his/her name being struck off from College roll.

- A learner whose attendance is unsatisfactory will not be granted Terms and will not be permitted to appear for the Examination and will not be granted admission in higher semester.

CODE OF CONDUCT AND DISCIPLINE RULES

- No disturbance of any kind is permitted when the lecture is in progress.
- Learners should not attend any lectures/tutorials other than their own without prior permission   of the Principal.
- Talking loudly/shouting in the classrooms, corridors, library, office or anywhere in the college premises is strictly prohibited.
- Smoking, consumption of alcoholic drinks and the use of narcotics is strictly forbidden.
- Any learner who:
    - Is persistently insubordinate or Is willfully mischievous
    - Uses foul/abusive language
    - Defaces the walls or damages any property of the college
    - Is likely to have an unwholesome effect on other learners or detrimental to the smooth and orderly conduct of the college.
    - Is repeatedly found guilty of fraud/malpractices in tests/exams.

    Is liable to be expelled, either temporarily or permanently, Depending upon the nature and seriousness of the offence.

- Every student of the college must carry, at all times, his/her valid identity card issued by the college.
- The identity card must have the student's photograph affixed with the Principal's signature on it, failing which the card will be deemed as invalid.
- A student has to produce the identity card for inspection, whenever demanded. Learners not carrying valid identity card may be denied entry into the college premises.
- Learners are required to read the notice board daily. Visitors are not allowed during lecture hours.
- Giving proxy attendance is a serious act of indiscipline.
- Every student is expected to abide strictly by the above regulations. Ignorance of the same will be no excuse for misbehavior.

- In all matters of discipline, decision of the Principal will be final and binding.

- Matters not covered by the existing rules shall rest at the discretion of the Principal.

- **CELL PHONES**
  - Use of cell phones in any form within the college premises is strictly prohibited. On breach of this discipline, the cell phone holder will be liable for a penalty of Rs. 500 for the first offence. In case of a repetition of the offence it shall be liable to confiscation.
- Learners are required to take adequate care of their belongings while on the college premises. The college will not be responsible for any theft/damage to the same.

- **DRESS CODE**
  - Learners are expected to wear decent clothes. Visitors and learners are strictly prohibited from wearing the following whilst on the college premises.
  - **Boys**

    Caps, hats, half-pants, shorts, bermudas, sleeveless T-shirts and $3/4^{th}$ pants.
  - **Girls**

    Caps, hats, half-pants, shorts, Bermudas, skin tight dresses, revealing dresses, short dresses or short skirts, sleeveless and short tops and pedal pushers.
  - Facial piercing other than earrings and nose rings are strictly prohibited.
  - Any other attire which is not suitable to the college culture/environment will not be permitted.

REFUND OF FEES

The candidates who have taken admission in undergraduate programs in Government colleges, in Government aided and unaided programs 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 programs shall be refunded to the candidate after deducting charges are as follows:

Period and Percentage of deduction

	Period	Deduction Charges
1	Prior to commencement of academic term of the program	Rs.500/- Lumpsum
2	Up to 20 days after the commencement of the academic term of the program	20% of the total amount of the fees
3	From 21st day up to 50 days after commencement of the academic term of the program	30% of the total amount of the fees
4	From 51st day up to 80 days after commencement of the academic term of the course or August 31st whichever is earlier	50% of the total amount of fees
5	From September 1st to September 30th	60% of the total amount of the fees
6	After September 30th	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 charged towards group insurance and all fee component 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 payments is made by the college prior to the date of cancellation

3) Fee collected for Identity card and Library card, Admission form and prospects, 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. The refund amount will be paid by cheque within 30 working days from the date of cancellation of Admission.