

# L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE

## ABOUT L S RAHEJA COLLEGE OF ARTS & COMMERCE:

L S Raheja College of Arts and Commerce, recognised as **LINGUISTIC (GUJARATI SPEAKING) MINORITY INSTITUTION**, was established by Sadhana Education Society in the year 1961. L S Raheja College of Arts & Commerce (LSRC), popularly known as Raheja College, is permanently affiliated to the University of Mumbai and is re-accredited with the A Grade in second cycle.

## PROSPECTUS:

At L. S. Raheja College, we aim at creating performers, winners, achievers and leaders. We also expose the students to information, knowledge and an environment, which is congenial to the growth and all round development of personality. When they go out of our College gates at the end of their tenure, our students are equipped with all that is required to become responsible citizens of an incredible India.

## COURSES OF INSTRUCTION:

**Raheja College** prepares students for courses leading to the degree of Arts and Commerce at the undergraduate level and in the Faculty of Commerce up to the Post- graduate level leading to M.Com (Specialization in Accountancy, Management and Banking and Finance ), and Ph.D. Degrees. It also has unaided courses like B.Com. (Accounting and Finance) B.Com. (Banking and Insurance) B.Com. (Financial Markets) B.M.S. (Bachelor of Management Studies), Bachelor of Science (Information Technology), B.M.M. (Bachelor of Mass Media) are a l s o m a d e u n d e r the University of Mumbai. **Raheja College has Junior College offering XI std and XII std. in Arts and Commerce with Information Technology as one of the unaided subjects.** The College provides instruction in the following courses and groups as given on the next page.

## ADMISSION TO STUDENTS UNDER GUJARATI LINGUISTIC MINORITY

### STUDENTS APPLYING UNDER GUJARATI LINGUISTIC MINORITY MUST SATISFY THE FOLLOWING NORMS:

1. SHOULD BE GUJARATI BY BIRTH AND SHOULD HAVE PASSED THE H.S.C. / EQUIVALENT EXAMINATION.
2. In case if the student is not GUJARATI by birth but the mother of the applicant is Gujarati, the marriage certificate of the parent indicating mother's name must be produced for verification.
  - I. In case of doubtful surnames, the parent will have to produce their 10<sup>th</sup> std. mark sheet indicating Gujarati as one of the subject at the 10<sup>th</sup> Std.  
**OR**
  - II. Certificate from the Head of the Community / Trust / institution (Government recognized) confirming the claim.

## DEGREE COLLEGE

### BACHELOR OF ARTS (B.A.)

#### ELIGIBILITY

- **BACHELOR OF ARTS (B.A) F.Y.B.A. (O.2138) :**

A candidate for being eligible for admission to the three year integrated course leading to the degree of Bachelor of Arts must have passed the Higher Secondary School Certificate (Std. XII) examination conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with the following subjects :-

1. English
2. Any one of the Modern Indian Languages or Modern Foreign Languages or any classical Language or Information Technology.
3. Any four subjects carrying 100 marks each.

OR

Must have passed the Higher Secondary School Certificate (Std. XII) examination with vocational subject conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with the following subjects:-

1. English
2. Any one vocational subject carrying 200 marks prescribed by the Board from time to time.
3. Any three subjects carrying 100 marks each.

OR

Must have passed the Higher Secondary School Certificate (Std. XII) examination with the Minimum Competency based vocational courses conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education with the following subjects:-

1. English
2. Any one of the Modern Indian Languages or Modern Foreign Languages or Classical Language or Information Technology
3. General Foundation Course.
4. Any one subject carrying 300 marks from among the Minimum Competency based vocational courses prescribed by the Higher Secondary School Certificate examination from time to time.

OR

Must have passed an examination of another University or Body Recognized as equivalent there to.

## DURATION OF COURSE

**B.A. is 6 Semesters spread over 3 years. The Course consists of 40 Subjects.** In the First Year, Second Year and the Third Year of the B.A. degree course, the subjects offered with various combinations are as under:

SUBJECT OFFERED				
Year	Semester	Course Code	Title of the Course	
I	I	1	Communication Skills in English – I	
		2	Language (any ONE): Hindi, Marathi, Gujarati	
		3	Foundation Course – I	
		4	Economics - Psychology – Statistics <b>OR</b>	
		5	Economics - Sociology – Commerce <b>OR</b>	
		6	Sociology - Psychology – History	
	II	1	Communication Skills in English – II	
		2	Language (any ONE): Hindi, Marathi, Gujarati	
		3	Foundation Course – I	
		4	Economics - Psychology – Statistics <b>OR</b>	
		5	Economics - Sociology – Commerce <b>OR</b>	
		6	Sociology - Psychology – History	
II	III	1	Foundation Course – II	
		Optional Any One	Economics II & III - Commerce II & III - Statistics II & III	
			Sociology II & III - History II & III - Psychology II & III	
			Economics II & III - Sociology II & III - Psychology II & III	
		Applied Components Any One	Book-Keeping OR Elementary Quantitative Techniques for (Eco./Com./ Stat)	
			Stress Management OR Advertising for (Soc. / Psych. / Hist.)	
			Book-Keeping OR Elementary Quantitative Techniques for (Eco./ Psych. / Soc)	
		IV	1	Foundation Course – II
			Optional Any One	Economics II & III - Commerce II & III - Statistics II & III
	Sociology II & III- History II & III - Psychology II & III			
	Economics II & III - Sociology II & III - Psychology II & III			
	Applied Components Any One		Book-Keeping OR Elementary Quantitative Techniques for (Eco./ Com./Stat)	
		Stress Management OR Advertising for (Soc. / Psych. / Hist.)		
		Book-Keeping OR Elementary Quantitative Techniques for (Eco./Psych./Soc.)		

III	V	A. ECONOMICS 6 papers	
		1	IV. Advanced Economic Theory
		2	V. Growth And Development
		3	VI. Industrial And Labour Economics
		4	VII. Elementary Mathematics And Statistics For Eco. Analysis
		5	VIII. Introduction To Econometrics
		6	IX. Computer Application To Economics Analysis
		B. PSYCHOLOGY	
		1	IV. Psychological Testing & Statistics
		2	V. Abnormal Psychology
		3	VI. Industrial & Organisational Psychology
		4	VII. Cognitive Psychology – I
		5	VIII. Psych. Practical: Cognitive Processes & Psych. Testing
		6	IX. Counselling Psychology
		C. SOCIOLOGY	
		1	IV. Social Theory
		2	V. Sociology of Work
		3	VI. Sociology of Gender
		4	VII. Urban Sociology
		5	VIII. Sociology of Human Resource Development
		6	IX. Quantitative Social Research
		D. ECONOMICS & COMMERCE	
		1	IV. Advanced Economic Theory
		2	V. Growth And Development
		3	VI. Economics of Agriculture and Co-operation
		4	VII. Introduction to Management
		5	VIII. Human Resource Management
		6	IX. Export Management
		E. SOCIOLOGY & HISTORY	
		1	IV. Social Theory
		2	V. Sociology of Work
		3	VI. Sociology of Gender
		4	IV. History of Sultanate Period
		5	V. History of Modern India
		6	VI. Archaeology and Historical Tourism

	<b>F. PSYCHOLOGY &amp; HISTORY</b>	
	1	IV. Psychological Testing & Statistics
	2	V. Abnormal Psychology
	3	VI. Industrial & Organisational Psychology
	4	IV. History of Sultanate Period
	5	V. History of Modern India
	6	VI. Archaeology and Historical Tourism
	<b>G. PSYCHOLOGY &amp; ECONOMICS</b>	
	1	IV. Psychological Testing & Statistics
	2	V. Abnormal Psychology
	3	VI. Industrial & Organisational Psychology
	4	IV. Advanced Economic Theory
	5	V. Growth And Development
	6	VI. Economics of Agriculture and Co-operation
	<b>H. SOCIOLOGY &amp; ECONOMICS</b>	
	1	IV. Social Theory
	2	V. Sociology of Work
	3	VI. Sociology of Gender
4	IV. Advanced Economic Theory	
5	V. Growth And Development	
6	VI. Economics of Agriculture and Co-operation	
VI	<b>A. ECONOMICS 6 papers</b>	
	1	IV. Advanced Economic Theory
	2	V. Growth And Development
	3	VI. Industrial And Labour Economics
	4	VII. Elementary Mathematics And Statistics For Eco. Analysis
	5	VIII. Introduction To Econometrics
	6	IX. Computer Application To Economics Analysis
	<b>B. PSYCHOLOGY</b>	
	1	IV. Psychological Testing & Statistics
	2	V. Abnormal Psychology
	3	VI. Industrial & Organisational Psychology
	4	VII. Cognitive Psychology – I
	5	VIII. Psych. Practical: Cognitive Processes & Psych. Testing
	6	IX. Counselling Psychology

<b>C. SOCIOLOGY</b>	
1	IV. Theoretical Anthropology
2	V. Sociology of Informal Sector
3	VI. Gender & Society In India: - Emerging Issue.
4	VII. Urbanization In India ; Issue & Concern
5	VIII. Sociology of Organization
6	IX. Qualitative Research
<b>D. ECONOMICS &amp; COMMERCE</b>	
1	IV. Advance Economic Theory
2	V. Growth And Development
3	VI. Economics of Agriculture and Co-operation
4	X. Introduction to Management
5	XI. Human Resource Management
6	XII. Export Management
<b>E. SOCIOLOGY &amp; HISTORY</b>	
1	IV. Theoretical Anthropology
2	V. Sociology of Informal Sector
3	VI. Gender & Society In India: - Emerging Issue.
4	X. History of Mughal Rule
5	XI. History of Contemporary
6	XII. Museology Archival & Library Science
<b>F. PSYCHOLOGY &amp; HISTORY</b>	
1	IV. Psychological Testing & Statistics
2	V. Abnormal Psychology
3	VI. Industrial & Organisational Psychology
4	X. History of Mughal Rule
5	XI. History of Contemporary
6	XII. Museology Archival & Library Science
<b>G. PSYCHOLOGY &amp; ECONOMICS</b>	
1	IV. Psychological Testing & Statistics
2	V. Abnormal Psychology
3	VI. Industrial & Organisational Psychology
4	IV. Advanced Economic Theory
5	V. Growth And Development
6	VI. Economics of Agriculture and Co-operation

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H. SOCIOLOGY & ECONOMICS	
1	IV. Social Theory
2	V. Sociology of Work
3	VI. Sociology of Gender
4	IV. Advanced Economic Theory
5	V. Growth And Development
6	VI. Economics of Agriculture and Co-operation

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# L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE

## FEES STRUCTURE

<b>AIDED COURSE FEE STRUCTURE FOR ARTS</b>						
FEE HEADS	Open Category Students			Reserved Category Students		
	F.Y.B.A	S.Y.B.A	T.Y.B.A	F.Y.B.A	S.Y.B.A	T.Y.B.A
TUITION FEES	800	800	800			
LIBRARY FEES	200	200	200			
GYMKHANA FEES	400	400	400			
OTHER FEES / EXTRA CURRICULAR ACTIVITY	250	250	250			
EXAM FEES	1320	1320		1320	1320	
ENROLLMENT FEES	220	0	0			
DISASTER RELIEF FUND	10	10	10	10	10	10
INDUSTRIAL VISIT FEES	0	0	0	0	0	0
ADMISSION PROCESSING FEES	200	200	200	200	200	200
UTILITY FEES	250	250	250			
MAGAZINE FEES	100	100	100			
ID & LIBRARY CARD FEES	50	50	50	50	50	50
GROUP INSURANCE FEES	40	40	40	40	40	40
STUDENT WELFARE FUND	50	50	50	50	50	50
DEVELOPMENT FEES	500	500	500			
VICE CHANCELLOR FUND	20	20	20	20	20	20
UNIVERSITY SPORTS & CULTURAL ACTIVITY	30	30	30			
E-CHARGES	20	20	20			
E-SUVIDHA FEES	50	50	50			
COMPUTER PRACTICAL FEES	0	0	0			
COMPUTER LAB FEES	0	0	0			
ALUMNI ASSOCIATION FEES	25	25	25	25	25	25
UNIVERSITY EXAM & FORM FEES	0	0	1120			1320
CONVOCATION FEES	0	0	250			250
CAUTION MONEY *	150	0	0	150		
LIBRARY DEPOSIT*	250	0	0	250		
ADMIN FORM_PROS/BROCHURE	100	100	100		100	100
NSS FEES	10	10	10	10	10	10
<b>Total</b>	<b>4945</b>	<b>4425</b>	<b>4475</b>	<b>2125</b>	<b>1825</b>	<b>1875</b>
Subject Fee (PSYCHOLOGY MAJOR)			15000			15000
Subject Fee (Statistics)	600	1200		600	1200	

**NOTE: - Students who have passed H.S.C. from other than Maharashtra State Board should pay Rs. 400/- in cash for verification of Documents.**

## BACHELOR OF COMMERCE B.Com.

### ELIGIBILITY

- BACHELOR OF COMMERCE COURSE: F.Y.B.COM. (0.2152)**

A candidate for being eligible for admission to the three year degree course leading to the Bachelor of Commerce must have passed the H.S.C. (Std. XII) examination conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education.

**OR**

Must have passed the Higher Secondary School Certificate (Std. XII) examination with vocational subjects/minimum competency based vocational course conducted by the different Divisional Boards of the Maharashtra State Board of Secondary and Higher Secondary Education.

**OR**

Must have passed an examination of another University or Body recognized as equivalent to Higher Secondary School Certificate (Std. XII) Examination.

**B.Com. is three years course divided into SIX Semesters. The Course shall consist of 40 Subjects. In the First Year, Second Year and the Third Year of the B.Com. Degree course, the subjects offered with various combinations are as follows:**

### SUBJECT OFFERED

Year	Semester	Course Code	Title of the Course
I	I	1.1	Accountancy and Financial Management-I
		1.2	Commerce-I (Introduction to Business)
		1.3	Business Economics-I
		1.4	Business Communication-I
		1.5	Environmental Studies-I
		1.6	Mathematical and Statistical Techniques-I
		1.7	Foundation Course-I
	II	1.1	Accountancy and Financial Management-II
		1.2	Commerce-II (Introduction to Business)
		1.3	Business Economics-II
		1.4	Business Communication-II
		1.5	Environmental Studies-II
		1.6	Mathematical and Statistical Techniques-II
		1.7	Foundation Course-I

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Year	Semester	Course Code	Title of the Course
II	III	2.1	Accountancy and Financial Management-III
		2.2	Commerce-III (Management)
		2.3	Business Economics-III
		2.4	Business Law-I
		2.5	Advertising
		2.6	Foundation Course-II
	IV	2.1	Accountancy and Financial Management-IV
		2.2	Commerce-IV (Production and Finance)
		2.3	Business Economics-IV
		2.4	Business Law-I
		2.5	Advertising
		2.6	Foundation Course-II
III	V	3.1	Business Economics-VI
		3.2	Commerce-VI (Marketing Human Recourse Management)
		3.3	Financial Accounting & Auditing Paper – VIII,IX,X
			OR
		3.4	Business Management Paper-IV,V,VI
			<b>ANY ONE OF THE COMBINATION GIVEN BELOW</b>
		3.5	Export Marketing & Direct Indirect Taxes <b>OR</b>
		3.6	Computer Systems & Application, Direct Indirect Taxes <b>OR</b>
		3.7	Computer Systems & Application, Psychology of Human Behaviour at work <b>OR</b>
	3.8	Export Marketing & Psychology of Human Behaviour at work	
	VI	3.1	Business Economics-
		3.2	Commerce-V (Marketing Human Recourse Management)
		3.3	Financial Accounting & Auditing Paper – V,VI,VII
			OR
		3.4	Business Management Paper-I,II,III
			<b>ANY ONE OF THE COMBINATION GIVEN BELOW</b>
		3.5	Export Marketing & Direct Indirect Taxes <b>OR</b>
		3.6	Computer Systems & Application, Direct Indirect Taxes <b>OR</b>
3.7		Computer Systems & Application, Psychology of Human Behaviour at work <b>OR</b>	
3.8	Export Marketing & Psychology of Human Behaviour at work		

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## FEES STRUCTURE

<b>AIDED COURSE FEE STRUCTURE FOR B.COM</b>						
FEE HEADS	Open Category Students			Reserved Category Students		
	F.Y. B.COM	S.Y. B.COM	T.Y. B.COM	F.Y. B.COM	S.Y. B.COM	T.Y. B.COM
TUITION FEES	800	800	800			
LIBRARY FEES	200	200	200			
GYMKHANA FEES	400	400	400			
OTHER FEES / EXTRA CURRICULAR ACTIVITY	250	250	250			
EXAM FEES	1320	1320		1320	1320	
ENROLLMENT FEES	220	0				
DISASTER RELIEF FUND	10	10	10	10	10	10
INDUSTRIAL VISIT FEES	0	0	0	0	0	0
ADMISSION PROCESSING FEES	200	200	200	200	200	200
UTILITY FEES	250	250	250			
MAGAZINE FEES	100	100	100			
ID & LIBRARY CARD FEES	50	50	50	50	50	50
GROUP INSURANCE FEES	40	40	40	40	40	40
STUDENT WELFARE FUND	50	50	50	50	50	50
DEVELOPMENT FEES	500	500	500			
VICE CHANCELLOR FUND	20	20	20	20	20	20
UNI-SPORTS & CULTURAL ACTIVITY	30	30	30			
E-CHARGES	20	20	20			
E-SUVIDHA FEES	50	50	50			
ALUMNI ASSOCIATION FEES	25	25	25	25	25	25
UNIVERSITY EXAM FEES / FORM FEES	0	0	1120			1120
CONVOCATION FEES	0	0	250			250
CAUTION MONEY *	150	0	0	150		
LIBRARY DEPOSIT*	250	0	0	250		
LABORATORY DEPOSIT*						
ADMIN FORM_PROS/BROCHURE	100	100	100		100	100
NSS Fees	10	10	10	10	10	10
<b>Total</b>	<b>5045</b>	<b>4425</b>	<b>4475</b>	<b>2125</b>	<b>1825</b>	<b>1875</b>
Subject Fee (Export Marketing)			300			
Subject Fee (Direct Indirect Tax)			300			
COMPUTER PRACTICAL FEES			1500			
LABORATORY DEPOSIT			400			
COMPUTER LAB FEES			800			

**NOTE: - Students who have passed H.S.C. from other than Maharashtra State Board should pay Rs. 400/- in cash for verification of Documents.**

## SELF FINANCING COURSES

### BACHELOR OF MANAGEMENT STUDIES (B.M.S.)

#### OBJECTIVES

With the growing demand for professionally qualified management executives, a diversified array of career choices, and keeping in line with the global standards of work, our Bachelor of Management Studies (BMS) course has been especially designed to create management personnel who will be leaders of tomorrow. The course endeavours to cover all the core subjects that are central to management, choose areas you would like to specialise in, get a good grounding and expand your career options.

#### ELIGIBILITY (O. 3941)

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

- No college shall conduct any entrance test in any form and the admissions are purely based on merit duly following the reservation policy as per the norms of Government of Maharashtra.
- While drawing the merit list, weightage has to be given to students from Arts, Commerce and Science Stream at 12th Standard level. The stream wise weightage to be given is as under:

Stream	Commerce	Arts	Science	Diploma in Engineering and Other (like IB etc.)
Percentage	45%	25%	25%	5%

- The applications are to be accepted and processed by the colleges stream wise separately and the merit list is to be displayed stream wise taking into account the reservation policy prescribed by the Government of Maharashtra
- Every candidate admitted to the Degree Course in the Constituent /affiliated college / recognized institution conducting the course shall have to register himself / herself with the University.

## DURATION OF COURSE

**BMS is a 3 years full time Program. Each year is divided into 2 semesters. The program consists of 40 modules comprising 40 theory courses.**

## COURSES OFFERED

First Year B.M.S Semester I		First Year B.M.S Semester II	
UBMSFSI.1	Foundation of Human Skills	UBMSFSII.1	Business Environment
UBMSFSI.2	Introduction to Financial Accounts	UBMSFSII.2	Industrial Law
UBMSFSI.3	Principles of Management-I	UBMSFSII.3	Managerial Economics-I
UBMSFSI.4	Business Law	UBMSFSII.4	Business Mathematics
UBMSFSI.5	Business Statistics	UBMSFSII.5	Introduction to Cost Accounting
UBMSFSI.6	Business Communication	UBMSFSII.6	Computer Applications in Business
UBMSFSI.7	Introduction to Computers	UBMSFSII.7	Environmental Management
Second Year B.M.S. Semester III Core Subjects		Second Year B.M.S. Semester IV Core Subjects	
UBMSFSIII.1	Managerial Economics-II	UBMSFSIV.1	Business Planning & Entrepreneurial Management
UBMSFSIII.2	Principles Of Marketing	UBMSFSIV.2	Business Research Methods
UBMSFSIII.3	Accounting For Managerial Decisions	UBMSFSIV.3	Direct Taxes
UBMSFSIII.4	Organization Behaviour And HRM	UBMSFSIV.4	Production & Total Quality Management
Finance Specialization-Elective		Finance Specialization-Elective	
UBMSFSIII.5	Basics Of Financial Services	UBMSFSIV.5	Advance Costing & Auditing
UBMSFSIII.6	Corporate Finance	UBMSFSIV.6	Equity And Debt Market
Marketing Specialization-Elective		Marketing Specialization-Elective	
UBMSFSIII.7	Consumer Behaviour	UBMSFSIII.7	Integrated Marketing Communication & Advertising
UBMSFSIII.8	Strategic Management	UBMSFSIII.8	Rural Marketing
Human Resources Specialization-Elective		Human Resources Specialization-Elective	
UBMSFSIII.9	Recruitment & Selection	UBMSFSIII.9	Training & Development in HRM
UBMSFSIII.10	Motivation & Leadership	UBMSFSIII.10	Change Management
Third Year B.M.S. Semester V		Third Year B.M.S. Semester VI	
Compulsory Courses		Compulsory Courses	
UBMSFSV.1	A) Logistics & Supply chain	UBMSFSVI.1	1) Operations Research

	Management		
UBMSFSV.2	B) Ethics & Governance	UBMSFSVI.2	2) Indian Ethos in Mgmt.
UBMSFSV.3	C) Project Work	UBMSFSVI.3	3) Corporate Communication & Public Relations
<b>Any One Elective group to be selected by the learner</b>		<b>Any One Elective group to be selected by the learner</b>	
<b>Finance Group-Elective</b>		<b>Finance Group-Elective</b>	
UBMSFSV.4	1) Investment Analysis & Portfolio Management	UBMSFSVI.4	1) Risk Management
UBMSFSV.5	2) Commodity & Derivatives Market	UBMSFSVI.5	2) International Finance
UBMSFSV.6	3) Wealth Management	UBMSFSVI.6	3) Innovative Financial Services
UBMSFSV.7	4) Strategic Financial Management	UBMSFSVI.7	4) Project Management
<b>Marketing Group- Elective</b>		<b>Marketing Group- Elective</b>	
UBMSFSV.8	1) Services Marketing	UBMSFSVI.8	1) Brand Management
UBMSFSV.9	2) E-commerce & Digital Marketing	UBMSFSVI.9	2) Retail Management
UBMSFSV.10	3) Sales & Distribution Management	UBMSFSVI.10	3) International Marketing
UBMSFSV.11	4) Customer Relationship Management	UBMSFSVI.11	4) Media Planning & Management
<b>Human Resource Group- Elective</b>		<b>Human Resource Group- Elective</b>	
UBMSFSV.12	1) Finance for HR Professionals & Compensation Management	UBMSFSVI.12	1) HRM in Global Perspective
UBMSFSV.13	2) Strategic Human Resource Management & HR Policies	UBMSFSVI.13	2) organizational Development
UBMSFSV.14	3) Performance Management & Career Planning	UBMSFSVI.14	3) HRM in Service Sector Management
UBMSFSV.15	4) Industrial Relations	UBMSFSVI.15	4) Human Resource Planning & Information System

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## FEES STRUCTURE

BACHELOR OF MANAGEMENT STUDIES						
FEE HEADS	Open Category Students			Reserved Category Students		
	FYBMS	SYBMS	TYBMS	FYBMS	SYBMS	TYBMS
TUTION FEES	10000	10000	10000			
LIBRARY FEES	300	300	300			
GYMKHANA FEES	400	400	400			
OTHER FEES	250	250	250			
EXAM FEES	1320	1320	0	1320	1320	0
ENROLLMENT FEES	220	0	0			
DISASTER RELIEF FUND	10	10	10	10	10	10
ADMISSION PROCESSING FEES	200	200	200	200	200	200
UTILITY FEES	250	250	250			
MAGAZINE FEES	100	100	100			
ID & LIBRARY CARD FEES	50	50	50	50	50	50
GROUP INSURANCE FEES	40	40	40	40	40	40
STUDENT WELFARE	50	50	50	50	50	50
DEVELOPMENT FEES	500	500	500			
VICE CHANCELLOR FUND	20	20	20	20	20	20
UNI-SPORTS & CULTURAL FEES	30	30	30			
E-SUVIDHA FEES	50	50	50			
E-CHARGES	20	20	20			
COMPUTER PRACTICAL FEES	1000	0	0			
COMPUTER LAB FEES	1000	0	0			
CAUTION MONEY*	150	0	0	150		
LIBRARY DEPOSIT*	250	0	0	250		
LABORATORY DEPOSIT*	400	0	0	400		
PROJECT FEES***	0	0	500			
ALIMINI ASSOCIATION FEES	25	25	25	25	25	25
UNIVERSITY EXAM FEES	0	0	1320			1320
CONVOCAATION FEES	0	0	250			250
ADMIN FORM_PROS/BROCHURE	100	100	100		100	100
<b>TOTAL</b>	<b>16735</b>	<b>13715</b>	<b>14465</b>	<b>2515</b>	<b>1815</b>	<b>2065</b>

**NOTE: - Students who have passed H.S.C. from other than Maharashtra State Board should pay Rs. 400/- in cash for verification of Documents.**

## BACHELOR OF COMMERCE (ACCOUNTING & FINANCE)

### OBJECTIVES

- L.S. Raheja College of Arts and Commerce affiliated with University of Mumbai has created an additional avenue of self-employment and also to benefit the industry by providing them with suitable trained persons in the field of Accounting & Finance.
- This is to inculcate confidence in them to grab upcoming opportunities in this stream.
- To provide basic understanding and practical approach.
- To provide an exposure of the corporate arena.
- To train students for their future corporate image using modern technology under the guidance of specialized faculties.

### ELIGIBILITY : (0 5204)

A Candidate for being, eligible for admission to the Degree Course in B.Com Accounting and Finance shall have passed XII Std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate at first attempt (40% for reserved category).

Every candidate admitted to the degree course in the constituent /affiliated college /recognised institution conducting the course shall have to register himself/herself with the University.

### DURATION OF COURSE

The BAF is full time program spread over 3 years divided into 6 Semesters. The program consists of 40 Theory Courses as given below:

### COURSES OFFERED

First Semester : 7 Courses		Second Semester: 7 Courses	
1.1	Financial Accounting-I	2.1	Financial Accounting-II
1.2	Cost Accounting-I	2.2	Auditing-I
1.3	Economics-I	2.3	Financial Management-I
1.4	Commerce-I	2.4	Taxation-I
1.5	Information Technology-I	2.5	Business Law-I
1.6	Business Communication-I	2.6	Quantitative Methods for Business-I
1.7	Foundation Course-I	2.7	Business Communication-II
Third Semester : 7 Courses		Fourth Semester : 7 Courses	
3.1	Financial Accounting-III	4.1	Financial accounting-IV
3.2	Cost Accounting-II	4.2	Management Accounting - I
3.3	Auditing-II	4.3	Taxation Paper-II
3.4	Economics-II	4.4	Commerce-II
3.5	Management-I	4.5	Business Law-III
3.6	Business Law (II)	4.6	Information Technology-II
3.7	Quantitative Methods for Business-II	4.7	Foundation Course- (II)
Fifth Semester : 6 Courses		Sixth Semester : 6 Courses	

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5.1	Financial Accounting-V	6.1	Financial Accounting-VI
5.2	Cost Accounting-III	6.2	Cost Accounting-IV
5.3	Financial Management II	6.3	Financial Management III
5.4	Taxation-III (Direct Taxes I)	6.4	Taxation-IV (Direct Taxes - II)
5.5	Auditing III	6.5	Financial Accounting VII
5.6	Management Accounting- II (Management Appl)	6.6	Economics-III (Indian Economy)

## FEES STRUCTURE

B. COM. (ACCOUNTING & FINANCE)						
FEE HEADS	Open Category Students			Reserved Category Students		
	FYBAF	SYBAF	TYBAF	FYBAF	SYBAF	TYBAF
TUTION FEES	10000	10000	10000			
LIBRARY FEES	600	600	600			
GYMKHANA FEES	400	400	400			
OTHER FEES	250	250	250			
EXAM FEES	1320	1320	0	1320	1320	0
ENROLLMENT FEES	220	0	0			
DISASTER RELIEF FUND	10	10	10	10	10	10
ADMISSION PROCESSING FEES	200	200	200	200	200	200
UTILITY FEES	250	250	250			
MAGAZINE FEES	100	100	100			
ID & LIBRARY CARD FEES	50	50	50	50	50	50
GROUP INSURANCE FEES	40	40	40	40	40	40
STUDENT WELFARE	50	50	50	50	50	50
DEVELOPMENT FEES	500	500	500			
VICE CHANCELLOR FUND	20	20	20	20	20	20
UNI-SPORTS & CULTURAL FEES	30	30	30			
E-SUVIDHA FEES	50	50	50			
E-CHARGES	20	20	20			
COMPUTER PRACTICAL FEES	1000	1000	0			
COMPUTER LAB FEES	1000	1000	0			
CAUTION MONEY*	150	0	0	150		
LIBRARY DEPOSIT*	250	0	0	250		
LABORATORY DEPOSIT*	400	400	0	400	400	
PROJECT FEES***	0	0	0			
ALIMINI ASSOCIATION FEES	25	25	25	25	25	25
UNIVERSITY EXAM FEES	0	0	1320			1320
CONVOCATION FEES	0	0	250			250
ADMIN FORM_PROS/BROCHURE	100	100	100		100	100
<b>TOTAL</b>	<b>17035</b>	<b>16415</b>	<b>14265</b>	<b>2515</b>	<b>2215</b>	<b>2065</b>

**NOTE: - Students who have passed H.S.C. from other than Maharashtra State Board should pay Rs. 400/- in cash for verification of Documents.**

## BACHELOR OF COMMERCE (BANKING & INSURANCE)

### OBJECTIVES

- To create for the students, of University of Mumbai an additional avenue of self-employment and also to benefit Banks, Insurance companies & industries by providing them with suitable trained persons in the field of Banking and Insurance.
- To prepare students to exploit opportunities, being newly created, in the field of Banking & Insurance due to Globalisation, Privatisation & Liberalisation.
- To provide adequate basic understanding about the Banking, Insurance & other financial services among the students.
- To give an adequate exposure to operational environment in the field of Banking, Insurance & other related financial services.
- To inculcate training & practical approach among the students by using modern technologies in the field of Banking, Insurance etc.

### ELIGIBILITY: **0.5209:**

A Candidate to be eligible for admission to the Degree Course in Banking & Insurance shall have passed XII Std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent and secured not less than 50% marks in aggregate at first attempt (45% for reserved category).

Every candidate admitted to the degree course in the constituent /affiliated college/recognised institution conducting the course shall have to register himself/herself with the University.

### DURATION OF COURSE

The BBI Program is full time program of 3 years duration divided into 6 Semesters. The program will consist of 38 Theory courses and 2 Project.

### COURSES OFFERED

First Semester: 6 Courses		Second Semester: 6 Courses	
1.1	Environment and Management of Financial Services	2.1	Principles and Practices of Banking & Insurance
1.2	Principles of Management	2.2	Financial Accounting
1.3	Effective Communication - I	2.3	Effective Communication - II
1.4	Economics - I ( Micro )	2.4	Economics - II (Macro)
1.5	Quantitative Methods - I	2.5	Quantitative Methods - II
1.6	Introduction to Computer Systems	2.6	Business Law
Third Semester : 7 Courses		Fourth Semester : 7 Courses	
3.1	Laws Relating to Banking & Insurance	4.1	Universal Banking
3.2	Financial Management	4.2	Financial Management - II
3.3	Management Accounting (Tools & Techniques)	4.3	Innovations in Banking And Insurance
3.4	Customer Relationship Management	4.4	Corporate Law and Laws Governing

	in Banking And Insurance		Capital Markets
3.5	Information Technology in Banking & Insurance	4.5	Entrepreneurship Management
3.6	Organizational Behaviour	4.6	Financial Markets (Equity, Debt, Forex & Derivatives)
3.7	Taxation of Financial Services	4.7	Costing Accounting of Bank. & Ins.
<b>Fifth Semester : 7 Courses</b>		<b>Sixth Semester : 7 Courses</b>	
5.1	Marketing in Banking & Insurance	6.1	Strategic Management
5.2	Financial Services Management	6.2	Central Banking
5.3	International Banking & Finance	6.3	International Business
5.4	Financial Reporting And Analysis	6.4	Human Resource Management in Banking and Insurance
5.5	Security Analysis and Portfolio Management	6.5	Business Ethics & Corporate Governance
5.6	Auditing	6.6	Turnaround Management
5.7	Project Presentation - I (Banking)	6.7	Project Presentation - I I (Insurance)

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## FEES STRUCTURE

<b>B. COM. (BANKING &amp; INSURANCE)</b>						
FEE HEADS	Open Category's students			Reserved Category Students		
	FYBBI	SYBBI	TYBBI	FYBBI	SYBBI	TYBBI
TUTION FEES	10000	10000	10000			
LIBRARY FEES	600	600	600			
GYMKHANA FEES	400	400	400			
OTHER FEES	250	250	250			
EXAM FEES	1320	1320	0	1320	1320	0
ENROLLMENT FEES	220	0	0			
DISASTER RELIEF FUND	10	10	10	10	10	10
ADMISSION PROCESSING FEES	200	200	200	200	200	200
UTILITY FEES	250	250	250			
MAGAZINE FEES	100	100	100			
ID & LIBRARY CARD FEES	50	50	50	50	50	50
GROUP INSURANCE FEES	40	40	40	40	40	40
STUDENT WELFARE	50	50	50	50	50	50
DEVELOPMENT FEES	500	500	500			
VICE CHANCELLOR FUND	20	20	20	20	20	20
UNI-SPORTS & CULTURAL FEES	30	30	30			
E-SUVIDHA FEES	50	50	50			
E-CHARGES	20	20	20			
COMPUTER PRACTICAL FEES	2000	1000	0			
COMPUTER LAB FEES	1000	1000	0			
CAUTION MONEY*	150	0	0	150		
LIBRARY DEPOSIT*	250	0	0	250		
LABORATORY DEPOSIT*	400	0	0	400		
PROJECT FEES	0	0	1000			500
ALIMINI ASSOCIATION FEES	25	25	25	25	25	25
UNIVERSITY EXAM FEES	0	0	1320			1320
CONVOCATION FEES	0	0	250			250
ADMIN FORM_PROS/BROCHURE	100	100	100		100	100
<b>TOTAL</b>	<b>18035</b>	<b>16015</b>	<b>15265</b>	<b>2515</b>	<b>1815</b>	<b>2565</b>

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## BACHELOR OF COMMERCE (FINANCIAL MARKETS)

### OBJECTIVES

Financial markets worldwide are rapidly evolving. As these new markets open up internationally, professionals must understand all of this from a complex global perspective. B.Com (Financial Markets) has been established to help create the best-equipped finance managers in the country.

The objective(s) of this program is -

- To train students to become the next generation finance professionals by providing them a platform and access to the latest knowledge and tools in use globally.
- To create additional avenue of Self Employment to the students and to provide suitable & trained persons for Financial Services Sector.
- B.Com (Financial Markets) program creates a very good foundation for students who aspire to pursue qualifications such as; MBA (Finance), CA, CS, CFA, FRM etc.

### ELIGIBILITY : (0.5693)

A candidate for being eligible for admission to the Bachelor of Commerce (Financial Markets) Degree Course shall have passed XII standard examination of the Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate at (40% in case of reserved category) **ONE AND THE SAME SITTING.**

Every Candidate admitted to the Degree Course in the Constituent/affiliated college/recognized institution, conducting the course, shall have to register himself/herself with the University.

### DURATION OF COURSE

- a. The course shall be a full time course. The duration of the course shall be six semesters spread over three years.
- b. Intake capacity - 60 students.
- c. The course shall consist of 40 modules of 100 marks each & 2 projects of 100 marks each. Total 4200 marks.
- d. Total number of lectures per paper per semester shall be maximum 60 of 50 minutes duration each. Number of lectures per paper per week shall be 4 in case of Theory Courses.
- e. For subjects having practical component like 1.3, 1.4, 2.3, 3.5 & 6.3, total no. of Theory lectures per paper per week shall be 3 & 1 lecture of practical (consisting the duration equal to 3 lectures of 50 minutes) per week per batch. (Batch is of 20 Students).
- f. On an average 15 working weeks are available in every semester.

## COURSES OFFERED

FIRST SEMESTER : 7 COURSES		SECOND SEMESTER : 7 COURSES	
1.1	Financial Accounting 1	2.1	Financial Accounting 2
1.2	Economics 1	2.2	Economics 2
1.3	Business communication 1	2.3	Business Communication 2
1.4	Business Mathematics	2.4	Business Statistics
1.5	Computer Skills 1	2.5	Computer skills 2
1.6	Business Environment	2.6	Environmental Science
1.7	Introduction to financial Systems	2.7	Principles of management
THIRD SEMESTER : 7 COURSES		FOURTH SEMESTER : 7 COURSES	
3.1	Debt Markets	4.1	Commodities Markets
3.2	Corporate Finance- I	4.2	Corporate Finance - II
3.3	Equity Markets - I	4.3	Equity Markets - II
3.4	Banking in Financial System	4.4	Financial Services
3.5	Computer Applications in Investments	4.5	Taxation for Investments
3.6	Business Ethics	4.6	Security Analysis
3.7	Organizational Behaviour	4.7	Business Law
FIFTH SEMESTER : 6 COURSES		SIXTH SEMESTER : 6 COURSES	
5.1	Global Capital Markets	6.1	Risk Management
5.2	Regulation of Securities Markets	6.2	Corporate Governance
5.3	Insurance (Fund) Management	6.3	Computer Applications in Financial Services
5.4	Derivative Markets	6.4	Marketing of Financial Services
5.5	Foreign Exchange Markets	6.5	Mutual Fund Management
5.6	Portfolio Management	6.6	Customer Relationship Management in Financial Services
5.6	Project I	6.6	Project II

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## FEES STRUCTURE

B. COM. (FINANCIAL MARKETS)						
FEE HEADS	Open Category Students			Reserved Category Students		
	FYBFM	SYBFM	TYBFM	FYBFM	SYBFM	TYBF M
TUTION FEES	10000	10000	10000			
LIBRARY FEES	600	600	600			
GYMKHANA FEES	400	400	400			
OTHER FEES	250	250	250			
EXAM FEES	1320	1320	0	1320	1320	0
ENROLLMENT FEES	220	0	0			
DISASTER RELIEF FUND	10	10	10	10	10	10
ADMISSION PROCESSING FEES	200	200	200	200	200	200
UTILITY FEES	250	250	250			
MAGAZINE FEES	100	100	100			
ID & LIBRARY CARD FEES	50	50	50	50	50	50
GROUP INSURANCE FEES	40	40	40	40	40	40
STUDENT WELFARE	50	50	50	50	50	50
DEVELOPMENT FEES	500	500	500			
VICE CHANCELLOR FUND	20	20	20	20	20	20
UNI-SPORTS & CULTURAL FEES	30	30	30			
E-SUVIDHA FEES	50	50	50			
E-CHARGES	20	20	20			
COMPUTER PRACTICAL FEES	1000	1000	1000			
COMPUTER LAB FEES	1000	1000	1000			
CAUTION MONEY*	150	0	0	150		
LIBRARY DEPOSIT*	250	0	0	250		
LABORATORY DEPOSIT*	400	400	0	400	400	
PROJECT FEES***	0	0	1000			
ALIMINI ASSOCIATION FEES	25	25	25	25	25	25
UNIVERSITY EXAM FEES	0	0	1320			1320
CONVOCATION FEES	0	0	250			250
ADMIN FORM_PROS/BROCHURE	100	100	100		100	100
<b>TOTAL</b>	<b>17035</b>	<b>16415</b>	<b>17265</b>	<b>2515</b>	<b>2215</b>	<b>2065</b>

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## BACHELOR OF MASS MEDIA (B.M.M)

### OBJECTIVES

Media education has responded to the changing needs of the society by upgrading its content. The Bachelors of Mass Media (BMM) curriculum is designed to provide an adequate theoretical and practical foundation for a career in Mass Media.

We at Raheja provide the students with a combination of strategic and tactical knowledge of communication and also prepare them for leadership and managerial skills.

### ELIGIBILITY : O 5206

A Candidate for being, eligible for admission to the Degree Course in Mass Media shall have passed XII Std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent. Every candidate admitted to the degree course in the constituent /Affiliated College/recognised institution conducting the course, shall have to register himself/herself with the University.

No college shall conduct any entrance test in any form and the admissions are purely based on merit duly following the reservation policy as per the norms of Government of Maharashtra. While drawing the merit list, weightage has to be given to students from Arts, Commerce and Science Stream at 12th Standard level. The stream wise weightage to be given is as under :

Stream	Arts	Commerce	Science
Percentage	50	25	25

The applications are to be accepted and processed by the colleges stream wise separately and the merit list is to be displayed stream wise taking into account the reservation policy prescribed by Government of Maharashtra.

- The merit list is to be prepared and displayed stream wise.
- In case if no application is received from any stream, the vacant seats are to be distributed equally between the two streams only.
- After the first merit list is displayed, if any seat allotted to one stream remains vacant, the same shall be distributed equally between the remaining two streams.

In case of vacancy in one stream is of single/odd number of seats, the single seat is to be allotted to the Arts Stream.

In case if no application is available from the two streams, then all the vacant seats of such two streams must be transferred to the third stream. Step (c) be repeated for the subsequent merit lists till all the forms are exhausted or the final merit list is displayed, whichever is earlier.

## Duration of course:

- The course shall be a full time course. The duration of the course shall be six semesters spread over three years.
- Intake Capacity – 60 Students
- The Course shall consist of 38 Theory Courses and 2 Project work.
- Total number of lectures per paper per semester shall be maximum 60 minutes duration each.
- Number of lectures per paper per week shall be 4 in case of theory Courses.
- On an average 15 working weeks area available in every semester.

## SUBJECT OFFERED

First Semester: 6 Courses		Second Semester: 6 Courses	
1.1	Effective Communication Skills I	2.1	Effective Communication Skills 2
1.2	Fundamentals of Mass Communication	2.2	Political Concepts & Indian Political Systems
1.3	Introduction to Computers	2.3	Principles of Marketing
1.4	Introduction to 20th Century World History	2.4	Introduction to Psychology
1.5	Introduction to Sociology	2.5	Principles of Management
1.6	Economics	2.6	Introduction to Literature in English
Third Semester : 6 Courses		Fourth Semester : 6 Courses	
3.1	Introduction to Creative Writing	4.1	Introduction to Advertising
3.2	Introduction to Culture Studies	4.2	Introduction to Journalism
3.3	Introduction to Public Relations	4.3	Print Production and Photography
3.4	Introduction to Media Studies	4.4	Radio and Television
3.5	Understanding Cinema	4.5	Mass Media Research
3.6	Advanced Computers	4.6	Organisational Behaviour
Fifth Semester : 6 Courses		Sixth Semester : 6 Courses	
5.1	Advertising in Contemporary Society	6.1	Advertising and Marketing Research
5.2	Copywriting	6.2	Legal Environment and Advertising Ethics
5.3	Advertising Design	6.3	Financial Management for Mrkt. & Advt.
5.4	Consumer Behaviour	6.4	Agency Management
5.5	Media Planning and Buying	6.5	The Principles & Practice of Direct Marketing
5.6	Brand Buying	6.6	Contemporary Issues
OR		OR	
5.1	Reporting	6.1	Journalistic Laws and Ethics
5.2	Editing	6.2	Broadcast Journalism
5.3	Feature and Opinion	6.3	Niche Journalism
5.4	Journalism and Public Opinion	6.4	Internet and issue in Global media

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5.5	Indian Regional Journalism	6.5	New Media Management
5.6	Newspaper & Magazine Making	6.6	Contemporary Issues

## FEES STRUCTURE

FEE HEADS	Open Category Students			Reserved Category Students					
	FYBMM	SYBMM	TYBMM	FYBMM		SYBMM		TYBMM	
				OBC	SC,ST, SBC,VJ NT	OBC	SC,ST, SBC,VJ NT	OBC	SC,ST, SBC,VJ NT
TUTION FEES	10000	10000	10000	5000		5000		5000	
LIBRARY FEES	300	300	300	150		150		150	
GYMKHANA FEES	400	400	400	200		200		200	
OTHER FEES	250	250	250	125		125		125	
EXAM FEES	1320	1320	0	1320	1320	1320	1320	1320	1320
ENROLLMENT FEES	220	0	0	110	0	0	0	0	0
DISASTER RELIEF FUND	10	10	10	10	10	10	10	10	10
ADMISSION PROCESSING FEES	200	200	200	200	200	200	200	200	200
UTILITY FEES	250	250	250	125		125		125	
MAGAZINE FEES	100	100	100	50		50		50	
ID & LIBRARY CARD FEES	50	50	50	50	50	50	50	50	50
GROUP INSURANCE FEES	40	40	40	40	40	40	40	40	40
STUDENT WELFARE	50	50	50	50	50	50	50	50	50
DEVELOPMENT FEES	500	500	500	500		250		250	
VICE CHANCELLOR FUND	20	20	20	20	20	20	20	20	20
UNI-SPORTS & CULTURAL FEES	30	30	30	15		15		15	
E-SUVIDHA FEES	50	50	50	25		25		25	
E-CHARGES	20	20	20	10		10		10	
COMPUTER PRACTICAL FEES	1000	1000	0	500		500			
COMPUTER LAB FEES	1000	1000	0	500		500			
CAUTION MONEY*	150	0	0	150	150				
LIBRARY DEPOSIT*	250	0	0	250	250				
LABORATORY DEPOSIT*	400	400	0	400	400	400	400		
PROJECT FEES***	0	0	0						

ALIMINI ASSOCIATION FEES	25	25	25	25	25	25	25	25	25
UNIVERSITY EXAM FEES	0	0	1320					1320	1320
CONVOCATION FEES	0	0	250					250	250
ADMIN FORM_PROS/BROCHURE	100	100	100			100	100	100	100
<b>TOTAL</b>	<b>16735</b>	<b>16115</b>	<b>13965</b>	<b>9015</b>	<b>2515</b>	<b>7465</b>	<b>2215</b>	<b>8635</b>	<b>3385</b>
DEVELOPMENT FEES only For SBC,VJNT					500		500		500

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## EXAMINATION UNDER CHOICE BASED CREDIT SYSTEM

(CBCS)

Applicable to Undergraduate courses under Faculty of Arts, Commerce and Science

B.A. B.Com., BMS, BAF, BBI BFM, BMM & B.Sc. (IT) Programs

### Terminology:

#### Program:

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

#### Course

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

#### Module and Unit:

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

## Credit Point:

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

**1 credit point corresponds to 30 to 40 learning hours.** A single course may be assigned between 2 to 8 credit points taking into account as to how many hours it would take for a learner to complete a single course successfully. **The learner is said to have earned the credits on successful completion of the course including the evaluation.**

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

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

The learners are requested to note that the University of Mumbai is introducing the Choice Based Credit and Grading System in phases. The first phase which is implemented from the academic year 2011-2012 will be the implementation of Semester and Credit and Grading System only. The learner in the first phase will have to undertake the study of courses (subjects) as prescribed under the program and cannot select any course outside the program. Choice base system is likely to be introduced in the Second phase of implementation. Students do not have the option of selecting the subject in this 1<sup>st</sup> phase of implementing the Credit & Grading System.

## Credit completion and Credit accumulation:

**Credit Completion or Credit Acquisition** takes place after the learner has successfully cleared all the evaluation criteria with respect to a single course. Thus, a learner who successfully completes a 4 CP (Credit Point) course will be considered to have collected or acquired 4 credits. His level of performance above the minimum prescribed level (viz. grades / marks obtained) has no bearing on the number of credits collected or acquired i.e. if, for a given course which carries 4 credits and the passing marks are 35 out of 100, then whether a student scores 40 out of 100 or 90 out of 100, the credits earned by both the

students are 4. A learner keeps on adding more and more credits as he completes successfully more and more courses. **Thus the learner 'accumulates' course wise credits.**

## **Credit Bank:**

The process of accumulating Credits over a period of time, leads to the idea of a "**Credit Bank**". Credit Bank refers to stored and dynamically updated information regarding the number of Credits obtained by any learner along with details regarding the course/s for which Credit has been given, the course-level, nature, etc. In addition, all the information regarding the number of Credits transferred to different programs or credit exemptions given may also be stored with the individual's history. In short, this would involve maintaining all the Credit-related transactions of an individual. **Credit Banking, when practiced would facilitate learner mobility and credit transfers.**

## **CREDIT TRANSFER**

### **Performance transfer**

When a learner successfully completes a certain academic program, he/she is allowed to transfer his/her past performance to another academic program having some common courses and **performance transfer** is said to have taken place.

### **Course exemption**

Occasionally, when two academic programs offered by a single university or by more than one university, may have some common or equivalent course-content, the learner who has already completed one of these academic programs is allowed to skip these 'equivalent' courses while registering for the new program. The Learner is '**exempted**' from '**relearning**' the common or equivalent content area and from re-appearing for the concerned examinations. It is thus taken for granted that the learner has already collected in the past the credits corresponding to the exempted courses.

### **Block Transfer:**

Block transfer refers to a group of courses, such as a completed certificate or diploma program that are accepted for transfer of credit into a degree program.

### **Dimensions of Credit Transfer**

When a learner successfully completes the courses included in an academic program at a certain level, he/she is allowed to transfer his/her credits in some of these courses to another same-level academic program having these courses in common. This is referred to as '**Horizontal or Lateral Credit Transfer**'.

'**Vertical Credit Transfer**', sometimes is also referred to as '**Career Laddering**' is said to occur when a learner's performance in some courses within a certain academic program at a particular level is carried over to a higher-level academic program having these or equivalent courses in common. Credit Transfer is conceived as operating along **lateral (or horizontal)** and **vertical transfers**.

## Types of Credit Transfer

**Intra-Institutional Credit Transfer** occurs when the process of credit transfer takes place *within* a university department or institution.

**Inter Institutional Credit Transfer:** occurs/takes place when the credit transfer process operates *across two or more* institutions/universities.

Both inter/intra institutional/university credit transfer operate across levels – vertical or horizontal.

## DURATION OF THE UNDERGRADUATE DEGREE PROGRAM (B.COM./BAF/BBI/BFM/BMS) OFFERED UNDER FACULTY OF COMMERCE, ARTS (B.A., B.M.M. etc.) AND SCIENCE (B.Sc., B.Sc.(IT) etc.)

Duration of the degree programs under the Arts, Commerce & Science faculty will be of 3 years comprising SIX Semesters i.e. from Sem. I to Sem. VI, two semesters per year.

The degree will be awarded to a learner who successfully completes 120 credits of the program in period of 3 to 6 years from the year of enrollment to semester I.

If a learner does not earn 120 credits in 12 semesters from the year of enrolment to semester I, he/she may at his/her option transfer his/her performance in the existing/new program after establishing equivalence between old and new syllabus. Such a performance transfer will be decided by the Board of Studies / Ad-hoc Board / Ad hoc Committee of the concerned subject. The admission to the program will be governed by the existing rules

## **SCHEME OF EXAMINATION**

### **for B.A., B.Com., B.M.S., B.A.F., B.B.I., B.F.M., and B.M.M. Program**

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks.

The performance of the learners shall be evaluated in two components: Internal Assessment with 25% marks by way of continuous evaluation and by Semester End Examination with 75% marks by conducting the theory examination.

**INTERNAL ASSESSMENT:** It is defined as the assessment of the learners on the basis of continuous evaluation as envisaged in the credit based system by way of participation of learners in various academic and correlated activities in the given semester of the programme.

## A) Internal Assessment – 25%

**25 Marks**

### 1 For Courses without practical.

Sr. No.	Particulars	Marks
1	<b>ONE</b> periodical class test to be conducted in the given semester	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities.	05 Marks

### 2. For Courses with Practical.

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

**SEMESTER END EXAMINATION:-** It is defined as the examination of the learners on the basis of performance in the semester end theory / written examinations.

## B) Semester End Examinations – 75%

**75 Marks**

- I. **Duration** – These examinations shall be of **2 Hours and 30 minutes** duration.
- II. **Question Course Pattern:-**
  - 1) There shall be five questions each of 15 marks.
  - 2) All questions shall be compulsory with internal choice within the questions.
  - 3) Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend 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.

**THE MARKS OF THE INTERNAL ASSESSMENT SHOULD NOT BE DISCLOSED TO THE STUDENTS TILL THE RESULTS OF THE CORRESPONDING SEMESTER IS DECLARED.**

## **R.8436 PASSING STANDARD AND PERFORMANCE GRADING:**

### **PASSING STANDARD**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E in the project component, wherever applicable to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

### **PERFORMANCE GRADING:**

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

Grade	Marks	Grade Points
O	70 & above	7
A	60 to 69.99	6
B	55 to 59.99	5
C	50 to 54.99	4
D	45 to 49.99	3
E	40 to 44.99	2
F (Fail)	39.99 & below	1

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

### **R: 8437 CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR SEMESTER END ASSESSMENT IN ONE OR MORE SUBJECTS:**

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

obtained by him/her on passing.

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

3) **A) For Courses without practical**

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

**B) For Courses with practical**

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

**R.8438 ALLOWED TO KEEP TERMS (ATKT): (as per circular no. UG/02 of 2012-2013 dated April 3, 2012, UG/52 of 2013-2014 dated August 26, 2013)**

- a. A learner shall be allowed to keep term for Semester II irrespective of number of courses of failure in the Semester I.
- b. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

**OR**

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

- c. A learner shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III.
- d. Eligibility criteria for a learner, to be admitted in Semester V (Third year) of UG programs (aided and non-aided) in Faculties of Arts and Commerce is amended as follows,
- i. Shall have passed Semester I, II, III and IV in full
- OR**
- ii. Shall have passed Semester I and II in full and secured ATKT in the Second year by failing in not more than Two Courses in each of Semester III and Semester IV
- OR**
- iii. Shall have Secured ATKT in First Year by failing in not more than Two Courses in each of Semester I and Semester II and have passed Semester III and Semester IV in full
- e. A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each course of Semester V. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

## **R. 8439 ADDITIONAL EXAMINATION:**

### **INTERNAL ASSESSMENT:**

#### **Eligibility norms to appear for the additional class test for learners who remained absent:**

- a. The learner must apply to the Head of the Institution giving the reason(s) for absence within 8 days of the conduct of the examination along with the necessary documents and testimonials.
- b. If the learner is absent for participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities / sports activities / research festival or any other activities authenticated by the head of the institution, the head of the Institution shall generally grant permission to the learner to appear for the additional class test or assignment.
- c. The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to the learner to appear for the additional examination.

#### **Class test for Internal Assessment for courses without practical:**

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

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

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

#### **When the Additional Class Test be Conducted?**

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

#### **ELIGIBILITY TO APPEAR FOR ADDITIONAL SEMESTER END EXAMINATION:**

A learner who does not appear i.e. remains absent in some or all the courses on medical grounds or for representing the College / University in sports, cultural activities, activities of NSS, NCC or sports training camps conducted by recognized bodies / competent authorities

or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institute is eligible to appear for the additional examination.

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

**The additional Semester End Examination shall be of two and half hours duration and of 75 marks per course.** The learner shall appear for the Semester End Examination of the course for which he/she was absent. Learners who are punished under O.5050 shall not be eligible to appear for this additional examination.

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

## **MODE OF CONDUCT OF SEMESTER END ADDITIONAL EXAMINATION:**

- a) There will be one additional examination for **semester I, II, III and IV only for those who have failed or remained absent.**
- b) The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities subject to the reasons to the satisfaction of the head of the institution.
- c. **Additional Examination for Semester I and Semester II will be held after the conduct of Semester II Examination in March/ April every year and Additional Examination for Semester III and Semester IV be held after the conduct of Semester IV Examination in March / April every year. However, Additional Examination for Semester II and Semester IV be held after 20 days and before 40 days from the date of declaration of result of the respective Semester End Examination.**

## **A.T.K.T. EXAMINATIONS: Examination for students who appear and failed**

All the students who appeared for the regular semester end examination but failed or the student who remained absent and appeared for the additional examination but failed in the additional examination will appear for this examination which is referred to as A.T.K.T. Examination. In order works all the students who appeared for the regular or additional examination but failed will appear for the ATKT Examination which will be conducted in Oct / Nov for have failed in the Second Half of the Academic Year i.e. Oct./Nov and First Half of the next academic year i.e. Mar / April. The ATKT Semester End Examination will be of 75 / 60 marks and of 2 ½ or 2 Hours (as the case may be) based on the norms and instruction given by University of Mumbai.

As per circular no. UG/61 of 2015 dated August 20, 2015 A.T.K.T. Examination for (i.e. examination for students who appeared and failed in the regular examination) Semester I to IV will be conducted only in the month of October and April every year for all semester.

## PROJECT EVALUATION (IF APPLICABLE)

1. A learner who PASSES IN ALL THE COURSES BUT DOES NOT secure minimum grade of E in project as applicable has to resubmit a fresh project till he/she secures a minimum of grade E.
2. The credits and grade points secured by him/her in the other courses will be carried forward and he/she shall be entitled for grade obtained by them on passing of all the courses.
3. The evaluation of project and viva/voce examination shall be done by marks only and then it will be converted into grade in the seven point scale and award the same to the learner.
4. A learner shall have to obtain minimum of grade E (or its equivalent marks) in project evaluation and viva/voce taken together to obtain 40% marks in project work.



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

### OBJECTIVES

- The B.Sc.-IT at University of Mumbai and its affiliated colleges aims to synergies Information Technology in all its ramifications.
- To meet this objective the program is designed to provide basic inputs in various aspects of and a broad understanding of IT and its other interdisciplinary interfaces.
- The focus of the program is “Information Technology and management of information technology.”

A look at successful businesses today reveals one strategic strand common to all they have evolved to become information enabled businesses. Smart businesses are turning to technology to guarantee them the extra edge needed to stay ahead of the pack. Information Technology's role is fast emerging as a driver rather than an enabler of business. It is used from simple office automation to decision support, re-engineering and organization transformation .A new genre of managers who will harness the awesome capabilities of Information Technology, is required to tap the full potential of this tool. There is a pressing need for a program that can bridge the gap between managerial practices in Vogue and Information Technology so that business can be effectively managed.

### ELIGIBILITY: O 5204

- A) Candidate for being eligible for admission to the degree course of Bachelor of Science in Information Technology (B.Sc.-IT), shall have passed XII<sup>th</sup> standard examination of the Maharashtra Board of Higher Secondary Education or its equivalent with Mathematics and Statistics as one of the subject and should have secured not less than 45% marks in aggregate for open category and 40% marks in aggregate in case of reserved category candidates.
- B) Candidate who have passed Diploma (Three years after S.S.C. (X<sup>th</sup> Std) in Information technology/Computer technology / Computer Engineering / Computer Science / Electrical, Electronics and Video Engineering and Allied Branches / Mechanical and Allied Branches / Civil and Allied branches / Mechanical and Allied Branches / Civil and Allied branches of are eligible for direct admission to the Second Year of the B.Sc.(I.T.) degree course.
- C) However, the Diploma should be recognized by the Board of Technical Education or any other recognized Government Body. Minimum marks required 45% aggregate for open category candidates and 40% aggregate for reserved category candidates.

OR

D) Candidate with post HSC-Diploma in Information technology/ Computer technology/Computer Engineering/Computer Science/and Allied branches will be eligible for direct admission to the Second Year of B.Sc. (I.T.). However, the Diploma should be recognized by the Board of Technical Education or any other recognized Government Body. Minimum marks required 45% aggregate for open category candidates and 40% aggregate for reserved category candidates.

**Admission will be on merit, based on the order of preference as follows:**

- Marks in Mathematics and Statistics at H.S.C. or equivalent examination.
- Aggregate Marks at HSC (Std. XII) or equivalent
- Aggregate marks at S.S.C. (Std. X)

## DURATION OF COURSE

The duration of the course shall be six semesters spread over three years. The course shall consist of 29 theory Courses and one project work in sixth semester to be completed in the Institution/Industry/Research organisation.

## SUBJECT OFFERED

First Year B.Sc. IT. Semester I Theory		First Year B.Sc.IT. Semester I Practical	
USIT101	Professional Communication Skills	USIT1P1	Professional Communication Skills Case Study
USIT102	Applied Mathematics I	USIT1P2	Applied Mathematics I Problem Solving
USIT103	Fundamentals of Information Technology	USIT1P3	Fundamentals of Information Technology Practical
USIT104	Electronics and Communication Technology	USIT1P4	Electronics and Communication Technology Practical
USIT105	Introduction to C++ programming	USIT1P5	Introduction to C++ programming Practical
First Year B.Sc. IT. Semester II Theory		First Year B.Sc.IT. Semester II Practical	
USIT201	Web Designing and Programming	USIT2P1	Web Designing and Programming Practical
USIT202	Applied Mathematics II	USIT2P2	Applied Mathematics II Problem Solving
USIT203	Microprocessor and Microcontrollers	USIT2P3	Microprocessor and Microcontrollers Practical
USIT204	Database Management System	USIT2P4	Database Management System Practical
USIT205	Digital Communication and Network standards	USIT2P5	Digital Communication and Network standards Case Studies
Second Year B.Sc. IT. Semester III Theory		Second Year B.Sc.IT. Semester III Practical	
USIT301	Logic and Discrete Mathematics	USIT3P1	Logic and Discrete Mathematics Problem

			Solving
USIT302	Computer Graphics	USIT3P2	Computer Graphics Practical
USIT303	Advanced SQL	USIT3P3	Advanced SQL Practical
USIT304	Object Oriented Programming with C++	USIT3P4	Object Oriented Programming with C++ Practical
USIT305	Modern Operating Systems	USIT3P5	Modern Operating Systems Case Studies
<b>Second Year B.Sc. IT. Semester IV Theory</b>		<b>Second Year B.Sc.IT. Semester IV Practical</b>	
USIT401	Software Engineering	USIT4P1	Software Engineering Case Studies
USIT402	Multimedia	USIT4P2	Multimedia Mini Project
USIT403	Java and Data Structures	USIT4P3	Java and Data Structures Practical
USIT404	Quantitative Techniques	USIT4P4	Quantitative Techniques Practical
USIT405	Embedded Systems	USIT4P5	Embedded Systems Practical
<b>Third Year B.Sc. IT. Semester V Theory</b>		<b>Third Year B.Sc.IT. Semester V Practical</b>	
USIT501	Network Security	USIT5P	Network Security Practical
USIT502	ASP.NET with C#	USIT5P2	ASP.NET with C# Practical
USIT503	Software Testing	USIT5P3	Software Testing Practical
USIT504	Advanced java	USIT5p4	Advanced java Practical
USIT505	Linux Administration	USIT5P5	Linux Administration Practical
<b>Third Year B.Sc. IT. Semester VI Theory</b>		<b>Third Year B.Sc.IT. Semester VI Practical</b>	
USIT601	Internet Technology	USIT6P1	Internet Technology Practical
USIT602	Project management	USIT6P2	Project Management Case Studies
USIT603	Data Warehousing	USIT6P3	Data Warehousing Practical
	<b>USIT607</b>	Project Report	
	<b>USIT608</b>	Project Viva Voce	
<b>Elective</b>			
USIT604	IPR and Cyber Laws	USIT6P4	IPR and Cyber Laws Case Studies
USIT605	Digital Signal and system	USIT6P5	Digital Signal and system Practical
USIT606	Geographic Information system	USIT6P6	Geographic Information systems Practical

## FEES STRUCTURE

B.SC. (INFORMATION TECHNOLOGY)						
FEE HEADS	Open Category Students			Reserved Category Students		
	FYBSc. (IT)	SYBSc. (IT)	TY.B.Sc. (IT)	FYBSc. (IT)	SYBSc. (IT)	TYBSc. (IT)
TUTION FEES	10000	10000	10000			
LIBRARY FEES	1200	1200	1200			
GYMKHANA FEES	400	400	400			
OTHER FEES	250	250	250			
EXAM FEES	1320	1320	0	1320	1320	0
ENROLLMENT FEES	220	0	0			
DISASTER RELIEF FUND	10	10	10	10	10	10
ADMISSION PROCESSING FEES	200	200	200	200	200	200
UTILITY FEES	250	250	250			
MAGAZINE FEES	100	100	100			
ID & LIBRARY CARD FEES	50	50	50	50	50	50
GROUP INSURANCE FEES	40	40	40	40	40	40
STUDENT WELFARE	50	50	50	50	50	50
DEVELOPMENT FEES	500	500	500			
VICE CHANCELLOR FUND	20	20	20	20	20	20
UNI-SPORTS & CULTURAL FEES	30	30	30			
E-SUVIDHA FEES	50	50	50			
E-CHARGES	20	20	20			
COMPUTER PRACTICAL FEES	1000	1500	2500			
COMPUTER LAB FEES	6000	6000	6000			
CAUTION MONEY*	150	0	0	150		
LIBRARY DEPOSIT*	250	0	0	250		
LABORATORY DEPOSIT*	400	400	400	400	400	400
PROJECT FEES***	0	0	500			
ALIMINI ASSOCIATION FEES	25	25	25	25	25	25
UNIVERSITY EXAM FEES	0	0	1520			1520
CONVOCATION FEES	0	0	250			250
NSS FEES	10	10	10	10	10	10
ADMIN FORM_ PROS / BROCHURE	100	100	100		100	100
<b>TOTAL</b>	<b>22645</b>	<b>22525</b>	<b>24475</b>	<b>2525</b>	<b>2225</b>	<b>2675</b>

**NOTE: - Students who have passed H.S.C. from other than Maharashtra State Board should pay Rs. 400/- in cash for verification of Documents.**

## SCHEME OF EXAMINATION

The Scheme of Examination shall be divided into two components: **Internal assessment** (Internal assessment and External Internal Assessment) and **External assessment** (semester end examination) for each course of the program. For each course, there is a passing minimum 40% in each component. Internal Assessment as 40% (10 out of 25 marks), for Internal External Assessment 40% (20 out of 50 marks), for External / Semester End Examination 40% (30 out of 75 marks) and overall 40% (60 out of 150 marks).

Internal Assessment	External Internal Assessment	Semester end examination	Total (for each course or head of passing)
25	50	75	150

THE INTERNAL ASSESSMENT OF 25 MARKS FOR EACH COURSE WILL BE AS FOLLOWS

Sr. No	Evaluation Type	Marks
1	One periodical class test*	20
2	Active participation in routine class instructional deliveries Overall conduct as a responsible student, manners, skill in articulation, leadership qualities demonstrated through organizing co-curricular activities, etc.	05

**External Internal Assessment of 50 Marks (Practical/ Problem Solving/Case Studies) for each course will be as follows**

Sr. No.	Evaluation Type	Marks
1	Practical Exam / Problem Solving	40
2	Journal	05
3	Viva	05

The SEMESTER END EXAMINATION (external component) of 75 Marks for each course will be as follows:

- Duration-2.5 Hours
- Theory Question Paper Pattern:-
  - There shall be seven questions.
  - On each unit there will be one question & Seventh question will be based on entire syllabus.
  - Question number 1 to 6 will be of 10 marks each (with internal options), while Question 7 will be of 15 marks (with internal options).
  - All questions shall be compulsory with internal choice within the questions.
  - Question will be subdivided into sub-questions a, b, c, d & e etc. and the allocation of marks depend on the weightage of the topic.

## PASSING STANDARD AND PERFORMANCE GRADING

**“Passes “means minimum grade ‘E’ or above in 7 point scale**

**“Fails “means grade ‘F’ in 7 point scale**

The learners shall obtain minimum of 40% marks in the Internal Assessment and 40% marks in External Assessment separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & External Assessment together.

### **PERFORMANCE GRADING:**

The PERFORMANCE GRADING of a learner shall be on the SEVEN point ranking system as under:

Grade	Marks	Grade Points
O	70 & above	7
A	60 to 69.99	6
B	55 to 59.99	5
C	50 to 54.99	4
D	45 to 49.99	3
E	40 to 44.99	2
F	(Fail/Unsatisfactory) i.e.,39.99 & below	1

### **CARRY FORWARD OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR EXTERNAL / SEMESTER END ASSESSMENT IN ONE OR MORE SUBJECTS:**

1. A learner who PASSES in the Internal Examination but FAILS in the External Examination of the course shall reappear for the External 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 External 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 External Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

## NORMS FOR PROMOTION TO NEXT SEMESTER

1. A learner shall be allowed to keep term for Semester II irrespective of grades obtained in each course of Semester I.
2. 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** A learner fails in not

- more than two courses with not more than total 200 marks, in each of Semester I and Semester II.
3. A learner shall be allowed to keep term for Semester IV irrespective of grades obtained in each course of Semester III.
  4. Eligibility for admission to Semester V (Third year) is amended as follows: Learner shall have passed Semester I, II, III and IV in full. **OR** Learner shall have passed Semester I and Semester II in full and secured ATKT in Second Year by failing in not more than Two Courses with not more than total 200 marks in each of Semester III & IV. **OR** Learner shall have passed Semester III and Semester IV in full and secured ATKT in First Year by failing in not more than Two Courses with not more than total 200 marks in each of Semester I & II.
  5. A learner shall be allowed to keep term for Semester VI irrespective of number of courses of failure in the Semester V. The learner can appear for the semester VI examination but the result of Semester VI shall be kept in abeyance until the learner has passed all the semesters from I to V.

## ADDITIONAL EXAMINATION

### ELIGIBILITY TO APPEAR FOR ADDITIONAL SEMESTER END EXAMINATION:

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

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

**The additional Semester End Examination shall be of two and half hours duration and of 75 marks per course.** The learner shall appear for the Semester End Examination of the course for which he/she was absent. Learners who are punished under O.5050 shall not be eligible to appear for this additional examination.

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

### MODE OF CONDUCT OF SEMESTER END ADDITIONAL EXAMINATION:

- c) There will be one additional examination for **semester I, II, III and IV only for those who have failed or remained absent.**
- d) The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities subject to the reasons to the satisfaction of the head of the institution.
- d. Additional Examination for Semester I and Semester II will be held after the conduct of Semester II Examination in March/ April every year and Additional Examination for Semester III and Semester IV be held after the conduct of Semester IV Examination in March / April every year. However, Additional Examination for Semester II and Semester IV be held after 20 days and before 40 days from the date of declaration of result of the respective Semester End Examination.

### **A.T.K.T. EXAMINATIONS: Examination for students who appear and failed**

All the students who appeared for the regular semester end examination but failed or the student who remained absent and appeared for the additional examination but failed in the additional examination will appear for this examination which is referred to as A.T.K.T. Examination. In order works all the students who appeared for the regular or additional examination but failed will appear for the ATKT Examination which will be conducted in Oct / Nov for have failed in the Second Half of the Academic Year i.e. Oct./Nov and First Half of the next academic year i.e. Mar / April. The ATKT Semester End Examination will be of 75 / 60 marks and of 2½ hours or 2 Hours (as the case may be) based on the norms and instruction given by University of Mumbai.

As per circular no. UG/61 of 2015 dated August 20, 2015 A.T.K.T. Examination for (i.e. examination for students who appeared and failed in the regular examination) Semester I to IV will be conducted only in the month of October and April every year for all semester.

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## POST GRADUATION

### MASTERS OF COMMERCE (M. Com.)

#### DURATION OF COURSE

O.5978: The duration of the M. Com. Programme shall be of two years consisting of Four (04) Semesters. The examination for the Master of Commerce programme will be held at the end of every semester viz. Semester I, Semester II, Semester III and Semester IV. The Examinations for Semester I will be held in the Second half of the academic year in which the learner was admitted (i.e. October / November), Semester II examinations will be held in the Second half of the calendar year (April / May), Semester III examination will be held in the First Half of the Calendar year (October / November) and Semester IV End in the first half of the calendar year (April/May).

#### ELIGIBILITY: 0.5977

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.

Every candidate admitted to the degree course in the constituent /affiliated college / recognized institution, conducting the course, shall have to register himself/herself with the University.

#### SUBJECT OFFERED

##### M.Com (Advanced Accountancy)

Part I		Part II	
Semester I	Semester II	Semester III	Semester IV
Strategic Management	Strategic Management	Research Methodology	Research Methodology
Economics of Global Trade and Finance	Economics of Global Trade and Finance	Financial Market in India	Financial Market in India

Advanced Financial Accounting	Advanced Financial Accounting	Advanced Auditing	Advanced Auditing
Advanced Cost Accounting	Advanced Cost Accounting	Related Applied Component - Direct and Indirect Tax	Related Applied Component - Direct and Indirect Tax

## M.Com. (Business Management)

Part I		Part II	
Semester I	Semester II	Semester III	Semester IV
Strategic Management	Strategic Management	Research Methodology	Research Methodology
Economics of Global Trade and Finance	Economics of Global Trade and Finance	Organizational Behaviour	Organizational Behaviour
Human Resource Management	Human Resource Management	International Marketing	International Marketing
Marketing Strategies and Plans	Marketing Strategies and Plans	Related Applied Component - Entrepreneurship Management	Related Applied Component - Entrepreneurship Management

## M.Com (Banking & Finance)

Part I		Part II	
Semester I	Semester II	Semester III	Semester IV
Strategic Management	Strategic Management	Research Methodology	Research Methodology
Economics of Global Trade and Finance	Economics of Global Trade and Finance	Advanced Financial Management	Advanced Financial Management
Commercial Bank Management	Commercial Bank Management	International Finance	International Finance
Financial Service	Financial Service	Related Applied Component - Investment Management	Related Applied Component - Investment Management

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## FEES STRUCTURE

Particulars	OPEN CATEGORY STUDENT		RESERVED CATEGORY STUDENTS	
	PART I	PART II	PART I	PART II
Tuition Fees *	6000	6000	0	0
Library Fees	1000	1000	0	0
Gymkhana Fees	400	400	0	0
Other Fees/Extra-Curricular Activity	250	250	0	0
University Exam Fees / Form Fee	1220	1220	0	0
Registration Fees	825	0	0	0
Disaster Relief Fund	10	10	10	10
Ashwamedha Fees	20	20	20	20
Admission Processing Fees	200	200	200	200
Utility Fees	250	250	0	0
Magazine Fees	100	100	0	0
ID Card & Library Fees	50	50	50	50
Group Insurance Fees ***	40	40	40	40
Student Welfare Fund	50	50	50	50
Development Fees	500	500	0	0
Vice Chancellors Fund	20	20	20	20
Uni. Sports & Cultural Activity	30	30	0	0
E-Charges	20	20	0	0
E-Suvidha	50	50	0	50
Computer Practicals	1500	1500	1500	1500
Marksheet Fee	100	100	0	0
Admission Form Fees	100	100	100	100
Convocation Fees	0	250	0	250
<b>Refundable</b>				
Caution Money	150	0	150	0
Library Deposit	250	0	250	0
<b>Total</b>	<b>13135</b>	<b>12160</b>	<b>2390</b>	<b>2240</b>

**NOTE: - Students who have passed H.S.C. from other than Maharashtra State Board should pay Rs. 400/- in cash for verification of Documents.**

**TIMING OF THE COURSE: 5:00 P.M. To 8:00 P.M.**

## SCHEME OF EXAMINATION: M.Com. PROGRAM

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 40% marks and the second component will be the Semester wise End Term Examination component carrying 60% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

### A) INTERNAL ASSESSMENT - 40% (40 MARKS)

Particulars	Marks
<b>Project</b>	<b>40 Marks</b>
<b>Allocation of 40 marks is as under</b>	
a. Documentation	20 marks
b. Presentation	10 marks
c. Viva and Interaction	10 marks

### GUIDELINES AND OTHER RELATED INSTRUCTIONS FOR THE PROJECTS UNDER THE INTERNAL ASSESSMENT FOR THE SEMESTER BASED CREDIT & GRADING SYSTEM

#### I. GUIDELINES FOR DOING PROJECT

- The M.Com. Programme shall be of two years duration and will be divided into four semesters. Each course in a semester shall have a project. There will be separate /individual project for every course.**
- Every learner shall submit a project individually for every course in a semester.**
- The topic / problem / theme for the project shall be suggested by the Course teacher or by the supervising teacher or by the coordinator of the Programme or approved by the Course teacher or by the supervising teacher or the coordinator of the Programme.*
- Every project shall have an internal guide who preferably must be the faculty of the college and an external guide. The external guide shall be approved by the Principal of the College/Head of the Department.*
- The project report shall be neatly typed in Times Roman in 12 points doubled spaced on A4 size paper. The project report shall not be less than 35 pages.
- The project report shall be hard bound and the title of the project, name, class, seat number and the name of the college/department shall be printed on the upper face of the hard bound copy.
- A learner shall submit two copies of every project at least one month before the commencement of the Viva Examination. Both the copies shall be certified by the internal guide / supervising teacher, the external guide and the Principal of the College / Head of the Department. One copy of the project shall be retained by the college/department and the other copy shall be returned to the learner after certification but before the commencement of the presentation and viva-voce Examination. The student shall bring his/her copy of the project during the Presentation and Viva-voce Examination.

## II. STRUCTURE OF THE REPORT

1. Title of the project on first page with the name, seat number / roll number of the student, name of the college/Department and the University
2. A declaration from the student certifying that the project work is completed by him in person under the supervision of the internal guide and the external guide and that the contents of the project are not copied from any other source such as internet, earlier projects, text books etc.
3. Certificate from the organization/enterprise/firm where project field work is conducted (for competing the project work)
4. Certificate from the external guide
5. Acknowledgements
6. Contents/Index
7. Chapterization scheme

## III. CHAPTER SCHEME

1. **Chapter I**
  1. Introduction,
  2. History, origin of the firm on which project field work is carried out
  3. Objectives of the study
  4. Rationale behind the study
  5. Research problem
  6. Research methodology etc
2. **Chapter II**

Review of literature if applicable
3. **Chapters III**

Data Analysis
4. **Chapters IV**

Compilation of data collected
5. **Chapter V**
  1. Findings
  2. Recommendations
  3. Conclusion
  4. Summary

## IV. APPENDIX

1. Questionnaire,
2. Bibliography (books, journals, articles etc. used for the project work).

## V. STAGES OF PROJECT WORK

1. Formulation of Project Proposal
2. Field work and analysis of data
3. Report writing
4. Draft project report presentation ( Viva- Voce)
5. Final project report submission

## VI. DURATION OF PROJECT WORK

1. The duration for project work is 4 weeks.
2. A certificate showing the duration of the project work shall be obtained from the organization/firm from where the project work was done and it shall be included in the project report. If the project was not done for any organization/firm, then a certificate from the guide stating the reasons for not doing the project for any organization / firm should be obtained.

## VII. EVALUATION OF PROJECT REPORT

1. The project will be evaluated for 40 marks of which 20 marks shall be for the hard-copy of the project, 10 marks for the presentation (not necessarily using computers. Can be oral presentation) and 10 marks for the Viva-Voce.
2. The Principal / Head of the Institution / Head of the Department shall make arrangements for appointment of External Examiners for evaluation of the project at least 8 days before the commencement of the Viva Examination.
3. The hard copy of the project shall be evaluated jointly by the Internal Guide and the External Examiner for 10 marks each.
4. The presentations of the learners shall be evaluated by the Internal Guide. The Principal of the College/Head of the Department shall display a schedule of conduct of the Presentation of the project at least 8 days in advance.
5. The viva voce shall be conducted jointly by the External Examiner in the presence of the Internal Guide / Coordinator and will be evaluated by the External Examiner only.
6. The marks obtained by the learner in the Internal Assessment i.e. in the project will not be disclosed to the learner before the declaration of the results of the semester concerned.

**A student who fails to submit the project in a course even after being granted the opportunity to submit the project with additional attempt will be declared fail in that course.**

## B) SEMESTER END EXAMINATIONS - 60% (60 MARKS)

- i. **Duration** - These examinations shall be of **2 Hours** duration.
- ii. **Question Course Pattern:-**
  1. There shall be four questions each of 15 marks.
  2. All questions shall be **compulsory** with internal choice within the questions.
  3. Question may be subdivided into sub-questions a, b, c...and the allocation of marks depend on the weightage of the topic.

## Responsibility of Assessment

The assessment of Part "A" i.e. Internal Assessment as mentioned above for the Semester I to IV shall be processed by the Colleges / Institutions / University Departments of their learners while the University shall conduct the assessment of Part "B" i.e. the Semester End Examination for Semesters I to IV. The Internal Assessment marks of learners appearing for Semester I to IV shall be submitted to the University by the respective colleges/ Institutions

before the commencement of respective Semester End Examinations. The **results** shall be declared by the University after processing the marks obtained by the learner in the Internal Assessment and the marks awarded to the learners in Semester End Examination. The grade card shall be issued by the University after converting the marks into grades.

## Additional Examinations

### ADDITIONAL EXAMINATION: PROJECT

#### A) Internal Assessment – 40% (40 Marks)

Sr. No.	Particulars	Marks
	<b>Project</b>	<b>40 Marks</b>
	<b>Allocation of 40 marks is as under</b>	
1	a. Documentation	20 marks
2	b. Presentation	10 marks
3	c. Viva and Interaction	10 marks

#### ELIGIBILITY NORMS TO APPEAR FOR THE ADDITIONAL PROJECT FOR LEARNERS WHO REMAINED ABSENT:

- If the learner is absent on medical ground or for any reason/emergency beyond the control of the learner, the learner must apply to the Head of the Institution giving the reason(s) for absence within 8 days of the conduct of the examination along with the necessary documents and testimonials.
- If the learner is absent for participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities / sports activities / research festival or any other activities authenticated by the head of the institution, the head of the Institution shall generally grant permission to the learner to appear for the additional class test or assignment.
- The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to the learner to appear for the additional internal assessment.

#### Additional Project:

There will be one additional project for those who have remained absent on valid ground, in such a case student will be allowed to submit additional project by the head of the institution after following necessary formalities. A learner who fails to submit the project in a course even after the additional attempt for project submission will be declared fail in the internal assessment in that course.

**The Additional Project must be completed 15 days prior to the commencement of the Semester End Examination after following the necessary procedure and completing the formalities.**

#### B) SEMESTER END EXAMINATION: There is no additional Semester End Examination. Passing Standards

## **Award of class**

Those of the successful candidates who obtain at least 60 percent of the marks on aggregate in Part I and Part II examination taken together will be placed in the First Class and those obtaining at least 50 percent in the Second Class.

## **IMPROVEMENT OF CLASS:**

**O.2316:** Candidates who have passed the M.Com. Degree Examination of this University by Papers with the Pass Class / Second Class and who desire to improve their class to Second Class or at least 55% marks or First Class / at least 55% marks or First Class respectively will be permitted at their option to appear again for the same examination with the same subjects in both the parts viz. Part I and Part II simultaneously without being required to keep any terms within a period of FIVE years following the April or October examination in which they pass. If the candidates who re-appears for the M.Com Degree examination under the provisions of this Ordinance fail to improve their class, their performance at such re-appearance will be treated as null and void.

## **REVISED PASSING STANDARDS**

### **SEMESTER I EXAMINATION**

**O.5993:** A learner for being eligible for admission to Semester I of the examination must have kept the terms subsequent to his passing the Bachelor of Commerce Examination (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 and as mentioned in the Ordinance O. 2310 (the earlier Ordinance).

### **STANDARD OF PASSING EXAMINATION:**

**R.8457:** The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate in the evaluation for each course where the evaluation of the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately. A learner will be declared to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

**R. 8458:** In case of failed learner, exemption shall be granted in the course/s where the learners has obtained at least Grade 'E' (i.e. aggregate 40 marks) in that course as per the **R.8457** of standard of passing.

## SEMESTER II EXAMINATION

**O.5994:** A learner for being eligible for admission to Semester II of the examination must have kept the terms for Semester I subsequent to his/her admission to the M.Com programme as per the eligibility criteria.

### Standard of Passing Examination

**R.8461:** The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate in the evaluation for each course where the evaluation of the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately. A learner will be declared to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

**R.8462:** In case of failed learner, exemption shall be granted in the course/s where the learners has obtained at least Grade 'E' (i.e. aggregate 40 marks) in that course as per the **R.8461** of standard of passing.

## SEMESTER III EXAMINATION

**O.5995:** A learner for being eligible for admission to Semester III of the examination shall have kept terms for Semester III.

### STANDARD OF PASSING EXAMINATION

**R.8464:** The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate in the evaluation for each course where the evaluation of the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately. A learner will be declared to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

**R.8465:** In case of failed learner, exemption shall be granted in the course/s where the learners has obtained at least Grade 'E' (i.e. aggregate 40 marks) in that course as per the **R.8464** of standard of passing.

## SEMESTER IV EXAMINATION

**O.5996:** A learner for being eligible for admission to Semester III of the examination shall have kept terms for Semester III.

### STANDARD OF PASSING EXAMINATION

**R.8468:** The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate in the evaluation for each course where the evaluation of the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately. A learner will be declared to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

**R.8469:** In case of failed learner, exemption shall be granted in the course/s where the learners has obtained at least Grade 'E' (i.e. aggregate 40 marks) in that course as per the **R.8468** of standard of passing.

**O.5997:** The result of Semester IV shall be kept in abeyance (RLE) until the learner passes each of lower Semesters Examinations (i.e. Semester I, II and III).

**O.5998:** The calculation of CG of **each** of the course/s in each semester as well as calculation of GPA and SGPA of the Semester I, Semester II, Semester III and Semester IV shall be on the basis of following table:-

Grade	Marks	Grade Points	SGPA/ CGPA
O	70 & above	7	7 & Above
A	60 to 69.99	6	6 to 6.99
B	55 to 59.99	5	5 to 5.99
C	50 to 54.99	4	4 to 4.99
D	45 to 49.99	3	3 to 3.99
E	40 to 44.99	2	2 to 2.99
F (Fail)	39.99 & below	1	1 to 1.99

**O.5997:** A successful learner i.e. the learner who has passed all the courses of each of the Semester I, Semester II, Semester III and Semester IV shall be awarded grades shown in table:

Grade	Marks	Grade Points	SGPA/ CGPA
O	70 & above	7	7 & Above
A	60 to 69.99	6	6 to 6.99
B	55 to 59.99	5	5 to 5.99
C	50 to 54.99	4	4 to 4.99
D	45 to 49.99	3	3 to 3.99
E	40 to 44.99	2	2 to 2.99
F (Fail)	39.99 & below	1	1 to 1.99

**PROMOTION FROM SEMESTER I TO SEMESTER II, FROM SEMESTER II TO SEMESTER III AND FROM SEMESTER III TO SEMESTER IV:**

**O.5979:** A learner who has kept terms satisfactorily for Semester I of the course shall be permitted to keep terms for Semester II of the course notwithstanding that he/she may not have appeared for the Semester I Examination or failed thereat.

**O.5980:** A learner who has kept terms satisfactorily for Semester I & Semester II of the course shall be permitted to keep terms for Semester III of the course

notwithstanding that he/she may not have appeared for the Semester I & Semester II examination or failed thereat.

**O.5981:** A learner who has kept terms satisfactorily for Semester III of the course shall be permitted to keep terms for Semester IV of the course notwithstanding that he/she may not have appeared for the Semester III examination or failed thereat.

**O.5982:** However, no learner will be allowed to appear for Semester IV examination, unless he/she has passed all the courses of Semester I & II examination previously.

**O.5983:** The result of Semester IV shall be kept in abeyance (RLE) until the learner passes each of lower Semesters Examinations (i.e. Semester I, II and III).

**O.5984:** The result of Semester IV Examination of M.Com. Programme will not be declared of such learner/s who has not obtained their Degree (Convocation) Certificate of the Bachelor's Programme earlier from their concerned College/ Institution / University as applicable.

## **IMPROVEMENT OF RESULTS:**

**O.5985:** A learner who is declared to have passed in Semester I examination will not be allowed to reappear for the Semester I Examination for improvement of his/her result.

**O.5986:** A learner who is declared to have passed in Semester II examination will not be allowed to reappear for the Semester II Examination for improvement of his/her result.

**O.5987:** A learner who is declared to have passed in Semester III examination will not be allowed to reappear for the Semester III Examination for improvement of his/her result.

**O.5988:** A learner who is declared to have passed in Semester IV examination will not be allowed to reappear for the Semester IV Examination for improvement of his/her result.

**O.5989:** Notwithstanding anything contained in Regulations mentioned above a learner/s who appears for Semester I, Semester II, Semester III or Semester IV Examination of the Master of Commerce Programme and gives a declaration in writing to the University through the Head of the Department/Principal of the College/Head of the constituent recognized institution through which he is appearing for examination, to the effect "to consider null and void the results of the Semester I or Semester II or Semester III or Semester IV examination", as the case may be, within one week from the date of conclusion of the examination concerned, if he/she does not obtain the following in the Semester concerned:-

- a. The overall grade laid down for the award of a grade B at the Examinations of the semester concerned at the M. Com. Programme

**OR**

- b. At least grade B (55% marks or grade points 05) on the aggregate (which is a requirement at the Master's degree examination laid down for by the University Grants Commission for the appointment of a teacher)

**OR**

- c. The GPA laid down for the award of overall grade A at the Examination of M. Com Programme.

In this case if he/she does not obtain the grade in the concerned Semester as specified in (a), (b) or (c) as the case may be, the result of such learner shall be declared as **null and void, marks statement will not be provided and examination fees will not be refunded.**

1.	The revised M. Com. Degree course has been introduced from June 1980 the students who kept the terms for Part I and Part II under the old course will be considered for their appearance for the respective examinations under the revised course of yearly pattern only i.e. Part I and Part II.
2.	The terms kept by the students for the Part I or Part II of the M. Com. degree examinations under the old course will <b>NOT</b> be recognized for the purpose of their appearance for the respective examinations under this newly introduced Semester based Credit & Grading System.

**O.5990:** Learner who has passed the M. Com. Examination of this University by papers under the Semester Based Credit & Grading Based system with the overall grades mentioned in Column 1 and who desire to improve their overall grades as shown in column 2, will be permitted at their option to appear again for the Semester End Examinations Only (and not the Internal Assessment) of the Semester I, Semester II, Semester III and Semester IV with the courses opted earlier by them in all the four semesters viz. Semester I, Semester II, Semester III and Semester IV simultaneously without being required to keep any terms within a period of five years following the April or October examination at which they pass:-

Column I		Column II	
1	Overall Grade E	1.1	Overall Grade D & above
2	Overall Grade D	2.1	Overall Grade C & above
3	Overall Grade C	3.1	Overall Grade B & above

However, the marks and grades obtained by such a learner in the Internal Assessment of the Semester I, Semester II, Semester III and Semester IV Examinations in all the courses shall be carried forward and the learner will not be allowed to appear for the internal assessment of any of the course/s at any of the Semester.

If a learner who re-appears for the M. Com. Examination under the provisions of this Ordinance fails to improve his/her grade, his/her performance at such re-appearance will be ignored and the result will be declared **null and void, marks statement will not be provided and examination fees will not be refunded.**

**O.5991:** Teachers who hold the M. Com. degree of any other statutory University, in Pass Class, which is recognized as equivalent to the M. Com. Degree examination of this University and who are serving in the University or in any of the constituent colleges or recognized institution will be permitted to appear at the said examination as external learners to improve their class, subject to the conditions laid down for external learners and within a period of five years from the date of their registration as an external students as prescribed in O.2316 (Old Ordinance). **However, the learners cannot register in the newly introduced Semester Based Credit and Grading System.**

If such students who re-appear for the M. Com. Degree examination under the Provisions of this Ordinance fail to improve their class, their performance at such re-appearance will be ignored.

**(The clear verdict shall be mentioned in the Ordinance).**

**O.5992:** A student/s who has passed the M. Com. Degree examination (under the Annual Evaluation Pattern) with one of the optional subject/s will be permitted on submission of a new application and payment of a fresh fee to appear at a subsequent examination under the Semester Based Credit & Grading System in another optional course/s provided he/she enrolls for the M. Com. Part II (in Semester pattern i.e. Semester III & IV) course and keeps two fresh terms in the new optional course. However, the learner who passes an additional optional course/s in this manner will be awarded a certificate to that effect but not the M. Com. Degree for the second time. The value of credit of that particular course will be mentioned on the said certificate.

**R.8454:** Learner under the Semester Based Credit and Grading System may appear either for an Internal Assessment of 40 marks and written examination (Semester End Examination) of 60 marks and 2 hours duration for each of the 8 papers or may submit a thesis on a subject dealt with in any of the papers prescribed in lieu of the whole of the written examination. **(The clear operative mechanism shall be mentioned in the Ordinance).**

**R.2046-A:** Learners who has kept terms for the M. Com. Part I examination under the Old Course and has passed the said examination under the Old Course will be allowed to keep terms for the M. Com. Part II course under the Revised Course and to appear at the examination under the Revised Course with all the four papers prescribed under the optional group, notwithstanding the fact that they have not attended lectures for Papers I & II prescribed under Part I revised course.

Learner who has kept terms for the M. Com. Parts I & II examinations under the Old Course and has passed the M. Com. Part I examination only under the said course will be allowed to appear at the M. Com. Part II examination under the Revised Course with all the four papers prescribed under the corresponding optional group, without keeping fresh terms.

Learner who has kept terms for the M. Com. Part I & II Examinations under the Old Course and has appeared simultaneously for both Part I and Part II and has only passed Part II of the examination only will be allowed to appear at Part I of the examination under the Revised Course with all the four compulsory papers viz. the two papers prescribed under the Commerce Group and the two papers under the Economics Group.

Learner who has kept terms for the M. Com. Parts I & II examinations under the old course and has not appeared or appeared and failed at both the parts of the examinations will be allowed to appear under the revised course as per the scheme prescribed therefore without keeping fresh terms. However, such a learner will not be allowed to appear at both Parts of the examination simultaneously. They must appear at the Part II examination only after passing the Part I examination at an earlier attempt.

Those who have offered two voluntary groups each having two papers for Part II of the M. Com. Examination under the Old Course will be allowed to offer, the M. Com. Part II Revised Course - 4 papers under either of the corresponding optional Groups. In no case student will be allowed to offer two papers from each of the corresponding optional Groups under the Revised Course.

**PROCEDURE AND PUNISHMENTS TO DEAL WITH USE OF UNFAIR MEAN: APPLICABLE TO ALL THE EXAMINATIONS CONDUCTED BY THE COLLEGE ON BEHALF OF THE UNIVERSITY OF MUMBAI OR CONDUCTED BY UNIVERSITY OF MUMBAI**

**Resorting to Use of Unfair Means by the students during the Examination**

**UNFAIR MEANS INQUIRY COMMITTEE**

Students resorting to the use of unfair means during the examinations conducted by the College by themselves or on behalf of the University or by the University itself are requested to note that

the minimum punishment recommended by the University (vide circular no. UG / 139 OF 2001 DATED 23RD APRIL 2001) is "Annulment of the performance of the Student at the University / College / Institution Examination in full."

The above action is recommended in case the student is found in possession of the copying material. If it is established that he/she has actually copied from the material, the recommendation is "Exclusion of the student from the University or College or Institution Examination for one additional examination".

The above referred circular is available with the Examination Committee for your reference.

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

Sr.No.	Quantum of Punishment
(1) Possession of copying material	Annulment of the performance of the student at the University/ College/ Institution examination in full. (Note: - This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereat.
(2) Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
(3) Possession of another student's answer book	Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)
(4) Possession of another student's answer book + Actual evidence of copying therefrom.	Exclusion of the student from University or College or Institution examination for two additional examinations. (BOTH THE STUDENTS)
(5) Mutual / Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations.

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<p>(6)</p> <p>i. Smuggling-out or smuggling-in of answer book as copying material.</p> <p>ii. Smuggling-in of written answer-book based on the question paper set at the examination.</p> <p>iii. Smuggling-in of written answer book and forging signature of the Jr. Supervisor thereon.</p>	<p>i. Exclusion of the student from University or College or Institution examination for two additional examinations.</p> <p>ii. Exclusion of the student from University or College or Institution examination for two additional examinations.</p> <p>iii. Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>(7) Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>(8) Interfering with or counterfeiting of University/College/Institution seal, or answer books or office stationary used in the examinations.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>(9) Answer book, main or supplement written outside the examination hall or any other insertion in answer book.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>(10) Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>
<p>(11) Using obscene language/violence threat at the examination center by a student at the University/College/Institution examination to Jr./Sr. Supervisors/Chief Conductor or Examiners.</p>	<p>Exclusion of the student from University or College or Institution examination for two additional examinations.</p>

Sr.No.	Quantum of Punishment
(12) (a) Impersonation at the University/ College/ Institution examination. (b) Impersonation at the University/ College/ Institute student at S.S.C./H.S.C. any other examinations.	Exclusion of the student from University or College or Institution examination for two additional examinations. Exclusion of the impersonator from University or College or Institution examination for five additional examinations.
(13) Revealing Identity in any form in the answerbook by the student at the University or College or Institution examination.	Annulment of the performance of the Student at the University or College or Institution examination in full.
(14) Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the student at the University or College or Institution examination in full.
(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. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.	
(17) Practical /Dissertation/Project report Examination. Student involved in malpractices at Practical / Dissertation/ Project report examinations shall be dealt with as per the punishment provided for the theory examination.	
(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 with its term work, oral or practical and dissertation examinations unless malpractice used threat).	

STUDENTS ARE REQUESTED NOT TO RESORT TO USE OF UNFAIR MEANS.

**VERIFICATION AND REVALUATION:** Shall be as per the existing ordinances and regulation & VCD of the University.

**PHOTOCOPY, VERIFICATION & REVALUATION OF THE ASSESSED ANSWER BOOK/S:**

The University of Mumbai by the directives by Hon. Vice Chancellor vide the VCD no. Exam/Photo & Rev./College/VCD/4636 of 2010 dated 05th April 2010 has provided the facility of obtaining the Xerox copy of the assessed answer books and the Verification and Revaluation. Applying for Photocopy of the answer book/s and applying for Revaluation will be two independent processes. However, applying for photocopy of the answer book /s or having photocopy of the answer book/s shall not be a pre-requisite for applying for revaluation of the answer book on the said subject. The student can apply independently for revaluation or photocopy or both simultaneously.

**RULES & PROCEDURE (IN BRIEF) FOR PROVIDING THE PHOTOCOPY OF THE ASSESSED ANSWER BOOK/S.**

1. This facility, thus provided, shall be for theory papers only of all the examinations conducted by the college / institution on behalf of the University in the current session.
2. Under these rules applying for the Photocopy/ies of answer-books shall not be permitted in respect of the scripts of practical examination / term-work / sessional work / project work / dissertation / internal assessment / term work (including theory part) and in Viva voce /oral / practical examinations.
3. The Photocopy/ies shall be sought by submitting an application in the prescribed along with the non-refundable fee of Rs.100/- per answer book by the examinee within seven (7) working days from the date of the declaration of result of the examination or issue of the statement of marks by the college / institution, whichever is later. The examinee/s belonging to reserved categories shall be granted 50% concession in fee.
4. Incomplete application form shall be rejected without assigning any reason whatsoever and the fees paid along with the application form shall neither be refunded nor will any representation be entertained.
5. No application after the due date will be entertained on any ground whatsoever.
6. The College/Institution/Department shall try to supply Photocopy/ies of answer books as far as possible within fifteen (15) working days from the date of receipt of application for photocopy/ies of the answer book/s.
7. The Photocopy/ies shall be handed over to the applicant examinee in person only and under no circumstances to any other person.
8. On receipt of Photocopy/ies the applicant examinee shall be the sole custodian of it and under any circumstances the examinee shall not part with the custody/possession of the same and also shall not use the same for any other purpose/s.
9. If the examinee is found guilty of indulging in any unfair act/attempt he/she shall be liable to be tried before the Unfair Means Inquiry Committee of the college and the decision taken by the authorities based on the recommendation of the said committee shall be final.

## **VERIFICATION & REVALUATION OF THE ASSESSED ANSWER BOOKS**

On receipt of the photocopy if the discrepancy of following nature is noticed by the examinee, he/ she should apply to the Principal in the prescribed form along with the said photocopy and copy of the question paper within three (03) working days from the date of publication of the notice by the Principal of the respective college as per the provisions hereinabove. i) Mistake in totalling ii) Non assessment of a question / sub-question if required After due verification, the Principal of respective college shall make necessary rectification in the marks allotted to the said subject and consequently in the result of the candidate without charging any further fee for necessary rectification.

On rectification of the result as per the provisions above, the candidate can apply for revaluation within seven (7) working days from the date of receipt of the rectified result, if he/she was not eligible to apply for revaluation of the said answer book under Rule 29 herein below mentioned and only by such rectification becomes eligible for revaluation in the said subject, subject to other limitations contained herein.

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

## **REVALUATION OF THE ANSWER BOOK/S:**

### **RULES AND PROCEDURE:**

This revaluation facility shall be for theory papers only of all the examinations conducted by the college on behalf of the University for the respective current session.

A candidate can apply for the revaluation of the answer book of the subject only if he/she has secured at least 20% of the total marks in that subject or 40% of the marks required for passing in the said subject, whichever is less or the grade equivalent to the above criteria where grades are assigned to the theory papers.

The non-refundable prescribed fees of Rs. 500/- per subject per answer book for the purpose of revaluation shall be paid by the examinee within seven (07) working days from the date of the declaration of the result of the respective examination or from the date on which the college issued the statement of marks, whichever is later. The examinees from the reserved categories shall be given fifty per cent (50%) concession, provided a certified copy of the caste certificate is enclosed.

The revised marks obtained by a candidate after revaluation, as accepted by the Principal of the respective college shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/s by the Principal of the respective college.

The whole process of revaluation shall be completed as far as possible within a period of thirty (30) days from the date of receipt of the application for revaluation by the college / institution.

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

## **WHEN THE STUDENT BE ADMITTED IN THE NEXT HIGHER CLASS?**

1. Pending the process of revaluation, and subject to the availability of the seats in the college, the student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norms:
2. The student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty if he/she had originally obtained required passing marks in the papers in which he/she had applied for revaluation,
3. The college shall be entitled to charge fees of Rs. 500/- at the time of granting admission to such students to the next class before declaration of the result of the revaluation,
4. Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him/her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded,
5. In case if the student is declared to have passed in the requisite number of the subjects on revaluation which would entitle him/her to take admission in the next higher class as per the Ordinances / regulations, the provisional admission will be regularized.
6. In case of the reserved category students or other students who are entitled to get fee concession, on appropriating the amount equal to the amount of fees which the college can collect from the student and the balance amount shall be refunded to the student at the time of confirmation and continuation of his/her admission.
7. In case of other students, the said amount shall be deducted from the total fees which the college or the institution is entitled to collect from the student as per the rules applicable.
8. Pending the declaration of the result of the revaluation, the students who have taken admission to next higher class, as mentioned above, shall be allowed to appear at the examination to the next class and their results of the next examinations shall be declared only on their passing in the requisite number of the subjects on revaluation which would entitle them to take admission in the next class; and in case the students does not succeed in passing in such requisite number of subjects, their admission to the examinations of the next class, their performance and results of the same shall be

treated as null and void.

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

## COMMON INSTRUCTIONS:

### ADMISSION

All admissions are purely provisional and subject to confirmation by the University of Mumbai / Government of Maharashtra. Students are required to apply for admission on the prescribed form of the college only. Acceptance of duly completed admission form by the College office does not in any way guarantee admission.

## CONDITIONS OF ADMISSION

**No admission can be claimed as a matter of right and the Principal's decision in this regard is final and binding.**

- i) An admission form duly completed, will be accepted only if the following documents are attached there to:
  - a) Mark Sheet of the S.S.C. Examination (original plus one photocopy) and a photocopy of the ration card duly certified by a competent authority (in case of F.Y.J.C. Admission).
  - b) Mark Sheet of the H.S.C. and F.Y.J.C. Examination (Original plus one photocopy).
  - c) College / School Leaving certificate (Original plus one photocopy)
  - d) Undertaking as prescribed, duly signed by the parent / guardian and the student concerned.
  - e) Provisional Eligibility Certificate from the University of Mumbai, for the students who pass an examination equivalent to H.S.C. Examination of the State of Maharashtra.
  - f) For the admission at Degree Class, all the Mark Sheets of the previous examination duly attested.
  - g) Enrolment form duly filled (available from the College office).
  - h) Two passport size recent photographs
- ii) An admission granted to any student in the college, in any class, shall be valid for the particular term and is co-terminus with that academic term.

- iii) There will be no automatic admission to the Second Term and / or the subsequent year for the student of any class. It will, however, be dependent on the following factors:
  - a) Discipline in the Class / College
  - b) Regularity in Attendance
  - c) Satisfactory Academic Performance
  - d) Co-operation with Class-mates
  - e) Respect shown towards all members of teaching and non-teaching staff.
- iv. Within four days from the date of declaration of results, the students must fill fresh admission forms. List of students granted admission will be placed on the notice board and website.
- v. The term-tuition and other fees prescribed below will have to be paid by the students on the day as per the notification of the admission placed on the notice board.
- vi. Admission to the students given in this College, in any class, will be on the basis of the rules and regulations prescribed by the College / or the University of Mumbai / Government of Maharashtra.
- vii. Change of subject will **NOT** be permitted as per rules & regulation.
- viii. N. B.: Optional subjects will be started only if there is a minimum enrolment of students, as per rules opting for that combination, subject to permission from the competent authorities.

## CHOICE OF SUBJECTS

Students are requested to note that the College is not bound to give students their desired choice of subjects in higher classes. The College reserves the right to refuse the choice of subject without assigning any reason for the same. The subjects will be granted on the basis of the policies framed by the various departments of the College.

## GRANT OF TERMS : ELIGIBILITY FOR APPEARING FOR THE SEMESTER END EXAMINATIONS

- 1) It is absolutely imperative for all students to attend the classes punctually and regularly.
- 2) To be eligible to appear for the examination, either at College level or University / Board level, it will be obligatory for students to have a minimum attendance of the total number of lectures, intensive coaching and / or practical for each of the subjects of study. Student failing short of such prescribed attendance shall not be permitted to appear at the College and / or the University Board Examination as the case may be.
- 3) Terms to any students will not be granted unless he / she has attended the prescribed tutorials, completed the tutorials assignments, practical journals and other written work as may be assigned from time to time.
- 4) The First or the Second Term, however, for the respective classes would end

immediately after the lectures are discontinued and the remaining days will not be calculated for the days of attendance.

- 5) Terms will be granted only if the students appear for the First Term or Second Term examination, as the case may be, and show satisfactory progress as may be judged by the Principal and teaching staff.
- 6) For the purpose of calculation of attendance, the college office records will be taken as final and binding.
- 7) In respect of the attendance and performance of students at Degree College, University Ordinance 6086 will be applicable.

### **ATTENDANCE FOR LEARNERS AS PER ORDINANCE 6086 OF UNIVERSITY OF MUMBAI (for UG & PG Programs offered at Raheja College)**

1. Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his enrolment, only if he fulfils at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practical's, tutorials etc. wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s. Further it is mandatory for every learner to have min 50% attendance for each subject & an overall average attendance has to be 75%.
2. Students participating in sports, cultural activities, N.S.S, N.C.C, Adult and Continuing Education and Extension will be permitted full credit for lectures/practical/tutorials missed by them as a result of their participation in N.C.C/N.S.S/A.C.E.E camps, Inter-collegiate, Inter-University, State, National and International tournaments/competitions and coaching camps,/training sessions organized in participation of these tournaments/competitions. This credit shall be allowed on the basis of production of certificate of participation in such authorized activity from the concerned organizers.
3. The Principal of the concerned College shall be the competent authority to condone the absentee of any learner further up to additional 25%, if deemed fit and on recommendation of the attendance committee of the college, wherein it is mandatory on the committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise.
4. Steps taken by College to make the Parent's & the student are aware of the norms of attendance & norms of granting the terms.
  - a) Attendance Undertaking signed by parent as well as student at the time of admission.
  - b) Signatures taken from students against their monthly attendance.
  - c) Display of monthly attendance on student notice board.

- d) Conducting Periodical meeting ( at least ONE meeting in each semester) of the Parents of the student's with less than 75% attendance addressed by the Principal / Vice Principal / Members of the attendance Committee / Person authorized by the Principal.
  - e) Undertaking signed by parent as well as student during the periodical parents meeting.
5. If a student is not able to attend lectures on medical grounds then he shall submit documents evidencing his illness along with an application addressing the same to the principal. The leave of absence may be granted on medical grounds subject to fulfilling the above criteria and at the discretion of the principal of the college.

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

## DISCIPLINE

1. All students should deem it their moral and ethical obligations to maintain, observe and preserve dignity and decorum in Class / College.
2. All students should observe silence during the lectures, tutorials, practical and intensive coaching.
3. Any attempt by the students in the Class / College to disturb the teacher or defy the teacher, will be treated as a breach of discipline and the Principal of the College will have an unrestricted right to take disciplinary action against the students concerned, which may be, if the case so warrants, expulsion of the students from the Class and / or College.
4. The students should not loiter in the corridors when they are free, they should go to the library or their respective Common Rooms or to the Canteen.
5. The students should not cause any damage to any property of the College, and in case any student is found damaging the property of the College, he or she will be subject to heavy fine and / or repairing and replacing the damaged property. Scratching and writing on desks, benches, blackboards, wall etc. is strictly prohibited.
6. The students are strictly prohibited for smoking in the Class / College premises. They are strictly prohibited from the use of liquor, drugs, pan-masala, gutka and other tobacco related products on the College premises. Breach of discipline in this respect will be treated very severely and may mean even rustication of the students concerned. The

Principal of the College shall be the final authority to determine suitable action as he deems fit in the interest of discipline in the College.

7. The students should not carry any mobile phones, pagers and / or any other communication gadgets in the Class / College.
8. The students are solely and wholly responsible for their belongings.

## COLLEGE SOCIETIES

1. Students with teachers can constitute any association, society, mandal, forum study circle etc. in the College for the conduct of activities with the prior permission of the Principal.
2. No such organisation should be tinged with any political bias, casteism or linguism..
3. Any association with aims and objectives which are not educational in nature or are in deviation from the aims and objectives of the Sadhana Education Society will not be approved and recognized by the College authorities.
4. All association should have its constitution, aims and objectives, spelt out with fullest details and members of such organizations shall be governed by the constitution, rules and regulations thereof, in all respect with regard to the activities of the said organizations.
5. One of the members of the teaching staff, as may be nominated by the Principal will be in-charge **who shall be an ex-office member on all committees of such associations**
6. **The Office-Bearers of such organisation should organise any meeting in general,. After obtaining prior written permission from the Principal with regard to the a) Venue of the meeting b) Subject of discussion c) List of Speakers d) Person to Preside e) Time.**
7. The audience at such meetings shall be bonafied students of the College possessing valid identity Cards, unless the Principal, as a very special case, permits any outsiders to attend such meetings.
8. Disciplinary action will be taken against those responsible for any infringement of the above rules and regulations and other rules as may be framed from time to time.

## NOTICE BOARDS

All notices, circulars and important information will be placed on the Notice Boards of the College. It is obligatory on part of the students, in their own interest, to acquaint themselves, with the contents of notices and circulars. The students shall not be excused and no concession will be given to them on grounds of ignorance due to their failure to read relevant notices and circulars.

## SCHOLARSHIPS, PRIZES & FREESHIPS

### I PRIZES:

- a. Malti Jayant Dalal Charity Trust: Rs. 2001/- to a deserving student.
- b. Shri C. M. Trivedi Trust: Rs. 200/- to a student who stands first among the successful candidates at the B.Com. Exams.
- c. Late Shri Asgarali Amruddin Attarwala Prize: for the highest marks in Elements of Operations Research (T.Y.B.Com.).
- d. Late Shri V. G. Wandrekar Prize: for the highest marks in Direct & Indirect Taxation (T.Y.B.Com.).
- e. Mr. A. V. Wandrekar Prize: for the highest marks in T.Y.B.Com.
- f. Late Mrs. Shobha V. Sheorey Prize: for a student standing first in the subject of Psychology at T.Y.B.A.
- g. Late Smt. S. Bhatawadekar Prize: for the highest marks in English at S.Y.J.C.
- h. Late Smt. Indira Patwardhan Prize: for the highest marks in Psychology at S.Y.J.C.
- i. Late Dr.V. V. Sheorey Prize: for the champion at the athletic meet.
- j. Late Mrs. Najoo M. Wadia Prize: for the highest marks in Book Keeping at the H.S.C. Exams.
- k. Late Mrs. Najoo M. Wadia Prize: for the student standing first at T.Y.B.Com. Exams.
- l. Late Smt. Sita Nagwekar Award: for the highest marks in Organisation of Commerce.
- m. Late Shri Vithoba Nagwekar Award: for the highest marks in Secretarial Practise at S.Y.J.C.
- n. Vijayshree Award: for the highest marks in Environmental Studies at F.Y.B.Com.

### II Scholarships:

1. Elji Sunder Ashar Scholarships: (Approx. Rs. 225/- each)
2. **Faculty of Commerce**
  - i. F.Y.B.Com.: Highest marks in Mathematical & Statistical Techniques.
  - ii. S.Y.B.Com.: Highest marks in Business Economics.
  - iii. T.Y.B.Com.: Highest marks in Management & Human Resource Development.
- Faculty of Arts**
  - i. F.Y.B.A.: Highest marks in English.
  - ii. S.Y.B.A.: Highest marks in Economics.
3. Radha Mohan Choksey Scholarships: (Approx. Rs. 500/- each)
  - i. Highest marks in Business Management at B.Com. Degree Exams.
  - ii. Highest marks in Computer Systems at B.Com. Degree Exams.
4. Malvi Lakshmi Shah Scholarship: (Approx. Rs. 1000/-) to the best student of the college and who has passed the B.Com. Degree Exams.
5. Laxmiben Premji Naidu Scholarship: (Approx. Rs. 900/-) to the students who stands first at the Degree Exams.

### III FREESHIPS: Freeships for the following categories in Degree and Junior College.

- i. Economically Backward Class (EBC)
- ii. Secondary Teachers Class (STC)
- iii. Primary Teachers Class (PTC)
- iv. Non-Teaching Staff (NTS)
- v. Freedom Fighters Class (FFC)
- vi. Ex-Servicemen Class (ESC)

### IV GOVERNMENT OF INDIA SCHOLARSHIP I FREESHIP FOR THE BACKWARD CLASS

- i. SC
- ii. ST
- iii. OBC
- iv. ST
- v. SBC
- vi. DT / NT / VJNT

## CANCELLATION OF ADMISSION

If a student desires to cancel his/her admission, he/she must make an application addressed to the Principal **specifying the reason for cancellation**. However his /her original marksheet /certificates will be returned on completion of office procedure. If it is established by documentary evidence at any stage of study that the student has **presented bogus** leaving certificates and / or marksheet either at the School level or at the Junior/Degree College levels, the admission at the College shall stand to cancellation forth with and fees so far paid will not be refunded. The results too, of the Examination of the students concerned will become invalid & inoperative. The authorities concerned and/or other agencies will be advised /informed about these facts for further necessary action.

## REFUND OF FEES

Refund of Tuition, Development and all other fees after cancellation of admissions: The candidates who have taken admission in under graduate courses 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:

## 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 the commencement of academic term of the course or August 31 whichever	From September 1st to September	After September 30th
<b>Deduction charges</b>	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 charged towards group Insurance and all fee components to be paid as University Share (including Vice-Chancellor Fund, University Fee for Sports and Cultural activities, E-charge, Disaster Management Fund, Exam Fee and Enrolment Fee) are non-refundable, if payment is made by the college prior to the date of cancellation.
3. Fees collected for Identity Card and Library Card, admission form and prospectus, enrolment and any other courses, 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.

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

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

## Refund of Deposits: Caution Money, Library and Laboratory Deposits

The **Caution Money, Library Deposit and Laboratory Deposit** will be refunded to the student when the he / she leaves the College or cancels his / her admission. The student has to apply for the above refund and will be required to submit his / her Identity Card along with **the Original Fee Receipt and application** for Cancellation of Admission and refund of deposits. The deposit/s as may be due, will be refunded to the student within 30 days from the date of receipt of the application **after recovering any breakage charges (in term of laboratory), Library Dues or any other dues. The above deposits must be claimed by the students within twelve months of graduating from the college / cancellation of admission failing which the deposit will be forfeited and utilized as per norms prescribed by the University of Mumbai and/or Government of Maharashtra.**

## ALUMNI ASSOCIATION

### **“Shrinkhala” - An Alumni Association**

The college has an alumni association which is called ‘Shrinkhala’, where all bonafide students of the college are invited to register.

The alumni have a major contribution in the growth and development of the institution. Its data base is increasing indicating its popularity. The alumni’s e-mail contact for information about activities has been appreciated by the students. Alumni also double as a guest faculty in certain subjects.

The Alumni Association works to connect alumni, support students and build an unforgettable experience through a diversity of events, programming and services.

Alumni are helping in placements services. Updating website is done by alumni themselves. An Annual alumni meet is organized by respective departments. Alumni also helps present students in organizing co-curricular and extra-curricular activities including college annual day activities.

#### **The alumni’s Activities:**

- Maintaining database
- E-mail contact for information about activities
- Alumni as a guest faculty
- Alumni is helping in placements
- Updating website
- Annual alumni meet
- Invitation to college activities

## COLLEGE LIBRARY

### Library Services

Information is an essential input to national development. The modern library has great responsibility in harnessing and utilization of information. The library and information centres strive for high quality of library services which emphasis the actual delivery of information rather than actual delivery of documents for meeting their generic as well as specific needs of the users. The Malti Jayant Dalal Library is based on the objectives of the parent institution of Sadhana Education Society's L.S.Raheja College of Arts and Commerce. Other important services offered by the Library are:

- Departmental Library
- Book Bank Scheme
- External Membership
- Senior Citizen Book club
- Reprographic and Printing Facility
- Gyanyatra (Book Exhibition)
- Best User Award
- User Orientation
- Wi-Fi Facility

### LIBRARY BUILDING:

The Malti Jayant Dalal Library is located at ground floor, easily accessible to all. The Library consists of:

Circulation Section	Periodical / News Paper Section
Stock Area with OPEN ACCESS facility	Reference Section
Reprographic Section	Book Bank Section
Project Room with computers and Wi-Fi facility	Reading Room
Processing Section	The Network Resource Centre
Career Guidance Section	

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## Library Resources

- **Library Resources:** Library has rich collection of 51737 books, 1136 CD-ROMs, 24 News Papers and 53 Magazines and Periodicals.
- **Library Automation:** The library is fully automated with SLIM21 library management software.
- **Institutional Membership:** The Library has Institutional Membership with N-List program of INFLIBNET, American Library and British Council Library for getting access to the electronic resources like e-database, e-journals and e-books.

## Rules and Regulations of the Library

1. Every student should produce his / her Identity Card with photograph firmly attached to it and signed by the principal and get a Library Card issues. The Identity Card has to be produced at the entrance each time student enters the library.
2. Books are issued strictly in order of application. It is left to the discretion of the Librarian not to issue certain books when circumstances warrant it.
3. Books are issued for the exclusive personal use of the applicant. Anyone found applying for books for another person might be denied the facility of the library.
4. It is the responsibility of the student to examine a book carefully when he / she receives it and report. Any damage found there in, failure to do so will make the student responsible for any damage detected later.
5. If the book is lost or damaged, it must be paid for by the reader in whose name it is issued. The Librarian will assess the value of the book.
6. Ordinarily a book is issued for a period of 7 days. A book may be issued for less than 7 days, if there is greater demand for it. Under no circumstances will a book be retained for more than 14 days.
7. A fine of Rs. 2/- per book, per day (including Sundays & Holidays) will be levied on all books retained without renewal by a reader beyond the last date. Repeated failure on this score may lead to cancellation of library card. Fine may be increased during the Examination period.
8. The Librarian reserves the right to recall any book or periodical at any time.
9. All books borrowed must be returned before claiming caution money.
10. Talking is forbidden in and near the reading areas, ज्ञानमयप्रदीपः
11. Furniture in the library must not be rearranged and may be used only for its purpose.
12. Resting with feet on tables or adjacent chairs is not permitted.
13. Disregard of library rules, indiscipline and misbehaviour will render students liable to be refused access to the library

## FURNITURE AND FITTING

1. An adequate number of lecture halls and tutorial rooms are available. These are large, well-lighted and well ventilated.
2. A fully equipped Boy's Common Room-cum-Gymkhana with liberal facilities for indoor and outdoor games (such as Table Tennis, Chess, Carom, Cricket, Football, Hockey etc.) are provided by the College.
3. A Large Canteen with an attached kitchen caters to the needs of the students.

## EXTRA CURRICULAR ACTIVITIES

- The N.S.S. undertakes projects like Blood Donation, Slum Improvement Programmes, Camps and Rural Development.
- Department of Life-Long Learning and Extension (DLLE) is conducted by the College.
- College conducts and participates in Inter-College cultural activities like Drama, Folk Dances, Debates, Elocution and Quiz Competitions.

## COUNSELLING SERVICE

The College provides counselling service by trained Psychologists. Students can take help from the counsellors for their personal and emotional problems. The Counsellors meet the students by prior appointment either individually or in a group.

## UNDERTAKING

All candidates who have applied for admission shall be deemed to have submitted the following undertaking.

I have read all the rules of admission and after understanding this rules thoroughly, I have filled in the application form for admission for the current year.

The information given by me in my application is true to the best of my knowledge and belief. I understand that if any of the statements made by me in the application form or any information supply by me in connection with my admission is letter on at any time, found to be false or incorrect, my admission will be cancelled, fees forfeited and I may be expelled from the college by the principal.

- I have not been debarred from appearing at any examination by any government constituted or statutory examination authority in India.
- I fully understand that the offer of a course will be made to me depending on my inter se merit **availability** of seat at the time of scrutiny of my application, when I will actually

report to the admission authority according to the schedule of admission.

- I understand that no documents after the last date of submission will be entertained for the purpose of the claims or concessions etc. In connection with my admission unless otherwise mentioned in the rules.



## KEYFACTS

- The College was accredited 'A' Grade by NAAC in January 2004.
- The College has constituted the internal quality assurance cell (IQAC) and advisory committee (QAC) both of which are post accreditation quality sustenance activities.
- A Research Centre with open research cubicles.
- Fully Computerised Library with circulation through Bar Code System.
- Open Access Facilities available in library.
- Advanced Hi-tech teaching / working aids.
- Air-conditioned Computer Centre with advanced computers and licensed software with Internet connectivity.
- Fully Equipped Electronic & Telecommunication Lab.
- Audio Visual Room.
- State of art air-conditioned auditorium with sound proof acoustics and an Audio – Visual room.
- Functional Active and Air-conditioned Counselling Cell / Women Development Cell / Placement Cell / Grievance Redressal Cell for students.
- A Special Health Centre.
- A unique Gurukul - an open air classroom.
- A Learning Resource Centre.

### NOTE:

- a. The Examination Scheme for the Undergraduate Programs and the Post graduate programs is like to change from the academic year 2016-2017. Students will be informed of the changes, if any.
- b. The Fee structure for all/some of the Undergraduate and/or Post Graduate Courses is likely to be revised from the Academic Year 2016-2017. Students will be required to pay the difference in the fees, if any. Excess Fees collected from the students, if any, will be refunded to the students.
- c. The criteria for Admission and Eligibility, Syllabus etc. are subject to change as per Rule and Regulations of University of Mumbai.

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