



# **K J SOMAIYA COLLEGE OF ARTS AND COMMERCE**

## **AUTONOMOUS**



**PROSPECTUS**

**2018-2019**

**K J SOMAIYA COLLEGE OF ARTS AND COMMERCE**  
**AUTONOMOUS**

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# *Our Founder*

*Padinabhuushan*

*(Late) Pujiya Shri Karamshibhai J. Somaiya*

*(May 16, 1902-May 9,1999)*

## *A Message From The Founder*

*My dear young students !*

*Welcome to you to the Institutions of Vidyavihar!*

*Your finest hour is here. The future Belongs to you.*

*Let us all zealously work together and  
Dedicate ourselves to build India of our Dreams.*

*Remember, nothing was ever achieved  
Without hard work. Be bold but not Bowled over.*

*Let Truth and Duty be your watchwords.  
Never despair in the face of setbacks.*

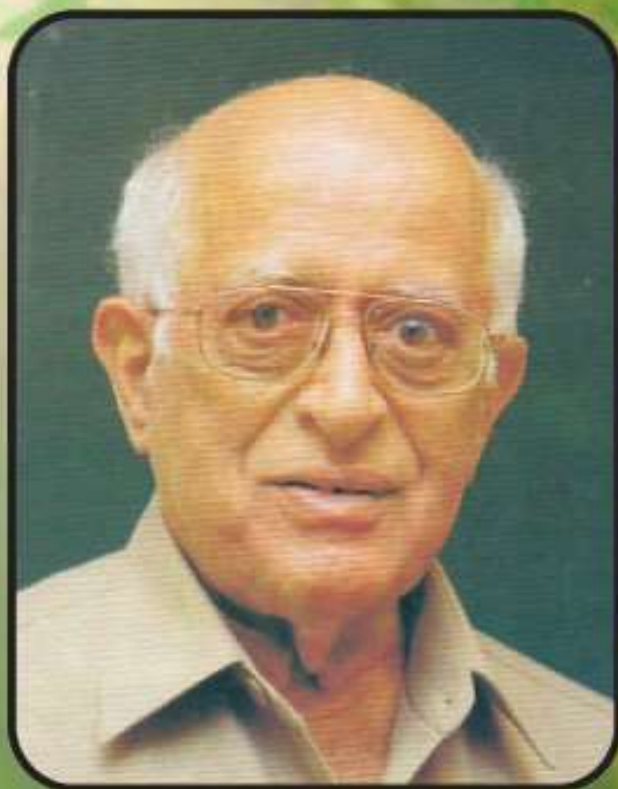
*Keep courage and continue to work with Fortitude  
Have faith in yourselves and in the Almighty.*

*Strive for your Goals and the future in yours!*





**Our Mentor**



**Pujya (Late) Dr. Shantilal K. Somaiya**  
**29.12.1927 - 01.01.2010**

**At the Helm of Vidyavihar**



**Shri Samir S. Somaiya**  
**President**  
**Somiaya Vidyavihar**



**Smt. Leelaben Kotak**  
**Trustee**

### **Our Collective Vision**

Our Founder, Padma Bhushan Shri K. J. Somaiya founded Somaiya Vidyavihar on the 9th of September 1959. He later founded the Girivanvasi Pragati Mandal, the K. J. Somaiya Medical Trust, Girivanvasi Education Trust and sister institutions to make great citizens of India and the World. In the words of Swami Vivekananda, "We want that education by which character is formed, strength of mind is increased, the intellect expanded, and by which one can stand on one's own feet." We have now grown into a multi-disciplinary and multi-campus education institution.

Our motto is: ज्ञानादेव तु कैवल्यम् । Knowledge alone liberates. Education liberates from poverty, from hunger. Also liberates one from the attachments that bind us to small-mindedness. Knowledge also provides opportunity. To make the life lived more meaningful. In the service of one's family, one's community, one's समाज, country, and Indeed the world. Bearing in mind that there is no religion other than the life lived in the service of humanity, न मानुषात् परो धर्मः। We will strive to provide access and opportunity to build a more inclusive society.

Our education in any subject will reflect its timeless fundamentals, its current context, and applications. There is so much scientific discovery taking place, at the intersection of fields, of biology, computing, medicine, the social sciences and everywhere else. We will provide students and faculty with an environment to engage this world, to discover new truths, make new applications to create and share knowledge.

Our education will also be experiential. With projects that are 'real' and those that complement the learning inside the classroom. Our students and faculty will be at the cutting edge of change, to incubate companies, to create NGOs, and pursue any field of their passion.

Our education will also be holistic. Sports and physical exercise must be a firm part of the curriculum. For students to develop a love for sports, for recreation, for health, for teamwork, for competition.

Our education will also instill an appreciation for art and culture.

In the Bhagavad Gita, Arjun asks Krishna how is one to control one's mind that is as fleeting as the wind. Krishna responds that it can only be done through practice and discipline. वैराग्येण तु कौन्तेय अभ्यासेन च गृह्यते । We will strive to teach our students to learn to stay calm in our turbulent world.

And our education will also include the ancient Indian tradition, its culture, its depth, and its knowledge. We must keep the connection with our mother tongue and our languages. Languages are storehouses of culture, and the loss of a language takes with it much learning, stored through it over the ages.

Finally, our education will help students lead a full life, to fall in love with life.

### **About Somaiya Vidyavihar**

Padmabhushan Karamshi Jethabhai Somaiya founded Somaiya Vidyavihar an education trust in 1959, to provide quality holistic education. It was founded on the belief that, education is an important pillar of nation building with the power to change lives, and that it is the duty of the privileged to help provide it to whoever aspires to be educated.

Somaiya Vidyavihar encompasses 34 institutions, with more than 39,000 students and 1,500 faculty. Its educational institutes are spread across two main campuses - a 50 acre complex in Vidyavihar and a 28 acre complex in Sion both located in the heart of Mumbai besides a number of smaller campuses across rural Maharashtra, Karnataka and Gujarat. Currently we offer Degree, Diploma & Certificate courses at Undergraduate, Post Graduate and Doctoral levels. Somaiya Vidyavihar also runs a few autonomous Post-Graduate Courses, Vocational Training Courses and High Schools.

Somaiya Vidyavihar fosters an ecosystem that excels in education, research and service, a place where knowledge is preserved, disseminated and new knowledge is created. It is known as much for its Science, Technology, Medicine, Engineering, Management, Social Sciences and Commerce programs, as for its programs for academic studies in various Faiths and Cultures of India.

Shri. K.J. Somaiya guided Somaiya Vidyavihar until 1999, his son Dr. S.K. Somaiya was at the helm of affairs till 2010. Today Shri. Samir Somaiya, a Cornell University and Harvard Business School alumnus is the President.

Our motto ज्ञानादेव तु कैवल्यम् | Knowledge alone liberates remains the bedrock, as we strive to expand and continuously innovate our education.

([www.somaiya.edu](http://www.somaiya.edu))

### **From the Principal's Desk**



We are living in a Technology-driven age. Existing Knowledge becomes redundant very fast. Students need to constantly update, change and restructure existing information. Only then can we cope with the flux brought by an ever-changing world. Every new dawn will throw up new challenges during this our golden jubilee year. Armed with courage, determination, and self-confidence, I'm sure, my young students will be able to turn even the darkest situation into a victorious and memorable one.

In September, 1959, a philanthropist and visionary Shri Karamshibhai Jethabhai Somaiya in an inspired moment envisaged the blending of spiritual education along with advanced Science education which eventually gave birth to Somaiya Vidyavihar.

Our founder—Padmabhushan Shri K. J. Somaiyaji never intended to start an institute for mass-production of standardized students. In keeping with his vision, we wish to impart education to our students who would cherish the traditions and values of the past and yet have the knowledge and skills to cope with the changes of this century.

Way back in the 1960s, our founder spoke about the modern concept of “Social Responsibility”. He stressed on giving back to the society manifold what one received from it. This was his method of thanks-giving to the society that catapulted him from a small-time businessman to one of the doyens of the Sugar Industry. Following his footsteps, if our students embraced the eternal qualities of truth, hard work, and unlimited optimism, success would lessen the burden on their shoulders.

To fulfil our mission of empowering students, the college lays great emphasis on the all-round development of all its pupils. While academic excellence is of course encouraged and rewarded, a variety of extra-curricular activities conducted by the institutions enable the students to explore and bring out their talents and potential and develop an onward looking and confident personality. About 6,500 students of both the Junior and Senior College and about 150 Post Graduate and Research students participate in academic and other activities of the college every year under the guidance of a caring and supportive staff.

Like a blooming flower radiates beauty, fragrance and joy around, I am sure that all my budding students & research scholar's, under the able guidance of our staff, will sail through the seamless ocean of knowledge and help society in making a better place.

**- Dr. (Smt.) Sudha Vyas**



## **About Our College**



In September, 1959, a philanthropist and visionary Shri Karamshibhai Jethabhai Somaiya in an inspired moment envisaged the blending of spiritual education along with Advanced Science Education which eventually gave birth to Somaiya Vidyavihar.

In the following five decades the Somaiya Vidyavihar campus grew to thirty five institutions catering to the needs of students from primary to post graduate level. The educational conglomerate located in a lush green campus admeasuring sixty acres of land at Vidyavihar and thirty five acres at Sion Chunabhatti in the eastern suburb is an institution to be reckoned with Somaiya Vidyavihar is recognized both nationally and internationally. Dr. S. K. Somaiya, the worthy son of the founder of Somaiya Vidyavihar has provided a dynamic leadership which is continued by present President, Shri Samir Somaiya for an exponential growth and diversification of these institutions.

The K. J. Somaiya College of Arts & Commerce is one of the premier institutions in the Somaiya Vidyavihar campus, enjoys a linguistic minority status and is permanently affiliated to the University of Mumbai and recognized by UGC under 2(f) and 12(b) of U.G.C. Act.

The process of re-accreditation for the College is a progressive realization of its goals for the College. It is an on-going sojourn in a pre-determined direction and purpose. Presently the institution is poised for an Exponential growth and taking upon the autonomous status for itself so that academic excellence can truly be promoted which is, cherished goal of different stakeholders

On January 8, 2004, the college was conferred 'B' Grade by the National Assessment and Accreditation Council. The College has been re-accredited and awarded "A" grade with a CGPA score of 3.27 by NAAC recently on 4<sup>th</sup> September, 2010. The college was conferred with AUTONOMOUS Status by U.G.C. vide letter no. F.22-1/2011(AC) dated 3.11.2011 and University of Mumbai vide letter no. Aff./ICD/2012-13/1/887 dated 19.10.2012.

The college was recognised by UGC for period of 2016-2021 as a "College with Potential for Excellence" vide letter no. f12-1/2010/2015(NS/PE) dated 27<sup>th</sup> May. 2016. The college is ranked 2<sup>nd</sup> among Arts colleges in Mumbai and 1<sup>st</sup> among the commerce colleges in Mumbai, (Source: India Today Magazine June 2017). The College is reaccredited and awarded 'A' grade with CGPA score 3.33 in the third Cycle by NAAC recently in the month of September, 2016.

The College has acquired a vibrant atmosphere due to co-curricular and extension activities. The NCC Unit has brought laurels in the form of the Vice-Chancellor's banner for three years. The NSS Unit has built a strong bond through community service in the areas of health crises preparedness, gender sensitization, building of life-skills, environmental enrichment and conservation.

Presently the institution is poised to take upon the autonomous status for itself so that academic excellence can truly be promoted which is cherished goal of different Stakeholders.

## **International Linkages**

Somaiya Vidyavihar as a Trust has MoUs / international linkages in place with the Universities of Vaasa, Finland, University of Newcastle, Australia, University of Applied Sciences, Upper Austria, IMC University of Applied Sciences, Krems, Austria, University of Uttar Malaysia, Management Development Institute of Singapore, University of Navarra and Duale Hochschule Baden, Wiirttemberg

## **Our Quality Policy**

We at Somaiya group promise to deliver to the parents, students and the community at large, an educational environment constantly being monitored, tailored and adapted to their needs through our great dedication for continuous improvement.

### **Objectives of our College**

- To provide a strong basis for learning.
- To train and guide young students to excel and develop a spirit of competition.
- To provide opportunities for the development of skills, capabilities and talents.
- To promote excellence in the students through:
  - Participation in interdisciplinary activities
  - Participation in extracurricular and co-curricular activities.
  - Participation in Seminars, Workshops, Debates, Group Discussions etc. at the collegiate and inter-collegiate level.
- Exposure to eminent and distinguished persons in different fields through talks and programs.
- Financial and other assistance to deserving students.
- To promote - Regularity, Punctuality & Discipline among students.

### **Unique Features**

- Our College is the Parent institution of Somaiya Vidyavihar
- Well-equipped Library with Computer and Internet facilities
- Parents' Meeting arranged twice a year
- Emphasis on Value education through teaching of Gita/Ethics
- Remedial classes for SC and other weaker students.

### **Certificate Courses**

- Digital Marketing Course
- Film Making Course
- Diploma in Soft Skills
- Saral Hindi
- Master Diploma in Computing/IT
- Advanced Diploma in Fashion Designing
- Advanced Diploma in Interior Designing

**Students can pursue Dual Degree from the college.**

**Our Staff**

The College has 59 faculties at the Senior College level. We have 19 Ph. D holders and 08 M. Phil qualified teachers. The teachers are well experienced, committed, knowledgeable, research and result oriented in their approach. Through continuous participation in pro-active conferences, seminars, workshops, refresher courses, orientation programs and research activities, teachers have kept themselves updated in their knowledge and skills and are fully prepared to face the challenges of teaching in a fast changing global environment.

Our College Office is fully computerized, wide and spacious, has 17 qualified, trained and experienced staff and 32 helping hands excluding 10 unaided non-teaching staff and it is also a backbone of the college dedicated in rendering service with human-touch.

## Student Support Facilities

### I. Library: An '*Open Door to the Bank of Knowledge*'



[\[http://education.vsnl.com/kjsac/library\]](http://education.vsnl.com/kjsac/library)

1. Established in 1960, spacious and airy, it is the oldest and biggest on the Vidyavihar Campus.
2. It covers a total area of 10732 Sq. ft. with 78,014 Total Numbers of Books, including E-Database, EBSCO, 84,870 No. of Titles, 825 Back Volumes, 8 Braille Collections, 119 Periodicals and 19 E. Journals, 82 Maps, 28 Computers (Internet), 1677 CDs, 58 VCDs, 18 Audio Cassettes, 16 Newspapers, 6000+E-Journals and 125000+ E-Books, from N-List etc.
3. Student-friendly staff provides various facilities and conducts numerous programmes for the students such as orientation to newly admitted students, book exhibitions, scholar card, and inter-library loan facility to all the colleges in campus, Book Review competition, special Reference Section for Career Guidance and question papers of previous years and syllabi are also available.
4. Internet access to the students is provided free of cost.
5. Separate seating arrangement is made for girl and boy students.

### Library Routine Working Hours:

Monday to Saturday: 7.00 am to 6.00 pm (Closed on Sundays and Public Holidays)

(Note: College reserves the right to change the college library timings)

### Details of specialized services provided by the library

- Inter- library loan facility within the Somaiya campus
- Reference Service for research projects.
- Free internet access to students and staff.
- Reprographic Services.
- Scholar cards facilities for TYB.Com/TYBA student who got above 55% in SYBCOM/SYBA.
- Overnight book issues facility.
- Book Bank facility for economically backward students.
- Integrated searching of all resources available in the campus on OPAC and also on web base OPAC.
- Link provided to Online subscribed journals. EBSCOHOST Discovery Services.
- User Orientation is given.
- Assistance in searching Databases is provided.

We are happy to introduce the following new facilities for all Students through Web OPAC.

Web OPAC Links <http://114.143.198.3/opac>

Click MY ACCOUNT option to Login.

Login and password is your SVV Net ID OR Go to [www.somaiya.edu](http://www.somaiya.edu) website-> click on libraries menu in Academics ->click on Somaiya Vidyavihar online Library Search  
PLEASE CONTACT THE LIBRARIAN FOR THE USERNAME AND THE PASSWORD.

**Home issue of books:**

- Two books will be issued on College ID card for undergraduate students and 4 books for post graduate students.
- If the books are not returned on the due date, a fine of Rs. 2/- per day will be charged(including holidays and Sundays)
- In case any book is lost or damaged by the student, he/she is required to replace the books. If the book is not available in the market he/she has to pay the cost of the book.
- If the student does not pay the library fine. The privilege of borrowing the books may be suspended.
- Reference books, expensive and rare book, journals, bound volume; magazines are not issued for Home issue. They are available in the library only for reading purpose and should be issued against their identity cards.
- Overnight Book: Certain books are issued after 1 pm. For senior college and 4 pm. For junior college against the identity card only for a night which should be returned next day morning.
- Textbooks will be issued immediately. The students fill the demand slip for the reference books.

**Self-renewal of home issue books:**

- Students can renew books themselves through Web OPAC, provided the book is not in demand/reserved before due date.
- Every student can login into the OPAC through the integrated ID SVV Net which is already sent on your mobile and also on your email.
- Undergraduate students can renew the book only once while postgraduate students can renew it twice,

**Book reservation facility:**

- Students can only reserve the books through Web OPAC which are not available in the library (issued to other members).
- Search the required book; if not available click the 'Reserve' button.
- System will notify the students through email, to return the book on or before due date as it is reserved by some other student.
- Once the reserved book is back into the library system will send notification through an email to the students who reserve the book.
- Book will be kept reserved for one day.
- Books which are reserved by student cannot be renewed by self-renewal system. Tools in the library to provide access to the collection.
- OPAC is available in the library for students and staff members and web base OPAC is also available or URL: <http://114.143.198.3/opac>



**Electronic Resources:**

- Integrated E resources and Databases named as EBSCOHOST Discovery Services are also available on Somaiya Website which include 4000 +databases and 60000 +e-books.

**Information on BOOKWORM**

Library is using an In- House software "BOOKWORM". It is integrated software used in all college of the Somaiya campus. Facilities are provided by BOOKWORM for students and staffs are as follows:

- Integrated searching of all resources is available on OPAC for students and staff members.
- Web base OPAC is also available on URL: <http://114.143.198.3/opac> and on [www.somaiya.edu](http://www.somaiya.edu)

Link provided for self-renewal through the integrated ID SVV Net is sent on the students' mobile and also on their email ID.

**Discipline:**

- Students should maintain silence in the library students are required to use their own identity card only in order to use the library facility.
- Student should switch off their mobile phones before entering the library. Fine : Rs.100/-
- The books should be handled carefully and any kind of tampering/damaging of books is highly punishable.

No eatables are allowed in the library. Fine: Rs.50/-.

## **Students' Support-Activities:**

### **Gymkhana: 'Develop a Champion in You'**



- 1) Gymkhana with indoor games facilities.
- 2) Two large playgrounds for outdoor games such as Cricket, Football, Basket Ball Court, Squash, Lawn Tennis and Volleyball court. International Athletics Track with all the modern facilities.
- 3) Till date, students have won various state and national tournaments and brought name and fame to the college.

### **Extra-curricular Activities**



The aim of these activities is to enable students keeping abreast of current affairs and to help them to develop critical thinking on all contemporary issues whether—economic, social, psychological, moral or political. We have Thirteen Associations for this purpose. Through participation in the activities of these associations students discover avenues for learning and building self-confidence

- **Association for Environmental Awareness**

It makes students aware about initiatives to be taken as a solution for Environmental problems. Programs like rain water harvesting demonstration, tree plantation & guest lecturers related to environmental issues were organized.

- **Association of Political Science**

Association aims to enrich students by supporting their academic merit via innovative activities related to Political Science, such as connecting them to empirical reality and translating those realities of politics to theories in number of ways.

- **Commerce Association**

The commerce association aims to at enhancing the students' capabilities and personality to further their career avenues in Commerce and accountancy.

- **Economics Association**

The economics association aims at developing insight involving the complex nature of problems in the discipline of Economics and makes students aware of current problems of domestic and international economy and make them more skill oriented.

- **English Athenaeum**

‘English Athenaeum’ came into being with a view to initiate undergraduate students of all the faculties of our college into the realm of Creative Writing by exposing them to the existing treasure trove of English Literature penned by people of different nationalities. The intention has been to make the students recognise critical appreciation of literary content, expression and lofty traditional contribution to the field.

- **Gujarati Sahitya Mandal**

Gujarati Sahitya Mandal gives students an opportunity to bring-out their hidden potentials, talents and creativity and attempts to make them understand the importance of Gujarati, their mother-tongue. It also aims to promote Gujarati culture, literature and encourage Gujarati and non Gujarati students to participate in various programmes. As a part of social responsibility the Mandal undertakes number of community welfare and betterment activities.

- **HEART-History Association**

HEART-History Association motivates students to develop love for the heritage, tradition and Archaeology, which are core to the subject of History.

- **Hindi Parisabha**

Hindi Parisabha aims to create interest in Hindi Literature and strives to sensitise students to the rich legacy of our traditional values and ethos manifested in literature vis-a-vis the present trend of extreme professionalism.

- **Marathi Prabodhan**

Marathi Prabodhan gives scope to flourish different skills within students and helps to develop their overall personality.

- **Sanskrit Sabha**

Sanskrit Sabha attempts to simplify study of Sanskrit to students through various activities and promotes inculcation of values and knowledge, abundantly available in the Sanskrit language.

- **Sociology Association**

Sociology Association through its Social Health Education Committee exposes you to various social and health issues through guest lectures and various competitions. The department also provides experiential learning through social surveys, workshops and various other activities.

- **Drushti Film Forum**

*Drushti* Film Forum provides a platform to watch keenly, discuss and appreciate the films across the globe. Recently *Drushti* Film Forum organized campus level *Drushti* film festival with international acclaimed films.

**Every student must necessarily enroll and participate in at least 3 of the associations mentioned above.**

### **Co-Curricular Activities:**

#### **A) National Service Scheme (N. S. S.)**



**NOT ME BUT YOU**

N.S.S. Unit of our college attempts to imbibe noble this value among volunteers. Projects on Literacy, Cleanliness, Health Awareness, AIDS awareness, Career Options, Problems of the Girl Child & Women Security, Save Energy, Note Book making, Tree Plantation, Dam Construction, Disaster Management, Voter Awareness, Blood Donation, environment enrichment etc. have enabled our students to experience the problems of our society and community. Our aim is the overall development of students' personality through services to society. The unit organizes 7 days residential camp for the student. Successful volunteers are awarded additional marks and certificates as per University norms.

#### **B) National Cadet Corps. (N. C. C.)**



A healthy patriotic fervor fueled by unquestioned discipline and stamina, is what this institution strives to inculcate in its N. C. C. cadets. Most of our cadets have stood up to the motto and their excellent performance has resulted in their inclusion in many student-oriented programmes conducted by the Army, the Police, and other social organisations. Some of our students have participated in the Republic Day Parade held in New Delhi and also in Mountaineering and Rock Climbing activities. Our Unit has carved a niche in the University of Mumbai by achieving the Vice-Chancellor's Banner-2004-05 & 2006-07 & 2007-08.

### C) Cultural Forum



Cultural Forum of our college acts as a platform for our students to showcase their talent and helps in setting their career. It gives them opportunity to think 'out of box'. It helps in nourishing and nurturing innovative ideas of students. Many of the student participants have used this platform for setting their carrier.

### D) Entrepreneurship Development Cell (EDC)



**The objective of the Cell is as follows :**

- To enhance the entrepreneurial skills of the students and also to support the Prime Minister's Skill Development Program for promoting self - employment.
- To throw insight into the various facilities and schemes available with the government for developing entrepreneurs.
- To generate employment opportunities through entrepreneurial activities
- To promote economic development of the country through self - employment.
- To promote 'Make in India' and 'Made in India'

### E) Students' Support Programmes:

- Computer Laboratory
- Students' Council
- Gold and Silver medals for Best Boy and Best Girl students at Jr. and Sr. College levels
- Book Bank scheme/Book Loan scheme
- Group Insurance for students
- Special Remedial Coaching for Underprivileged Classes Society Students
- Special Guidance Lectures by Eminent Subject Experts or Guests



## **F) Welfare Measures**

- Counselling Cell
- Women's Development Cell
- Placement Cell
- Career Counselling Cell
- Grievances Cell
- Social Health Cell
- First Aid and Medical Assistance
- Advisory Cell for Reserve Category
- Tuition Waiver for Students Opting for 6 Papers at TYBA in Gujarati Language
- Scholarship for Students Opting for 6 Papers at TYBA in subject Sanskrit Language.
- Special Student Scholarship for Economically Backward/Needy Students
- Staff Scholarship

## **Unique Features**

- Our College is the Parent institution of Somaiya Vidyavihar.
- Well-equipped Library with Computer and Internet facilities.
- Parents' Meeting arranged in the month of December every year.
- Emphasis on Value Education through teaching of Gita / Ethics.
- Remedial classes for SC and other weaker students.

## **CENTRE FOR GANDHIAN STUDIES**



Centre for Gandhian Studies was established in 2006 under the scheme of epoch-making social thinkers. It was inaugurated at the hands of the noted historian—Shri Y. D. Phadke.

Vision: Centre for Gandhian Studies is dedicated to awakening and dissemination of Gandhian thought, literature and ideals. The centre organises Gandhi Pariksha, seminars, field visits, inter-collegiate competitions and has a well-equipped library. It produces student wallpaper titled 'Shanti'.

**ELIGIBILITY FOR ADMISSION TO THE THREE-YEAR DEGREE COURSE**  
**Three Year Bachelor of Arts (B. A.) / Bachelor of Commerce (B. COM.)**

**Degree Course**

**Admission to F. Y. B. A. /B. Com:**

- A candidate to be eligible for admission to the three-year integrated course leading to the Degree of Bachelor of Arts / Commerce, must have passed the Higher Secondary School Certificate (S.Y.J.C.) Examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education, Mumbai, or an examination recognized as equivalent with subjects, as may be specified by the university in Arts, Science or Commerce streams.
- Students passing examination equivalent to S.Y.J.C. of the Higher Secondary Board, Mumbai, Intermediate (Arts / Science / Commerce) from other states and immigrating from other universities / boards seeking admission to the F.Y. of the Three-year integrated degree course will be admitted only on production of a "Provisional Eligibility Certificate" issued by the University of Mumbai. Such students shall also submit a Migration Certificate, Statement of Marks and Passing Certificate in original along with true copies within two months from the date of admission, failing which their admission is liable to be cancelled.

**Admission to S. Y. B. A. /B. Com:**

A candidate, to be eligible for admission to the above course commencing from June 2002 and thereafter must have either:

- passed the F.Y.B.A./B.COM., or
- failed in not more than two heads of passing at the F.Y. level.

**Admission to T. Y. B. A. /B. Com.**

To be eligible for admission to the T.Y.B.A./B.Com Course commencing from June 2002 and thereafter a candidate must have either:

- Passed the F.Y.B.A./B.Com.
- Passed the F.Y. & S.Y. B.A./B.Com. but failed in S.Y.B.A/B.Com. in not more than TWO subjects **OR**
- Passed the S.Y.B.A./B.Com. but failed in F.Y.B.A./B.Com. in not more than TWO subjects.

Where the student has not cleared either F.Y.B.A./B.Com. or S.Y.B.A./B.Com. Class but taken admission in T.Y.B.A./B.Com. Class and appeared for T.Y.B.A./B.Com. examination held by the university, the results will not be declared unless he/she passes in the subject failed in F.Y. or S.Y.B.A./B.Com. examination.

Students coming from other colleges affiliated to the University of Mumbai will be admitted only provisionally on production of a **No Objection Certificate** from the principal of the college last attended and that admission will be confirmed only on receipt of the Transference Certificate (T.C.) from their previous college.

The distribution of papers during the three-year period of the degree course will be as follows:

### **THREE-YEAR B. A. DEGREE COURSE**

#### **SUBJECT COMBINATIONS**

#### **Choose either Group 1 or Group 2**

**Group I :** Any Two Social Sciences and One Language

Student can select one subject from Group A, one from Group B and one subject from Group C.

| <b>Any one (A)</b> | <b>Any one (B)</b> | <b>Any one (C)</b> |
|--------------------|--------------------|--------------------|
| History            | Psychology         | English            |
| Sociology          | Political Science  | Hindi              |
| Economics          | Philosophy         | Marathi            |
|                    |                    | Gujarati           |
|                    |                    | Sanskrit           |

**Group II :** Any Two Languages and One Social Science

Student can select one subject from Group D, one from Group E and one subject from Group F.

| <b>Any one (D)</b> | <b>Any one (E)</b> | <b>Any one (F)</b> |
|--------------------|--------------------|--------------------|
| English            | Hindi              | History            |
| Marathi            | Sanskrit           | Sociology          |
| Gujarati           |                    | Economics          |
|                    |                    | Psychology         |
|                    |                    | Political Science  |
|                    |                    | Philosophy         |

#### **First Year B.A. (Six papers)**

1. Students offering Economics should have preferably obtained at least 40% marks in Economics at the H.S.C. Examination (in Arts).
2. Once selected, change of subjects will not be allowed.
3. Students are required to study six subjects in all, three compulsory subjects and three optional subjects.

| <b>Sr. No.</b> | <b>Name of the Paper: FY BA (Semester I and II)</b> | <b>For Detailed Syllabus</b> |
|----------------|-----------------------------------------------------|------------------------------|
|                | <b>Compulsory Subjects:</b>                         |                              |
| <b>1.</b>      | Communication Skills in English                     | <a href="#">Click Here</a>   |
| <b>2.</b>      | <b>Any one of the following languages:</b>          |                              |
|                | Sanskrit (Compulsory)                               | <a href="#">Click Here</a>   |
|                | Marathi (Compulsory)                                | <a href="#">Click Here</a>   |
| <b>3.</b>      | Foundation Course Paper – I                         | <a href="#">Click Here</a>   |
| <b>4.</b>      | <b>Optional Subjects</b>                            |                              |
|                | English (Ancillary)                                 | <a href="#">Click Here</a>   |
|                | Hindi (Ancillary)                                   | <a href="#">Click Here</a>   |
|                | Marathi (Ancillary)                                 | <a href="#">Click Here</a>   |
|                | Gujarati (Ancillary)                                | <a href="#">Click Here</a>   |
|                | Sanskrit (Ancillary)                                | <a href="#">Click Here</a>   |
|                | Commerce                                            | <a href="#">Click Here</a>   |
|                | Economics                                           | <a href="#">Click Here</a>   |
|                | History                                             | <a href="#">Click Here</a>   |

|  |                   |            |
|--|-------------------|------------|
|  | Political Science | Click Here |
|  | Philosophy        | Click Here |
|  | Psychology        | Click Here |
|  | Sociology         | Click Here |

**SECOND YEAR B. A. (EIGHT PAPERS):**

| Semester Three:                                                                                                                            |            | Semester Four:                               |            |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------|------------|
| <b>Compulsory Paper</b>                                                                                                                    |            | <b>Compulsory Paper</b>                      |            |
| Foundation Course Paper II                                                                                                                 | Click Here | Foundation Course Paper III                  | Click Here |
|                                                                                                                                            |            |                                              |            |
| <b>Any one of the following Applied Component Papers:</b>                                                                                  |            |                                              |            |
| <b>Applied Components</b>                                                                                                                  |            | <b>Applied Components</b>                    |            |
| Mass Communication                                                                                                                         | Click Here | Mass Communication                           | Click Here |
| Book Keeping                                                                                                                               | Click Here | Book Keeping                                 | Click Here |
| Journalism                                                                                                                                 | Click Here | Journalism                                   | Click Here |
| <b>Six papers of major / Optional subjects. (Two papers in each of the three Optional / Major subjects studied at the First Year B.A.)</b> |            |                                              |            |
| <b>Optional Papers ( Two paper Languages)</b>                                                                                              |            | <b>Optional Papers (Two paper Languages)</b> |            |
| English III, V                                                                                                                             | Click Here | English IV, VI                               | Click Here |
| Hindi II,III                                                                                                                               | Click Here | Hindi II, III                                | Click Here |
| Marathi II, III                                                                                                                            | Click Here | Marathi II, III                              | Click Here |
| Gujarati II, III                                                                                                                           | Click Here | Gujarati II, III                             | Click Here |
| Sanskrit II, III                                                                                                                           | Click Here | Sanskrit II, III                             | Click Here |
| <b>Optional Papers ( Social Sciences)</b>                                                                                                  |            | <b>Optional Papers ( Social Sciences)</b>    |            |
| Economics II, III                                                                                                                          | Click Here | Economics II, III                            | Click Here |
| Political Science II, III                                                                                                                  | Click Here | Political Science II, III                    | Click Here |
| Sociology II, III                                                                                                                          | Click Here | Sociology II, III                            | Click Here |
| Philosophy II, III                                                                                                                         | Click Here | Philosophy II, III                           | Click Here |
| Psychology II, III                                                                                                                         | Click Here | Psychology II, III                           | Click Here |
| History II, III                                                                                                                            | Click Here | History II, III                              | Click Here |

**THIRD YEAR B. A. (SIX PAPERS)**

Six Papers in any one of the following subjects offered at the first and second year:

**English - Semester V and VI**

| Sr. No. | Name of the Paper          | For Detailed Syllabus      |
|---------|----------------------------|----------------------------|
| 01      | Literary Era I and II      | <a href="#">Click Here</a> |
| 02      | Literary Criticism         | <a href="#">Click Here</a> |
| 03      | Grammar and Art of Writing | <a href="#">Click Here</a> |
| 04      | Literary Era III and IV    | <a href="#">Click Here</a> |
| 05      | Literary Era V and VI      | <a href="#">Click Here</a> |
| 06      | Drama and Theatre          | <a href="#">Click Here</a> |

**Sanskrit - Semester V and VI**

| Sr. No. | Name of the Paper                                  | For Detailed Syllabus      |
|---------|----------------------------------------------------|----------------------------|
| 01      | Philosophical Literature                           | <a href="#">Click Here</a> |
| 02      | History of Vedic & Classical Sanskrit Literature   | <a href="#">Click Here</a> |
| 03      | Ancient Indian State-Craft                         | <a href="#">Click Here</a> |
| 04      | Vedic Literature                                   | <a href="#">Click Here</a> |
| 05      | Grammar and Language Skills                        | <a href="#">Click Here</a> |
| 06      | Scientific Literature & Modern Sanskrit Literature | <a href="#">Click Here</a> |

**Marathi - Semester V and VI**

| Sr. No. | Name of the Paper                                       | For Detailed Syllabus      |
|---------|---------------------------------------------------------|----------------------------|
| 01      | History of Medieval Marathi Literature                  | <a href="#">Click Here</a> |
| 02      | Indian Literary and Western Literary Theory             | <a href="#">Click Here</a> |
| 03      | Literature and Society                                  | <a href="#">Click Here</a> |
| 04      | Linguistics and Marathi Grammar                         | <a href="#">Click Here</a> |
| 05      | Study of An Author                                      | <a href="#">Click Here</a> |
| 06      | Occupational Marathi : Translation and Creative Writing | <a href="#">Click Here</a> |

**Gujarati - Semester V and VI**

| Sr. No. | Name of the Paper                                          | For Detailed Syllabus      |
|---------|------------------------------------------------------------|----------------------------|
| 01      | Theory of Literary Criticism                               | <a href="#">Click Here</a> |
| 02      | History of Modern Gujarati Literature                      | <a href="#">Click Here</a> |
| 03      | Applied Nature Related to Core Subject                     | <a href="#">Click Here</a> |
| 04      | Phi logy, Linguistics, Grammar & Prosody                   | <a href="#">Click Here</a> |
| 05      | History of Literature (From Medieval Period to Modern Age) | <a href="#">Click Here</a> |
| 06      | Close Reading of the Texts                                 | <a href="#">Click Here</a> |



### Hindi – Semester V and VI

| Sr. No. | Name of the Paper                             | For Detailed Syllabus      |
|---------|-----------------------------------------------|----------------------------|
| 01      | History of Hindi Literature                   | <a href="#">Click Here</a> |
| 02      | Post Independent Hindi Literature             | <a href="#">Click Here</a> |
| 03      | Functional Hindi                              | <a href="#">Click Here</a> |
| 04      | Literary Criticism Rhetoric & Prosody         | <a href="#">Click Here</a> |
| 05      | Linguistics, Hindi Language and Hindi Grammar | <a href="#">Click Here</a> |
| 06      | Mass Media                                    | <a href="#">Click Here</a> |

### Economics

| Sr. No. | Name of the Paper                                            | For Detailed Syllabus      |
|---------|--------------------------------------------------------------|----------------------------|
| 01      | Advanced Economic Theory                                     | <a href="#">Click Here</a> |
| 02      | Growth and Development                                       | <a href="#">Click Here</a> |
| 03      | Indian Financial System                                      | <a href="#">Click Here</a> |
| 04      | Elementary Mathematical and Statistics for Economic Analysis | <a href="#">Click Here</a> |
| 05      | Introduction to Econometrics                                 | <a href="#">Click Here</a> |
| 06      | Indian Economic Thought                                      | <a href="#">Click Here</a> |
| 07      | Political Economy of Globalisation                           | <a href="#">Click Here</a> |

### History – Semester V and VI

| Sr. No. | Name of the Paper                                                | For Detailed Syllabus      |
|---------|------------------------------------------------------------------|----------------------------|
| 01      | History of Medieval India (1000 A.D. – 1526 A.D.)                | <a href="#">Click Here</a> |
| 02      | Archeology and Historical Tourism                                | <a href="#">Click Here</a> |
| 03      | Information and Communication                                    | <a href="#">Click Here</a> |
| 04      | History of the Marathas – Royal Period (1630 A.D. – 1707 A.D.)   | <a href="#">Click Here</a> |
| 05      | History of Contemporary World (1945 A.D. – 2000 A.D.)            | <a href="#">Click Here</a> |
| 06      | Research Methodology in Social Sciences                          | <a href="#">Click Here</a> |
| 07      | History of Medieval India (1526 A.D.- 1707 A.D.)                 | <a href="#">Click Here</a> |
| 08      | Museology, Archival and Library Science                          | <a href="#">Click Here</a> |
| 09      | Mass Media                                                       | <a href="#">Click Here</a> |
| 10      | History of the Marathas – Peshawa Period (1707 A.D. – 1818 A.D.) | <a href="#">Click Here</a> |
| 11      | History of Asia (1945 A.D. – 2000 A.D.)                          | <a href="#">Click Here</a> |
| 12      | Research Techniques in History                                   | <a href="#">Click Here</a> |

### Sociology – Semester V and VI

| Sr. No. | Name of the Paper                                                             | For Detailed Syllabus      |
|---------|-------------------------------------------------------------------------------|----------------------------|
| 01      | Social Theory                                                                 | <a href="#">Click Here</a> |
| 02      | Sociology of Work                                                             | <a href="#">Click Here</a> |
| 03      | Sociology of Gender                                                           | <a href="#">Click Here</a> |
| 04      | Urban Sociology or Environment and Society                                    | <a href="#">Click Here</a> |
| 05      | Sociology of Human Resource Development                                       | <a href="#">Click Here</a> |
| 06      | Quantitative Social Research                                                  | <a href="#">Click Here</a> |
| 07      | Theoretical Anthropology                                                      | <a href="#">Click Here</a> |
| 08      | Sociology of Informal Sector                                                  | <a href="#">Click Here</a> |
| 09      | Gender and Society in India : Emerging Issues                                 | <a href="#">Click Here</a> |
| 10      | Urbanisation in India : Issues and Concerns or Environmental Concern in India | <a href="#">Click Here</a> |
| 11      | Sociology of Organisation                                                     | <a href="#">Click Here</a> |
| 12      | Qualitative Social Research                                                   | <a href="#">Click Here</a> |

### Political Science

| Sr. No. | Name of the Paper                       | For Detailed Syllabus      |
|---------|-----------------------------------------|----------------------------|
| 01      | Political Process in Modern Maharashtra | <a href="#">Click Here</a> |
| 02      | Political Thought                       | <a href="#">Click Here</a> |
| 03      | International Relation                  | <a href="#">Click Here</a> |
| 04      | Political Sociology                     | <a href="#">Click Here</a> |
| 05      | American Political System               | <a href="#">Click Here</a> |
| 06      | Electoral Politics in India             | <a href="#">Click Here</a> |

### Psychology – Semester V and VI

| Sr. No. | Name of the Paper                                        | For Detailed Syllabus      |
|---------|----------------------------------------------------------|----------------------------|
| 01      | Psychological Testing & Statistics                       | <a href="#">Click Here</a> |
| 02      | Abnormal Psychology                                      | <a href="#">Click Here</a> |
| 03      | Industrial & Organizational Psychology                   | <a href="#">Click Here</a> |
| 04      | Cognitive Psychology                                     | <a href="#">Click Here</a> |
| 05      | Practical in Cognitive Processes & Psychological Testing | <a href="#">Click Here</a> |
| 06      | Counseling Psychology                                    | <a href="#">Click Here</a> |

### Philosophy – Semester V and VI

| Sr. No. | Name of the Paper                        | For Detailed Syllabus      |
|---------|------------------------------------------|----------------------------|
| 01      | Indian and Western Philosophy (Advanced) | <a href="#">Click Here</a> |
| 02      | Philosophy of Religion                   | <a href="#">Click Here</a> |
| 03      | Living Ethical Issues                    | <a href="#">Click Here</a> |

OR

Three papers each in any two of the *Optional/Major* subjects offered at the First Year and the Second Year, provided the choice does not clash with the time-table.

The syllabus of the above papers is available in the Library for reference. Students are requested to go through the syllabi before selecting their subjects.

**N. B.: No language/subject will be permitted if the number of students who have enrolled for a particular language/subject is less than 15/24 at the entry point. In the event of such a contingency, student(s) who have offered that language/subject will have to change over to another one permitted by the college.**

### **THREE-YEAR INTEGRATED B. COM. DEGREE COURSE**

#### **First Year B. Com: (Seven Papers): *Compulsory Course:***

##### **A) Semester One:**

| <b>Sr. No.</b> | <b>Name of the Paper</b>                                    | <b>For<br/>Syllabus</b> | <b>Detailed</b> |
|----------------|-------------------------------------------------------------|-------------------------|-----------------|
| <b>01.</b>     | Business Communication- I                                   | Click Here              |                 |
| <b>02.</b>     | Business Economics; Paper- I                                | Click Here              |                 |
| <b>03.</b>     | Environmental Studies –I                                    | Click Here              |                 |
| <b>04.</b>     | Mathematical and Statistical Techniques- I<br>(Lower Level) | Click Here              |                 |
| <b>05.</b>     | Accountancy and Financial Management – I                    | Click Here              |                 |
| <b>06.</b>     | Foundation Course; (Paper –I)                               | Click Here              |                 |
| <b>07.</b>     | Commerce; Paper -I (Introduction to Business)               | Click Here              |                 |

##### **B) Semester Two:**

| <b>Sr. No.</b> | <b>Name of the Paper</b>                                     | <b>For<br/>Syllabus</b> | <b>Detailed</b> |
|----------------|--------------------------------------------------------------|-------------------------|-----------------|
| <b>01.</b>     | Business Communication – II                                  | Click Here              |                 |
| <b>02.</b>     | Business Economics; (Paper –II)                              | Click Here              |                 |
| <b>03.</b>     | Environmental Studies – II                                   | Click Here              |                 |
| <b>04.</b>     | Mathematical and Statistical Techniques -II<br>(Lower Level) | Click Here              |                 |
| <b>05.</b>     | Accountancy and Financial Management –II                     | Click Here              |                 |
| <b>06.</b>     | Foundation Course; (Paper- I)                                | Click Here              |                 |
| <b>07.</b>     | Commerce; Paper- II (Service Sector)                         | Click Here              |                 |

#### **Second Year B. Com: (Six Papers): *Compulsory Course:***

##### **A) Semester Three:**

| <b>Sr. No.</b> | <b>Name of the Paper</b>                                    | <b>For<br/>Syllabus</b> | <b>Detailed</b> |
|----------------|-------------------------------------------------------------|-------------------------|-----------------|
| <b>01.</b>     | Commerce Paper- III (Management - Functions and Challenges) | Click Here              |                 |
| <b>02.</b>     | Business Economics (Paper –III)                             | Click Here              |                 |
| <b>03.</b>     | Accountancy and Financial Management (Paper- III)           | Click Here              |                 |
| <b>04.</b>     | Business Law- I                                             | Click Here              |                 |
| <b>05.</b>     | Advertising                                                 | Click Here              |                 |
| <b>06.</b>     | Foundation Course; (Paper –II)                              | Click Here              |                 |

**B) Semester Four:**

| Sr. No. | Name of the Paper                                     | For Detailed Syllabus      |
|---------|-------------------------------------------------------|----------------------------|
| 01.     | Commerce Paper -IV- Management Production and Finance | <a href="#">Click Here</a> |
| 02.     | Business Economics (Paper –IV)                        | <a href="#">Click Here</a> |
| 03.     | Accounting and Financial Management (Paper -IV)       | <a href="#">Click Here</a> |
| 04.     | Foundation Course (Paper- II)                         | <a href="#">Click Here</a> |
| 05.     | Business Law – II                                     | <a href="#">Click Here</a> |
| 06.     | Advertising                                           | <a href="#">Click Here</a> |

**Third Year B. Com: (Seven Papers)**

Under the revised pattern brought into force by the Mumbai University with effect from the academic year 1994-95, a student has to take a total of seven papers at T.Y.B.Com.

**Semester V**

| Sr. No.      | Name of the Paper                                                       | For Detailed Syllabus      |
|--------------|-------------------------------------------------------------------------|----------------------------|
| 01.          | Commerce; Paper -III: Marketing ( <i>Compulsory</i> )                   | <a href="#">Click Here</a> |
| 02.          | Business Economics; Paper V: Indian Economics ( <i>Compulsory</i> )     | <a href="#">Click Here</a> |
| 3 , 4<br>& 5 | Special Group; Three Papers                                             | <a href="#">Click Here</a> |
|              | Financial Accounting and Auditing Paper V (Financial Accounting)        | <a href="#">Click Here</a> |
|              | Financial Accounting and Auditing Paper VI (Cost Accounting)            | <a href="#">Click Here</a> |
|              | Financial Accounting and Auditing Paper VII (Auditing)                  | <a href="#">Click Here</a> |
| 6. & 7.      | Any Two of the following applied component papers:                      |                            |
|              | Computer System and Application/ Direct Taxation                        | <a href="#">Click Here</a> |
|              | Direct Taxation/ Export Marketing                                       | <a href="#">Click Here</a> |
|              | Direct Taxation/ Psychology of Human Behaviour at Work                  | <a href="#">Click Here</a> |
|              | Computer System and Application / Psychology of Human Behaviour at Work | <a href="#">Click Here</a> |



**Semester VI**

| <b>Sr. No.</b>      | <b>Name of the Paper</b>                                          | <b>For Detailed Syllabus</b> |
|---------------------|-------------------------------------------------------------------|------------------------------|
| <b>01.</b>          | Commerce; Paper- III: Human Resource Management<br>(Compulsory)   | <a href="#">Click Here</a>   |
| <b>02.</b>          | Business Economics; Paper VI: Indian Economics<br>(Compulsory)    | <a href="#">Click Here</a>   |
| <b>3 ,4 &amp; 5</b> | <b>Special Group; Three papers:</b>                               |                              |
|                     | Financial Accounting and Auditing- VIII<br>(Financial Accounting) |                              |
|                     | Financial Accounting and Auditing- IX<br>(Cost Accounting)        | <a href="#">Click Here</a>   |
|                     | Financial Accounting and Auditing- X (Auditing)                   | <a href="#">Click Here</a>   |
| <b>6. &amp; 7.</b>  | <b>Any Two of the following applied component papers:</b>         |                              |
|                     | Computer System / Indirect Taxation                               | <a href="#">Click Here</a>   |
|                     | Indirect Taxation/ Export Marketing                               | <a href="#">Click Here</a>   |
|                     | Indirect Taxation/ Psychology of Human Behaviour at Work          | <a href="#">Click Here</a>   |
|                     | Computer System / Psychology of Human Behaviour at Work           | <a href="#">Click Here</a>   |

**POST GRADUATE and DOCTORAL STUDIES**

- The College is the centre for registration and instruction for the M.Com (Autonomous) Course.
- Students are registered for Ph.D. in Commerce, Hindi, and Gujarati.

## **EXAMINATION AND EVALUATION PROCEDURE**

College has adopted Choice Based Grading System for Under Graduate and Post Graduate Programmes under Autonomy.

Scheme of Examination involves continuous evaluation of learners consisting of two components namely, internal evaluation of 25 marks and semester end evaluation (external) of 75 marks.

Passing is compulsory in both internal and external examination. A learner must get at least 40% of the total marks in both the examinations in order to pass.

### **Internal Evaluation (25 marks):**

- i. A learner is evaluated out of 20 marks using various methods by different subject teachers.
- ii. Under Autonomy several options are made available to learners for internal evaluation.
- iii. Some of the internal evaluation methods are as follows:
- iv. Class Test or Assignments or Power Point Presentations or Open Book test or Book Review or Field Visit or Online Examination or Poster Presentation or Individual/Group Project or Literary Activities (For languages) such as reading recitation/ story writing / skit writing.
- v. In the courses such as Psychology (TYBA) and Computer System and Applications (TYBCOM) , Practical and Viva Voce Examinations are conducted.

### **For M.Com.**

- Project and Viva Voce is conducted for internal evaluation.
- vi. A learner is evaluated out of 5 marks for the following:
  - vii. Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and participation in co-curricular and extra-curricular activities.
  - viii. Minimum of 10 marks is required for passing.

### **Semester End Examination/External (75 marks)**

Semester End examination is conducted at the end of each semester which is of 2 hours 30 minutes duration.

Minimum of 30 marks is required for passing.

### **Verification/ Revaluation /Photocopy**

- i. Within 7 days after declaration of results, students have to apply for photocopy / revaluation.
- ii. After receiving photocopies within 3 days students can apply for revaluation of the respective papers.
- iii. Revaluation of the papers is done by the external examiner.
- iv. Within 25 days results of revaluation are declared.

### **Special Examinations**

Special examinations are conducted for students Representing college at state / national level, NSS, NCC, cultural, unforeseen circumstances, medically unfit.

**Degree Distribution**

- i. After finalisation of the result Exam Cell sends the data to the Mumbai University for printing the Degree Distribution certificates
- ii. The Degree Distribution ceremony is conducted by the college just after the university's Degree Distribution ceremony

**Information Available on Website**

- i. Previous Question papers for all three years FY, SY and TY BA and B Com.
- ii. Rules and regulations related to examination and admission.
- iii. Website address: <https://www.somaiya.edu/kjsac/Updates/exam>

**Revised Scheme of Examination  
Faculty of Arts  
(Undergraduate Programmes)**

**Credit Based Evaluation System**

**Scheme of Examination**

The performance of the learners shall be evaluated into two categories. Internal Assessment with 25% marks. Semester End Examinations with 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations areas shown below:-

**a) Internal Assessment-25%**

**25 Marks**

| Sr. No. | Particulars                                                                                                                                                                          |          |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1       | One periodical class test/ Project                                                                                                                                                   | 20 Marks |
| 2       | Active participation in class and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities | 05 Marks |

**b) Semester End Examinations - 75%**

**75 Marks**

- (a) Duration-These examinations shall be of 2.5 Hours duration
- (b) Theory question paper pattern
- (c) There shall be five questions each of 15 marks.
- (d) All questions shall be compulsory with internal choice within the questions.
- (e) Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

**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 and 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, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

## Faculty of Commerce

### (Undergraduate Programmes)

#### Credit Based Evaluation System

#### Scheme of Examination

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 allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

#### a) Internal Assessment-25%

**25 Marks**

##### For Courses without Practical

| Sr. No. | Particulars                                                                                                                                                                                                           | Marks    |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1       | Online Test, Projects/Assignments                                                                                                                                                                                     | 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 |

##### 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 |

#### b) Semester End Examinations - 75%

**75 Marks**

- I. Duration-These examinations shall be of 2.5 Hours duration
- II. Theory question paper pattern.
- III. There shall be five questions each of 15 marks.
- IV. All questions shall be compulsory with internal choice within the questions.
- V. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

## **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 and 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 to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

Note: Minor modifications are allowed depending upon the subjects.

## **STANDARD OF PASSING**

The learners shall have to obtain a minimum of 40% marks in aggregate to qualify each course where the course consists of Internal Assessment & Semester End Examination. However, the learners shall obtain minimum of 40% marks i.e. 10 out of 25 in the Internal Assessment i.e. 30 out of 75 in semester end examination separately.

## **CONCEPT OF CREDIT SYSTEM**

- Involves breaking down the curriculum into measurable units that can be combined to get a degree / diploma.
- A 'credit' is generally a 'value' used to measure a students work load in terms of learning time required to complete course units, resulting in learning outcomes.
- Credit is used in higher education to summarized and describe an amount of learning.
- The number of credits awarded to a learner is determined by Credit Value or Credit Points assigned to a particular course.
- It is a way of expressing the 'learner's workload'. (Student's)
- It affords more flexibility to the learners allowing them to choose inter-disciplinary courses. One (01). Credit is thirty (30) learning hours. Credits once gained cannot be lost.

## **TERMINOLOGY USED IN CREDIT SYSTEM**

- **Programme:** A programme 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. E.g. Certificate in office Computing, Diploma in Journalism, B. Com, M. Sc. M. S.W. etc. are the 'Programmes'.
- **Course:** A course is essentially a constituent of a 'programme' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. A 'course' in simple terms corresponds to the word 'subject' used in many Universities.
- **Module or Unit:** A module or Unit is a part of the course which may be studied in conjunction with other learning modules or studied independently.
- **Credit Points:** This has reference to the 'Workload' of a learner and is an index of the number of learning hours deemed for a certain segment of learning. The course may



be assigned anywhere between 4 to 8 credit points wherein 1 credit is equal to 30 learning hours.

- **Credit Completion or Credit Acquisition:** - It may be considered to take place after the learner has successfully cleared all the evaluation criteria with respect to a single course.
- **Credit Bank:** - The process of accumulating Credits over a period of time, leads to the idea of a 'Credit Bank'. Conceptually, a Credit Bank in simple terms refers to stored and dynamically updated information regarding the number of Credits obtained by any given student along with the details regarding the course/s for which Credit has been given, the course-level, nature, etc.
- **Credit Transfer:** - Credit Transfer means that credits earned at one institution for one or more courses under a given programme are accepted under another programme either by the same institution or another institution.
- **Performance Transfer:** - When a student who has successfully completed a certain academic programme, is allowed to transfer his past performance to another academic programme having some common courses, performance transfer is said to have taken place.
- **Course Exemption:** - The student who has already completed one of these academic programmes is then allowed to skip these 'equivalent' courses when registering for the new programme. He is then 'exempted' from 're-learning' the common or equivalent content area and from re-appearing for the concerned examinations.
- **Block Transfer:** - This refers to a group of courses, such as a completed certificate or diploma programme that are accepted for transfer of credit into a degree programme.
- **Shelf Life:** - This has a reference to the time duration for which the content of a given course is relevant and is directly linked with the obsolescence of knowledge in a certain field. Some institutions have time limits for granting credit transfer.
- **Transfer Agreement:** - This is an agreement that must be made between two institutions (a sender and a receiver) that specifies how the sending institution's course or programme will be accepted (for transfer of credits) at the receiving institution.

\* These terminologies will be incorporated in the existing ordinances in due course by placing it before the appropriate authority.

### **Group Insurance Scheme for Students**

A student taking admission in a college is insured under the Group Insurance Scheme for Students. A student in Aided course has sum insured amount of Rs. Fifty thousand (scheme A) and in Unaided course the amount is Rs. One lakh (scheme B).

1. 100% coverage in case of sad demise of the insured.
2. 100% coverage for permanent disability (Disability means loss of limbs, loss of eye sight or sense of hearing or paralysis)
3. 100% coverage for hospitalization expenses arising out of accidents which included cost of medicines as well as expenses for Doctors fees.

#### **Procedure**

- The insurance companies should be intimated within seven days in case of any type of accident.
- At the University level the same will be Co-ordinated by the Head of the Department / Registrar.
- Students should preserve the copy of fee payment receipt issued by the College/Department/Institute.
- Claims will be considered even if a student meets with an accident anywhere in India or abroad.

#### **Railway Concession**

How to apply online for availing Railway Concession:

1. Somaiya Email Id and Password: This will get generated at the time of admission of the student after the payment of fees. It helps to get all the information, updates of college and campus.
2. SVV Net ID: This is used to apply for online railway concession.  
The SVV Net ID is actually the first part of the email id.  
Ex. If Somaiya Email-ID  
SVV Net ID: harshada.sk  
Password details for SVV net ID:  
First Log on to the link given below:  
<http://114.143.198.5/svvad/>  
Put SVV net Id and Click on forgot password.  
Message will be sent to your Mobile no. given by you at the time of admission.  
Please note: Same procedure needs to follow whenever you want to reset the password

#### **Anti-Ragging Act:**

As per the circular from Joint Director, Higher Education, Maharashtra Government (**Ref. 2005/ 238/05**), **vishi-1**, dated 28<sup>th</sup> July, 2007) directions, the student found guilty of Ragging already, will not be given admission in college or if found guilty of Ragging even after admission in college will be removed/debarred from the college.

**Eligibility Certificate Ordinance:**

**0.111:-** A student from another university or board of Secondary or Intermediate education or any other Statutory examining body seeking admission to the university shall apply to the Registrar for a Statement of Eligibility and, except in the case of students from the universities in the State of Maharashtra, shall be required to pay fee of Rs. 200/- only and for out of Maharashtra State pay a fee of Rs. 300/- (Fee for foreign Nationals is Rs.730/-). The Registrar may issue a Provisional Statement of Eligibility if he is satisfied that the applicant is prima facie eligible for admission to this university. On production of such a provisional statement of eligibility, a student may seek provisional admission to this university at his own risk and on condition that he submits to the Registrar's office through the Head/Principal of his institution/ college, the necessary certificates in original together with a typed copy of each for confirmation of his eligibility before the close of the academic term in which the student is provisionally admitted to the university.

No student from another university shall be admitted to any institute maintained by or affiliated to the university except on production of a Provisional Statement of Eligibility issued by the registrar.

**Provisional Statement of Eligibility****Fee Structure**

|                                                                                                                                                                             |                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Students those who are migrating form University in the state of Maharashtra                                                                                                | Rs-220/- (Including form fee) |
| The Universities outside Maharashtra State. Maharashtra State Board of Technical Education (M.S.B.TE.) and all Board other than Maharashtra State Board of Higher Secondary | Rs-320/- (including form fee) |
| Foreign Nationals                                                                                                                                                           | Rs-750/- (including form fee) |

**Documents Required****For UG Students:**

- 10<sup>th</sup> and 12<sup>th</sup> original Mark Sheet with Xerox copy.
- 10<sup>th</sup> and 12<sup>th</sup> original Passing Certificate with Xerox copy
- Original Migration Certificate and Transfer Certificate (U.P. Board students Require T.C. signed by ZP)

**For PG Students:**

- 12<sup>th</sup> Original Mark sheet with Xerox copy.
- 12<sup>th</sup> Original Passing Certificate with Xerox copy.
- F.Y./S.Y./T.Y. (All Semesters) Mark sheets with Xerox copy.  
Original Migration Certificate and Transfer Certificate.  
(U.P. Board Student Require T.C. signed by Z.P.)

**For Ph.D. Students:**

F.Y./S.Y./T.Y. (All Semesters) Mark Sheets with Xerox copy  
PET Exam Result.  
Topic Approval Letter and Interview Letter.



**K.J.SOMAIYA COLLEGE OF ARTS AND COMMERCE (AUTONOMOUS)****FEE STRUCTURE 2018-19****BA COURSE****FEE STRUCTURE 2018-2019**

| <b>PARTICULARS</b>                     | <b>B.A.</b>   |                |               |                |               |                |
|----------------------------------------|---------------|----------------|---------------|----------------|---------------|----------------|
|                                        | <b>F Y</b>    |                | <b>S Y</b>    |                | <b>T Y</b>    |                |
|                                        | <b>Amount</b> | <b>Reserve</b> | <b>Amount</b> | <b>Reserve</b> | <b>Amount</b> | <b>Reserve</b> |
| Tution Fees                            | 800           |                | 800           |                | 800           |                |
| Library Fees                           | 200           |                | 200           |                | 200           |                |
| Gymkhana Fees                          | 400           |                | 400           |                | 400           |                |
| Other Fees / Extra Curricular Activity | 250           |                | 250           |                | 250           |                |
| Exam Fees                              | 1,800         | 1,800          | 1,800         | 1,800          | 1,800         | 1,800          |
| Enrollment Fees                        | 220           |                | -             |                | -             |                |
| Industrial Visit Fee                   | -             |                | -             |                | -             |                |
| Admission Processing Fee               | 200           | 200            | 200           | 200            | 200           | 200            |
| Utility Fees                           | 250           |                | 250           |                | 250           |                |
| Magazine                               | 100           |                | 100           |                | 100           |                |
| I Card                                 | 50            | 50             | 50            | 50             | 50            | 50             |
| Group Insurance                        | 20            | 20             | 20            | 20             | 20            | 20             |
| Student Welfare Fund                   | 50            | 50             | 50            | 50             | 50            | 50             |
| Development Fees                       | 500           |                | 500           |                | 500           |                |
| Vice Chancellors' Fund                 | 20            | 20             | 20            | 20             | 20            | 20             |
| Disaster Relief Fund                   | 10            | 10             | 10            | 10             | 10            | 10             |
| Alumini Association Fees               | 25            | 25             | 25            | 25             | 25            | 25             |
| Uni Sports & Cultural Activity         | 30            | -              | 30            | -              | 30            | -              |
| E - Charges + E - Suvidha              | 70            |                | 70            |                | 70            |                |
| NSS                                    | 10            |                | 10            |                | 10            |                |
| Internal Exam Fees                     |               |                |               |                |               |                |
| Project Fees                           |               |                |               |                |               |                |

|                                      |              |              |              |              |               |              |
|--------------------------------------|--------------|--------------|--------------|--------------|---------------|--------------|
|                                      | 1,200        |              | 1,600        |              | 1,200         |              |
| <b>( A )</b>                         | <b>6,205</b> | <b>2,175</b> | <b>6,385</b> | <b>2,175</b> | <b>5,985</b>  | <b>2,175</b> |
| <u>Computer / Laboratory Fees</u>    |              |              | -            | -            | -             |              |
| Computer / Psychology Practicals     | -            |              |              |              | 600           |              |
| Laboratory Fees                      |              |              |              |              | 800           |              |
| Psychology Project Fee               |              |              |              |              | 500           | -            |
| <b>( B )</b>                         | <b>-</b>     |              |              |              | <b>1,900</b>  |              |
| <u>Refundable</u>                    | <b>-</b>     |              | <b>-</b>     |              |               |              |
| Caution Money                        |              |              |              |              |               |              |
| Library Deposit                      | 150          |              | -            |              | -             |              |
| Laboratory Deposit                   | 250          |              | -            |              | 400           |              |
| <b>( C )</b>                         | <b>400</b>   |              |              |              | <b>400</b>    |              |
| HOUSEKEEPING & MAINTENANCE & SECURTY | 1000         |              | 1000         |              | 1,000         |              |
| ACTIVITY FEE                         | 500          |              | 500          |              | 500           |              |
| CONVOCAION FEE                       |              |              |              |              | 250           | 250          |
| <b>(D)</b>                           | <b>1500</b>  |              | <b>1500</b>  |              | <b>1750</b>   | <b>250</b>   |
| <b>Fees ( A+B+C+D )</b>              | <b>8,105</b> | <b>2,175</b> | <b>7,885</b> | <b>2,175</b> | <b>10,035</b> | <b>2,425</b> |

**FEE STRUCTURE 2018-19****B.COM COURSE****FEE STRUCTURE 2018-2019**

| <b>PARTICULARS</b>                     | <b>B.COM</b>  |                |               |                |               |                |
|----------------------------------------|---------------|----------------|---------------|----------------|---------------|----------------|
|                                        | <b>F Y</b>    |                | <b>S Y</b>    |                | <b>T Y</b>    |                |
|                                        | <b>Amount</b> | <b>Reserve</b> | <b>Amount</b> | <b>Reserve</b> | <b>Amount</b> | <b>Reserve</b> |
| <b>Fees</b>                            |               |                |               |                |               |                |
| Tution Fees                            | 800           |                | 800           |                | 800           |                |
| Library Fees                           | 200           |                | 200           |                | 200           |                |
| Gymkhana Fees                          | 400           |                | 400           |                | 400           |                |
| Other Fees / Extra Curricular Activity | 250           |                | 250           |                | 250           |                |
| Exam Fees                              | 1,800         | 1,800          | 1,800         | 1,800          | 1,800         | 1,800          |
| Enrollment Fees                        | 220           |                | -             |                | -             |                |
| Industrial Visit Fee                   | -             |                | -             |                | -             |                |
| Admission Processing Fee               | 200           | 200            | 200           | 200            | 200           | 200            |
| Utility Fees                           | 250           |                | 250           |                | 250           |                |
| Magazine                               | 100           |                | 100           |                | 100           |                |
| I Card                                 | 50            | 50             | 50            | 50             | 50            | 50             |
| Group Insurance                        | 20            | 20             | 20            | 20             | 20            | 20             |
| Student Welfare Fund                   | 50            | 50             | 50            | 50             | 50            | 50             |
| Development Fees                       | 500           |                | 500           |                | 500           |                |
| Vice Chancellors' Fund                 | 20            | 20             | 20            | 20             | 20            | 20             |
| Disaster Relief Fund                   | 10            | 10             | 10            | 10             | 10            | 10             |
| Alumini Association Fees               | 25            | 25             | 25            | 25             | 25            | 25             |
| Uni Sports & Cultural Activity         | 30            | -              | 30            | -              | 30            | -              |
| E - Charges + E - Suvidha              | 70            |                | 70            |                | 70            |                |
| NSS                                    | 10            |                | 10            |                | 10            |                |
| Internal Exam Fees                     |               |                |               |                |               |                |
| Project Fees                           | 1,400         |                | 1,200         |                | 1,200         |                |
| <b>( A )</b>                           | <b>6,405</b>  | <b>2,175</b>   | <b>5,985</b>  | <b>2,175</b>   | <b>5,985</b>  | <b>2,175</b>   |



|                                      |              |              |              |              |               |              |
|--------------------------------------|--------------|--------------|--------------|--------------|---------------|--------------|
| <u>Computer / Laboratory Fees</u>    |              |              | -            | -            | -             | -            |
| Computer / Psychology Practicals     | -            |              |              |              | 600           |              |
| Laboratory Fees                      | -            |              |              |              | 900           |              |
| Psychology Project Fee               | -            |              |              |              |               |              |
| <b>( B )</b>                         | <b>-</b>     |              | <b>-</b>     |              | <b>1,500</b>  |              |
| <u>Refundable</u>                    |              |              |              |              |               |              |
| Caution Money                        | 150          |              | -            |              | -             |              |
| Library Deposit                      | 250          |              | -            |              | -             |              |
| Laboratory Deposit                   | -            |              |              |              | 400           |              |
| <b>( C )</b>                         | <b>400</b>   |              | <b>-</b>     |              | <b>400</b>    |              |
| HOUSEKEEPING & MAINTENANCE & SECURTY | 1,500        |              | 1,500        |              | 1,500         |              |
| ACTIVITY FEE                         | 1,000        |              | 1,000        |              | 1,000         |              |
| CONVOCATION FEE                      |              |              |              |              | 250           | 250          |
| <b>(D)</b>                           | <b>2,500</b> |              | <b>2,500</b> |              | <b>2,750</b>  | <b>250</b>   |
| <b>Fees ( A+B+C+D )</b>              | <b>9,305</b> | <b>2,175</b> | <b>8,485</b> | <b>2,175</b> | <b>10,635</b> | <b>2,425</b> |

**FEES STRUCTURE 2017-18**  
**MASTER OF COMMERCE (M.COM. ACCOUNTANCY)**

|                                       | <b>Part I<br/>(OPEN)</b> | <b>Reserve<br/>Category<br/>(Part I)</b> | <b>Part II<br/>(OPEN)</b> | <b>Reserve<br/>Category<br/>(Part II)</b> |
|---------------------------------------|--------------------------|------------------------------------------|---------------------------|-------------------------------------------|
| <b>Particulars</b>                    |                          |                                          |                           |                                           |
| Tution Fees                           | 1000                     |                                          | 1000                      |                                           |
| Library Fees                          | 1000                     |                                          | 1000                      |                                           |
| Gymkhana Fees                         | 200                      |                                          | 200                       |                                           |
| Other Fees                            | 250                      |                                          | 250                       |                                           |
| Exam Fees                             | 2700                     | 2700                                     | 2700                      | 2700                                      |
| Registration fees                     | 825                      |                                          | -                         |                                           |
| Convocation Fees                      |                          |                                          |                           |                                           |
| Admission Processing Fee              | 200                      | 200                                      | 200                       | 200                                       |
| Utility Fees                          | 250                      |                                          | 250                       |                                           |
| Magazine Fees                         | 100                      |                                          | 100                       |                                           |
| I Card Fees                           | 50                       | 50                                       | 50                        | 50                                        |
| Group Insurance                       | 20                       | 20                                       | 20                        | 20                                        |
| Students Welfare Fund                 | 50                       | 50                                       | 50                        | 50                                        |
| Development Fees                      | 500                      |                                          | 500                       |                                           |
| Activity Fees                         | 1000                     |                                          | 1000                      |                                           |
| Vice Chancellor's Fund                | 20                       | 20                                       | 20                        | 20                                        |
| Disaster Relief Fund                  | 10                       | 10                                       | 10                        | 10                                        |
| Ashwamedha Fund                       | 20                       |                                          | 20                        |                                           |
| Univ Sports & Cultural Activity       | 30                       |                                          | 30                        |                                           |
| E charges + E Suvidha                 | 70                       |                                          | 70                        |                                           |
| Project Fees                          | 800                      |                                          | 800                       |                                           |
| Maintenance/Housekeeping/<br>Security | 1500                     |                                          | 1500                      |                                           |
| <b>(A)</b>                            | <b>10595</b>             | <b>3050</b>                              | <b>9770</b>               | <b>3050</b>                               |
| Computer/laboratoy Fees               |                          |                                          |                           |                                           |
| Computer Practicals                   | 1500                     |                                          | 1500                      |                                           |
| laboratory Fees                       | -                        |                                          | -                         |                                           |
| <b>(B)</b>                            | <b>1500</b>              |                                          | <b>1500</b>               |                                           |
| Caution Money                         | 150                      |                                          | -                         |                                           |
| Library Deposits                      | 250                      |                                          | -                         |                                           |
| Laboratory Deposits                   | -                        | -                                        | -                         | -                                         |
| <b>C)</b>                             | <b>400</b>               |                                          |                           |                                           |
| Convocation Fees                      |                          |                                          | 250                       | 250                                       |
| <b>D)</b>                             |                          |                                          | <b>250</b>                | <b>250</b>                                |
| <b>Total Fees (A+B+C+D)</b>           | <b>12495</b>             | <b>3050</b>                              | <b>11520</b>              | <b>3300</b>                               |

|                                                   | <u>1<sup>st</sup> year</u> | <u>2<sup>nd</sup> year</u> | <u>3<sup>rd</sup> year</u> |
|---------------------------------------------------|----------------------------|----------------------------|----------------------------|
| Transcript 5 copies<br>(Add. copy Rs. 50.00 each) | 1000                       | 1000                       | 1000                       |
| Admission form+ Prospectus<br>+ Inform. Brochure  | 100                        | 100                        | 100                        |
| Transfer Certificate                              | 100                        | 100                        | 100                        |
| Bona fide Certificate                             | 20                         | 20                         | 20                         |
| No Objection Certificate                          | 20                         | 20                         | 20                         |

**\*\* Subject to change as per new university circular/s**

**REFUND OF FEES:** (UG/412 of 2008)

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

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

**Table-1[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 | Up to 20 days after the commencement of academic term of the course | From 21 <sup>st</sup> day up to 50 days after commencement of academic term of the course | From 51 <sup>st</sup> day up to 50 days after commencement of academic term of the course or August 31 <sup>st</sup> whichever is earlier. | From September 1 <sup>st</sup> to September 30 <sup>th</sup> . | After September 30 <sup>th</sup> . |
| <b>Deduction Charges</b>                   | <b>Rs. 500/-</b><br>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:

- i. 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).
- ii. The Fee charged towards group insurance and all fee components be paid as University share (including Vice-chancellor fund, University fee for sports and cultural activities, E- charge, disaster management fund, exam fee and Enrollment fee) are non-refundable if payment is made by the college prior to the date of cancellation.
- iii. Fee collected for Identity card and Library card, admission form and prospectus, enrollment and any other course specific fee **are not refunded** after the commencement of the academic term.
- iv. All refundable deposits (Laboratory, Caution Money and Library etc.) **shall be fully returned** at the time of cancellation.

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

Further that O.2859-A & O.2859-B have been repealed and the amended O.2859 relating to the refund of Tuition Fees, Development and all other fees after cancellation of admission for the Under Graduate Courses has been brought into force with effect from the academic year 2008-2009

## Our Student Achievers for the Academic year from 2016-17

(U.G. and P.G.)

| Title of the Programme | Total No. of students appeared | Grades |     |     |    |    |    |        |
|------------------------|--------------------------------|--------|-----|-----|----|----|----|--------|
|                        |                                | O      | A   | B   | C  | D  | E  | Pass % |
| <b>TY B.Com</b>        | 1006                           | 15     | 548 | 255 | 94 | 10 | 02 | 91.85  |
| <b>TYBA</b>            | 172                            | 31     | 53  | 31  | 27 | 05 | 00 | 85.47  |
| <b>TYBFM</b>           | 65                             | 04     | 43  | 12  | 06 | 00 | 00 | 100    |
| <b>TYBMS</b>           | 128                            | 13     | 71  | 31  | 09 | 00 | 00 | 96.86  |
| <b>TYBBI</b>           | 132                            | 17     | 53  | 32  | 15 | 04 | 00 | 91.67  |
| <b>TYBMM</b>           | 63                             | 02     | 32  | 22  | 04 | 01 | 00 | 96.82  |
| <b>M.COM SEM I</b>     | 56                             | 17     | 35  | 02  | 00 | 00 | 00 | 96.43  |
| <b>M.COM SEM II</b>    | 57                             | 14     | 34  | 05  | 01 | 00 | 00 | 94.74  |

The Academic Prize Winners / Subject Toppers in various Subjects for the academic year 2016 - 2017 are as follows.

|                                          |                                  |                  |          |
|------------------------------------------|----------------------------------|------------------|----------|
| <b>OVERALL TOPPER M. COM ACCOUNTANCY</b> | <b>TOLE ALIYA MOHAMMED SHAFI</b> | <b>CGPA 6.9</b>  | <b>A</b> |
| <b>OVERALL TOPPER B.A</b>                | <b>MEHRA HEMA RAJESH</b>         | <b>CGPA 6.98</b> | <b>A</b> |
| <b>OVERALL TOPPER B.COM</b>              | <b>GOR PRATIK RAJESH</b>         | <b>CGPA 7</b>    | <b>O</b> |

|             |                  |                               |           |
|-------------|------------------|-------------------------------|-----------|
| ACCOUNTANCY | FYBCOM           | PRADHAN RAJESHWARI NILANCHAL  | 178 / 200 |
|             | SYBCOM           | JAIN MAHESH MAHAVIR           | 186 / 200 |
|             | TYBCOM (F.A-I)   | APPEKSHA VINAY CHANDRA SURANA | 192 / 200 |
|             | TYBCOM (F.A-II)  | KARLOTA HASMUKH RATILAL       | 188 / 200 |
|             | TYBCOM (F.A-III) | CHOUDHARY PUSHPA AIDANRAM     | 180 / 200 |
|             | TYBCOM (TAX)     | SHAH CHIRAG RAJESH            | 185 / 200 |

|          |                |                             |           |
|----------|----------------|-----------------------------|-----------|
| COMMERCE | FYBCOM         | SUVARNA SHAMITA RAJENDRA    | 167 / 200 |
|          | SYBCOM (COMM.) | DESHPANDE GAURI PRADIP      | 157 / 200 |
|          |                | SAYYED AYISHA YASIN         | 157 / 200 |
|          | SYBCOM (ADVT.) | BHANUSHALI VANDANABEN MURJI | 156 / 200 |

|  |                 |                        |           |
|--|-----------------|------------------------|-----------|
|  | TYBCOM (EXPORT) | SHARMA ANKITA VINOD    | 158 / 200 |
|  | TYBCOM (MHRM)   | CHASKAR PRIYANKA BABAN | 162 / 200 |
|  | SYBA (B.K)      | KADRI HEENA USMANALI   | 195 / 200 |

|           |        |                               |            |
|-----------|--------|-------------------------------|------------|
| ECONOMICS | FYBA   | GALA RIDDHI RAMESH            | 152 / 200  |
|           | SYBA   | TIXEIRA SIMRAN ANTHONY NESTOR | 270 / 400  |
|           | TYBA   | WANKHADAY NEERAJA UPENDRA     | 900 / 1200 |
|           | FYBCOM | BHANUSHALI NAYNA MOHANLAL     | 164 / 200  |
|           | SYBCOM | SAMANT HARSHADA BABURAO       | 161 / 200  |
|           | TYBCOM | PATEL KRUPA PRADEEP           | 159 / 200  |
|           |        | THACKER SHIVANI ANKITA        | 159 / 200  |

|         |                   |                           |            |
|---------|-------------------|---------------------------|------------|
| ENGLISH | FYBA (A)          | MANKU NIMRATA MANJITSINGH | 142 / 200  |
|         | FYBA (C)          | ISHIKA RATISH MINI        | 154 / 200  |
|         | SYBA              | PANDEY APOORV REMI PANDEY | 300 / 400  |
|         | SYBA (JOURNALISM) | PANIKAR STELLA SHERMAN    | 158 / 200  |
|         | SYBA (MASS COMM.) | KULKARNI MADHURA ATUL     | 159 / 200  |
|         | TYBA              | KRISHNENDU                | 873 / 1200 |
|         | FYBCOM (B.C)      | SUVARNA SHAMITA RAJENDRA  | 151 / 200  |

|                                         |        |                               |                       |
|-----------------------------------------|--------|-------------------------------|-----------------------|
| EVS                                     | FYBCOM | KALU SHAZIA JAVED SHAMIM      | 154 / 200             |
| FOUNDATION COURSE and OPTIONAL SUBJECTS | FYBA   | MANKU NIMRATA MANJITSINGH     | 183 / 200 (GERMAN)    |
|                                         | FYBCOM | BHAT VIRAJ VASANT             | 170 / 200 (BADMINTON) |
|                                         | SYBA   | TIXEIRA SIMRAN ANTHONY NESTOR | 177 / 200 (FC-II)     |
|                                         | SYBCOM | POOJARY DIVIT DEVANAND        | 190 / 200 (SQUASH)    |

|          |      |                             |             |
|----------|------|-----------------------------|-------------|
| GUJARATI | FYBA | THAKUR MANJULA ASHOK VIPNA  | 131 / 200   |
|          | SYBA | BHANUSHALI BHAVIKA PREMJI   | 314 / 400   |
|          | TYBA | CHOTALIYA SAGAR MANSUKHBHAI | 1052 / 1200 |

|       |      |                         |            |
|-------|------|-------------------------|------------|
| HINDI | FYBA | SHINDE NITESH HANMANT   | 166 / 200  |
|       | SYBA | JAIHWAL NEELAM SUBHASH  | 313 / 400  |
|       | TYBA | TIWARI VARSHA OMPRAKASH | 954 / 1200 |

|         |      |                              |             |
|---------|------|------------------------------|-------------|
| HISTORY | FYBA | TELI CHANDAKUMARI GULABCHAND | 176 / 200   |
|         | SYBA | PANDEY APOORV REMI PANDEY    | 356 / 400   |
|         | TYBA | VISHWAKARMA NEHA SURESH      | 1035 / 1200 |

|          |        |                         |           |
|----------|--------|-------------------------|-----------|
| BUS. LAW | SYBCOM | SAMANT HARSHADA BABURAO | 162 / 200 |
|----------|--------|-------------------------|-----------|

|             |              |                                |           |
|-------------|--------------|--------------------------------|-----------|
| MARATHI     | FYBA (A)     | SHINDE NITESH HANMANT          | 156 / 200 |
|             | FYBA (C)     | CHHATRE VEENA SUNIL            | 147 / 200 |
|             | SYBA         | DAWANE KOMAL SURESH            | 317 / 400 |
|             | TYBA         | KADAM SAYURI MILIND            |           |
| MATHEMATICS | FYBCOM       | PRADHAN RAJESWARI<br>NILANCHAL | 197 / 200 |
|             | TYBCOM(CSA.) | CHOUDHARY PUSHPA<br>AIDANRAM   | 196 / 200 |

|            |      |                          |           |
|------------|------|--------------------------|-----------|
| PHILOSOPHY | FYBA | JOSHI FALGUNI AJAY       | 161 / 200 |
|            | SYBA | DOSHI ALOKI MILAN        | 256 / 400 |
|            | TYBA | PONKSHE TRISHALA DARSHAN | 411 / 600 |

|                   |      |                            |            |
|-------------------|------|----------------------------|------------|
| POLITICAL SCIENCE | FYBA | DESHPANDE BHAGYASHRI ULHAS | 169 / 200  |
|                   | SYBA | CHHARI NIKHIL SINGH DOLLY  | 299 / 400  |
|                   | TYBA | GOGRI VIREN HEMCHANDBHAI   | 972 / 1200 |

|            |        |                         |             |
|------------|--------|-------------------------|-------------|
| PSYCHOLOGY | FYBA   | GUPTA DEVANSHI RAMKUMAR | 175 / 200   |
|            | SYBA   | PANDEY APOORV R.        | 324 / 400   |
|            | TYBA   | MEHRA HEMA RAJESH       | 1011 / 1200 |
|            | TYBCOM | DESHPANDE ISHA VINAY    | 180 / 200   |

|          |          |                              |           |
|----------|----------|------------------------------|-----------|
| SANSKRIT | FYBA (A) | SIRMOKADAM JANHAVI SHRIPAD   | 185 / 200 |
|          | FYBA (C) | JOSHI FALGUNI AJAY           | 182 / 200 |
|          | SYBA     | KULKARNI MADHURA ATUL TRUPTI | 373 / 400 |



|  |      |                         |             |
|--|------|-------------------------|-------------|
|  | TYBA | GOLIPKAR TEJAL JITENDRA | 1091 / 1200 |
|--|------|-------------------------|-------------|

|           |      |                                |            |
|-----------|------|--------------------------------|------------|
| SOCIOLOGY | FYBA | KALAMBE SALONI NITIN           | 152 / 200  |
|           | SYBA | D'SOUZA VIDHIKA ANGELA MANJIRI | 302 / 400  |
|           | TYBA | MARATHE PRATIKSHA SANJAY       | 955 / 1200 |

**Toppers in BBI, BFM, BMM, BMS courses for the academic year 2016 – 2017 are as follows.**

| COURSE       | SEM. | NAME OF THE STUDENT             | Marks   |
|--------------|------|---------------------------------|---------|
| <b>B.B.I</b> | I    | THAKURDESAI HRISHIKESH SHRIDHAR | 534/700 |
|              | II   | NARVEKAR SAMPADA SUBHASH        | 544/700 |
|              | III  | DUBEY PRIYANKA SHABHOONATH      | 572/700 |
|              | IV   | DUBEY PRIYANKA SHABHOONATH      | 576/700 |
|              | V    | MEHTA DHRUVI MILAN              | 597/600 |
|              | VI   | PADHIYAR ARCHANA PRADEEP        | 581/600 |
| <b>B.F.M</b> | I    | BHADRA JEET MADHAV JI           | 538/700 |
|              | II   | PARMAR YASH PANKAJ              | 529/700 |
|              | III  | GUPTA VRINDA DIKSHA             | 538/700 |
|              | IV   | KOTHARI PALLAVI SHAILESH        | 528/700 |
|              | V    | GATHANI HEENAL PARESH           | 553/700 |
|              | VI   | GATHANI HEENAL PARESH           | 574/700 |
| <b>B.M.M</b> | I    | WADEKAR NAVINA                  | 467/600 |
|              | II   | WADEKAR NAVINA                  | 419/600 |
|              | III  | AZAD ALWIRA                     | 407/600 |
|              | IV   | AZAD ALWIRA                     | 427/600 |
|              | V    | GOEL ISHA MOHIT                 | 472/600 |
|              | VI   | GOEL ISHA MOHIT                 | 549/600 |
| <b>B.M.S</b> | I    | BADGAIYAN SUBHASHINI            | 533/700 |
|              | II   | LOBO SHERON                     | 519/700 |
|              | III  | JAIN MANALI                     | 422/600 |
|              | IV   | JAIN RAKSHITA                   | 465/600 |
|              | V    | AGARWAL PIYUSH                  | 543/700 |
|              | VI   | JAYWANT AKSHATA ASHISH          | 577/700 |

#### **AWARDS FOR STUDENTS**

1. Smt. Padamaben Ganjanan Thaker Endowment Prize for toppers in Gujarati subject at FYBA/SYBA and TYBA class.
2. Shri Madhukar R. Khandpekar Endowment Prize for toppers in History subject at FYBA/SYBA and TYBA class.
3. Two endowment prizes at T.Y. level in the subject of Sanskrit and Accounts.

**Three-Year Integrated Course Affiliated to Mumbai University**  
**Bachelor of Management Studies Degree (BMS)**

A business management degree is one of the most coveted degrees today. In the highly competitive world that we are living in, a management degree provides a secure and rewarding career. Way back, a business management degree was a sought-after post-graduate programme after the student had completed a three-year bachelor's programme. However, the lack of employment opportunities and the need for more practical job oriented bachelor's program has led to the introduction of business management programmes at the undergraduate level.

**Objectives of the Degree**

- To create for the students of University of Mumbai an additional avenue of self-employment and also to benefit the industry by providing it with suitably trained manpower.
- To prepare students to exploit opportunities being newly created in the Management profession.
- To provide adequate basic understanding of Management skill and practices among the students.
- To give an adequate exposure to operational environment in the field of Management.
- To impart training for the use of modern technology for the benefit of all parties concerned.

**Eligibility**

**First Year:**

The Student shall have passed XIIth Std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent examination at one sitting or Diploma in any Engineering branches with two years or three years or four years duration after the S.S.C conducted by the Board of Technical Education, Maharashtra State or its equivalent examination and should have secured not less than 50% marks and 45% marks in the case of Backward Class Candidates.

**Second Year**

The candidate, to be eligible for admission to S.Y.B.M.S. should have passed all theory papers in all the previous semesters OR failed in not more than 2 theory papers, in I & II Semester End Examinations taken together.

**Third Year**

A candidate shall be allowed to keep terms for Semester V if he/she passes in each of Semester I, II, III and IV or if he/she passes Semester I and Semester II and fails in not more than two theory papers of Semester III and Semester IV taken together.

A candidate shall be allowed to keep terms for Semester VI if he/she passes in each of Semester I, II, III, IV and V or if he/she passes Semester I, Semester II and Semester III and fails in not more than two theory papers of Semester IV and Semester V taken together irrespective of his/her grade in project I of Semester V.

A candidate who does not secure a minimum grade of "C" in Project I and or Project II has to submit a fresh project till he/she secures a minimum grade of "C".

### Scheme of Examination

1. The examinations shall be conducted at the end of each semester.
2. A theory paper will carry 100 marks. The evaluation of the performance of the students in the theory papers shall be on the basis of both internal assessment (25%) and semester end examination (75%). Internal evaluation should be on the basis of class assignments, group discussion, seminars, project presentations, attendance, etc. The semester end exam shall be held at the end of each semester and shall be of two hrs. duration.

### COURSE CONTENT: BMS

| FIRST YEAR                                           |            |  |                                                     |            |
|------------------------------------------------------|------------|--|-----------------------------------------------------|------------|
| Semester I                                           |            |  | Semester II                                         |            |
| 1. Foundations of Human Skills                       | Click here |  | 1. Business Environment                             | Click here |
| 2. Introduction to Financial Accounts                | Click here |  | 2. Industrial law                                   | Click here |
| 3. Business Statistics                               | Click here |  | 3. Principles Of Marketing                          | Click here |
| 4. Business Communication I                          | Click here |  | 4. Business Communication II                        | Click here |
| 5. Business Economics I                              | Click here |  | 5. Business Mathematics                             | Click here |
| 6. Business Law                                      | Click here |  | 6. Principles Of Management                         | Click here |
| 7. Foundation Course I                               | Click here |  | 7. Foundation Course II                             |            |
|                                                      |            |  |                                                     |            |
| SECOND YEAR                                          |            |  |                                                     |            |
| Semester III                                         |            |  | Semester IV                                         |            |
| Compulsory Courses                                   |            |  |                                                     |            |
| 1. Environmental Management                          | Click here |  | 1. Ethics & Governance                              | Click here |
| 2. Business Planning & Entrepreneurial Management    | Click here |  | 2. Business Research Methods                        | Click here |
| 3. Accounting for Managerial Decisions               | Click here |  | 3. Business Economics II                            | Click here |
| 4. Strategic Management                              | Click here |  | 4. Production & Total Quality Management            | Click here |
| 5. Information Technology in Business Management I   |            |  | 5. Information Technology in Business Management II |            |
| Any One Elective group to be selected by the learner |            |  |                                                     |            |
| Finance Group- Electives                             |            |  |                                                     |            |
| 1. Introduction to Cost Accounting                   | Click here |  | 1. Auditing                                         | Click here |
| 2. Basic of Financial                                | Click here |  | 2. Strategic Cost                                   | Click here |

|                                                             |            |                                       |            |
|-------------------------------------------------------------|------------|---------------------------------------|------------|
| Services                                                    |            | Management                            |            |
| <b>Marketing Group- Electives</b>                           |            |                                       |            |
| 1. Consumer Behaviour                                       | Click here | 1. Integrated Marketing Communication | Click here |
| 2. Advertising                                              | Click here | 2. Rural Marketing                    | Click here |
| <b>Human Resource Group- Electives</b>                      |            |                                       |            |
| 1. Employee Relations & Welfare                             | Click here | 1. Training and Development in HRM    | Click here |
| 2. Organization Behavior & HRM                              | Click here | 2. Change Management                  | Click here |
| <b>THIRD YEAR</b>                                           |            |                                       |            |
| <b>Semester V</b>                                           |            | <b>Semester VI</b>                    |            |
| <b>Compulsory Courses</b>                                   |            |                                       |            |
| 1. Logistics & Supply Chain Management                      | Click here | 1. Operation Research                 | Click here |
| 2. Project Work I                                           | Click here | 2. Project Work II                    | Click here |
| <b>Any One Elective group to be selected by the learner</b> |            |                                       |            |
| <b>Finance Group- Electives</b>                             |            |                                       |            |
| 1. Investment Analysis & Portfolio Management               | Click here | 1. Direct Taxes                       | Click here |
| 2. Commodity & Derivatives Market                           | Click here | 2. International Finance              | Click here |
| 3. Wealth Management                                        | Click here | 3. Innovative Financial Services      | Click here |
| 4. Strategic Financial Management                           | Click here | 4. Indirect Taxes                     | Click here |
| <b>Marketing Group- Electives</b>                           |            |                                       |            |
| 1. Services Marketing                                       | Click here | 1. Brand Management                   | Click here |
| 2. E-Commerce & Digital Marketing                           | Click here | 2. Retail Management                  | Click here |
| 3. Sales & Distribution Management                          | Click here | 3. Corporate Communication and PR     | Click here |
| 4. Customer Relationship Management                         | Click here | 4. Media Planning & Management        | Click here |
| <b>Human Resource Group- Electives</b>                      |            |                                       |            |
| 1. Finance for HR Professionals & Compensation Management   | Click here | 1. HRM in Global Perspective          | Click here |
| 2. Strategic Human Resource Management & HR Policies        | Click here | 2. Organizational Development         | Click here |
| 3. Performance Management & Career                          | Click here | 3. HRM in Service Sector Management   | Click here |

|                         |            |                               |            |
|-------------------------|------------|-------------------------------|------------|
| Planning                |            |                               |            |
| 4. Industrial Relations | Click here | 4. Indian Ethos in Management | Click here |

**FEE STRUCTURE OF**  
**Bachelor of Management Studies Degree (BMS)**  
**2018-2019**

| <b>PARTICULARS</b>                     | <b>BMS</b>      |                    |                 |                    |                 |                    |
|----------------------------------------|-----------------|--------------------|-----------------|--------------------|-----------------|--------------------|
|                                        | <b>F Y</b>      |                    | <b>S Y</b>      |                    | <b>T Y</b>      |                    |
|                                        | <b>Open Amt</b> | <b>Reserve Amt</b> | <b>Open Amt</b> | <b>Reserve Amt</b> | <b>Open Amt</b> | <b>Reserve Amt</b> |
| <b>Fees</b>                            |                 |                    |                 |                    |                 |                    |
| Tution Fees                            | 12,000          |                    | 12,000          | -                  | 12,000          |                    |
| Library Fees                           | 300             |                    | 300             | -                  | 300             |                    |
| Gymkhana Fees                          | 400             |                    | 400             | -                  | 400             |                    |
| Other Fees / Extra Curricular Activity | 250             |                    | 250             | -                  | 250             |                    |
| Exam Fees                              | 1,800           | 1,800              | 1,800           | 1,800              | 1,800           | 1,800              |
| Enrollment Fees                        | 220             |                    | -               | -                  | -               |                    |
| Industrial Visit Fee                   | 500             |                    | 500             | -                  | 500             |                    |
| Admission Processing Fee               | 200             | 200                | 200             | 200                | 200             | 200                |
| Utility Fees                           | 250             |                    | 250             | -                  | 250             |                    |
| Magazine                               | 100             |                    | 100             | -                  | 100             |                    |
| I Card                                 | 50              | 50                 | 50              | 50                 | 50              | 50                 |
| Group Insurance                        | 40              | 40                 | 40              | 40                 | 40              | 40                 |
| Student Welfare Fund                   | 50              | 50                 | 50              | 50                 | 50              | 50                 |
| Development Fees                       | 500             |                    | 500             | -                  | 500             |                    |
| Vice Chancellors' Fund                 | 20              | 20                 | 20              | 20                 | 20              | 20                 |
| Disaster Relief Fund                   | 10              | 10                 | 10              | 10                 | 10              | 10                 |
| Alumini Association Fees               | 25              | 25                 | 25              | 25                 | 25              | 25                 |
| Uni Sports & Cultural Activity         | 30              |                    | 30              | -                  | 30              |                    |
| E - Charges + E - Suvidha              | 70              |                    | 70              | -                  | 70              |                    |
| NSS                                    | 10              |                    | 10              | -                  | 10              |                    |
| Internal Exam Fees                     |                 |                    |                 | 0                  |                 |                    |
| Project Fees                           | 1,200           |                    | 1,400           | -                  |                 |                    |

|                                      |               |              |               |              |               |              |
|--------------------------------------|---------------|--------------|---------------|--------------|---------------|--------------|
|                                      |               |              |               |              | 2,200         |              |
| ( A )                                | 18,025        | 2,195        | 18,005        | 2,195        | 18,805        | 2,195        |
| <u>Computer / Laboratory Fees</u>    |               |              |               | -            |               |              |
| Computer Practicals                  | 1,000         |              | 1,000         | -            | 1,000         |              |
| Laboratory Fees                      | 1,100         |              | 1,100         | -            | 1,100         |              |
| ( B )                                | 2,100         |              | 2,100         | -            | 2,100         |              |
| <u>Refundable</u>                    |               |              | -             | -            |               |              |
| Caution Money                        | 150           |              | -             | -            | -             |              |
| Library Deposit                      | 250           |              | -             | -            | -             |              |
| Laboratory Deposit                   | 400           |              | -             | -            | -             |              |
| ( C )                                | 800           |              | -             | -            | -             |              |
| HOUSEKEEPING & MAINTENANCE & SECURTY | 1,500         |              | 1,500         | -            | 1,500         |              |
| ACTIVITY FEE                         | 1,000         |              | 1,000         | -            | 1,000         |              |
| CONVOCAATION FEE                     |               |              |               | -            | 250           | 250          |
| (D)                                  | 2,500         |              | 2,500         | -            | 2,750         | 250          |
| <b>Fees ( A+B+C +D)</b>              | <b>23,425</b> | <b>2,195</b> | <b>22,605</b> | <b>2,195</b> | <b>23,655</b> | <b>2,445</b> |



|                                                   | 1 <sup>st</sup> year | 2 <sup>nd</sup> year | 3 <sup>rd</sup> year |
|---------------------------------------------------|----------------------|----------------------|----------------------|
| Transcript 5 copies<br>(Add. copy Rs. 50.00 each) | 1000                 | 1000                 | 1000                 |
| Admission form+ Prospectus<br>+ Inform. Brochure  | 100                  | 100                  | 100                  |
| Transfer Certificate                              | 100                  | 100                  | 100                  |
| Bona fide Certificate                             | 20                   | 20                   | 20                   |
| No Objection Certificate                          | 20                   | 20                   | 20                   |

*\*\* Subject to change as per new university circular/s*



**Three Year Integrated Course Affiliated to Mumbai University**  
**B. COM IN BANKING AND INSURANCE (B. B. I)**

A B. B. I. degree is one of the most coveted degrees today. In the highly competitive world that we are living in, this provides a secure and rewarding career. However, the lack of employment opportunities and the need for more practical job oriented bachelor's program has lead to introduction of business management programs at the undergraduate level. There are increasing career opportunities in multi-national and indigenous corporate sector.

➤ **Objectives**

- ❖ To create for the students, of University of Mumbai an additional avenue of self-employment and also to benefit Banks, Insurance companies & Industries to providing them with suitably trained manpower in the field of Banking and Insurance.
- ❖ To prepare students to explore opportunities, being newly created in the field of Banking & Insurance due to Globalization, Privatization & Liberalization.
- ❖ To provide adequate basic understanding about 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.

➤ **Course Objective:**

- ❖ To provide a basic foundation of the fundamental principles and practices of banking and insurance and other financial services and application in practice.
- ❖ To enable the students gain a fair idea as to how these principles are applied in practice through live cases or examples published in papers and cited by lectures.
- ❖ To equip the job seeker to get into positions of responsibility in the area of financial services (as this would prove definite advantage into the recruiters in terms of time, cost and skill requirement).

**ELIGIBILITY**

**F.Y.B.B.I.:** A candidate to be eligible for admission to the Bachelor of Commerce (Banking & Insurance) Degree Course shall have passed XII Std. Examination of the Maharashtra State Board of Secondary & Higher Secondary Education or its equivalent and secured not less than 50% marks in aggregate at (45% in case of reserved category) one & the same sitting. Every Candidate admitted to the Degree Course in the Constituent/affiliated College recognized institution, conducting the course, should have to register himself/herself with the University.

**S. Y. B. B. I:** The candidate, to be eligible for admission to S.Y.B.M.S. should have passed all theory papers in all the previous semesters OR failed in not more than two theory papers, in I & II Semester End Examinations taken together.

**T. Y. B. B. I.:** A candidate shall be allowed to keep terms for Semester V if he/she passes in each of Semester I, II, III and IV or if he/she passes Semester I and Semester II and fails in not more than two theory papers of Semester III and Semester IV taken together. A candidate shall be allowed to keep terms for Semester VI if he/she passes in each of Semester I, II, III, IV and V or if he/she passes Semester I, Semester II and Semester III and fails in not more than two theory papers of Semester IV and Semester V taken together irrespective of his/her grade in project I of Semester V. A candidate who does not secure a minimum grade of "C" in Project I and or Project II has to submit a fresh project till he/she secures a minimum grade of "C".

#### **R. 4298: Scheme of Examination**

The Performance grading shall be based on the aggregate performance of internal assessment and semester end examination:

A) Internal Assessment: 40% i.e. 25 marks.

B) Semester End Examination: 40% i. e. 75 marks.

Student must get 40% marks in aggregate i. e. 40% marks in Internal Assessment (i.e. 40% of 25 = 16) as well as 40% marks in semester End Examination (i.e. 40% of 75 = 30) separately, in order to pass the examination.

##### A) Internal Assessment: 25 marks.

The allocation of 40 marks shall be as follows

- a) Two best of three periodical class tests held in the given semester: 20 Marks.
- b) A better of the two assignments based class presentation to be selflessly assessed by the teacher concerned: 10 Marks.
- c) Group discussion or active participation in routine class instructional deliveries- 05 Marks
- d) Overall conduct as a responsible student, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities -05 Marks

##### B) Semester End Examination: 75 marks.

a) Duration - This examination shall be of 2.5 Hrs. duration.

b) Question paper pattern

i.) There shall be four questions each of 15 marks.

ii) All questions shall be compulsory with internal choice within the question.

iii) Questions may be sub divided into a) and b) if necessary, for 8 & 7 mark respectively.

The responsibilities of Examination evaluation during the first four semesters shall rest with the college/institution where in the students are admitted for the course. The college/institution shall carry out the internal assessment for the papers for semesters while the University shall conduct the semester end examination for these two semesters. The internal assessment marks of students appearing for Semester V & VI shall be sent to the University by the respective college / institution before the commencement of the respective semester end examination.

### **COURSE CONTENT B. COM (BBI)**

| <b>FIRST YEAR</b>                                                            |                            |                                                       |                            |
|------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------|----------------------------|
| <b>Semester I</b>                                                            |                            | <b>Semester II</b>                                    |                            |
| 1. Environment & Management of Financial Services                            | <a href="#">Click here</a> | 1. Principles & Practices of banking and insurance    | <a href="#">Click here</a> |
| 2. Principles of Management                                                  | <a href="#">Click here</a> | 2. Business Law                                       | <a href="#">Click here</a> |
| 3. Financial Accounting – I                                                  | <a href="#">Click here</a> | 3. Financial Accounting – II                          | <a href="#">Click here</a> |
| 4. Business Communication – I                                                | <a href="#">Click here</a> | 4. Business Communication – II                        | <a href="#">Click here</a> |
| 5. Foundation Course – I                                                     | <a href="#">Click here</a> | 5. Foundation Course – II                             | <a href="#">Click here</a> |
| 6. Business Economics – I                                                    | <a href="#">Click here</a> | 6. Organisational Behaviour                           | <a href="#">Click here</a> |
| 7. Quantitative Methods – I                                                  |                            | 7. Quantitative Methods – II                          |                            |
| <b>SECOND YEAR</b>                                                           |                            |                                                       |                            |
| <b>Semester III</b>                                                          |                            | <b>Semester IV</b>                                    |                            |
| 1. Financial Management – I                                                  | <a href="#">Click here</a> | 1. Financial Management – II                          | <a href="#">Click here</a> |
| 2. Management Accounting (Tools & Techniques, Focus on Banking & Insurance ) | <a href="#">Click here</a> | 2. Cost Accounting of Banking & Insurance             | <a href="#">Click here</a> |
| 3. Mutual Fund Management                                                    | <a href="#">Click here</a> | 3. Customer Relationship Management                   | <a href="#">Click here</a> |
| 4. Information Technology in Banking & Insurance – I                         | <a href="#">Click here</a> | 4. Information Technology in Banking & Insurance – II | <a href="#">Click here</a> |
| 5. Foundation Course- III (Overview of Banking Sector)                       | <a href="#">Click here</a> | 5. Foundation Course- IV (Overview of Banking Sector) | <a href="#">Click here</a> |
| 6. Financial Market (Equity, Debt, Forex and Derivatives)                    | <a href="#">Click here</a> | 6. Corporate and Securities Law                       | <a href="#">Click here</a> |
| 7. Direct Taxation                                                           | <a href="#">Click here</a> | 7. Business Economics – II                            | <a href="#">Click here</a> |
| <b>THIRD YEAR</b>                                                            |                            |                                                       |                            |
| <b>Semester V (Elective Courses any 4)</b>                                   |                            | <b>Semester VI (Elective Courses any 4)</b>           |                            |

|                                                     |                            |                                                              |                            |
|-----------------------------------------------------|----------------------------|--------------------------------------------------------------|----------------------------|
| 1. Marketing in Banking & Insurance                 | <a href="#">Click here</a> | 1. Security Analysis & Portfolio Management                  | <a href="#">Click here</a> |
| 2. Financial Reporting Analysis                     | <a href="#">Click here</a> | 2. Strategic Management                                      | <a href="#">Click here</a> |
| 3. Auditing                                         | <a href="#">Click here</a> | 3. Human resource management in Banking and Insurance        | <a href="#">Click here</a> |
| 4. Business Ethics and Corporate Governance         | <a href="#">Click here</a> | 4. Turnaround Management                                     | <a href="#">Click here</a> |
| 5. Financial Service Management                     | <a href="#">Click here</a> | 5. International Resources Management in Banking & Insurance | <a href="#">Click here</a> |
| 6. Actuarial Analysis in Banking and Insurance      | <a href="#">Click here</a> | 6. Procedure and Documentation in Banking and Insurance      | <a href="#">Click here</a> |
| 7. International banking and finance (Core Courses) | <a href="#">Click here</a> | 7. Central Banking – Core Course                             | <a href="#">Click here</a> |
| 8. Project Work – I (Banking)                       | <a href="#">Click here</a> | 8. Project Work –I (Insurance)                               | <a href="#">Click here</a> |

# FEE STRUCTURE OF B.COM. (BANKING AND INSURANCE) 2018-2019

| PARTICULARS                            | BBI      |             |          |             |          |             |
|----------------------------------------|----------|-------------|----------|-------------|----------|-------------|
|                                        | F Y      |             | S Y      |             | T Y      |             |
|                                        | Open Amt | Reserve Amt | Open Amt | Reserve Amt | Open Amt | Reserve Amt |
| Fees                                   |          |             |          |             |          |             |
| Tution Fees                            | 12,000   |             | 12,000   |             | 12,000   |             |
| Library Fees                           | 600      |             | 600      |             | 600      |             |
| Gymkhana Fees                          | 400      |             | 400      |             | 400      |             |
| Other Fees / Extra Curricular Activity | 250      |             | 250      |             | 250      |             |
| Exam Fees                              | 1,800    | 1,800       | 1,800    | 1,800       | 1,800    | 1,800       |
| Enrollment Fees                        | 220      |             | -        |             | -        |             |
| Industrial Visit Fee                   | 500      |             | 500      |             | 500      |             |
| Admission Processing Fee               | 200      | 200         | 200      | 200         | 200      | 200         |
| Utility Fees                           | 250      |             | 250      |             | 250      |             |
| Magazine                               | 100      |             | 100      |             | 100      |             |
| I Card                                 | 50       | 50          | 50       | 50          | 50       | 50          |
| Group Insurance                        | 40       | 40          | 40       | 40          | 40       | 40          |
| Student Welfare Fund                   | 50       | 50          | 50       | 50          | 50       | 50          |
| Development Fees                       | 500      |             | 500      |             | 500      |             |
| Vice Chancellors' Fund                 | 20       | 20          | 20       | 20          | 20       | 20          |
| Disaster Relief Fund                   | 10       | 10          | 10       | 10          | 10       | 10          |
| Alumini Association Fees               | 25       | 25          | 25       | 25          | 25       | 25          |
| Uni Sports & Cultural Activity         | 30       |             | 30       |             | 30       |             |
| E - Charges + E – Suvidha              | 70       |             | 70       |             | 70       |             |
| NSS                                    | 10       |             | 10       |             | 10       |             |
| Internal Exam Fees                     | -        |             | -        |             | -        |             |
| Project Fees                           | 1,200    |             | 1,400    |             | 2,200    |             |

|                                          |               |              |               |              |               |              |
|------------------------------------------|---------------|--------------|---------------|--------------|---------------|--------------|
| <b>( A )</b>                             | 18,325        | 2,195        | 18,305        | 2,195        | 19,105        | 2,195        |
| <b><u>Computer / Laboratory Fees</u></b> | -             |              | -             |              | -             |              |
| Computer Practicals                      | 2,000         |              | 1,000         |              | 1,000         |              |
| Laboratory Fees                          | 1,100         |              | 1,100         |              | 1,100         |              |
| <b>( B )</b>                             | 3,100         |              | 2,100         |              | 2,100         |              |
| <b><u>Refundable</u></b>                 | -             |              | -             |              | -             |              |
| Caution Money                            | 150           |              | -             |              | -             |              |
| Library Deposit                          | 250           |              | -             |              | -             |              |
| Laboratory Deposit                       | 400           |              | -             |              | -             |              |
| <b>( C )</b>                             | 800           |              |               |              |               |              |
| HOUSEKEEPING & MAINTENANCE & SECURTY     | 1,500         |              | 1,500         |              | 1,500         |              |
| ACTIVITY FEE                             | 1,000         |              | 1,000         |              | 1,000         |              |
| CONVOCATION FEE                          |               |              |               |              | 250           | 250          |
| <b>( D )</b>                             | 2,500         |              | 2,500         |              | 2,750         | 250          |
| <b>Fees ( A+B+C +D)</b>                  | <b>24,725</b> | <b>2,195</b> | <b>22,905</b> | <b>2,195</b> | <b>23,955</b> | <b>2,445</b> |

|                                                   | <b>1<sup>st</sup> year</b> | <b>2<sup>nd</sup> year</b> | <b>3<sup>rd</sup> year</b> |
|---------------------------------------------------|----------------------------|----------------------------|----------------------------|
| Transcript 5 copies<br>(Add. copy Rs. 50.00 each) | 1000                       | 1000                       | 1000                       |
| Admission form+ Prospectus<br>+ Inform. Brochure  | 100                        | 100                        | 100                        |
| Transfer Certificate                              | 100                        | 100                        | 100                        |
| Bona fide Certificate                             | 20                         | 20                         | 20                         |
| No Objection Certificate                          | 20                         | 20                         | 20                         |

**\*\* Subject to change as per new university circular/s**

## Three Year Integrated Course Affiliated to Mumbai University

### BACHELOR OF FINANCIAL MARKETS DEGREE (BFM)

A new practical oriented degree aims to provide the product (graduates) to the financial services sector as per their requirements. This degree will definitely provide the functional expertise, diversified skills, professional training with the latest knowledge in the areas covered by the course to these graduates.

#### Objectives of the Degree

- ⇒ To create additional avenues of Self-Employment to the students & to provide suitable & trained Persons for Financial Services Sector.
- ⇒ To prepare graduates to compete with the degree holders of private and foreign universities.
- ⇒ To make aware about the practical aspect of the theoretical concepts.
- ⇒ To establish strong co-ordination between the Service Sector and the Institutions of Higher Education.

#### Eligibility

The candidate for being eligible for admission to the Bachelor of Commerce (Financial Markets) Degree course shall have passed 12<sup>th</sup> Std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent and secured not less than 45% marks in aggregate (40% in case of reserved category) at 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.

#### Scheme of examination

The Scheme of Examination shall be divided in two parts.

*(A) Internal Assessment: 40% i.e.25 marks.*

The allocation of 40 marks shall be as follows:

- a) For non-practical subjects- **One** periodical class tests held in given Semester-20 Marks.

For practical subjects viz.1.3, 1.4, 2.3, 3.5 & 6.3 Semester End Practical Examination-20 Marks, out of which 5 Marks are for Journal.

- b) A better of the **two** assignments, with presentation in seminar etc.-10 Marks.  
c) Group Discussion on current issues relating to the subject etc.-10 Marks.

*(B) Semester End Examination: 75 marks.*

- a) Duration-This examination shall be of 2.5 Hrs. duration.

- b) Question paper pattern-

- (i) There shall be **05** questions of **15** Marks each.
- (ii) All questions shall be compulsory with internal choice within question.
- (iii) Questions may sub-divided in to a) and b) if necessary, for 8 and 7 marks respectively.

The responsibilities of Examination evaluation during the first four semesters shall rest with the college/institution where in the students are admitted for the course. The college/ Institution shall carry out the internal assessment for the papers in semesters V & VI, while the University shall conduct Semester End Examination for these two semesters. The internal assessment marks of students appearing for semester V & VI shall be sent to the University by

the respective College/ Institution before the commencement of the respective semester end examination.

There shall be 2 experts for Project evaluation at Semester V (i.e.5.7 Project-I) & Semester-VI (i.e.6.7, Project-II). One expert to be appointed by the College/Institution as an Internal Expert & one expert to be appointed by the University as a External Expert for every 30 students or part thereof.



### **Scheme of Modules (BFM)**

| <b>FIRST YEAR</b>                   |                            |                                     |                            |
|-------------------------------------|----------------------------|-------------------------------------|----------------------------|
| <b>SEMESTER I</b>                   |                            | <b>SEMESTER II</b>                  |                            |
| 1. Financial Accounting –I          | <a href="#">Click here</a> | 1. Financial Accounting –II         | <a href="#">Click here</a> |
| 2. Introduction to Financial System | <a href="#">Click here</a> | 2. Principle of Management          | <a href="#">Click here</a> |
| 3. Business Mathematics             | <a href="#">Click here</a> | 3. Business Statistics              | <a href="#">Click here</a> |
| 4. Business Communication I         | <a href="#">Click here</a> | 4. Business Communication II        | <a href="#">Click here</a> |
| 5. Foundation Course- I             | <a href="#">Click here</a> | 5. Foundation Course-II             | <a href="#">Click here</a> |
| 6. Business Environment             | <a href="#">Click here</a> | 6. Environmental Science            | <a href="#">Click here</a> |
| 7. Business Economics – I           | <a href="#">Click here</a> | 7. Computer Skills I                | <a href="#">Click here</a> |
| <b>SECOND YEAR</b>                  |                            |                                     |                            |
| <b>SEMESTER III</b>                 |                            | <b>SEMESTER IV</b>                  |                            |
| 1. Debt Markets I                   | <a href="#">Click here</a> | 1. Merchant Banking                 | <a href="#">Click here</a> |
| 2. Commodities Market               | <a href="#">Click here</a> | 2. Business Economics – II          | <a href="#">Click here</a> |
| 3. Equity Markets-I                 | <a href="#">Click here</a> | 3. Equity Markets-II                | <a href="#">Click here</a> |
| 4. Computer Skills – II             | <a href="#">Click here</a> | 4. Debt Markets-II                  | <a href="#">Click here</a> |
| 5. Management Accounts              | <a href="#">Click here</a> | 5. Corporate Finance                | <a href="#">Click here</a> |
| 6. Money Market                     | <a href="#">Click here</a> | 6. Foreign Exchange Market          | <a href="#">Click here</a> |
| 7. Business Law-I                   | <a href="#">Click here</a> | 7. Business Law II                  | <a href="#">Click here</a> |
| <b>THIRDYEAR</b>                    |                            |                                     |                            |
| <b>SEMESTER V</b>                   |                            | <b>SEMESTER VI</b>                  |                            |
| 1. Marketing for Financial Services | <a href="#">Click here</a> | 1. Venture Capital & Private Equity | <a href="#">Click here</a> |
| 2. Technical Analysis               | <a href="#">Click here</a> | 2. Mutual Fund Management           | <a href="#">Click here</a> |

|                             |                            |                                |                            |
|-----------------------------|----------------------------|--------------------------------|----------------------------|
|                             | here                       |                                | here                       |
| 3. Financial Derivatives    | <a href="#">Click here</a> | 3. Risk Management             | <a href="#">Click here</a> |
| 4. Organisational Behaviour | <a href="#">Click here</a> | 4. Strategic Corporate Finance | <a href="#">Click here</a> |
| 5. Corporate Accounting     | <a href="#">Click here</a> | 5. Corporate Restructuring     | <a href="#">Click here</a> |
| 6. Project-I                | <a href="#">Click here</a> | 6. Project-II                  | <a href="#">Click here</a> |

**FEE STRUCTURE OF  
BACHELOR OF FINANCIAL MARKETS DEGREE  
(BFM) 2018-2019**

| <b>PARTICULARS</b>                        | <b>BFM</b>          |                        |                     |                        |                     |                        |
|-------------------------------------------|---------------------|------------------------|---------------------|------------------------|---------------------|------------------------|
|                                           | <b>F Y</b>          |                        | <b>S Y</b>          |                        | <b>T Y</b>          |                        |
|                                           | <b>Open<br/>Amt</b> | <b>Reserve<br/>Amt</b> | <b>Open<br/>Amt</b> | <b>Reserve<br/>Amt</b> | <b>Open<br/>Amt</b> | <b>Reserve<br/>Amt</b> |
| <b>Fees</b>                               |                     |                        |                     |                        |                     |                        |
| Tution Fees                               | 12,000              |                        | 12,000              |                        | 12,000              |                        |
| Library Fees                              | 600                 |                        | 600                 |                        | 600                 |                        |
| Gymkhana Fees                             | 400                 |                        | 400                 |                        | 400                 |                        |
| Other Fees / Extra<br>Curricular Activity | 250                 |                        | 250                 |                        | 250                 |                        |
| Exam Fees                                 | 1,800               | 1,800                  | 1,800               | 1,800                  | 1,800               | 1,800                  |
| Enrollment Fees                           | 220                 |                        | -                   |                        | -                   |                        |
| Industrial Visit Fee                      | 500                 |                        | 500                 |                        | 500                 |                        |
| Admission Processing Fee                  | 200                 | 200                    | 200                 | 200                    | 200                 | 200                    |
| Utility Fees                              | 250                 |                        | 250                 |                        | 250                 |                        |
| Magazine                                  | 100                 |                        | 100                 |                        | 100                 |                        |
| I Card                                    | 50                  | 50                     | 50                  | 50                     | 50                  | 50                     |
| Group Insurance                           | 40                  | 40                     | 40                  | 40                     | 40                  | 40                     |
| Student Welfare Fund                      | 50                  | 50                     | 50                  | 50                     | 50                  | 50                     |
| Development Fees                          | 500                 |                        | 500                 |                        | 500                 |                        |
| Vice Chancellors' Fund                    | 20                  | 20                     | 20                  | 20                     | 20                  | 20                     |
| Disaster Relief Fund                      | 10                  | 10                     | 10                  | 10                     | 10                  | 10                     |
| Alumini Association Fees                  | 25                  | 25                     | 25                  | 25                     | 25                  | 25                     |
| Uni Sports & Cultural<br>Activity         | 30                  |                        | 30                  |                        | 30                  |                        |
| E - Charges + E - Suvidha                 | 70                  |                        | 70                  |                        | 70                  |                        |
| NSS                                       | 10                  |                        | 10                  |                        | 10                  |                        |
| Internal Exam Fees                        | -                   |                        | -                   |                        | -                   |                        |

|                                      |               |              |               |              |               |              |
|--------------------------------------|---------------|--------------|---------------|--------------|---------------|--------------|
| Project Fees                         | 1,200         |              | 1,400         |              | 2,200         |              |
| <b>( A )</b>                         | 18,325        | 2,195        | 18,305        | 2,195        | 19,105        | 2,195        |
| <u>Computer / Laboratory Fees</u>    | -             |              |               |              |               |              |
| Computer Practicals                  | 1,000         |              | 1,000         |              | 1,000         |              |
| Laboratory Fees                      | 1,100         |              | 1,100         |              | 1,100         |              |
| <b>( B )</b>                         | 2,100         |              | 2,100         |              | 2,100         |              |
| <u>Refundable</u>                    | -             |              | -             |              |               |              |
| Caution Money                        | 150           |              | -             |              | -             |              |
| Library Deposit                      | 250           |              | -             |              | -             |              |
| Laboratory Deposit                   | 400           |              | 400           |              | -             |              |
| <b>( C )</b>                         | 800           |              | 400           |              | -             |              |
| HOUSEKEEPING & MAINTENANCE & SECURTY | 1,500         |              | 1,500         |              | 1,500         |              |
| ACTIVITY FEE                         | 1,000         |              | 1,000         |              | 1,000         |              |
| CONVOCATION FEE                      |               |              |               |              | 250           | 250          |
| <b>(D)</b>                           | 2,500         |              | 2,500         |              | 2,750         | 250          |
| <b>Fees ( A+B+C +D)</b>              | <b>23,725</b> | <b>2,195</b> | <b>23,305</b> | <b>2,195</b> | <b>23,955</b> | <b>2,445</b> |

## **BACHELORS OF MASS MEDIA (B. M. M.)**

Bachelor of Mass Media (BMM) is a three-year integrated Degree course comprises six semesters where students are introduced to various aspects of study within the field of mass media. It offers specialization in Advertising or Journalism in the third and final year of the course.

It is a highly intensive course with guest lectures, workshops, seminars and field-trips woven into the curriculum. The course aims at training the students to a high level of competence to enable them to have an added advantage when they graduate. To this end, an internship after completion of second year is suggested.

### **OBJECTIVES**

- 1) To provide students with a firm grounding in communication studies through understanding society's diverse cultural foundations and to stimulate social responsibility.
- 2) To develop critical thinking, creativity and personal integrity.
- 3) To give the students an opportunity of combining theoretical curriculum with practical applications through detailed research, lucid writing skills, oral presentation skills and mastery of various mass communication media in a global information age.
- 4) To offer the students additional avenues in the job market, by giving them an opportunity to specialize in a variety of analytical and practical options in the communication industry.

### **ELIGIBILITY**

- 1) 0. 3941(dated 27<sup>th</sup> April, 2010): A candidate for being eligible for admission to the B.M.S. Degree shall have passed H.S.C. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent examination or Diploma in any Engineering branches with two years or three years duration after S.S.C., conducted by the Board of Technical education, Maharashtra State or its equivalent examination by securing minimum 45% marks for general category (in one attempt) at the respective Examination and minimum 40% marks for the reserved category (in one attempt).

The Stream-wise weightage to be given is, as following:

Commerce: 45%, Arts: 25%, Science: 25%, Diploma in Engineering & Other: 5%.

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**

- 1) 0. 4002 The course shall be a full-time course. The duration of the course shall be six semesters spread over three years.
- 2) R. 4248 Number of Students: A batch shall consist of not more than 60 students, unless otherwise sanctioned by the university.

### **SCHEME OF EXAMINATION: R.4290**

- 1) The Examination shall be conducted at the end of each Semester.
- 2) A paper shall carry 100 marks. The evaluation of the performance of the students in the papers shall be on the basis of both Internal Assessment (25%)

and Semester End Examination (75%). Internal Assessment shall be on the basis of class assignment, projects, presentations, group discussions, seminar attendance, field visits, etc. The internal assessment will be based on 10 marks for group assignment/performance and 10 marks for individual presentation/performance. The assignments will be evaluated on the basis of three criteria—Language, Content and Presentation.

- 3) The Semester End Examination shall be a written theory paper held at the end of each Semester and shall be of 2.5 hours duration.
- 4) The responsibility of evaluation during the first four Semesters shall rest with the college/institution on behalf of the university, where in the students are admitted for the course. The college/institution shall carry out the Internal Assessment for the papers in Semester V and VI, while the University shall conduct the Semester End Examinations for these two Semesters. The Internal Assessment marks of students appearing for Semester V and VI shall be sent to the University by the respective College/Institution at least ten days before the commencement of the respective Semester End Examination.

### **COURSE CONTENT (BMM)**

| <b>FIRST YEAR</b>                              |                            |                                                 |                            |
|------------------------------------------------|----------------------------|-------------------------------------------------|----------------------------|
| <b>Semester I</b>                              |                            | <b>Semester II</b>                              |                            |
| 1. Effective communication skills-I            | <a href="#">Click here</a> | 1. Effective communication skills-II            | <a href="#">Click here</a> |
| 2. Fundamentals of Mass communication          | <a href="#">Click here</a> | 2. Political Concepts & Indian political system | <a href="#">Click here</a> |
| 3. Introduction to computers                   | <a href="#">Click here</a> | 3. Principles of Management                     | <a href="#">Click here</a> |
| 4. Landmark events in 20 <sup>th</sup> Century | <a href="#">Click here</a> | 4. Introduction to Psychology                   | <a href="#">Click here</a> |
| 5. Introduction to Sociology                   | <a href="#">Click here</a> | 5. Introduction to Literature                   | <a href="#">Click here</a> |
| 6. Introduction to Economics                   | <a href="#">Click here</a> | 6. Principles of Marketing                      | <a href="#">Click here</a> |
| <b>SECOND YEAR</b>                             |                            |                                                 |                            |
| <b>Semester III</b>                            |                            | <b>Semester IV</b>                              |                            |
| 1. Introduction to creative writing            | <a href="#">Click here</a> | 1. Introduction to Advertising                  | <a href="#">Click here</a> |
| 2. Introduction to culture studies             | <a href="#">Click here</a> | 2. Introduction to Journalism                   | <a href="#">Click here</a> |
| 3. Introduction to Public relations            | <a href="#">Click here</a> | 3. Print Production & Photography               | <a href="#">Click here</a> |
| 4. Introduction to media studies               | <a href="#">Click here</a> | 4. Radio & Television                           | <a href="#">Click here</a> |
| 5. Understanding Cinema                        | <a href="#">Click here</a> | 5. Mass Media Research                          | <a href="#">Click here</a> |
| 6. Advanced computers                          | <a href="#">Click here</a> | 6. Organizational Behavior                      | <a href="#">Click here</a> |
| <b>THIRD YEAR</b>                              |                            |                                                 |                            |
| <b>Semester V (Advertising)</b>                |                            | <b>Semester V (Journalism)</b>                  |                            |
| 1. Advertising Design (No Written Papers)      | <a href="#">Click here</a> | 1. Reporting                                    | <a href="#">Click here</a> |
| 2. Advertising in Contemporary Society         | <a href="#">Click here</a> | 2. Editing                                      | <a href="#">Click here</a> |

|                                     |                            |                                                       |                            |
|-------------------------------------|----------------------------|-------------------------------------------------------|----------------------------|
| 3. Brand Building                   | <a href="#">Click here</a> | 3. Feature and Opinion                                | <a href="#">Click here</a> |
| 4. Copywriting                      | <a href="#">Click here</a> | 4. Indian Regional Journalism                         | <a href="#">Click here</a> |
| 5. Consumer Behavior                | <a href="#">Click here</a> | 5. Journalism and Public Opinion                      | <a href="#">Click here</a> |
| 6. Media Planning and Buying        | <a href="#">Click here</a> | 6. Newspaper and Magazine making (No written paper)   | <a href="#">Click here</a> |
| <b>Semester VI (Journalism)</b>     |                            | <b>Semester VI (Advertising)</b>                      |                            |
| 1. Broadcast Journalism             | <a href="#">Click here</a> | 1. Advertising and Marketing Research                 | <a href="#">Click here</a> |
| 2. News Media Management            | <a href="#">Click here</a> | 2. Agency Management                                  | <a href="#">Click here</a> |
| 3. Issues of Global Media           | <a href="#">Click here</a> | 3. Principal and Practices of Direct Marketing        | <a href="#">Click here</a> |
| 4. Press Law and Ethics             | <a href="#">Click here</a> | 4. Financial Management for Marketing and Advertising | <a href="#">Click here</a> |
| 5. Contemporary Issues              | <a href="#">Click here</a> | 5. Legal Environment and Advertising Ethics           | <a href="#">Click here</a> |
| 6. Business and Magazine Journalism | <a href="#">Click here</a> | 6. Contemporary Issues                                | <a href="#">Click here</a> |
| 7. Digital Media                    | <a href="#">Click here</a> | 7. Digital Media                                      | <a href="#">Click here</a> |



**FEE STRUCTURE OF BACHELOR OF MASS MEDIA  
(B.M.M.) 2018-2019**

| <b>PARTICULARS</b>                     | <b>BMM</b>  |                |             |                |             |                |
|----------------------------------------|-------------|----------------|-------------|----------------|-------------|----------------|
|                                        | <b>F Y</b>  |                | <b>S Y</b>  |                | <b>T Y</b>  |                |
|                                        | <b>Open</b> | <b>Reserve</b> | <b>Open</b> | <b>Reserve</b> | <b>Open</b> | <b>Reserve</b> |
|                                        | <b>Amt</b>  | <b>Amt</b>     | <b>Amt</b>  | <b>Amt</b>     | <b>Amt</b>  | <b>Amt</b>     |
| <b>Fees</b>                            |             |                |             |                |             |                |
| Tution Fees                            | 12,000      |                | 12,000      |                | 13,000      |                |
| Library Fees                           | 300         |                | 300         |                | 300         |                |
| Gymkhana Fees                          | 400         |                | 400         |                | 400         |                |
| Other Fees / Extra Curricular Activity | 250         |                | 250         |                | 250         |                |
| Exam Fees                              | 1,800       | 1,800          | 1,800       | 1,800          | 1,800       | 1,800          |
| Enrollment Fees                        | 220         |                | -           |                | -           |                |
| Industrial Visit Fee                   | 500         |                | 500         |                | 500         |                |
| Admission Processing Fee               | 200         | 200            | 200         | 200            | 200         | 200            |
| Utility Fees                           | 250         |                | 250         |                | 250         |                |
| Magazine                               | 100         |                | 100         |                | 100         |                |
| I Card                                 | 50          | 50             | 50          | 50             | 50          | 50             |
| Group Insurance                        | 40          | 40             | 40          | 40             | 40          | 40             |
| Student Welfare Fund                   | 50          | 50             | 50          | 50             | 50          | 50             |
| Development Fees                       | 500         |                | 500         |                | 500         |                |
| Vice Chancellors' Fund                 | 20          | 20             | 20          | 20             | 20          | 20             |
| Disaster Relief Fund                   | 10          | 10             | 10          | 10             | 10          | 10             |
| Alumini Association Fees               | 25          | 25             | 25          | 25             | 25          | 25             |
| Uni Sports & Cultural Activity         | 30          |                | 30          |                | 30          |                |
| E - Charges + E - Suvidha              | 70          |                | 70          |                | 70          |                |
| NSS                                    | 10          |                | 10          |                | 10          |                |
| Internal Exam Fees                     |             |                |             |                |             |                |
| Project Fees                           | 1,200       |                | 1,200       |                | 2,100       |                |

|                                          |               |              |               |              |               |              |
|------------------------------------------|---------------|--------------|---------------|--------------|---------------|--------------|
| <b>( A )</b>                             | 18,025        | 2,195        | 17,805        | 2,195        | 19,705        | 2,195        |
| <b><u>Computer / Laboratory Fees</u></b> |               |              |               |              |               |              |
| Computer Practicals                      | 1,000         |              | 1,000         |              | 1,000         |              |
| Laboratory Fees                          | 1,100         |              | 1,100         |              | 1,100         |              |
| <b>( B )</b>                             | 2,100         |              | 2,100         |              | 2,100         |              |
| <b><u>Refundable</u></b>                 |               |              |               |              |               |              |
| Caution Money                            | 150           |              | -             |              | -             |              |
| Library Deposit                          | 250           |              | -             |              | -             |              |
| Laboratory Deposit                       | 400           |              | 400           |              | -             |              |
| <b>( C )</b>                             | 800           |              | 400           |              | -             |              |
| HOUSEKEEPING & MAINTENANCE & SECURTY     | 1,500         |              | 1,500         |              | 1,500         |              |
| ACTIVITY FEE                             | 1,000         |              | 1,000         |              | 1,000         |              |
| CONVOCATION FEE                          |               |              |               |              | 250           | 250          |
| <b>(D)</b>                               | 2,500         |              | 2,500         |              | 2,750         | 250          |
| <b>Fees ( A+B+C +D)</b>                  | <b>23,425</b> | <b>2,195</b> | <b>22,805</b> | <b>2,195</b> | <b>24,555</b> | <b>2,445</b> |

### **Special Features**

#### **Learning is Limitless! Industrial Visits:**

All Self-financing courses-enrolled students are required to go for industrial visit as a part of their curriculum. So far students have visited Formila Ltd., Suraksha Packers Ltd., CPRM, IIM, Tea factory, etc. at various places like Hyderabad, various studios, press, and news channels, Pune, Bangalore, Mysore, Ooty and Kerala. These visits help students to acquaint with the actual functioning of Industries, Corporations, etc. and relate it to their



## **ATTENDANCE & OTHER RULES**

- The following shall be the rules pertaining to minimum attendance necessary for keeping terms for B.A./B.Com./BBI/BMS/BFM/BMM students:
- First Term: Minimum 75% attendance per term.
- Second Term: Minimum 75% attendance per term.
- 0.125: To keep a term at a college or recognized institution, an undergraduate must complete to the satisfaction of the Principal or Head of the Institution the course of study at the college or institution prescribed for such terms for the class to which such undergraduate then belongs.

### **Code of Conduct for Students**

1. All the students who have taken admission in the College must possess valid Identity Card. (Identity cards are issued by the College in the beginning of the first term). Students must carry with them their identity cards and should produce when demanded by the Teaching and Non-Teaching staff.
2. Identity Card should be carefully preserved and the holder of the Identity Card will be held responsible for its misuse. In case of loss of Identity Card a duplicate must be obtained by paying the prescribed charges with due procedure.
3. Students should read the notices on the Notice Boards daily.
4. Students should submit applications for scholarships / free-ships etc. as also the Enrolment Form (for first year degree students) on time as per the notices put up on the Notice Board.
5. Students must maintain silence in the classes, Library, Reading Room, Office, laboratories and the corridors. When they are free, they should make use of the College Library, of the Students Common Room, and must not loiter on the college premises or assemble in the corridor, or the Prayer Hall. Loud conversation and shouting should be avoided.
6. Dress and Hair Style should be in conformity with the standards accepted by the institution.
7. Absence in any one lecture on a day will lead to losing the attendance for the whole day. Minimum 75% attendance and satisfactory progress in studies are the essential requirements for students to become eligible for being sent up for board/ university/ college examinations.
8. Admission to a particular class does not automatically guarantee admission to higher classes in future. Admission to all classes will be on the basis of performance and availability of seats.
9. Smoking is strictly prohibited in the building and on the campus.
10. Use of mobile phones is strictly prohibited in the class rooms. Use of mobile phones with Camera and Tape recorder are strictly prohibited in the campus. Individual tapes and cameras are also not allowed.
11. The Candidate should remain personally present at the time of Admission.

**K J SOMAIYA COLLEGE OF ARTS AND COMMERCE**

**TEACHING STAFF LIST 2018-19**

**PRINCIPAL- DR (SMT) SUDHA VYAS**

**DEAN, EXTENSION & RESEARCH ACTIVITIES - DR. ATISH TAUKARI**

**DEAN, ACADEMIC AFFAIRS - DR. (MS.) HEMALI SANGHAVI**

| <b>Sr.</b> | <b>ENGLISH</b>                      | <b>Sr.</b> | <b>PHILOSOPHY</b>                      |
|------------|-------------------------------------|------------|----------------------------------------|
| 1          | SHRI SATYENDRA GAUR (H.O.D )        | 26         | DR. (SMT.) MAITHILI GUPTA              |
| 2          | DR. HANEGAVE SATYWAN<br>SUDHAKARRAO |            | <b>PSYCHOLOGY</b>                      |
| 3          | SMT MEERA VENKATESH                 | 27         | SMT SONAL R JAMBHEKAR (H.O.D )         |
| 4          | SMT. AMRUTA PRASAD GANGAN           | 28         | DR ATISH TAUKARI                       |
| 5          | SHRI SACHIN NARAWADE                | 29         | SHRI. SHASHANK NIKUMBH                 |
| 6          | SHRI LOKDU MORE                     |            | MATHEMATICS/STATISTICS                 |
|            | <b>SANSKRIT</b>                     | 30         | DR (MS.) MANGALA DESHPANDE<br>(H.O.D ) |
| 7          | DR MRUNAL BHATT (HOD)               | 31         | SHRI U. S TAMBE                        |
| 8          | DR. PRASAD R. BHIDE                 | 32         | SHRI MAHESH DRAVID                     |
|            | <b>GUJARATI</b>                     | 33         | DR. (SMT) SANGEETA BHAT                |
| 9          | DR (SMT) SUDHA VYAS (H.O.D)         | 34         | SHRI RAJESH K                          |
| 10         | SMT. PREETI DAVE (C.H.B.)           | 35         | SMT. DEBADATTA ROY<br>CHOUDHARY        |
|            | <b>MARATHI</b>                      | 36         | MS. PRATIMA KADU                       |
| 11         | Dr (SMT) VEENA SANEKAR (H.O.D )     |            | <b>COMMERCE &amp; ACCOUNTANCY</b>      |
| 12         | SHRI ABHIJIT DESHPANDE              | 37         | SHRI. JOSEPH JOHN (H. O. D)            |
|            | <b>HINDI</b>                        | 38         | DR. DEELIP PALSAPURE                   |
| 13         | DR SATISH PANDEY (H.O.D )           | 39         | DR.(SMT.) SONALI DEOGIRIKAR            |
| 14         | DR (SMT) VIJAYSHREE<br>PARAMESWARAN | 40         | DR. MAYURESH MULE                      |
|            | <b>ECONOMICS</b>                    | 41         | SMT. JASMINE RAI                       |
| 15         | SMT JAYSHREE KOTAK (H.O.D.)         | 42         | SMT KETAKI KETKAR                      |
| 16         | DR.(SMT.) SHUBHANGI PATIL           | 43         | SMT. SHOBHA MATHEW.                    |
| 17         | SHRI MAHENDRA MISHRA                | 44         | MR NILESH AGARWAL                      |
| 18         | DR. SUNIL CHANDANSHIVE              | 45         | MR. AMOL BHOSALE                       |
| 19         | MRS. DEEPALI TORASKAR               | 46         | MR. MAYUR SHELKE                       |
| 20         | MS. FLORA PANDYA                    | 47         | MR. RAHUL JAGTAP                       |
|            | <b>SOCIOLOGY</b>                    |            | <b>BUSINESS LAW</b>                    |
| 21         | DR. (SMT.) ROHINI FADTE (H.O.D)     | 48         | SMT. MONIKA SAWANT (H.O.D )            |
|            | <b>POLITICAL SCIENCE</b>            | 49         | MR. SANDIP YADAV                       |
| 22         | SMT. A. R. KAMBLE (H.O.D )          |            | <b>ENVIRONMENTAL STUDIES</b>           |
| 23         | MR. GAURAV KALE                     | 50         | SHRI SANDEEP KULKARNI                  |
|            | <b>HISTORY</b>                      | 51         | MS MAMATA TENDULKAR                    |
| 24         | DR. HEMALI SANGHAVI (H.O.D.)        |            | <b>LIBRARIAN</b>                       |
| 25         | MR. GAURAV GADGIL                   | 52         | SHRI ANIL GAWARE.                      |
|            |                                     |            | <b>UNAIDED SECTION</b>                 |
|            |                                     |            | <b>BMS</b>                             |

|  |  |    |                      |
|--|--|----|----------------------|
|  |  | 53 | SHRI SANDEEP GUPTA   |
|  |  | 54 | SMT. KSHAMATA LAD    |
|  |  |    | <b>BBI</b>           |
|  |  | 55 | SHRI MILIND SARAF    |
|  |  | 56 | SHRI FENIL DEDHIA    |
|  |  |    | <b>BFM</b>           |
|  |  | 57 | SHRI HARESH PARPIANI |
|  |  | 58 | MS. KAWALJEET KAUR   |
|  |  |    | <b>BMM</b>           |
|  |  | 59 | SHRI AMEYA BAL       |

**Aided Office Staff:**

| <b>SR.NO.</b> | <b>NAME OF THE EMPLOYEE</b> | <b>DESIGNATION</b> |
|---------------|-----------------------------|--------------------|
| 1             | Smt.Meena Poptani           | Registrar          |
| 2             | Shri A.D.Kamble             | Senior Clerk       |
| 3             | Shri G.B.Kale               | Senior Clerk       |
| 4             | Smt.Urmila Agawane          | Senior Clerk       |
| 5             | Shri Sunil Jakate           | Junior Clerk       |
| 6             | Smt. Pallavi Ghatge         | Junior Clerk       |
| 7             | Smt.Sarika Sawant           | Junior Clerk       |
| 8             | Shri. Arjun Rathod          | Junior Clerk       |
| 9             | Shri V.T.Kadu               | Library Clerk      |
| 10            | Smt.Supriya Jagtap          | Junior Clerk       |
| 11            | Shri. Y. S. Talawadekar     | Junior Clerk       |
| 12            | Shri. Nilesh Pednekar       | Library Clerk      |
| 13            | Shri Shyam Chaoudhari       | Library Clerk      |
| 14            | Shri Amit Monde             | Junior Clerk       |
| 15            | Shri Manoj Thakur           | Junior Clerk       |

**Unaided Office Staff:**

| <b>Sr. No.</b> | <b>NAME OF THE EMPLOYEE</b> | <b>DESIGNATION</b> |
|----------------|-----------------------------|--------------------|
| 1              | Mrs. Anitha Nadar           | I.T. Lab Assistant |
| 2              | Mrs. Madhura Bashte         | Junior Clerk       |
| 3              | Mr. Santosh Sathe           | Junior Clerk       |
| 4              | Mr. Mahadev Umasare         | Peon               |
| 5              | Mr. Yogesh Tapal            | Peon               |
| 6              | Mr. Maniram Yadav           | Library Attendant  |
| 7              | Mrs. Sujata Shinde          | Library Clerk      |
| 8              | Mrs. Prajakata Bhojane      | Junior Clerk       |
| 9              | Mrs. Manorama Nayakawade    | Junior Clerk       |
| 10             | Mr. Chetan Shinde           | Accountant         |

**Aided Non-Teaching Staff:**

| <b>SR. NO.</b> | <b>NAME OF THE EMPLOYEE</b> | <b>DESIGNATION</b> |
|----------------|-----------------------------|--------------------|
| <b>1</b>       | Mr. D. G. Amberkar          | Lib. Attendent     |
| <b>2</b>       | Mr. Gopal Baing             | Lib. Attendent     |
| <b>3</b>       | Mr. D. C. Talaviya          | Lib. Attendent     |
| <b>4</b>       | Mr. Sanjay Gosavi           | Lib. Attendent     |
| <b>5</b>       | Mr. J. S. Balmiki           | Lib. Attendent     |
| <b>6</b>       | Mr. D. M. Kanbi             | Lib. Attendent     |
| <b>7</b>       | Mr. D. S. Lagad             | Lib. Attendent     |
| <b>8</b>       | Smt. Usha Lokhande          | Peon               |
| <b>9</b>       | Mr. Shankar Rathod          | Lib. Attendent     |
| <b>10</b>      | Mr. Vinod Tiwari            | Lib. Attendent     |
| <b>11</b>      | Mr. D. S. Sangle            | Lib. Attendent     |
| <b>12</b>      | Mr. Onkar Singh             | Peon               |
| <b>13</b>      | Mr. Suryakant Gonbare       | Lib. Attendent     |
| <b>14</b>      | Mr. Raju Aunoor             | Peon               |
| <b>15</b>      | Mr. Laxman Shedge           | Lib. Attendent     |
| <b>16</b>      | Mr. Mahesh Kevane           | Lib. Attendent     |
| <b>17</b>      | Mr. Bhushan Wadyekar        | Lib. Attendent     |
| <b>18</b>      | Smt. Anuradha Parab         | Peon               |
| <b>19</b>      | Mr. Madan Babar             | Lib. Attendant     |
| <b>20</b>      | Mr. Avinash Vishe           | Peon               |
| <b>21</b>      | Mr. Prashant Amberkar       | Peon               |
| <b>22</b>      | Mr. Ajinkya Mane            | Peon               |
| <b>23</b>      | Mr. Avinash Yadav           | Peon               |
| <b>24</b>      | Mrs. Rekha Gadge            | Peon               |
| <b>25</b>      | Mr. Surendra Rajput         | Peon               |
| <b>26</b>      | Mr. Avinash Salunkhe        | Peon               |
| <b>27</b>      | Mr. Tushar Sonawane         | Peon               |
| <b>28</b>      | Ms. Mangala Shinde          | Peon               |
| <b>29</b>      | Mr. Kanchan Mandavkar       | Peon               |
| <b>30</b>      | Mr. Siddhesh Shinde         | Peon               |
| <b>31</b>      | Mr. Ganesh Nadale           | Peon               |
| <b>32</b>      | Mr. Sopan Chavan            | Sweeper            |

### COUNTERWISE WORK DISTRIBUTION

| Counter No. | Work Distribution                                                                                                                                                                                                                    |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1           | Related to junior college students i.e. bonafide certificates, HSC examination forms, Leaving Certificates, Duplicate Marksheets, eligibility, junior college progress report, examination work, true copies (Junior & Degree)       |
| 2           | Fees/miscellaneous cash collection, refund of fees for junior college.                                                                                                                                                               |
| 3           | Fees/miscellaneous cash collection, refund of fees for degree college.                                                                                                                                                               |
| 4           | Related to degree college, bonafide certificates, railway concessions for sybcom/syba classes, stamping on trust forms and other forms, railway concession to junior college students, character certificates, recommendation letter |
| 5           | Concession forms for fybcom/fyba/mcom students, enquiry counter, cancellation of admission, hall tickets                                                                                                                             |
| 6           | Related to degree college students, enrolment, eligibility, migration, railway concession for tybcom/tyba students, NOC                                                                                                              |
| 7           | Related to junior and degree college, freeship/ scholarships, other financial assistants, duplicate i-cards                                                                                                                          |
| 8           | Staff related matters                                                                                                                                                                                                                |
| 9           | Transcript (Junior and degree college), any work related to examination (degree college)                                                                                                                                             |
| 10          | Degree college related verification and revaluation, duplicate marksheets, convocation certificates, any other work related to examinations.                                                                                         |
| 11          | Staff related work                                                                                                                                                                                                                   |
| 12          | Related to degree college, all university examination forms, transfer certificates, PHD related work                                                                                                                                 |
| 13          | Online verification of TC and Marksheets (Degree College)                                                                                                                                                                            |
| 14          | Accounts related                                                                                                                                                                                                                     |
| 15          | Accounts related                                                                                                                                                                                                                     |

## **ACADEMIC CALENDER - 2018-19**

**2018**

### **First Term - 18<sup>th</sup> June to 05<sup>th</sup> November, 2018 (Both Days Inclusive)**

|                                                                |                                                              |
|----------------------------------------------------------------|--------------------------------------------------------------|
| 18 <sup>th</sup> June                                          | Reopening of the Degree College                              |
| 18 <sup>th</sup> June                                          | S.Y.B.A./B.Com. & T.Y.B.A./B.Com. Regular lectures to begin. |
| July                                                           | Principal's Address to F.Y.B.A & F.Y.B.Com Students          |
| 15 <sup>th</sup> August                                        | Independence Day – Flag Hoisting                             |
| 17 <sup>th</sup> August                                        | Holiday – Parsi New Year                                     |
| 22 <sup>nd</sup> August                                        | Bakari Id                                                    |
| 13 <sup>th</sup> September                                     | Holiday – Ganesh Chaturthi                                   |
| 14 <sup>th</sup> September<br>to<br>17 <sup>th</sup> September | } Mid Term Break                                             |
|                                                                |                                                              |
| 20 <sup>th</sup> September                                     | Muharram                                                     |
| September(End)                                                 | Term End & ATKT/ Examination begin for all classes.          |
| 2 <sup>nd</sup> October                                        | Holiday - Mahatma Gandhi Jayanti                             |
| 18 <sup>th</sup> October                                       | Dassera                                                      |
| 7 <sup>th</sup> November                                       | Holiday - Diwali – Laxmi Pujan                               |
| 8 <sup>th</sup> November                                       | Holiday - Diwali – Balipratipada                             |
| 06 <sup>th</sup> November<br>to<br>25 <sup>th</sup> November   | } Diwali Vacation (Both the Days Inclusive)                  |
|                                                                |                                                              |



**Second Term 26<sup>th</sup> November 2018 to 04<sup>th</sup> May, 2019 (Both Days inclusive)**

|                                                             |                                                     |
|-------------------------------------------------------------|-----------------------------------------------------|
| 26 <sup>th</sup> November                                   | College re-opens after Diwali Vacation              |
| 30 <sup>th</sup> November                                   | Declaration of Semester End /ATKT Exams results.    |
| 21 <sup>st</sup> November                                   | Holiday - Id-e-Milad                                |
| 23 <sup>rd</sup> November                                   | Holiday - Guru Nanak Jayanti                        |
| December                                                    | Parents Day Meeting                                 |
| December                                                    | Cultural Activities Hooner                          |
| 25 <sup>th</sup> December                                   | Christmas                                           |
| 26 <sup>th</sup> Dec 2018<br>to<br>1 <sup>st</sup> Jan 2019 | } Winter Break                                      |
|                                                             |                                                     |
| <b>2019</b>                                                 |                                                     |
| 2 <sup>nd</sup> January                                     | College re-opens after Winter Break                 |
| 26 <sup>th</sup> January                                    | Republic Day – Flag Hoisting                        |
| 19 <sup>th</sup> February                                   | Chhatrapati Shivaji Maharaj Jayanti                 |
| February                                                    | Prize Distribution Function                         |
| 4 <sup>th</sup> March                                       | Holiday – Mahashivratri                             |
| 21 <sup>st</sup> March                                      | Holiday – Holi (Second Day)                         |
| March(End)                                                  | Term End & ATKT/ Examination begin for all classes. |
| 6 <sup>th</sup> April                                       | Holiday – Gudi Padava                               |
| 17 <sup>th</sup> April                                      | Holiday - Mahavir Jayanti                           |
| 19 <sup>th</sup> April                                      | Holiday - Good Friday                               |
| 1 <sup>st</sup> May                                         | Maharashtra Day                                     |
| 04 <sup>th</sup> May                                        | Last working day                                    |

Following holidays appears on Sunday-

- 1) 23<sup>rd</sup> September, 2018– Anant Chaturdashi
- 2) 14<sup>th</sup> April, 2019 – Dr Babasaheb Ambedkar Jayanti
- 3) 14<sup>th</sup> April, 2019 - Ram Navami

The college administration reserves the right to change the above calendar.

## **SOMAIYA VIDYAVIHAR**

**Founder: Padmabhushan (Late) Shri Karamshi J Somaiya**

**First President: (Late) Justice N. H. Bhagavati**

### **Past Distinguished Members of the Managing Council**

|                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Late Dr. Dharamashi Ghelaralm Vyas<br>Late Shri Hansraj Jeevandas Mirani<br>Late Prof. Chandulal Nagindas Vakil<br>Late Dr. Manubhai Pranjivan Vaidya<br>Late Prof. Manohar Ramchandra Palande<br>Late Shri Tulsidas Mulji Sheth<br>Late Prof. Shripad G. Hulyalkar<br>Late Shri K.N. Sundaram<br>Late Shri Dattatraya Dhondo Gadgil | Late Shri Mohanlal T. Mehta (Sopan)<br>Late Shri Varadhbhai L. Patel<br>Late Dr. Smt. Madhuriben R. Shah<br>Late Prin. Smt. Jashwantiben O. Desai<br>Late Shri. Ramakrishna Bajaj<br>Late Smt. Sakarbai K. Somaiya<br>Late Shri. M. Menezes |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### **MEMBERS OF MANAGING COUNCIL OF SOMAIYA VIDYAVIHAR**

|                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>President</u></b><br>Shri Samir Somaiya<br><br><b><u>Hon Secretaries</u></b><br>Shri. V. Ranganathan (Somaiya Vidyavihar)<br><br><b><u>Manager Student Academic Affairs &amp; Liasion</u></b><br><u>Somaiya Vidyavihar</u><br><br>Dr. T.S . Sunderrajan<br><br><b><u>Members</u></b><br>Smt. Leela M. Kotak<br>Prof. Rupa Shah | <b><u>Members</u></b><br>Smt. Savitriben H. Daiya<br>Smt. Divyaben C. Mirani<br>Smt. Janakiben B. Thakkar<br>Smt. Mayadevi S. Somaiya<br>Smt. Amrita S Somaiya<br>Shri. Amol Shah<br>Shri. Nandan Mehta<br>Shri. Upen Mithani<br>Shri. Bimal Mehta<br>Dr. Jagdish N. Parikh<br>Dr. Patricia Gokhale<br>Shri. Porus Olpadwalla<br>Shri. Faraz Kagalwalla |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**K.J SOMAIYA COLLEGE OF ARTS & COMMERCE  
(AUTONOMOUS)**

**Management Board**

| <b>Sr. No</b> | <b>List of Members</b>         | <b>Remarks</b>                          |
|---------------|--------------------------------|-----------------------------------------|
| 1.            | Shri Samir Somaiya             | Chairman                                |
| 2.            | Smt. Leelaben Kotak            | Special Invitee (Trustee SVV)           |
| 3.            | Shri V Ranganathan             | Special Invitee (Secretary, SVV)        |
| 4.            | Prof.Rajasekharan Pillai       | Special invitee (Provost, SVV)          |
| 5.            | Mrs. Snehal Mohite             | General Manager (HR Dept. SVV)          |
| 6.            | Dr. (Smt) Sudha Vyas           | Member Secretary (Principal)            |
| 7.            | Smt Varsha Shirgaonkar         | Member, Management Board.               |
| 8.            | Shri Shashank Desai            | Member, Management Board.               |
| 9.            | Principal (Dr.) Ajay M. Bhamre | Member (Nominated by V. C)              |
| 10.           | Dr. (Smt) Manjiri Kamat        | Member (Nominated by V. C)              |
| 11.           | Dr. Sushilkumar Chaudhari      | Member (Nominee of Jt. Director)        |
| 12.           | Dr. Noorjehan N Ganihar        | Member (U G C Nominee)                  |
| 13.           | Shri Joseph John               | Member (Faculty Representative)         |
| 14.           | Dr. Mangala Deshpande          | Member (Faculty Representative)         |
| 15.           | Dr. T.S. Sundarrajan           | Special Invitee                         |
| 16.           | Shri Faraz Kagalwala           | Chief Finance Officer Somaiya Trust     |
| 17.           | Dr. Mayuresh Mule              | Co-coordinator (Autonomous Committee)   |
| 18.           | Dr. Vijaya Wad                 | Member (Alumnus)                        |
| 19.           | Shri Pavitra Bhatt             | Member (Alumnus)                        |
| 20.           | Smt.Smita Mithani              | Member (Alumnus)                        |
| 21.           | Shri Mihir Maniyar             | Member (Alumnus)                        |
| 22.           | Shri Y. S Muzumdar             | Member (Alumnus)                        |
|               | <b>By Invitation</b>           |                                         |
| 1             | Dr. Atish Taukari              | Dean, Extension and Research Activities |
| 2             | Dr. (Ms) Hemali Sanghavi       | Dean, Academic Affairs                  |

## CONTACT INFORMATION

1. DR. (Smt.) SUDHA VYAS
2. DR.(Ms) HEMALI SANGHAVI
3. DR. ATISH TAUKARI
4. Staff Office

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