



**THE KELKAR EDUCATION TRUST'S
V.G.VAZE COLLEGE OF ARTS, SCIENCE AND
COMMERCE(AUTONOMOUS)**

**PROSPECTUS
2020-21**



AIDED COURSES

**College with potential for Excellence (UGC)
NAAC accredited 5 –STAR grade in 1998
NAAC accredited 'A' grade in 2005
NAAC accredited 'A' grade in 2012
NAAC accredited 'A' grade in 2017**

**First Recipient of Best College Award (University of Mumbai)
College with grant under FIST and DBT STAR College Scheme**



INDEX

Sr.No	NAME OF THE CHAPTERS	PAGE NO
1.	COLLEGE MANAGEMENT COMMITTEES	2
2.	INTRODUCTION	4
3.	INFORMATION REGARDING FREESHIPS&SCHOLARSHIPS	10
4.	UNDER -GRADUATE COURSES & SUBJECT COMBINATIONS	15
5.	POST - GRADUATE COURSES &Ph.D COURSES	20
6.	ADMISSION GUIDELINES & NORMS	23
7.	FEE STRUCTURE OF VARIOUS COURSES	25
8.	INFORMATION REGARDING REFUND OF TUTION FEES	32
9.	STUDENT'S WELFARE SCHEMES	34
10.	ACADEMIC CALENDAR	38
11.	EXAMINATION PATTERN & COURSE- WISE CREDIT DISTRIBUTION	38
12.	CONVERSION OF MARKS TO GRADES AND CALCULATIONS OF SGPA AND GPA	42
13.	CODE OF CONDUCT	44
14.	LIBRARY	46
15.	COMMITTES AND ACTIVITY GROUPS	49
16.	CAREER GUIDANCE AND PLACEMENT CELL (CGPC)	53
17.	FACULTY 2020 – 21	54
18.	SELF- FINANCING AND ADD-ON PROGRAMMES	56



**KELKAR EDUCATION TRUST'S VINAYAK GANESH VAZE COLLEGE OF
ARTS, SCIENCE AND COMMERCE (AUTONOMOUS)**

College Management

Mr. Ramesh Vaze	:	Trustee
Ms. Jyoti Bhadkamkar	:	Trustee
Mr. Dhananjay Sathaye	:	Trustee
Dr. M.R. Kurup	:	Secretary

College Executive Committee

Ms. Jyoti Bhadkamkar	:	Member
Dr. M.R. Kurup	:	Member
CA Arvind Bhorkar	:	Member
Mr. Gaurav Sathaye	:	Member
Prof.(Dr).Preeta Nilesh	:	Member
Dr. B.B. Sharma	:	Secretary

College Administration

Dr. B.B. Sharma	:	Principal
Prof.(Dr). Preeta Nilesh	:	Vice Principal (Degree College)
C.A.Vidyadhar Joshi	:	Vice Principal (Junior College)
Ms.JayashreeShaligram	:	Supervisor (Junior College)

College Development Committee

Ms. Jyoti Bhadkamkar	:	Chairperson
Mr. Gaurav Sathaye	:	Member Industry
Dr. M. R. Kurup	:	Member
C.A. A. D. Bhorkar	:	Member Education
Dr. B. B. Sharma	:	Member Secretary
Prof. (Dr). Preeta Nilesh	:	Member
Dr. S. S. Barve	:	Member Research
Mr. Hitesh Thakkar	:	Member Social Service
Dr. Neeta Mehta	:	Co-Ordinator IQAC
Dr. Nilakshi Roy	:	Teaching Staff Member
Dr. A.V. Ambavane	:	Teaching Staff Member



Dr. Ajit A. Kengar	:	Teaching Staff Member
Mr. Santosh Dagale	:	Non-Teaching Staff Member
Student	:	General Secretary Student's Council

School Committee

Ms. Jyoti Bhadkamkar	:	Chairperson
Dr. M.R.Kurup	:	Secretary KET
C.A. A. D.Bhorkar	:	Management Nominee
Mr. Mihir Bhadkamkar	:	Member
Dr. B.B. Sharma	:	Secretary
Mr. Surendra P. Deokule	:	Non-teaching Staff representative
Mrs. Sheela Kalpesh	:	Teacher Member
C.A. Vidyadhar Joshi	:	Special Invitee
Ms. Jayashree Shaligram	:	Special Invitee

Phone Numbers

Principal (Direct)	:	21631004
College Office	:	2163 1421 / 23
Fax	:	21634262
Library	:	2163 2871
ISDN (Infotech)	:	21637850
VCTS	:	2163 3844
Trust Office	:	2163 2979
SRC	:	21631755 / 5404 /0391 / 0393

Email Identities

College	:	vazecollege@gmail.com
Principal	:	principal@vazecollege.net
ISDN	:	vazeinfo@bom4.vsnl.net.in
VCTS	:	vctsenq@gmail.com
Library	:	svgvclibrary@gmail.com

Websites

College	:	www.vazecollege.net
Library	:	http://vazecollegelibrary.weebly.com
SRC	:	www.kelkarresearchcentre.org
PGDPCM	:	www.kelkarperfumerycosmetics.org
VCTS	:	www.kelkarvcts.com



CHAPTER 2: INTRODUCTION

➤ Location & Facilities:

The Kelkar Education Trust, in memory of its founder trustee, Late Shri Annasaheb Vaze, established the Vinayak Ganesh **Vaze College** of Arts, Science & Commerce in 1984. Popularly known as **Kelkar College**, it is in the Mithagar area of Mulund East, a Northeastern suburb of Mumbai. The College complex is located on a 2.5 acres plot. With a fully built-up space of about 1,90,000 sq. ft., it offers all modern amenities needed for all round development of the students' personality. Prospective students, parents and visitors can travel to Mulund Railway Station and from the East one can come to the College by Rickshaw or BEST bus. TMT/BEST Bus services are also available to and from Thane and Vaishali Nagar, Mulund West. The College offers all modern facilities such as Library, Laboratory, Reading rooms, audio-visual library, air-conditioned auditoriums and classrooms equipped with 16 mm projector, overhead/slide/LCD projectors, computers, Info-Tech Centre, Gymkhana, Gymnasium, Canteen, Conference room, Students' common room, Cultural activity room, Multimedia room to mention a few.

➤ Vision & Mission Statement:

- ❖ **Vision:** To grow and consolidate as one of the foremost autonomous centers of excellence in learning that contributes to sustainable and inclusive development of a knowledgedriven society and economy.
- ❖ **Mission** To improve society by educating the youth and enabling them to become highly qualified and matured men and women, able to meet the need of all human activities.

❖ Goals and objectives:

- Impart in-depth knowledge through empowerment of teachers and a robust self-rule governance mechanism.
- Leverage - resources to improve the quality and effectiveness of education.
- Ensure the comprehensive well - rounded development of students by developing;
 - a) Critical, analytical and leadership abilities,
 - b) Capability to relate and use knowledge in real life and work situations,
 - c) Vocational / professional and global competencies and skills,
 - d) Values: Social, moral, cultural and aesthetic.
- Empower faculty for collaboration and consultancy with industry, NGOs, Govt. Organizations and user sectors.
- Cultivate an inclusive working culture where all stakeholders are aligned to achieving institutional vision and mission.
- Ensure every student to be a proud Vazeite with a specific set of graduate attributes.



ictict

➤ **Affiliation, Accreditation and Awards:**

The College received permanent affiliation from the University of Mumbai in 1990 and UGC recognition thereafter. The college was ranked among the top 20 colleges in India in a survey conducted by ORG-MARG and published in INDIA-TODAY magazine dated June 23, 1997. It was awarded "A" Grade by Shala Siddhi (2016-17). It also received Best college award 2004-05 along with cash prize of Rs. 50,000/- from University of Mumbai.

- ✦ Further, Vaze College holds the distinction of being the first affiliated Arts, Science and Commerce institution in the State of Maharashtra to be assessed for Accreditation by the National Assessment and Accreditation Council (NAAC), set up by UGC
- ✦ With the top (5-Star) status in 1998.
- ✦ With an 'A' grade in the second cycle of accreditation in 2005.
- ✦ With an 'A' Grade in the third cycle of accreditation in 2012.
- ✦ With an 'A' Grade in the fourth cycle of accreditation in 2017.
- ✦ College with Potential for Excellence (CPE)
- ✦ It is the first college affiliated to University of Mumbai which has received the award from University Grants Commission New Delhi in Sept 2004.
- ✦ The CPE status was renewed by UGC in 2008.
- ✦ The CPE status was further renewed by UGC in 2014.
- ✦ **The College has been granted the status of Autonomy.**

❖ **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

As per the guidelines of the National Assessment and Accreditation Council, Bangalore, for the purpose of realizing the goals of quality enhancement and Sustenance, the Internal Quality Assurance Cell (IQAC) is functional in the Degree College. Its broad objective is to channelize institutional activities towards promoting the holistic academic excellence considering the Peer Committee recommendations. The IQAC acts as a nodal agency of the college for coordinating quality related activities, developing and disseminating the best practices and quality benchmarks.

➤ **Some of The Specific Functions and Activities of IQAC are:**

- Preparation and submission of the Annual Quality Assurance Report (AQAR) to the NAAC every year
- Conducting Academic, Administrative and Activity Audits every year and following up the recommendations given and providing quality parameters for various activities of the institution.



- Collection and analysis of feedback about teachers from students, course and institutional facilities from students, about curriculum from employers and general feedback from parents, identifying the limitations and lacuna and recommending measures for overcoming gaps.
 - Conduction of workshops, seminars on quality related themes for faculty, non-teaching staff and students for increasing quality literacy.
 - Creation of a learner-centric environment for quality education through faculty training in participatory teaching-learning process.
 - Documentation and maintenance of data for institutional activities.
- ❖ **Donation/Capitation Fee:** The College or the Management does not accept any donation or capitation fee for admission. Admission is given as per standard and transparent norms. Those interested in seeking admission to Vaze College, are requested not to fall a victim to those who promise admission against donation. Any rumor regarding donation being accepted against admission is false and needs to be instantly reported to the Principal/Chairman.
- ❖ **Professional and Vocational Courses:** The College admits students for quasi - professional courses such as:
1) Information Technology 2) Biotechnology 3) Accounting and Finance 4) Banking and Insurance 5) Bachelor of Mass Media. 6) Bachelor of Management Studies 7) Post Graduate Diploma in Perfumery and Cosmetics Management. 8) M.Sc. Biological Science Subject - Zoology (Oceanography - Sindhu Swadhyay) 9) Vocational course (Certificate, Diploma, Advanced Diploma and BVOC Degree) in Travel and Tourism (* The details of these courses are available in a separate SFC prospectus).
- ❖ **Postgraduation :** 1) The college has been recognized as a post-graduate centre for M.Sc. – Chemistry & Zoology (Papers & Research) and M.Sc. Botany by Research, MSc in Information Technology and MSc in Biotechnology. 2) M.Sc. in Physics (by research) and M.Com. (Accountancy).
- ❖ **Research:** The college is a recognized Centre for Ph.D. Programmes in Zoology, Botany, Chemistry, Physics, Economics & Biotechnology, History and English. The college has research centers/ guides in the subjects of Physics, Chemistry, Botany, Zoology, Bio-Technology, Information Technology, History, Economics & English.



❖ **Laboratory for Advanced Research in Natural and Synthetic Chemistry:**

The Kelkar Education Trust has set up a Laboratory for Advanced Research in Natural and Synthetic Chemistry in July 2004. A new laboratory equipped with modern instrumentation has been set up to undertake research with pharmaceutical, cosmetic, agrochemical, perfumery and flavour applications. The University of Mumbai has approved the laboratory for admitting students for research in Applied Organic Chemistry leading to M.Sc. and Ph. D. degree. In addition, assistance is being provided to industries in the development of compounds with pharmaceutical, perfumery, agrochemical and fine chemical applications. Research work in the following areas is being executed:

1. Development of new antimalarial, anti-HIV, anti-cancer drugs
2. Synthesis of molecules with cosmetic, agrochemical and perfumery applications.
3. Extraction, isolation and identification of herbal extracts/new molecules.
4. Commercial application of natural catalysts (Microbe/Enzymes) and synthetic catalysts.

For details contact Prof. Sujata V. Bhat at the laboratory, located on the ground floor of the college building.

❖ **Scientific Research Centre:** The Kelkar Education Trust has set up a Scientific Research Centre in Biotechnology and Cosmetology as a forward linkage to the respective UG and PG programmes in the college. A highly sophisticated laboratory has been set up to undertake research in areas relating to medicinal, aromatic, cosmetic and environmental biotechnology. The Centre, which has been recognized by DST, Government of India and the University of Mumbai as a "Recognized Institution" for Research, is focused towards application of technology in the chosen field. Students will be admitted at the Centre for M.Sc. (by research) and Ph.D. in Life Sciences (Biotechnology). For details, contact Dr. S. S. Barve at the Centre, located on the third floor of the College Building.

❖ **Cosmetology Research and Testing Laboratory:** A state-of-the art Cosmetology Research and Testing Laboratory has been set up for promoting entrepreneurship and industry interface. The Centre aims at providing services from "*Conceptualization to Production*" of herbal cosmetics. The services available at the Centre are as follows:

1. Screening of herbs for potential cosmetic activity.
2. Standardization and validation of herbal extracts and products.



3. Development of formulations.
4. Safety and efficacy testing of cosmetics.
5. Conducting manpower development programmes for the industry.
6. Independent assessment and certification of cosmetic formulations.

❖ **VAZE VISION: Centre of E-Resources for Visually Challenged Students:**

A separate section dedicated to the visually challenged students has been developed in the Reference Section of the Library under CSR. This section has three computers (and headphones) with dedicated talking software for assisting such students to use computers for accessing online resources on the internet as well as specially designed talking books and e-books. This section also has books in Braille. (Repeated in Library details)

❖ **Innovative Programmes:**

A Post Graduate Diploma in Perfumery and Cosmetics Management was launched in the academic year 2005-06. It is the first of its own kind where perfumery and cosmetic science is taught under one roof. The course gives dual competence to the students by imparting technical know-how as well as managerial training in perfumery and cosmetology. A separate prospectus is available for more details.

- ❖ **C.A. Study Centre:** The college library offers reading room facilities for past students of Vaze Students and students studying for the C.A. examination at a nominal fee. Interested professionals and students may contact the Librarian to avail of this facility.

❖ **G D Kelkar / Skill Development Centre and Finishing School:**

The G D Kelkar Skill Development Centre and Finishing School was inaugurated on 20th April 2016 by Mrs. Jyoti Bhadkamkar, Trustee, Kelkar Education Trust. The Skill Development Centre organizes short term skill-oriented courses that provide students with skills enabling employability. Students can engage with these courses alongside their regular Graduation programme. These courses are conducted in the Language Lab, Commerce Lab and E-Learning lab.

- In the last few years, the GDKSDC & FS has conducted several short-term certification programs including German, Saral Hindi, English Speaking and English Enhancement, Research Methodology in Social and Natural Sciences, Positive Psychology, Quantitative Techniques and Bridge Courses in Mathematics. The Centre has also conducted Stock Marketing Operations, Soft Skills and Personality Development Programmes, GD Sessions, Courses on Interview Skills and Resume Writing and various short-term Computer Courses .



For details, contact Prof.(Dr.)Preeta Nilesh, Coordinator, G D Kelkar Skill Development Centre and Finishing School.

- ❖ **CET Coaching:** The Trust has set up a Centre for coaching students to prepare for medical and engineering examinations conducted by Maharashtra State as well as All-India authorities. Those who are interested may contact the Course Coordinator.
- ❖ **Internet Based Education:** The college supports curriculum through the Internet. Ecoguide India is a site hosted for the purpose of providing online assistance to TYBCOM students in Economics. The site provides reading material, interactive feedback and a bulletin board with information updates for preparation of examination.
- ❖ **INFOTECH Centre:** The College has two Infotech laboratories. The Centre conducts a wide range of short -term and advanced courses in computer software and design. Software professionals from the industry conduct these courses. The state-of-the-art Computer Lab is equipped with technology, which can handle advanced software courses. Students are requested to contact Ms. PournimaBhangale at the IT Department for further details of the course.
- ❖ **ISR:** In keeping with the requirements of the Companies Act, Keva Fragrances has anyearmarked CSR grant. A part of the grant is utilized for the Institutional Social Responsibility Program of Vaze College.
- ❖ **College Website:** The College has an official website www.vazecollege.net. Students are advised to visit the website for more details about the college and college activities. Notices are also posted on the website regularly regarding examinations, schedules for submissions and form filling, attendance, changes in the time - table etc.
- ❖ **Flying bird-Counseling Cell:**

The Counseling Cell wishes to help students achieve and an empowered and elevated state of mind.

The objectives of the cell are-

 1. To offer Counseling services to students facing day to day difficulties in studies and in their personal lives.
 2. To offer first aid to students facing major mental health issues and refer them to the counseling services outside the college
 3. To conduct seminars/workshops for students to develop a positive attitude to life skills to meet the challenges of life
 4. To help students with special needs.

Students/parents are requested to contact Dr. Neeta Mehta and/or Ms. Geeta Kale, the counselors attached to the Counseling Cell. Confidentiality is ascertained.



CHAPTER 3: INFORMATION REGARDING FREESHIPS/SCHOLARSHIPS

Refer to above site for further information or contact Freeship / Scholarship counter.

ST online Site: <http://www.tribal.maharashtra.gov.in>

Caste Validity Site: <http://evalidity.online.com>

Minority Community Site: www.dhepune.gov.in

Adhar Card Site: www.eaadhar.uidai.gov.in

SPECIAL NOTE FOR RESERVED CATEGORY STUDENTS FOR FEES CONCESSION.

1.All ST/OBC/SC/VJNT/SBC Category Students must submit Free ship/Scholarship Form ONLINE and submit a Hard Copy with all required Documents to the College on or before 31st July of the academic year.

RESERVED CATEGORY STUDENTS:

ELIGIBILITY FOR SCHOLARSHIP / FREESHIP:

1. Income Limit:

Caste	Scholarship	Freeship
SC	Less than Rs. 2.00 lakhs	No Income Limit
ST	Less than Rs. 2.00 lakhs	No Income Limit
OBC	Less than Rs. 1.00 lakhs	More than Rs. 1.00 lakhs up to 6.00 lakhs
SBC	Less than Rs. 1.00 lakhs	More than Rs. 1.00 lakhs up to 6.00 lakhs
VJNT	Less than Rs. 1.00 lakhs	More than Rs. 1.00 lakhs up to 6.00 lakhs

All Reserved category students must open a Savings Account in any Nationalized Bank.

Students must write Mobile / Contact Number in the application form.

The College will not be responsible for any claim under Free-ship / Scholar-ship in case students do not submit the required documents by 31st October of the academic year or if the claim is rejected by the Govt. in such a case, students will have to pay full fees of the said academic year.

Student can avail of any one scholarship / freeship for one course or department of Government Authorities.



Common Documents Required for Freeship & Scholarship form:

1. Hard copy of online form submitted
2. True copy of Caste Certificate
3. True copy of Caste Validity Certificate (Only for ST Caste)
4. True copy of Ration Card
5. True copy of S.S.C. Marksheet (10th)
6. True copy of H.S.C. Marksheet (12th)
7. True copy of 12th Leaving Certificate
8. Original Income Certificate of previous year from Tahsildar office valid up to 31-3-2018
9. True copy of Adhar Card
10. True copy of Bank Passbook (First Page)
11. True copy of Non-Creamy layer certificate only for SBC, OBC & VJNT caste (only Freeship Application forms)
12. Aadhar Card seeding form for Bank (Forms are available in Counter No. 7)
13. Domicile Certificate (Only for other state caste certificate)

NOTE:

1. Students whose Father / Mother have expired are required to submit true copy of death certificate.
2. Students who are submitting mother's income certificate are required to approach the staff in Counter No.3 of the college office personally.
3. Students who have been admitted in this college from other districts, must submit District Change Certificate.
4. Students, who have taken a drop, are required to submit Gap Certificate from the Court.
5. Freeship Concession is available only up to Second Child in the case both being boys. For girls there is no restriction on the number.

OTHER FREESHIP / SCHOLARSHIP

1. Junior College (Girls and Boys) students belonging to SC/SBC/VJNT CATEGORY having 75% or more at the SSC examination can apply for Ch. Shahu Maharaj Scholarship. They must fill up ONLINE Form and submit the Hard Copy with all required Documents. The last Date is as per Govt. declaration.
2. Open category students can apply for government Open Merit Scholarship and PTW/STW/EX.SERVICEMEN Forms.
3. The Open Category students can apply for EBC Freeship (the family income limit is less than Rs. 1 Lakh).
4. Students belonging to the Minority Communities (Parsi, Sikh, Christian, Bouddha) can apply for Post-Metric Scholarship ONLINE.



OPEN CATEGORY STUDENTS:

1. Government Open Merit and Handicap Scholarship (forms are available in the college office).
2. Minority / Central Sector Scholarship (forms are available online at: www.nationalscholarship.org)

PROCEDURE OF SUBMISSION OF ONLINE FORM OF FREESHIP / SCHOLARSHIP

1. Reserved category students are requested to check the college website / college notice board from time to time for updated procedures for Freeship/ Scholarship application.
2. In case of any further queries contact Freeship/Scholarship counter.
3. ST online Site: <http://www.tribal.maharashtra.gov.in>
4. Caste Validity Site: <http://evalidity.online.com>

Notes Relating to Fees:

- Fee Structure is subject to revision by University / College.
- Fee receipt should be retained by the student till the end of the academic year.
- Psychology / Computer / Vocational Course Fees and Deposits are to be paid by only those who have offered the respective subjects.
- In case the terms are not granted, the examination fees will be refunded, and such students will not be eligible to appear for the Exams.
- Full amount of fees should be paid by all girl students seeking admission to Information Technology (IT) degree courses as the course is on unaided basis.
- Admission Fee is determined by Class to which admission is sought, Caste Code, Subject Code and Gender. Hence Fill the Form carefully.

1. ALL FEE RELATED OTHER COMMUNICATIONS WILL BE THROUGH A 10-DIGIT MOBILE NUMBER REGISTERED WITH THE COLLEGE.

2. THE STUDENTS ARE ADVISED NOT TO CHANGE THEIR MOBILE NUMBER

Fees for other Services

- a) Transcript fee: Degree / Junior College Rs.500/, (Additional copy Rs. 50/- each)
- b) Verification of documents - Rs.400/- (payable by student belonging to other than Maharashtra State Board)



Notes Relating to Fees:

(a) Fees as prescribed by the Government will not be collected from eligible girl students of XI & XII Arts/Science/Commerce (up to 3rd child with 15 years domicile). They should fill in the FEG (Freeship for Girls) at the time of admission along with necessary documents.

(b) Fees will not be collected from eligible SC/ST/VJ/NT students for aided courses. They should fill in the Government Freeship/Scholarship Form along with necessary documents at the time of admission on notification by the college, failing which they are liable to pay their fees.

(c) Government Freeship to SC/ST/VJ/NT/SBC/OBC students of aided courses:

i) Male Category-Upto 2nd child in male sequence in the family are eligible for freeship.

ii) Female Category - All girl children of junior college are eligible for freeship.

iii) Students who do not submit prescribed freeship / scholarship form on time, have to pay the prescribed fee.

(d) Examination fees from SYJC students will be collected along with examination forms as and when notified by the HSC Board.

(e) For Junior College, SMAF etc., account includes journals for 3 science subjects, Mathematics and 2 languages, Physics and Mathematics workbook and chemistry charts, an English supplementary Reader (only for FYJC student)

(f) Only fresh entrants will pay admission fees and deposits.

(g) Every student admitted to the college will pay contribution towards College Societies, VPM, Dimensions at the time of admission. The membership fees are collected at the time of admission for convenience (for details see para 15).

(h) Fee collection is for the academic year. Students with a genuine difficulty in paying fees in one installment, may approach the Principal with a written application, for permission to pay the fees in two installments.

(i) In case of any change in the fees, the same will be notified as and when received from the Government.



Mode of Refund of fees and deposits:

Students / Parents are requested to go through the refund of fees chart put up on notice boards in the office and collect the refund before 31st March of each financial year. On closing of financial year there will be no refund of fees.

If a student informs the institution in writing before the commencement of the academic year that he/she wants to withdraw his/her admission and that he/she cannot continue his/her education in the college for certain reasons, the institution shall refund the Tuition fees, term fees, laboratory fees (if any) and library and laboratory deposits, if any, in full. The admission fee shall however be retained by the institution.

If a student desires to withdraw his/her admission after the commencement of the academic year, the institution shall retain the admission fee, term fee and laboratory fee (if any) in full and also the proportionate amount of the tuition fees till the end of the month in which the refund is claimed. The remaining amount of tuition fee, if any, shall be refunded along with library and laboratory deposits.

Refund/withdrawal of admission counter will be open from 10.00 a.m. to 1.00 p.m. only. In case of cancellation of admission, if the refund is not collected by the end of financial year, it will stand forfeited.

If a student has informed in advance that he/she is not able to appear for the examinations, then the respective examination fees will be refunded as per the rule.



CHAPTER 4: UNDER- GRADUATE COURSES & SUBJECT COMBINATIONS

Course of Studies (Subject Combinations)

Note: FYBA Students opting for / allotted a subject, as optional subject cannot change the subject at S.Y.level as per University Rules & Regulations. For all FY & SY & TY classes Credit Based Grading System is applicable. An Orientation Programme is held at the beginning of the academic year for the First Years for necessary clarifications.

❖ CODE & SUBJECT COMBINATIONS

➤ FYBA

Subject Code	Subjects					
	English	F.C.	Marathi	Economics	Political Science	Psychology
1301	English	F.C.	Marathi	Economics	Political Science	Psychology
1302	English	F.C.	Marathi	Economics	Political Science	History
1303	English	F.C.	Marathi	Economics	Political Science	Marathi Literature.
1304	English	F.C.	Marathi	Economics	Political Science	English Literature.
1305	English	F.C.	Marathi	Economics	Sociology	Psychology
S1306	English	F.C.	Marathi	Economics	Sociology	History
1307	English	F.C.	Marathi	Economics	Sociology	Marathi Literature.
1308	English	F.C.	Marathi	Economics	Sociology	English Literature.
1309	English	F.C.	Marathi	Economics	Psychology	Marathi Literature.
1310	English	F.C.	Marathi	Economics	Psychology	English Literature.
1311	English	F.C.	Marathi	Economics	History	Marathi Literature.
1312	English	F.C.	Marathi	Economics	History	English Literature.
1313	English	F.C.	Marathi	Pol.Science	History	Marathi Literature.
1314	English	F.C.	Marathi	Pol.Science	History	English Literature.
1315	English	F.C.	Marathi	Pol.Science	Psychology	Marathi Literature.
1316	English	F.C.	Marathi	Pol.Science	Psychology	English Literature.
1317	English	F.C.	Marathi	Sociology	History	Marathi Literature.
1318	English	F.C.	Marathi	Sociology	History	English Literature.
1319	English	F.C.	Marathi	Sociology	Psychology	Marathi Literature.
1320	English	F.C.	Marathi	Sociology	Psychology	English Literature.
1321	English	F.C.	Hindi	Economics	Political Science	Psychology
1322	English	F.C.	Hindi	Economics	Political Science	History
1323	English	F.C.	Hindi	Economics	Political Science	English Literature.
1324	English	F.C.	Hindi	Economics	Political Science	Hindi Literature.
1325	English	F.C.	Hindi	Economics	Sociology	Psychology
1326	English	F.C.	Hindi	Economics	Sociology	History
1327	English	F.C.	Hindi	Economics	Sociology	English Literature.



1328	English	F.C.	Hindi	Economics	Sociology	Hindi Literature.
1329	English	F.C.	Hindi	Economics	Psychology	English Literature.
1330	English	F.C.	Hindi	Economics	Psychology	Hindi Literature.
1331	English	F.C.	Hindi	Economics	History	English Literature.
1332	English	F.C.	Hindi	Economics	History	Hindi Literature.
1333	English	F.C.	Hindi	Pol.Science	History	English Literature.
1334	English	F.C.	Hindi	Pol.Science	History	Hindi Literature.
1335	English	F.C.	Hindi	Pol.Science	Psychology	English Literature.
1336	English	F.C.	Hindi	Pol.Science	Psychology	Hindi Literature.
1337	English	F.C.	Hindi	Sociology	History	English Literature.
1338	English	F.C.	Hindi	Sociology	History	Hindi Literature.
1339	English	F.C.	Hindi	Sociology	Psychology	English Literature.
1340	English	F.C.	Hindi	Sociology	Psychology	Hindi Literature.

➤ **SYBA**

Subject Code	Subjects			
1401	F.C.	Economics	Pol. Science	Psychology
1402	F.C.	Economics	Pol. Science	History
1403	F.C.	Economics	Pol. Science	Marathi Lit.
1404	F.C.	Economics	Pol. Science	English Lit.
1405	F.C.	Economics	Sociology	Psychology
1406	F.C.	Economics	Sociology	History
1407	F.C.	Economics	Sociology	Marathi Lit.
1408	F.C.	Economics	Sociology	English Lit.
1409	F.C.	Economics	Psychology	English Lit.
1410	F.C.	Economics	Psychology	Marathi Lit.
1411	F.C.	Economics	History	Marathi Lit.
1412	F.C.	Economics	History	English Lit.
1413	F.C.	Pol. Science	History	Marathi Lit.
1414	F.C.	Pol. Science	History	English Lit.
1415	F.C.	Pol. Science	Psychology	Marathi Lit.
1416	F.C.	Pol. Science	Psychology	English Lit.
1417	F.C.	Sociology	History	Marathi Lit.
1418	F.C.	Sociology	History	English Lit.
1419	F.C.	Sociology	Psychology	Marathi Lit.
1420	F.C.	Sociology	Psychology	English Lit.
1421	F.C.	Economics	Pol. Science	Hindi Lit.
1422	F.C.	Economics	Sociology	Hindi Lit.
1423	F.C.	Economics	Psychology	Hindi Lit.
1424	F.C.	Economics	History	Hindi Lit.
1425	F.C.	Pol. Science	History	Hindi Lit.



1426	F.C.	Pol. Science	Psychology	Hindi Lit.
1427	F.C.	Sociology	History	Hindi Lit.
1428	F.C.	Sociology	Psychology	Hindi Lit.

i. **Note:**In addition, to the option selected from the above list (1401-1428); students are required to select one of the following applied component subjects:

- 1) Market Research Techniques
- 2) Health Psychology
- 3) Journalism
- 4) Advertising

They should indicate their selection by writing the Group code followed by serial number of applied components subjecte.g.: 14011 For F.C., Economics, Pol. Science, Psychology and Market Research Techniques s

➤ **TYBA**

Subject Code	Subjects
1501	Economics
1502	Sociology
1503	History
1504	Political Science
1505	Marathi Literature
1506	English Literature
1507	Psychology
1516	Sociology/ Hindi Literature
1518	Political Science/ Hindi Literature
1519	History/ Hindi Literature

➤ **FYBSC (General)**

Subject Code	Subjects			
2301	FC	Chemistry	Physics	Maths
2302	FC	Chemistry	Physics	Botany
2303	FC	Chemistry	Physics	Zoology
2304	FC	Chemistry	Botany	Zoology

➤ **SYBSC(General)**

Subject Code	Subjects		
2401	FC	Physics	Maths
2402	FC	Chemistry	Botany
2403	FC	Chemistry	Zoology
2404	FC	Botany	Zoology
2405	FC	Chemistry	Physics



➤ **TYBSc (General)**

Subject code	Subjects	Applied Component
2501	Physics	Computer Science (Microprocessor, Microcontroller & Python)
2502	Chemistry	Heavy and Fine Chemicals
2503	Botany	Environmental Science
2504	Zoology	Environmental Science
2505	Maths	Computer Programming and System Analysis

➤ **FYBCOM**

Subject code	Subjects						
3301	FC-I	Business Economics I & II	Commerce-I & II	Accountancy and financial management (Financial accounting) paper- I & II	Business Communication	EVS-I & II	Mathematical & Statistical Techniques.

➤ **SYBCOM**

Subject code	Subjects						
3401	FC II	Business Economics III & IV	Commerce I III & IV	Accountancy and Financial Management (Financial accounting) Paper- III & Paper -V	Business Law	Accountancy and Financial Management Paper- IV (Introduction to Management Accounting) & Paper –VI (Introduction to Auditing)	Advertising



➤ TYBCOM

Subject code	Subjects				
3501	Commerce V & VI	Economics V & VI	Financial Accounting and Auditing (Financial accounting) Paper – VII & Paper IX Financial Accounting and Auditing Paper VIII AND X (Cost Accounting)	Computer Systems and Applications	Applied component (Direct and Indirect Taxes- Income Tax Act AND Goods and Service Tax Act)
3503	Commerce V & VI	Economics V & VI	Financial Accounting and Auditing (FinancialAccounting) Paper - VII & Paper IX Financial Accounting and Auditing Paper VIII AND X (Cost Accounting)	Psychology of Human Behavior at work - V & VI	Applied component (Direct and indirect taxes- Income Tax Act AND Goods and Service tax Act)
3504	Commerce V & VI	Economics V & VI	Financial Accounting and Auditing (FinancialAccounting) Paper - VII & Paper IX Financial Accounting and Auditing Paper VIII AND X (Cost Accounting)	Psychology of Human Behavior at work V & VI	Export Marketing



CHAPTER 5: POSTGRADUATE AND Ph.D. COURSES

POST GRADUATE COURSES

M.Sc By Papers

Subject Code	Subject	SEM	
2601	MSc Chemistry	I & II	BY Papers
2602	MSc Zoology	I & II	BY Papers
2701	MSc Chemistry	III & IV	BY Papers
2702 A	MSc Zoology Oceanography	III & IV	BY Papers
2702 B	MSc Zoology Animal Physiology	III & IV	BY Papers

5 more seats are available in Oceanography under Sindhu Swadhya (Unaided)

1. MSc By Research

Subject Code	MSc	Subject	By Research	
2611	MSc Part I	Chemistry	By Research	} Term I
2612	MSc Part I	Zoology	By Research	
2613	MSc Part I	Botany	By Research	
2614	MSc Part I	Physics	By Research	
2615	MSc Part I	Chemistry	By Research	} Term II
2616	MSc Part I	Zoology	By Research	
2617	MSc Part I	Botany	By Research	
2618	MSc Part I	Physics	By Research	
2711	MSc Part II	Chemistry	By Research	} Term III
2712	MSc Part II	Zoology	By Research	
2713	MSc Part II	Botany	By Research	
2714	MSc Part II	Physics	By Research	
2715	MSc Part II	Chemistry	By Research	} Term IV
2716	MSc Part II	Zoology	By Research	
2717	MSc Part II	Botany	By Research	
2718	MSc Part II	Physics	By Research	



2. Ph.D Subjects

Subject Code	Subject
1811	Economics
1812	History
1813	English
2811	Chemistry
2812	Zoology
2813	Botany
2815	Physics

MSc BY PAPERS- Chemistry, Zoology.

MSc- byResearch:Chemistry, Physics, Zoology.

M.Com- The college received recognition as a centre for Post Graduate Degree Course in Commerce (Mastersin Commerce) in Academic Year 2012-13.

For details regarding the M.Com course please refer to the prospectus of Self-Financing Courses.

Ph.D. – Botany, Zoology, Chemistry, Physics, English, History, and Economics Forms for Ph.D. courses are available in the office.

Note: -

1. Students are required to carefully consider all aspects before selecting subjects, **as subjects once allotted will not be changed.**
2. Admission for any subject/paper will depend on the minimum number of students required to start a subject/paper.
3. FYBSC – IT/Biotechnology FYBCOM (Banking & Insurance) FYBCOM (Accountancy & Finance) FYBMM & FYBMS admissions will be as per the directions issued by University of Mumbai from time to time.
4. For details regarding B.Voc. in Travel and Tourism, B.Sc. IT / Biotech, B.Com (Banking & Insurance Account), BMM & BMS please refer to the Prospectus of Self-Financing Courses.



❖ **Career oriented / Job oriented Add on courses:**

Objectives

- ✦ To provide skills for self-employment or ready employability.
- ✦ To train students to suit the user industry requirement.
- ✦ To apply high technology methods of teaching and training.
- ✦ To establish industry-curriculum interface for mutual advantage.

Admission can be sought at the First-Year level. Application for this stream shall be made separately, after securing admission in the respective General stream. Each course can admit only 30 students per batch. The selection of students will be made on merit, interview and resume. Once admitted, the students cannot change the specialization ordinarily.

The University has modified the Vocational Stream by converting the same into Certificate/Diploma/Advanced Diploma Programme. These high utility courses, taught along with existing traditional subjects, have immense potential of developing specialized skills and knowledge of the students to improve their competencies. For Certificate/Diploma/Advanced Diploma courses available in the College refer to the respective section.



CHAPTER 6: ADMISSION GUIDELINES & NORMS

❖ ADMISSION GUIDELINES:

Parents/students are requested to go through the Prospectus and the Guidelines and admission notices put up on the College Notice Board & college website before seeking the admission in the College. Admission is as per merit and other norms as laid down by the Government or the Management, from time to time. The Principal reserves the right to amend/ modify the guidelines regarding the admission, as and when such amendments/modifications are received from the Government or the Management, as the case may be. It will be notified accordingly on the College Notice Board and the website at the time of the admission. The Principal also reserves the right to refuse admission in case such an admission, in his opinion, is likely to adversely affect the overall discipline in the college. Students are advised to follow the schedule of admission strictly and to write permanent mobile numbers and the same must not be changed during the course as communication from the college / university will be sent on the registered mobile number in the admission form. All students must mention the caste/ minority category they belong to, regardless of whether they avail of scholarship / freeship. This is a mandatory requirement of the university.

❖ ADMISSION NORMS:

- I. FYBA/BCOM/BSc admissions will be as per the directions issued by the University from time to time and are subject to availability of seats in the College.
- II. A candidate for being eligible for the admission to the three year integrated course leading to the Degree of Bachelor of Arts, Science or Commerce must have passed the Higher Secondary School Certificate (SYJC) Examination conducted by the Maharashtra State Board of Secondary & 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 (as per eligibility criteria)
- III. Students passing an examination equivalent to SYJC of the Higher Secondary Board, Mumbai and Inter-Mediate (Arts/Science/Commerce) of University of Mumbai, or from other States & immigrating from other Universities, Boards & seeking admission to the FY/SY/TY of the Three Year Integrated Degree Course will be admitted only on production of a Valid **“Provisional Eligibility Certificate”**, issued by the University of Mumbai for the current academic year and for the desired course. Such students should submit a migration certificate, statement of marks and passing certificate in original along with true copies within two months, from the date of the admission, failing which their admission is liable to be cancelled.



- IV. Students from other colleges seeking admission to FY/SY/TYBA/B.Sc./B.Com. may register their names in the college office. For details, see the College notice board or the College website.
- V. Students from other colleges seeking admission to the College should produce “No Objection Certificate” from the previous College. The enrolment number should appear on their NOC.
- VI. All admissions are provisional until confirmed by the appropriate authorities, including previous School/ College attended by the student.
- VII. Those who are desirous of enjoying Leave Travel Concession, i.e. Long Journey Railway Concession, should write their complete Home Town address and nearest railway station in the Admission Form at the time of admission, failing which no application for long journey Railway Concession will be entertained.
- VIII. Xerox copy of leaving certificate of HSC should be attached with the admission form for first year admission, for verifying date of birth, place of birth etc. which has to be written in the general register.
- IX. Original School leaving certificate and marksheet should be submitted at the time of the payment of fees.
- X. Enrolment forms or University registration forms (for the First year degree students) and Eligibility forms (for all those who come from other than Maharashtra State Board / University of Mumbai should be filled up by the students during the month of August every year, as per the notification by the College office from time to time.
- XI. In-house students will be admitted to various subjects according to the subjects they have offered at the HSC examinations.
- XII. External students / students coming from other faculties will be offered subjects according to the discretion of the admitting authorities.
- XIII. Two supernumerary seats are made available for students coming from Jammu and Kashmir in their respective Department/Institution/College as per UGC guidelines, directed by the Registrar, University of Mumbai vide circular no Aff/ICC/2012-13/22 dated 8th January 2013.



CHAPTER 7: FEE STRUCTURE

KET'S V. G. VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)

DEGREE COLLEGE FEE CHART-2020-2021

FOR OPEN & OBC, VJNT, SBC, ST & SC CATEGORY Students

PARTICULARS	FYBA	FYBCOM	FYBSC	FYBSC	FYBSC
SUB. CODE			2301	2302/2303	2304
TUTION FEES	800	800	800	800	800
LIB FEES	200	200	200	200	200
GYM.FEES	400	400	400	400	400
OTHERFEES/EXTRA CUR	250	250	250	250	250
EXAM FEES	2156	2156	2156	2156	2156
ENROLMENT FEES	220	220	220	220	220
DIASTER RELIEF FUND	10	10	10	10	10
ADMI. PROCESSING	200	200	200	200	200
UTILITY FEES	250	250	250	250	250
MAGAZINE FEES	100	100	100	100	100
ID/LIB CARDS	50	50	50	50	50
STU. GRP INSURANCE	45	45	45	45	45
STU. WELFARE FUND	50	50	50	50	50
DEVELOPMENT FEES	500	500	500	500	500
VICECHANCELLOR FUND	20	20	20	20	20
UNI.SPORTS & CUL.ACTI	30	30	30	30	30
ESUVIDHA	50	50	50	50	50
E CHARGE	20	20	20	20	20
PROJECT FEES	100	100	100	100	100
COMPUTER LAB FEES	0	0	0	0	0
LAB FEES	0	0	800	800	800
NSS	10	10	10	10	10
CAUTION MONEY	150	150	150	150	150
LIB DEPOSIT	250	250	250	250	250
LAB DEPOSIT	0	0	400	400	400
TOTAL FEES "A"	5861	5861	7061	7061	7061
ASSOCIATION	160	160	160	160	160
DIMENSIONS	20	20	20	20	20
ALUMNI ASSOCIATION	25	25	25	25	25
ACC BOOK/JOURNAL	0	0	640	890	680
ONLINE PROCESSING FEES	100	100	100	100	100
SUB TOTAL = B	205	205	845	1095	885
TOTAL FEES (SUB TOT.A+B)	6166	6166	8006	8256	8046

Note: * Document Processing Fee Applicable to students from other than University of Mumbai/ Maharashtra Board Rs. 400/-

*** For mode of payment of fees refer to a separate sheet / Notice Board / website.**

*** Exam Fees subject to change from time to time as per University / Board guidelines.**



KET'S V. G. VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE
DEGREE COLLEGE FEE CHART-2020-2021
FOR OPEN & OBC, VJNT, SBC, ST & SC CATEGORY Students

PARTICULARS	SYBA	SYBCOM	SYBSC	SYBSC	SYBSC	SYBSC
SUB. CODE			2401	2402/2403	2404	2405
TUTION FEES	800	800	800	800	800	800
LIB FEES	200	200	200	200	200	200
GYM.FEES	400	400	400	400	400	400
OTHER FEES/EXTRA CUR.	250	250	250	250	250	250
EXAM FEES	2156	2156	2156	2156	2156	2156
ENROLMENT FEES	0	0	0	0	0	0
DISASTER RELIEF FUND	10	10	10	10	10	10
ADMI. PROCESSING	200	200	200	200	200	200
UTILITY FEES	250	250	250	250	250	250
MAGAZINE FEES	100	100	100	100	100	100
ID/LIB CARDS	50	50	50	50	50	50
STU. GROUP INSUEANCE	45	45	45	45	45	45
STU. WELFARE FUND	50	50	50	50	50	50
DEVELOPMENT FEES	500	500	500	500	500	500
VICE CHANCELLOR FUND	20	20	20	20	20	20
UNI.SPORTS & CUL.ACTI	30	30	30	30	30	30
E SUVIDHA	50	50	50	50	50	50
E CHARGE	20	20	20	20	20	20
PROJECT FEES	100	100	100	100	100	100
COMPUTER LAB FEES	0	0	0	0	0	0
LAB FEES	0	0	800	800	800	800
NSS	10	10	10	10	10	10
CAUTION MONEY	0	0	0	0	0	0
LIB DEPOSIT	0	0	0	0	0	0
LAB DEPOSIT	0	0	0	0	0	0
TOTAL FEES "A"	5241	5241	6041	6041	6041	6041
ASSOCIATION	160	160	160	160	160	160
DIMENSIONS	20	20	20	20	20	20
ALUMNI ASSOCIATION	25	25	25	25	25	25
ACCOUNT						
BOOKS/JOURNALS	0	0	500	430	500	680
ONLINE PROCESSING FEES	100	100	100	100	100	100
SUB TOTAL = B	205	205	705	635	705	885
TOTAL FEES (SUB TOT.A+B)	5546	5546	6846	6776	6846	7026

Note: * Document Processing Fee Applicable to students from other than University of Mumbai/ Maharashtra Board Rs. 400/-

*** For mode of payment of fees refer to a separate sheet / Notice Board / website.**

*** Exam Fees subject to change from time to time as per University / Board guidelines.**



KET'S V. G. VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE
DEGREE COLLEGE FEE CHART-2020-2021
FOR OPEN & OBC, VJNT, SBC, ST & SC CATEGORY Students

PARTICULARS	TYBA	TYBA	TYBA
SUB. CODE	1501	1507	OTHERS
TUTION FEES	800	800	800
LIB FEES	200	200	200
GYM.FEES	400	400	400
OTHERFEES/EXTRA CUR.	250	250	250
EXAM FEES	2406	2406	2406
ENROLMENT FEES	0	0	0
DIASTER RELIEF FUND	10	10	10
ADMI. PROCESSING	200	200	200
UTILITY FEES	250	250	250
MAGAZINE FEES	100	100	100
ID/LIB CARDS	50	50	50
STU. GROUP INSUEANCE	45	45	45
STU. WELFARE FUND	50	50	50
DEVELOPMENT FEES	500	500	500
VICE CHANCELLOR FUND	20	20	20
UNI.SPORTS & CUL.ACTI	30	30	30
E SUVIDHA	50	50	50
E CHARGE	20	20	20
PROJECT FEES	500	500	500
COMPUTER LAB FEES	600	0	0
LAB FEES	800	800	0
NSS	10	10	10
CAUTION MONEY	0	0	0
LIB DEPOSIT	0	0	0
LAB DEPOSIT	0	0	0
TOTAL FEES "A"	7291	6691	5891
ASSOCIATION	160	160	160
DIMENSIONS	20	20	20
ALUMNI ASSOCIATION	25	25	25
ACCOUNT BOOKS/JOURNALS	0	0	0
ONLINE PROCESSING FEES	100	100	100
SUB TOTAL = B	205	205	205
TOTAL FEES (SUB TOT.A+B)	7596	6996	6196

Note: * Document Processing Fee Applicable to students from other than University of Mumbai/ Maharashtra Board Rs. 400/-

*** For mode of payment of fees refer to a separate sheet / Notice Board / website.**

*** Exam Fees subject to change from time to time as per University / Board guidelines.**



KET'S V. G. VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE
DEGREE COLLEGE FEE CHART-2020-2021
FOR OPEN & OBC, VJNT, SBC, ST & SC CATEGORY Students

PARTICULARS SUB. CODE	TYBCOM	
	3501/3502	OTHERS
TUTION FEES	800	800
LIB FEES	200	200
GYM.FEES	400	400
OTHERFEES/EXTRA CUR.	250	250
EXAM FEES	2406	2406
ENROLMENT FEES	0	0
DIASTER RELIEF FUND	10	10
ADMI. PROCESSING	200	200
UTILITY FEES	250	250
MAGAZINE FEES	100	100
ID/LIB CARDS	50	50
STU. GROUP INSUEANCE	45	45
STU. WELFARE FUND	50	50
DEVELOPMENT FEES	500	500
VICE CHANCELLOR FUND	20	20
UNI.SPORTS & CUL.ACTI	30	30
E SUVIDHA	50	50
E CHARGE	20	20
PROJECT FEES	500	500
COMPUTER LAB FEES	600	0
LAB FEES	800	0
NSS	10	10
CAUTION MONEY	0	0
LIB DEPOSIT	0	0
LAB DEPOSIT	0	0
TOTAL FEES "A"	7291	5891
ASSOCIATION	160	160
DIMENSIONS	20	20
ALUMNI ASSOCIATION	25	25
ACCOUNT BOOKS/JOURNALS	200	200
ONLINE PROCESSING FEES	100	100
SUB TOTAL = B	405	405
TOTAL FEES (SUB TOT.A+B)	7796	6396

Note: * Document Processing Fee Applicable to students from other than University of Mumbai/ Maharashtra Board Rs. 400/-

*** For mode of payment of fees refer to a separate sheet / Notice Board / website.**

*** Exam Fees subject to change from time to time as per University / Board guidelines**



KET'S V. G. VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE
DEGREE COLLEGE FEE CHART-2020-2021
FOR OPEN & OBC, VJNT, SBC, ST & SC CATEGORY Students

PARTICULARS	TYBSC	TYBSC	TYBSC	TYBSC
	PHY	CHEM	B/Z	MATHS
SUB. CODE	2501	2502	2503/2504	2505
TUTION FEES	800	800	800	800
LIB FEES	200	200	200	200
GYM.FEES	400	400	400	400
OTHERFEES/EXTRA CUR.	250	250	250	250
EXAM FEES	2406	2406	2406	2406
ENROLMENT FEES	0	0	0	0
DIASTER RELIEF FUND	10	10	10	10
ADMI. PROCESSING	200	200	200	200
UTILITY FEES	250	250	250	250
MAGAZINE FEES	100	100	100	100
ID/LIB CARDS	50	50	50	50
STU. GROUP INSUEANCE	45	45	45	45
STU. WELFARE FUND	50	50	50	50
DEVELOPMENT FEES	500	500	500	500
VICE CHANCELLOR FUND	20	20	20	20
UNI.SPORTS & CUL.ACTI	30	30	30	30
E SUVIDHA	50	50	50	50
E CHARGE	20	20	20	20
PROJECT FEES	0	0	0	0
COMPUTER LAB FEES	600	0	0	600
LAB FEES	800	800	800	800
NSS	10	10	10	10
CAUTION MONEY	0	0	0	0
LIB DEPOSIT	0		0	0
LAB DEPOSIT	0	0	0	0
TOTAL FEES "A"	6791	6191	6191	6791
ASSOCIATION	160	160	160	160
DIMENSIONS	20	20	20	20
ALUMNI ASSOCIATION	25	25	25	25
ACCOUNT BOOKS/JOURNALS	440	460	625	0
ONLINE PROCESSING FEES	100	100	100	100
SUB TOTAL = B	645	665	830	205
TOTAL FEES (SUB TOT.A+B)	7536	6956	7121	7096

Note: * Document Processing Fee Applicable to students from other than University of Mumbai/ Maharashtra Board Rs. 400/-

* For mode of payment of fees refer to a separate sheet / Notice Board / website.

* Exam Fees subject to change from time to time as per University / Board guidelines



KET'S V. G. VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE
DEGREE COLLEGE FEE CHART-2020-2021
For General Category Students

PARTICULARS	M.Sc.-I	M.Sc.-II	M.Sc.-I	M.Sc.-II	M.Sc.-I	M.Sc.-II
	BY PAPER	BY PAPER	BY PAPER	BY PAPER	BY RESEARCH	BY RESEARCH
SUB. CODE	2601	2701	2602	2702	2611, 2612	2711, 2712
					2613, 2614	2713, 2714
					5613	5614
TUTION FEES	1000	1000	1000	1000	3000	3000
LIB FEES	1000	1000	1000	1000	1000	1000
GYM.FEES	400	400	400	400	400	400
OTHER FEES/EXTRA CUR.	250	250	250	250	250	250
EXAM FEES	3027	3277	3027	3277	3027	3277
REGISTRATION FEES	250	0	250	0	250	0
DIASTER RELIEF FUND	10	10	10	10	10	10
ADMI. PROCESSING	200	200	200	200	200	200
UTILITY FEES	250	250	250	250	250	250
MAGAZINE FEES	100	100	100	100	100	100
ID/LIB CARDS	50	50	50	50	50	50
STU. GROUP INSUEANCE	45	45	45	45	45	45
STU. WELFARE FUND	50	50	50	50	50	50
DEVELOPMENT FEES	500	500	500	500	500	500
VICE CHANCELLOR FUND	20	20	20	20	20	20
UNI.SPORTS & CUL.ACTI	30	30	30	30	30	30
ESUVIDHA	50	50	50	50	50	50
E CHARGE	20	20	20	20	20	20
PROJECT FEES	0	0	2000	2000	0	0
COMPUTER LAB FEES	500	500	500	500	1000	1000
LAB FEES	6000	6000	6000	6000	10000	10000
NSS	10	10	10	10	10	10
CAUTION MONEY	150	0	150	0	150	0
LIB DEPOSIT	250	0	250	0	250	0
LAB DEPOSIT	400	0	400	0	400	0
TOTAL FEES "A"	14562	13762	16562	15762	21062	20262
ASSOCIATION	160	160	160	160	160	160
DIMENSIONS	20	20	20	20	20	20
ALUMNI ASSOCIATION	25	25	25	25	25	25
ACCOUNTBOOKS/JOURNALS	0	0	0	0	0	0
SUB TOTAL = B	205	205	205	205	205	205
TOTAL FEES (SUB TOT.A+B)	14767	13967	16767	15967	21267	20467

Note: *Document Processing Fee Applicable to students from other than University of Mumbai/ Maharashtra Board Rs. 400/-

***Ph.D Arts refundable deposits Rs.400/- and PhD.Sc./M.Sc Part - I refundable deposits Rs. 800/-**

***For mode of payment of fees refer to a separate sheet / Notice Board / Website.**



KET'S V. G. VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE
DEGREE COLLEGE FEE CHART-2020-2021

For General Category Students

PARTICULARS	Ph.D.	Ph.D.	1ST Term	1ST Term	Msc- By Res	Msc- By Res
	SCI	ARTS	Ph.D. -Sc.	Ph.D.-Arts	One Term	One Term
					PART - I	PART – II
SUB. CODE	2811, 2812	1811	2801,2802	5801,5802	2615,1616	2715,2716
	2813, 2814	1812,1813	2803,2804	5803	2617,2618	2717,2718
					5,611	5612
TUTION FEES	4000	6000	2000	3000	1500	1500
LIB FEES	1000	1000	500	500	500	500
GYM.FEES	400	400	200	200	200	200
OTHERFEES/EXTRA CUR.	250	200	125	100	125	125
EXAM FEES	0	0	0	0	1478	1549
REGISTRATION FEES	0	0	0	0	250	0
DIASTER RELIEF FUND	10	10	10	10	10	10
ADMI. PROCESSING	200	200	200	200	200	200
UTILITY FEES	250	250	125	125	125	125
MAGAZINE FEES	100	100	100	100	100	100
ID/LIB CARDS	50	50	50	50	50	50
STU. GROUP INSUEANCE	45	45	45	45	45	45
STU. WELFARE FUND	50	50	50	50	50	50
DEVELOPMENT FEES	500	500	250	250	250	250
VICE CHANCELLOR FUND	20	20	20	20	20	20
UNI.SPORTS & CUL.ACTI	30s	30	30	30	30	30
E SUVIDHA	50	50	50	50	50	50
E CHARGE	20	20	20	20	20	20
PROJECT FEES	0	0	0	0	0	0
COMPUTER LAB FEES	500	1000	250	500	500	500
LAB FEES	12000	0	6000	0	5000	5000
NSS	10	10	10	10	10	10
CAUTION MONEY	150	150	0	0	150	0
LIB DEPOSIT	250	250	0	0	250	0
LAB DEPOSIT	400	0	0	0	400	0
TOTAL FEES "A"	20285	10335	10035	5260	11313	10334
ASSOCIATION	160	160	160	160	160	160
DIMENSIONS	20	20	20	20	20	20
ALUMNI ASSOCIATION	25	25	25	25	25	25
ACCOUNT						
BOOKS/JOURNALS	0	0	0	0	0	0
SUB TOTAL = B	205	205	205	205	205	205
TOTAL FEES (SUB TOT.A+B)	20490	10540	10240	`	11518	10539

Note: * Document Processing Fee Applicable to students from other than University of Mumbai/ Maharashtra Board Rs. 400/-

*** PhD Arts refundable deposits Rs.400/-and PhDSc./M.Sc Part -I refundable deposits Rs.800/**



* For mode of payment of fees refer to a separate sheet / Notice Board / Website.

CHAPTER 8 : INFORMATION REGARDING REFUND OF TUTION FEES

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

Students/Parents are requested to go through the refund of fee chart shown in the prospectus. Refund of fees on cancellation of admission will be made through RTGS after 15th August every year. Students must submit the bank details, cancelled cheque for RTGs, along with the cancellation form and accordingly refund amount will be transferred to their accounts. On closing of the financial year there will be no refund of fees, if the bank details or cancelled cheque are not submitted. Those who have completed Graduation i.e. T.T.BA / BSC / BCOM must collect the deposits from cash counter, before 31st March of every year.

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 st day up to 50 days after commencement of the academic term of the course	From 51 st day up to 90 days after the commencement of academic term of the course or August 31 st whichever is earlier	From September 1 st to September 30 th	After September 30 th
Deduction Charges	Rs 500 /- lumpsum	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

II. **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. 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 1st year admission. In case of admission to subsequent years of the course, 0.2859 is applicable for cancellation of admission. Provide further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant courses. Further that 0.2859-A & 0.2859-B have been repealed and the amended 0.2859 relating to the refund of Tuition Fees, Development and all other fees after cancellation of admission for the Undergraduate Courses has been brought into force with effect from the academic year 2008 - 2009.
 - ❖ **Non-refundable fee components:**
- III. The Fee charged towards group insurance and all fee components to be paid as University share (including Vice Chancellor fund, University fee for sports and cultural activities, E-charge, disaster management fund, exam fee and Enrollment fee) **are non-refundable if payment is made by the college prior to the date of cancellation.**
- IV. Fee collected for Identity card and Library card, admission form and prospectus, enrollment and any other course specific fee are not refundable after the commencement of the academic term.
 - ❖ **Deposits**
 1. The amount of Caution Money, Library Deposit, Laboratory Deposits, if any, will be refunded when a student leaves the college or cancels the admission. Deposits not claimed within one year of leaving the college before 31st March of the financial year or cancellation of admission will be forfeited.
 2. The amount of deposits will be refunded to the student after 15 days from the date of receipt of their application duly signed by student and guardian and NOC from the Science departments as applicable.
 3. The students who have not surrendered their Identity Cards, Original Deposit receipts must surrender the same against the refund of deposits otherwise he/she stands to forfeit the deposits.
- ❖ **Refund of Fees:**

 1. For the purpose of refund of fees, the date of commencement of the academic year is the date of reopening of the college for the new academic year, as notified by the University for the relevant year.



2. Refund of fees and deposits will commence after 15th August every year.

❖ **Deposit of Fees Refund:**

1. **Deposit / refund is to be collected before 31st March of every financial year**

CHAPTER 9 :STUDENT WELFARE SCHEMES

❖ **Students Welfare Schemes:**

Scholarships/Awards/Freeship: There are large number of scholarships and Freeships available for needy and deserving students. Students/parents may contact the designated counter or the Chairperson of Scholarship Committee for further information.

a) **Government Scholarship**

1. Govt. Open merit Scholarship
2. National Merit Scholarship
3. National Talent Search Scholarship
4. Financial aid to Scholars
5. National Loan Scholarship
6. S.C.B.C. Students Scholarship
7. E.B.C.Scholarship
8. S.T.Students Scholarship
9. P.T.W.; S.T.W. Scholarship
10. SC/ST (income less than 1 Lac)
11. NT/SBC/OBC Students Scholarship (income less than Rs. 65290 p.a.)

b) **Government Freeship**

1. E.B.C.Freeship
2. SC/ST (income more than 1 Lac)
3. NT/SBC Student Freeship (income greater than Rs. 65290 p.a.)
4. S.T.StudentFreeship
5. P.T.W. Freeship (Provisional)



6. S.T.W.Freeship (Provisional)

7. OBC Freeship (income between Rs. 65291 and 3 lacs)

❖ **Students, who are in financial difficulty, may avail of FREESHIP from the college** by applying in writing to the Principal, giving the nature of difficulties. The following scholarship/Freeship are offered by the college for the needy and deserving students and will be awarded to students as per the discretion of the Principal and Management.

a) Post-Metric Scholarship for Minority Community: Students belonging to Muslim, Parsi, Christian, and Boudha communities only.

b) Collegiate Scholarship, Freeship & Awards		
1	Ramu S. Deora Scholarship	(20 students)
2	T.N.Venkateshan Chemistry Scholarship	(21 students)
Out of Endowments -		
3	Sunil Deodhar Memorial Sports Scholarship	(5 students)
4	Sandeep Kanakgiri Memorial "CPM" Scholarship	(one student)
5	Shakuntala DamodarUmrani Scholarship	(3 students)
6	DamodarUmrani Memorial Scholarship	(2 students)
7	Dr.P.D.Bhave Memorial Scholarship	(1 student)
8	Late Vinaya Gangurde Memorial Scholarship	(1 student)
9	M.S.Shanbhag Memorial Scholarship	(1 student)
10	Kelkar-Vaze-SMAF Freeship for needy students	(all Classes)
11	S.H.Kelkar Memorial Scholarship for Class Toppers	(all Classes)
12	T.R. Mulla Memorial Scholarship	(10 students)
13	RadhabaiVaze Memorial Scholarship for Girls	(5 students)
14	RadhabaiVaze Memorial Freeship for Needy	(5 students)
15	Dr.R.A.Kulkarni Memorial Scholarship (for VCTS toppers)	
16	G.D.Gokhale Memorial Endowment (needy/deserving)	(20 students)
17	Late Shri Lalji Karamshi Shah Endowment (deserving)	(one student)
18	FakruddinAdamally endowment Scholarship for General/Sports/Needy/Deserving	20 students
19	Sujata Pabrekar Memorial Scholarship (NSS/Extra Curricular)	2 Students
20	Shaku-la Arts Endowment Prize for Excellence in Fine Arts	2 Students



21	Trimbak Keshav Kawale (Ozarkar) endowments to meritorious students offering Physics	(3 students)
22	Physics Teacher's Award (For Excelling in Physics)	(3 Students)
23	Late Vinayak Prasad S. Pakhare Memorial Prize	(4 students)
	1) Standing First at TYBCOM	Girl or Boy
	2) Securing highest marks in Financial Accounting & Auditing at TYBCOM	Girl or Boy
	3) Standing first in FYJC Commerce	Girl or Boy
	4) Standing first in SYJC Commerce	Girl or Boy
24	Late Shirish N. Panditrao Memorial Scholarship	(Topper in Marathi at University)
25	GanitPradnyaParitoshik	(Topper in Maths at University Exam.)
26	T.S. Kokje Memorial Scholarship	(BMM)
27	Ramesh Ravji Thakkar Endowment	(Needy / Deserving)
28	Shri. A. D. Bhorkar Endowment Scholarship	Accountancy Topper)
29	Late Shri. Rajan Kashinath Dhotre Memorial Scholarship	(TYBCom Topper)
30	Alumni 93 (Commerce Batch) Scholarship	(Needy student of Commerce Faculty with consistent academic record)
31	AbhaMoghe Endowment Scholarship	(1 Student)
32	Rotary Trust Mulund South	(Needy / Deserving)
33	Late Smt. Vidya Madhav Thatte Endowment	4 Students
34	Late Shri. D.G. Karandikar Memorial Scholarship	(4 Students -Toppers in Mathematics at XI Sc., XI Com., XII Sc. & XII Com.)
35	Komal Keshav Khandekar Memorial Scholarship	(1 Student)
36	Anant Jog Sholarship	(TY Zoology Topper)
37	Dr. Ms. ShubhangiBhave	(TYBSC Physics Topper)
38	N.S.S.(Junior)	(College Best Volunteer)
39	Hiten Thakkar Scholarship	(Needy Student)

❖ **Group Insurance:**

Students are insured under group insurance scheme of National Assurance Co. Ltd., Mumbai. The insurance will be effective between 1st Aug. to 31st July during the respective year provided the student has taken admission before 31st July.

❖ **Emergency Medical Service:**



The College provides emergency medical services to students and staff whenever any Contingency arises. The College has medical services available at call, which can be availed by the students. A First-aid room is there on campus.

❖ **Teacher Evaluation by Students:**

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

- ❖ **Evaluation of Facilities by Students:** Annual evaluation of various facilities such as library, laboratory, canteens, Gymkhana etc. by students is also conducted by the college. A structured questionnaire is given to the students. Analysis and evaluation of the feedbacks enables the college to improve the facilities.



CHAPTER 10: ACADEMIC CALENDAR

DUE TO THE PANDEMIC SITUATION, THE COLLEGE WILL FOLLOW THE GUIDELINES RECEIVED FROM THE UNIVERSITY GRANTS COMMISSION AND THE UNIVERSITY OF MUMBAI FOR ACADEMIC FUNCTIONING.

All dates published will be subject to directives of university of Mumbai. Students are advised to check exact dates as and when they are displayed on the notice boards and the college website.

CHAPTER 11: EXAMINATION PATTERN & COURSE WISE CREDITS DISTRIBUTION

❖ Examination Pattern:

Every year Semester-wise Examinations will be conducted as per the following Guidelines:

1. Credit Based Semester & Grading System (CBSGS) had been introduced from year 2011-12 for UG & PG students.
2. The total credit value shall be 120 credits for all UG programmes across the faculties.
3. The total credit value shall be 80 credits for PG programmes under the faculty of Arts & Commerce & 96 credits in case of faculty of Science.

❖ COURSE WISE CREDIT ALLOCATION (For BA/BCom/BSc)

➤ **FYBA:** (Sem-I & II, Total Credits Allotted: 15 per Semester)

1. **9 CREDIT POINTS:** Psychology, History, Political Science, Sociology, Economics, Marathi Lit., English Lit., Hindi Lit. (Any Three Courses: Each Course 3 Credits)
2. **4 CREDIT POINTS:** Communication Skills in English (Compulsory), Marathi Comp. Or Hindi Comp. (Each Course 2 Credits)
3. **2 CREDIT:** Foundation Course.

➤ **SYBA:** (Sem III & IV, Total Credits Allotted: 22 per Semester)



1. **18 CREDIT POINTS:** Psychology, History, Political Science, Sociology, Economics, Marathi Lit., English Lit., Hindi Lit. (Any Three subjects (each subject two courses/papers): Each Course 3 Credits)
 2. **4 CREDIT POINTS:**
 - a) Advertising, Journalism, Market Research, Health Psychology. (Any one: 2 Credits)
 - b) Foundation Course: (2 Credits)
- **TYBA: (Sem-V: Total Credits Allotted: 23 & Sem-VI: Total Credits Allotted: 23)**
1. **16 CREDIT POINTS:** (Paper - I, II, III, IV)
Special Courses (Single Major): Psychology, History, Political Science, Sociology, Economics, Marathi Lit., English Lit., Hindi Lit. (Four Courses I Papers from a Subject: Each Course: **4 credits**)
 2. **7 CREDIT POINTS:**
Psychology, History, Political Science, Sociology, Economics, Marathi Lit., English Lit., Hindi Lit, (Two Courses from a Subject: Each Course: 3.5 Credits)
- **FYBCom:** (Sem-I & II, Total Credits Allotted: 20 per semester)
1. **18 CREDIT POINTS:** Accounts, Commerce, Bus. Economics, Environmental, Mathematical & Statistical Techniques, Business Communication (**Each Course: 3 Credits**)
 2. **2 CREDIT POINTS:** Foundation Course
- **SYBCom:** (Sem-III & IV, Total Credits Allotted: 20 per Semester)
1. **18 CREDIT POINTS:** Accounts, Auditing, Commerce, Bus. Economics Bus. Law, Advertising (**Each Course: 3 Credits**)
 2. **2 CREDIT POINTS:** Foundation Course
- **TYBcom:** (Sem-V & VI, Total Credits Allotted: 20 per Semester)
1. **8 CREDIT POINTS:** Accounts -1, Account -2 (Each Course: 4 Credits)
 2. **6 CREDIT POINTS:** Commerce - II, Bus. Economics - III (Each Course: 3 Credits)
 3. **6 CREDIT POINTS:** Computer System & Applications, Export Marketing, Direct & Indirect Taxation, Psychology of human Behaviour at work. (Any Two - **Each Course 3 Credits**)
- **FYBSc:** (Sem-I & II Total Credits Allotted: 20 per Semester)
1. **12 CREDITS:** Theory: (Paper - I & II) Chemistry, Physics, Mathematics, Botany, Zoology (Three courses to be selected. For **2 Credits/course**)



2. **6 CREDITS** :(a) Practical: (Paper-I & II) Chemistry, Physics, Mathematics, Botany, Zoology, (Three courses to be selected. For **2 Credits/practical**)
3. **2 Credits**: Foundation Course

➤ **SYBSc**: (Sem-III& IV, Total Credits Allotted :**20 per Semester**)

1. **12 CREDITS**: Theory: (Paper - I, II & III) Chemistry, Physics, Mathematics, Botany, Zoology (Two courses to be selected. **2 Credits/course**)
2. **6 CREDITS**: Practical: (Paper-I, II & III) Chemistry, Physics, Mathematics, Botany, Zoology (Two courses to be selected and **3 credits/practical**)
3. **2 CREDITS**: Foundation Course

➤ **TYBSc** : (Sem.-V & VI, Total Credits Allotted : **20 per Semester**)

1. **10 CREDITS**: (Single Major) Theory: (Paper - I, II, III &IV)Mathematics, Chemistry, Physics, Botany, Zoology, (For **each course (Theory) 2.5 Credits**)
2. **6 CREDITS**: Practical (Paper-I, II, III & IV) Mathematics, Chemistry, Physics, Botany, Zoology
3. **4 CREDITS:Applied Components**
a) Theory paper - **2 credits** b) Practical :**2 Credits**

❖ **SCHEME OF EVALUATION:**

- 1) The performance of the learner shall be evaluated in two parts internal assessment with 40 % marks by way of continuous evaluation and by semester end assessment with 60% marks by conducting the theory examination.

a) Internal Assessment: It is defined as the assessment of the learner on the basis of continuous evaluation as envisaged in the credit-based system by way of anticipation of learner in various academic and correlated activities in the given semester of the programme.

Internal Assessment 40%	40Marks
1) One periodical class test	20 Marks
2) One Project or Assignment	15 marks
2) Active participation in class instructional deliveries (APCID)	05 Marks



b) Semester End Assessment: It is defined as the assessment of the learner on the basis of performance in the semester end theory / written examination.

Semester End Assessment 60%

60 Marks

Duration - These examinations shall be of 2 Hours duration.

❖ **STANDARD OF PASSING**

- 1) The learner shall have to obtain a minimum of 40% marks in aggregate (Internal and Semester End) Examination to qualify each course, i.e. the learner shall obtain minimum 16 out of 40 in the Internal Assessment and 24 out of 60 in Semester End Examination separately.
- 2) To qualify each course minimum grade E shall be obtained by the learner in each course.

❖ **ATKT (ALLOWED TO KEEP TERM)**

ATKT rules are as per the university guidelines. For detailed ATKT rules and other provisions refer to website of University of Mumbai.

Students will be admitted to.

- a) Sem-III only if their Sem-II Grade Card shows the Remark ATKT/PASS.
- b) Sem-V only if their Sem-IV Grade Card shows the Remark ATKT/PASS.



CHAPTER 12: CONVERSION OF MARKS TO GRADES AND CALCULATION OF GPA

❖ CONVERSION OF MARKS TO GRADES AND CALCULATIONS OF GPA

Abbreviations and Formulae Used:

- G: Grade
- GP: Grade Points
- C: Credits
- C: Credits Points
- CG: Credits X Grades (Product of Credits & Grades)
- ΣC : Sum of Product of Credits & Grades points
- ΣC : Sum of Credits points
- $GPA = \Sigma CG / \Sigma C$
- SGPA: Semester Grade Point Average shall be calculated for individual semesters. (It is also designated as GPA)
- CGPA: Cumulative Grade Point Average shall be calculated for the entire course by taking all semesters taken together.
- ❖ ATKT rules and Grace marks, as prescribed by the University, will be applicable only at the Semester End Examination.
- ❖ Students having ATKT should apply for the examination in prescribed format before the due date.
- ❖ Unfair means at Examination: Students of the degree college, who are found adopting unfair means at the examinations, will be dealt with as per the University Rules, MU Act 1994 and the provisions of Act No. XXX 1/1982 as the case may be.
- ❖ For any clarification regarding the examination scheme, the student may approach the **Chairperson or member of the Examination Committee or Vice-Principal.**
- ❖ Any change in the Rules regarding examinations will be notified for information of students, as and when received from the University. They are advised to read the notice board periodically.



- ❖ As per the university rules a student seeking Duplicate Copies of statements of marks, Certificates of passing is required to register First Information Report (F. I. R.) in the police station and produce an affidavit on a non-judicial stamp paper of Rs. 100/- made in that behalf before the metropolitan magistrate or Notary appointed by the Government to that effect. The application for issue of the duplicate copy of the documents should be supported by the (F.I.R.) and the affidavit. The required duplicate certificates will be issued to the concerned student only after completion of these formalities and payment of necessary fees.

❖ THE TEN (10) POINT GRADING SYSTEM

The TEN(10) Point Grading System has been introduced from the year 2016-17 for UG & PG

❖ Allotment of Course-wise Grades and Grade Points:

Grades	Marks (%)	Grade Points	Performance
O	80 & Above	10	Outstanding
A+	70 - 79.99	9	Excellent
A	60 - 69.99	8	Very Good
B+	55 - 59.99	7	Good
B	50 - 54.99	6	Above Average
C	45 - 49.99	5	Average
D	40 - 44.99	4	Pass
F	< 40	0	Fail

❖ Allotment of Grades & GPA/SGPA:

GPA/SGPA	Grades	Performance
10	O	Outstanding
9 - 9.99	A+	Excellent
8 - 8.99	A	Very Good
7 - 7.99	B+	Good
6 - 6.99	B	Above Average
5 - 5.99	C	Average
4 - 4.99	D	Pass

For the students who fail in **Regular/Failures Semester End Examination** in one or more courses of Sem- I/II/III/IV, the Failures Examination will be conducted in the month of Sept/Oct and Feb/March only, along with Regular Semester End Examination as per university guidelines.



CHAPTER 13:CODE OF CONDUCT

Discipline and Code of Conduct

➤ Discipline

1. Self-Discipline is the best discipline. Students are expected to observe rules and regulations currently in force to enable the smooth working of the college.
2. Students are prohibited from any activity inside or outside the college premises that will interfere with systematic administration or affect the image of the Institution. No outside influence, political or any other, should be brought into the college directly or indirectly.

➤ Code of Conduct

1. Students should always wear their valid college Identity card when in the premises of the college and while representing the college at any event. Students should permit college authorities to check their Identity Cards whenever required.
2. Students should not loiter in and around the college premises during lecture hours.
3. Students are expected to observe decorum vis-à-vis clothing and conduct.
4. While representing the college at any intercollegiate event, the conduct of the student should not be detrimental to the image of the college.
5. Students are directed not to bring any outsider to the college premises without prior permission.
6. Students should not collect any funds from other students or from outsiders without the written permission of the Principal.
7. Students are not permitted to organize their own picnics, excursion, trips without prior written permission of the Principal.
8. Students should not write on benches/walls and should help in keeping the learning environment neat and clean.



9. Student should not damage college property such as projector, boards, furniture etc.
10. Use of mobile phones is prohibited in the college premises. Any violation will be treated as misconduct and the student will be fined Rs. 50 /-.
- Ragging is strictly prohibited in the campus. The Government of Maharashtra has notified Ragging as a cognizable offence. Strict action will be taken against any student reported to be involved in any form of ragging. Students are required to restrain from indulging in any form of ragging.
11. Any student who violates the code of conduct will be dealt with strictly .
12. Powers relating to disciplinary action in the college rests with the Principal. The decision of the Principal will be final and binding on all matters.

➤ **Important Instructions for Students.**

- a) Students who request leave of absence from lectures/practical/tutorials for participating in sports, cultural or any other activities for and on behalf of the College/Activity group, should submit the application countersigned by the respective Prof-in-charge before the commencement of such leave, failing which they will be treated as defaulters.
- b) Parents of Degree and Junior College students are requested to kindly contact the Prof-in-charge of class, Head of Department, Vice-Principal or the Principal, at least once in a term, to keep themselves abreast with their ward's attendance and progress.

❖ **ATTENDANCE**

- a) **Attendance of students is regulated by O.119. The explanation issued by the University vide No.UG/235/98 dated 3/7/98 relating to O.119 says that - "For granting of terms, attendance of 75% of theory, practical and tutorials (wherever prescribed)separately will be required, out of the total number of lectures, practical and tutorials conducted in the term."**

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

- b) **Students who fail to maintain the condition of minimum attendance on account of bonafide illness, or another reason which is deemed right by the Principal, should apply in writing to the Principal for leave ofabsence, prior or within 2 days from the date of commencement of such leave, failing which they will betreated as defaulters.**
- c) **All applications for leave of absence along with medical certificate, if any, are to be submitted to thecollege office (inward section) and not directly to any teacher.**



CHAPTER 12:LIBRARY

➤ General Rules:

- I. Library premises are declared as silence zones.
- II. Use of mobile phones for any purpose is strictly prohibited in the Library premises. Mobiles should be kept in silent mode when student is in the library premises.
- III. The Computer Terminal provided for students have to be used with utmost care.
- IV. Every student entering the Library premises should have a valid College Identity Card. It should be produced as and when demanded by any faculty member.
- V. The Bar-coded Identity card provided to students should be utilized for library facilities like borrowing of books, magazines, journals, newspapers, etc. (Only the original holder of the card can use it for borrowing library material).
- VI. Students must handle the books or periodicals etc. with great care. Any attempt to damage books or periodicals by defacing or tearing pages will be treated as misconduct and strictly dealt with.
- VII. Students should check books for torn or damaged pages before leaving the counter. Such pages should be immediately brought to the notice of the counter staff. If any book is found to be damaged or torn, the last student issuing the book will be held responsible.
- VIII. If a student loses/misplaces his/her Identity card, it should be immediately reported to the Librarian in writing and a Duplicate Identity card will be issued on payment of Rs. 100/-. Additionally, students must register a Lost Property Complaint at the nearest Police Station. The Original Lost Property Certificate issued by the Police Station should be submitted to the college along with the application for the Duplicate Identity Card.
- IX. In case of misuse / damage to college property or outside by anyone possession lost cards, the original holder of the card will be held responsible.
- X. All fines and charges should be paid immediately at the Cash Counters on the Ground Floor. Fines / charges kept pending will not be allowed under any circumstances.



➤ **Study Room Rules:**

- 1) Complete silence and strict discipline should be maintained in the Study Room.
- 2) Students can borrow text books, reference books, and general reading books from the Study Room Section. Students are not allowed to take these books outside the Library.
- 3) If any assistance is required, students should contact the Librarian / Assistant Librarian.
- 4) Overnight reading facility is made available to students as per prevailing rules.
- 5) A fine of Rs. 10/- per day will be charged if the books issued for Study Room are taken out of the library and a fine of Rs.5/- per day will be charged if the books issued for Overnight reading are not returned on time.

➤ **Home Issue Rules:**

- 1) Text books, academic books, and general reading books will be issued to students from the Home Issue Section. Students will be issued one book at a time for a week.
- 2) Students should return the books on or before the due date stamped on the due date slip of the borrowed book. In case of late return of books, students will be charged a fine of Rs. 2/- per day for the first week, Rs. 5/- per day thereafter. In case of serious default, the amount of fine charged may be increased upto Rs. 10/- per day.
- 3) While charging fine, holidays coming in between, will also be counted.
- 4) Re-issue of the books will depend on the demand for the said book from other readers.
- 5) Any disregard of these rules or any kind of indiscipline in the library will be reported to the Principal for appropriate action.

➤ **Library Collection:**

The library has a vast collection of resources with over 74,000+textbooks as well as reference books, covering all subject areas, subscription to more than 100 journals and magazines, newspapers, CDs, DVDs, as well as subscription to 6000+e-journals and 30 lakh e-books through N-LIST.

- **SMAF Book Bank Scheme:** The College has a SMAF run Book Bank Scheme for the economically backward & needy students. The students are provided a set of textbooks for the year which are to be returned immediately on completion of the semester end examination or final examination, as applicable.
- **VAZE VISION:** Section for the Visually Challenged Students to access E-Resources: A separate section dedicated to the visually challenged students has been developed in the Reference Section of the Library to access E-Resources. The section is equipped with Braille books, computers installed with talking software for accessing e-resources and the internet.
- **E - Resources Section:** The Internet section has been converted to E-Resources Section. The Library has Broadband connection of MTNL. Students can access the



Internet, access online e-journals and e-books in this section. This facility is charged at Rs. 10/- per hour and is available for academic purpose only.

- **Open Access:** The Library is providing Open Access to the students of all faculties in all the sections.
- **Library Website:** A dedicated library website has been developed and can be accessed at <http://vazecollegelibrary.weebly.com>. It is also linked to the College Website. The website has exhaustive information about the library. It highlights the library collection, services provided, access to web OPAC (Online Library Catalogue), access to E-Resources (Subscribed as well as open access), e-learning modules, rules and regulations, library notices, gallery of photographs highlighting the library activities, useful links, etc. The website is updated on a regular basis. The website is available in the regular Desktop Compatible mode for viewing on the Desktop Pcs, Laptops, Tablets, etc. as well as in a Mobile compatible mode for easier viewing on Mobile phones.
- The Library is a member of the Asiatic Society Library Students can use this facility for general / academic purposes. Interested students should contact the Librarian for details.
- Bar-coded Identity cards will be issued to the students in the beginning of the academic year as per schedules displayed. Students are required to follow all the instructions and schedules displayed from time to time.
- Students should regularly refer to the Library Notices displayed on the Library Notice Boards. All library notices are also uploaded to the College Website and Library Website for information of the students.
- Students are requested to contact the Librarian / Assistant Librarian for queries, if any.



CHAPTER 15: ACTIVITY GROUPS

College Societies are meant for promoting co-curricular activities and competencies. A Committee of Teachers, one of whom is its Chairperson, and two students, one from Degree College and other from Junior College, manage each committee. Student nominations to the committees are based on their merit, capabilities and resourcefulness. The Degree college student works as the Secretary while the Junior college student works as the Joint Secretary. It is compulsory for every student to be a member of at least three committees of his/her choice, to ensure desired growth and development of personality.

The Principal is the Ex-officio President of all College committees and his decisions will be final and binding on all matters. No committees are authorized to invite guests to address meetings in the college premises without the prior permission of the Principal.

COLLEGE COMMITTEES COMMON FOR DEGREE AND JUNIOR COLLEGE

Principal : Dr. B.B.Sharma

Vice Principal (Degree College) : Prof. (Dr.) Preeta Nilesh

Vice Principal (Junior College) : CA Vidyadhar Joshi

Dean, Faculty of Arts : Prof. (Dr.) Preeta Nilesh

Dean, Faculty of Science : Dr. Girish Pusalkar

Dean, Faculty of Commerce : CA Anil Naik

Supervisor, Junior College : Ms. Jayashree Shaligram

Controller, Examinations : Dr. Sudhir Dhuri

Coordinator, IQAC : Dr. Neeta Mehta



Dean of Research : Dr. Dinesh Kumar

Dean, Human Resource Development : Dr. Ajit Kengar

Sr No	Committee	Convenor Degree college	Convenor Junior college
*1	Students' Council (including Students' Grievances)	Mr. Rajesh Mane	Ms. Shivani Gaikwad
2	Examination & Results	Dr. Sudhir Dhuri (Controller)	Mr. Upendra Joshi
*3	Literary Associations and MAYUR	Dr. ShyamChoithani	Ms. Aditi Madhavan
*4	SANSKRUTI Music, Dance, Fine Arts and Theatre	Ms. Madhura Todewale Mr. Aditya Dawane Theatre	Ms. Sunita Garje Mr. D.B.Gaikwad - Theatre
*5	Dimensions	Mr. Manoj Sangare	Ms. Sangeeta Aher
*6	Gymkhana	Dr. AdhirAmbavane	Mr. B.K.Giri
*7	NSS	Mr. PrasannajitBhave	Mr. Prashant Patil
*8	Career Guidance, Training and Placement Cell	Ms. NiteeShirke	Ms. Manasi Khedekar
*9	Science Association	Dr. Ashok Awale	Dr. Sangeeta R.
*10	Alumni Association	CA. Anil Naik	Mr. Sanjay Zambare
11	Prize Distribution, Degree Distribution and G.D.Kelkar&R.A.Kulkarni Memorial Lecture Series	Ms. Shirisha Gupte	Ms. B.R.Tendolkar
12	Attendance Committee including I Card Management	Dr. Dinesh Kumar	Ms. Hema Sudade
13	Library	Mr. ParitoshPawar	Mr. Ravindra Gore
14	Academic Calendar and Prospectus	Ms. Chitra S.	Dr. Lata Poojary
*15	Research, Research Promotion and Avishkar	Dr. Dinesh Kumar (Research Dean)	Dr. Madhavi Chaudhari



		Dr. Paresh More	
*16	Digital Content Development	Dr. SatwantBalse	Mr. S. Jadhav
*17	Green Initiative Environment Club (Nature and Hiker's Club)	Dr. Vinod Ragade	Ms. Ritu Sharma
18	Staff Common Room & Canteen	Ms. Seema Pawar	Ms. Trupti Vaity
*19	Women Development Cell	Dr. Shruti Kakodkar	Ms. Ambika Kaimal
20	Special Cell	Mr. AjitKengar	Mr. A.M.Bansod
21	G.D.Kelkar Skill Development & Finishing School	Prof. (Dr.) Preeta Nilesh	Ms. ShubhadaBramhe
*22	Film and Photography Club	Dr. Suresh Kadam	Mr. Sanjiv Sonawane
*23	ICT Enabling	Ms. PournimaBhangale	Ms. Amruta Bhandge
*24	Institutional Social Responsibility	Dr. Suresh Shendge	Mr. C.Ravikumar
*25	Counselling Cell	Dr. Neeta Mehta	Ms. Geeta Kale

COMMITTEES SPECIFIC TO DEGREE COLLEGE

Sr No	Committees	Convenor
1	IQAC	Dr. Neeta Mehta
2	Steering Committee	Dr. Dinesh Kumar
3	Course structuring Committee	Heads of Departments
4	Finance Committee	C.A.Anil Naik
5	Unfair Means Committee	C.A. Anil Naik
6	Student Support, Welfare and Remedial Coaching& Mentorship	Ms. ReetaKamble
7	ICC	Dr. SatwantBalse
8	Swayam and Sreyash	Ms. Shilpa Suryavanshi
9	Life Long Learning	Ms. Vaishali Dhammapathee
10	SMAF	C.A. Yogesh Sant

Note: Membership of activities/committees with * mark are open for students. They can select 3 or 4 Societies based on interest and aptitude, by consulting respective Chairpersons.

❖ STUDENTS' COUNCIL

The Students' Council will be formed in accordance with the guidelines received from the university. The Council is then integrated with the Council formed for the Junior College,



consisting of Divisional Representatives. One of the teachers is designated as working-Coordinator. The Principal is the Chairman of the Students' Council. One of the students of the degree college will be elected/nominated as the General Secretary.

- ❖ **KelkarVazeAlumniAssociation:** The association of Vaze College Alumni, KelkarVaze Alumni Association, is an external appendage of the College. The executive committee has a Chairman; The Alumni are actively involved in show casing projects, social work, and public relations. The college invites its alumni to register their details with the committee or the College office. Visit the college web site www.vazecollege.net.

In response to the request from some of the former students, it has been decided to accept their contribution and support for institutional development as well as towards student/staff welfare endowments. Interested persons may contact the Principal.

- ❖ **Gymkhana:** The college Gymkhana is open to all the Degree and Junior College students of Vaze College. The timing of the Gymkhana is from 10.00 am to 5.00 pm.

The Gymkhana is equipped with two table tennis tables, 10 carrom boards, 15 chess sets, and a full-fledged Gymnasium. The Gymkhana is also equipped with 50 lockers for students which is available on request basis. The college also has a separate Gymnasium for boys and girls which is equipped with high tech tread mill, cycle and other fitness equipment.

The Gymkhana is equipped with international level Kabaddi mat which is used for team events of kabaddi. The Gymkhana invites students to participate in following team events for which special coach is also appointed: Volleyball, Kho-Kho, Kabaddi, Cricket, Basketball, Ball badminton, Shot Ball, Base Ball, tennis, Shooting Ball, Foot Ball.

Students who win medals at International, National, State and District levels are felicitated and awarded with certificates and trophies at the Annual Gymkhana Prize Distribution function.

The college is equipped with a badminton court and sports ground.

- ❖ **National Service Scheme:** The College has an NSS Units for Degree & Junior College. Students, who are interested in doing social work, are welcome to join the college NSS Unit. The actual enrolment however will depend upon the University guidelines for Degree College & Education Department guidelines for Junior College.



CHAPTER 16: CAREER GUIDANCE AND PLACEMENT CELL (CGPC)

- ❖ Career Guidance and Placement Cell (CGPC) is a student-centered activity. The committee provides guidance and assistance to students to achieve their career goals. More specifically, this activity group has a three-fold objective:
 - a) To provide information regarding opportunities for higher education in India and abroad, competitive examinations like GATE, CAT, GRE, GMAT, at such information can TOEFL; job opportunities in India and abroad and opportunities for self-employment.
 - b) To organize training programmes to improve employability skills of the students.
 - c) To carry out campus placements.

The Junior College focuses more on career guidance programmes and the Degree College on training programmes and placement activities. Students are inducted into the volunteer's cell of the committee for smooth and timely exchange of information and for reaching out to the rest of the student community in the college. Students are also advised to read the CGPC notice board regularly. All Third year Students must register in the beginning of the academic year if they wish to participate in the campus placement drive.

All students of TY need to register with www.shreyas.ac.in as and when the link becomes active and after notification on the college website. SHREYAS is a scheme for skill enhancement and employability.

- ❖ **UPSC / MPSC Coaching Centre:** Students are trained for UPSC / MPSC Preliminary Exams. About a hundred Students have registered. Both in-house & visiting faculty are engaged in training students. Lectures are held after college hours.
- ❖ **Canteen:** The college canteen is managed by the SMAF. Most of the items are offered at affordable prices. The SMAF committee, in consultation with the Principal, decides any change in the prices.
- ❖ **Special Cell:** According to the university a Special Cell has been constituted to resolve any problem of students of reserved category (SC/ST/OBC/VJ/NT).



CHAPTER 17: FACULTY 2020 – 21

DEPARTMENT OF ECONOMICS	
Ms. Vaishali Dhammapathee	(HOD)M.A., SET.
Ms. Madhura Todewale	M.A., NET., SET.
DEPARTMENT OF ENGLISH	
Dr. Nilakshi Roy	(HOD)M.A.,M.Phil, Ph.D.
Dr. P. Dineshkumar	M.A., S.E.T., Ph.D.
DEPARTMENT OF HINDI	
To be appointed	
DEPARTMENT OF HISTORY	
Prof. (Dr) .Preeti Nilesh, Vice Principal	(HOD) M.A., M.Phil., Ph.D.
Dr. Satwant Balse	M.A., M.Phil., M.B.A., Ph.D.
DEPARTMENT OF MARATHI	
Mr. Arvind R. Jadhav(HOD)M.A.	(HOD)M.A., B.Ed., NET
DEPARTMENT OF POLITICAL SCIENCE	
Ms. Manasi Kedari	(HOD) M.A., S.E.T.
DEPARTMENT OF PSYCHOLOGY	
Dr. Neeta Mehta	(HOD)M.A., S.E.T., M.Phil., Ph.D.
Ms. Reeta Kamble	M.A. S.E.T., M.Phil.
DEPARTMENT OF SOCIOLOGY	
Ms. Deepa Shirsat	M.A., NET
DEPARTMENT OF ACCOUNTANCY	
CA Anil Naik	(HOD)B.Com., F.C.A., DISA
CA Yogesh M. Sant (PT)	B.Com., F.C.A.
Ms. Swapna Jagtap	M.Com., NET., SET.
DEPARTMENT OF BUSINESS ECONOMICS	
Mr. Prasannajeet Bhawe	(HOD)M.A., NET., SET., D.Ed.
DEPARTMENT OF BUSINESS LAW	
To be appointed	
DEPARTMENT OF COMMERCE	
Ms. Chitra Subramaniam	(HOD)M.Com., M.Phil.
Dr. Adhir Ambavane	M.Com., M.Phil., M.B.A., LL.B., Ph.D.
Mr. Manoj Sangare	M.Com., M.Phil., N.E.T., S.E.T
DEPARTMENT OF ENVIRONMENTAL STUDIES	



Ms. Shirisha Gupte	(HOD) M.A., S.E.T. (Geography)
DEPARTMENT OF BOTANY	
Dr. Manjushree Deodhar	(HOD) M.Sc., D.H.E., Ph.D.
Dr. Sudhir Dhuri	M.Sc., Ph.D.
Dr. Ajit Kengar	M.Sc., NET, SET, Ph.D.
DEPARTMENT OF CHEMISTRY	
Dr. Girish G. Pusalkar	(HOD) M.Sc., Ph.D., D.H.E.
Dr. Vandana S Panse	M.Sc., Ph.D., D.H.E.
Dr. Lakshmy Ravishankar	M.Sc., Ph.D.
Dr. Alka R. Kolhatkar	M.Sc., Ph.D.
Dr. Ashok G. Awale	M.Sc., NET., Ph.D.
Dr. Suresh S. Shendage	M.Sc., B.Ed., SET., Ph.D.
Dr. Paresh M. More	M.Sc; Ph.D; SET; B.Ed
DEPARTMENT OF MATHEMATICS	
Mr. Sandip Kambli	(HOD) M.Sc., S.E.T.
DEPARTMENT OF PHYSICS	
Dr. Suresh N. Kadam	(HOD)M.Sc., M.Phil., B.Ed., Ph.D.
Dr. Manoj Mahajan	M.Sc.,Ph.D., SET.
DEPARTMENT OF ZOOLOGY	
Dr. Bharatbhushan Sharma	(Principal) M.Sc.,M.Sc. (Res), Ph.D.,F.A.Z. F Z.S.I.
Dr. Vinod R. Ragade	(HOD)M.Sc., Ph.D.
Dr. Kiran Kharat	M.Sc., Ph.D.
BVOC(Travel and Tourism)	
Ms. Shirisha Gupte	(Nodal Officer)
DEPARTMENT OF PHYSICAL EDUCATION	
Mr. Barik K. Giri	M.A., M. P.Ed., M.Phil.
Ms. Minal Hujare	M.A., M. P.Ed.
DEPARTMENT OF LIBRARY	
Mr. Paritosh D. Pawar	Librarian M.Sc., M Lib., I.Sc., S.E.T.
Mr. Dattatray Shirsat	Assist. Librarian
OFFICE	
Ms. Rajani Manoj	Steno to the Principal
Mr. R.S. Gaikwad	Office Registrar (In-Charge)



CHAPTER 18:SELF-FINANCING AND ADD-ON PROGRAMMES

❖ Self-Financing Courses:

- 1) B.Sc. in Information Technology
- 2) B.Sc. in Biotechnology
- 3) B.Com. in Banking and Insurance
- 4) B.Com. in Accounting and Finance
- 5) B. M. M. (Bachelor of Mass Media)
- 6) B. M. S. (Bachelor of Management Studies)
- 7) B.Voc. in Travel and Tourism

❖ P.G. Courses:

- 1) M.Sc. in Information Technology
- 2) M.Sc. in Biotechnology
- 3) Post Graduate Diploma in Perfumery and Cosmetics Management
- 4) M.Com. (Accountancy)
- 5) M.Sc. (Physics Research)
- 6) M.Sc. Biological Science Subject - Zoology
(Oceanography - Sindhu Swadhyay)

For detailed guidelines & instructions - Refer to the Prospectus of the of Self - Financing courses
