



**THE KELKAR EDUCATION TRUST'S V.G. VAZE COLLEGE OF
ARTS, SCIENCE AND COMMERCE(AUTONOMOUS)
MITHAGAR ROAD, MULUND(EAST), MUMBAI-400081**

PROSPECTUS - 2021-22



SELF-FINANCING 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)

Awarded 'A' grade by Shala Siddhi (2016-2017)

College with grant under FIST and DBT STAR College Scheme



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**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)
Prof. (Dr). Preeta Nilesh	:	Dean, Faculty of Arts
Dr.Girish Pusalkar	:	Dean, Faculty of Science
C. A. Anil Naik	:	Dean, Faculty of Commerce
Dr. Dinesh Kumar	:	Dean of Research
Dr. Ajit Kengar	:	Dean, Human Resource Development.

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). PreetaNilesh	:	Member
Dr. S. S. Barve	:	Member Research
Mr. Hitesh Thakkar	:	Member Social Service
Dr. Neeta Mehta	:	Coordinator IQAC
Mrs.Chitra Subramaniam	:	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.Jaising D Naik	:	Non-teaching Staff representative
Mr. H.R.Chaudhari	:	Teacher Member
C.A. Vidyadhar Joshi	:	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

Facebook : <https://www.facebook.com/The-KETs-V-G-Vaze-College-of-Arts-Science-Commerce-Autonomous-1101464651970753/>

Instagram : https://instagram.com/vazecollegeautonomous?utm_medium=copy_link



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 be a top ranked Institute under the National Institutional Ranking Framework by imparting quality, research oriented and relevant higher education, with the aim of generating knowledge to enrich and empower individuals towards bringing positive changes in society.

❖ **Mission**

1. To impart value- based quality education through excellence in teaching-learning and research.
2. To create an environment conducive to innovation, team-spirit, leadership, skill orientation and usage of modern technology.
3. To achieve curriculum outcomes and enable students to become entrepreneurial, professional, efficient, versatile, creative, skillful, sensitive and responsible citizens.
4. To facilitate effective interactions of students, faculty and management with industry personnel, alumni and academicians.

❖ **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.

➤ **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 from the Academic year 2020-2021**

❖ **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 fees for admission. admission is given as per standard and transparent norms. People are requested not to fall 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) B.A. in Multimedia and Mass Communication 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 Tourism and Hospitality (* The details of these courses are available in a separate SFC prospectus).

❖ **Post-Graduation :**1) The college has been recognized for M.Sc. – Chemistry (papers)& Zoology (Papers) & and M.Sc. Botany by Research, MSc in Information Technology and MSc in Biotechnology. 2) M.Sc. in Physics (by research) and 3) M.Com. (Accountancy).

❖ **Research:** The college is also a recognized Centre for Ph.D. Program in Zoology, Botany, Chemistry, Physics & Biotechnology, History and English. The college has research centers/guides in the subjects of Physics, Chemistry, Botany, Zoology, Bio-Technology, History, & 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 flavor 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 program 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 (Bio-technology). 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 programs 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:**

Post Graduate Diploma in Perfumery and Cosmetics Management has been started from the academic year 2005-06. It is the first of its own kind where perfumery and cosmetic science is taught under one roof. It will give 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 College who are studying for the C.A. examination. Facility is available at a nominal fee. Interested professionals and students may contact the Librarian to avail 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 with the idea of introducing short term skill-oriented courses that will provide the students with skills enabling employability. Students can engage with these courses alongside their regular Graduation program. 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 Soft Skills and Personality Development Programmes, GD sessions, Courses on Interview Skills and Resume Writing and various short-term Computer Courses to name a few. 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.

- ❖ **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. Pournima Bhangale at the IT Department for further details of the course.

- ❖ **ISR:** In keeping with the requirements of the Companies Act, Keva Fragrances has earmarked a 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:**



Counseling Cell wishes to help students achieve 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 from Degree College and Ms. Geeta Kale from Junior College are the counselors working in the Counseling Cell. Confidentiality will be maintained by the counsellors attached to the counseling cell.



3: INFORMATION REGARDING FREESHIPS/SCHOLARSHIPS

RESERVED CATEGORY STUDENTS :-

Category	Department	Scheme name		Courses name
		Scholarship	Freeship	
SC	Social Justice and Special Assistance Department	Government of India Post-Matric Scholarship	Post- Matric Tuition Fee and Examination Fee (Freeship)	B.Sc IT, BT B.Com AF, BI, BMS,BMM, M.Com M.Sc IT & BT
ST	Tribal Development department	Post-Matric Scholarship Scheme (government of India)	Tuition Fee and Exam Fee for Tribal students (Freeship)	
OBC	VJNT,OBC and SBC Welfare Department	Post-Matric Scholarship to OBC students	Tuition Fee and Exam Fees to OBC students	BSc BT B.Com AF,BI, BMM M.Com M.Sc BT
VJNT		Post-Matric Scholarship to VJNT students	Tuition Fee and Exam Fee to VJNT students	
SBC		Post-Matric Scholarship to SBC students	Tuition Fee and Exam Fee to SBC students	
OPEN	Directorate of Higher Education	State Government Open Merit Scholarship		B.Com AF, BI BMS M.Com M.Sc IT & BT
		Rajarshri Chhatrapati Shahu Maharaj SAhikshan Shulk Shishyavrutti Scheme		



ELIGIBILITY FOR SCHOLARSHIP / FREESHIP :-

1. Income Limit :-

Category	Scholarship	Free ship
SC	Less than Rs. 2,00,000/-	No Income Limit
ST	Less than Rs. 2,50,000/-	No Income Limit
OBC, VJNT, SBC	Less than Rs. 1,00,000/-	More than Rs 1,00,000/- Up to 8,00,000/-

2. Exceptions : As per Social Welfare Department

I.B.M.S. and B.Sc. I.T. : Only SC Category students will get Free ship / Scholarship

II.B.A.M.M.C. : Only OBC Category students will be sanctioned 50% Free ship.

3. All Reserve category students have to open savings Account in a Nationalized Bank.
4. Students must write Mobile / Contact Number in the application form.
5. The college will not be responsible for any claim under Freeship / Scholarship in case students do not submit the required documents within the prescribed time allotted or the claim is rejected by Govt. Such students will have to pay full fees for the academic year.
6. Students can only avail of any one scholarship of freeship from only 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 Domicile Certificate
5. True copy of Ration Card
6. True copy of S.S.C. Marksheet (10th)
7. True copy of H.S.C. Marksheet (12th)
8. True copy of 12th Leaving Certificate
9. True Copy of Income Certificate of previous year from Tahsildar office valid up to 31-3-2022
10. Income Certificate i.e. form 16 for ST & SC category the Financial Year 2020-2021
11. True copy of Aadhar Card
12. True copy of Bank Passbook (First Page)



13. True copy of Non Creamy layer certificate only for SBC, OBC & VJNT caste (only Free ship application forms)
14. Aadhar Card seeding form for Bank (Forms are available in college Website)
15. Self Declaration Form

Note :

1. Students who are submitting mother's income certificates are required to meet Counter No.3 in the college office personally.
2. Students, who have been admitted in this college from other districts, have to submit a District Change Certificate.
3. Students, who have taken a drop, are required to submit a gap certificate from the Court.
4. Fee ship Concession is available only up to Second Child in the case of both boys. For girls there is no restriction as to the numbers.

PROCEDURE OF SUBMISSION OF ONLINE FORM OF FREESHIP / SCHOLARSHIP

1. ONLINE SITE -> <http://mahaDBT> (For SC/ VJNT/ OBC/ SBC/ ST / Open/ Minority/ Handicap)
2. In fees paid column student should put the Full fees paid
3. Students' Adhar Card should be linked to students' Mobile Number.
4. Select the title of the course as per the following list.
 - i) Bachelor of Commerce in Banking Insurance
 - ii) Bachelor of Accounts & Finance
 - iii) B.A. in Multimedia and Mass Communication
 - iv) Bachelor of Science (Biotechnology)
 - v) Bachelor of Science (IT)
 - vi) Bachelor of Management Studies
 - vii) Master of Science (IT)
 - viii) Master of Science (Biotechnology)
 - ix) Master of Commerce



4. Refer to below site for further information or contact SFC / Freeship/Scholarship counter. (Counter 3 &4)
5. Caste Validity Site : <http://evalidity.online.com>
6. Aadhar Card Site : www.eaadhar.uidai.gov.in
7. Freeship Concession is available only up to the second child.
8. For the third and fourth child, an affidavit has to be submitted. Details of the affidavit will be explained in counter No.3 of the college office.

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 an 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:

(b) Fees will be collected from eligible SC/ST/VJ/NT students for unaided courses. They should fill in the Government Freeship/Scholarship Form along with necessary documents at the time of admission on notification by the college.

(c) The fees are for an academic year. Those who have any genuine difficulty in paying the fees in one installment may approach the Principal in writing, for permission to pay the fees in two installments.



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

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/ College website and collect the refund before 31st March of each financial year. On closing of the financial year there will be no refund of fees.



4: UNDER -GRADUATE, POST-GRADUATE COURSES, SUBJECT COMBINATIONS & SUBJECT CODES

F.Y.BSc- Information Technology

4311 Semester I 4321 Semester II

S.Y.BSc- Information Technology

4411 Semester III 4421 Semester IV

T.Y.BSc- Information Technology

4511 Semester V 4521 Semester VI

MSc- Information Technology

4601 (MSc IT) Part-I (by papers) 4701 (MSc IT) Part-II (by papers)

FYBSC- BIOTECHNOLOGY

5301 Semester- I Ability Enhancement, Basic Chemistry ,
 Basic Life Science Biotechnology

5302 Semester- II Ability Enhancement Basic Chemistry
 Basic Life Science Biotechnology

SYBSC -BIOTECHNOLOGY

5401 Semester- III

Core subjects: Biophysics, Applied Chemistry I, Immunology, Cell Biology & Cytogenetics, Molecular Biology

Skill Enhancement Elective: Bioprocess Technology

General Elective: Research Methodology

5402 Semester- IV

Core subjects: Biochemistry, Applied Chemistry I, Medical Microbiology, Environmental Biotechnology, Biostatistics & Bioinformatics

Skill Enhancement Elective: Molecular Diagnostics

General Elective: Entrepreneurship Development



TYBSC- BIOTECHNOLOGY

5501 Semester- V

Core Subjects: Cell Biology, Medical Microbiology & Instrumentation, Genomes & Mol. Biology, Marine Biotechnology

Applied component: Biosafety

5502 semester- VI

Core subjects: Biochemistry, Industrial Microbiology, Pharmacology and Neurochemistry, Environmental Biotechnology

Applied component: Agri Biotechnology

MSc- Bio- technology

5601 Biotech Part-I(by papers) 5701 Biotech Part- II (by papers)

FYBCOM BANKING & INSURANCE

6311 Semester -I 6321 Semester- II

SYBCOM BANKING & INSURANCE

6411 Semester -III 6421 Semester- IV

TYBCOM BANKING & INSURANCE

6511 Semester -V 6521 Semester- VI

FYBCOM ACCOUNTING & FINANCE

7311 Semester -I 7321 Semester- II

SYBCOM ACCOUNTING & FINANCE

7411 Semester -III 7421 Semester- IV

TYBCOM ACCOUNTING & FINANCE

7511 Semester -V 7521 Semester- VI

F.Y.B.A M.M.C (Bachelor of Arts in Multimedia and Mass Communication)

8311 Semester -I 8321 Semester- II

S.Y.B.A.M.M.C (Bachelor of Arts in Multimedia and Mass Communication)

8411 Semester -III 8421 Semester- IV



T.Y.B.A M.M.C Advertising (Bachelor of Arts in Multimedia and Mass Communication)

8511 Semester -V (Journalism) 8521 Semester- VI

T.Y.B.A M.M.C Journalism (Bachelor of Arts in Multimedia and Mass Communication)

8512 Semester -V (Advertising) 8522 Semester- VI

FY.B.M.S. (Bachelor of Management Studies)

9311 Semester -I 9312 Semester- II

SY.B.M.S. (Bachelor of Management Studies)

9411 Semester -III MKT 9421 Semester- IV MKT

9412 Semester -III HR 9422 Semester- IV HR

9413 Semester -III Fin 9423 Semester- IV Fin

TY.B.M.S. (Bachelor of Management Studies)

9511 Semester - V MKT 9521 Semester- VI MKT

9512 Semester - V HR 9522 Semester- VI HR

9513 Semester – V Fin 9523 Semester- VI Fin

Post Graduate Diploma in Perfumery and Cosmetics Management

9101 Part- I 9201 Part-II

M.Sc. Zoology- Oceanography – Sindhu Swadhyaya

9601 Part-I 9701 Part-II

MCOM

3601 Part-I 3701 Part-II



Bachelor of Science in Biotechnology

Bachelor of Science in Biotechnology, Mumbai University Degree Course :

Admission to F.Y.BSc Biotechnology Degree Course

BSc Biotechnology Degree Course is an integrated Three-Year BSc Degree Course. **Course**

Objectives

- Biotechnology Degree Course is a High Utility Course
- It has immense potential to develop Specialized Skills and Knowledge
- To improve the competence of Students
- The Job Training is made compulsory, enabling the students to comprehend the curriculum with the user sector practices.
- To provide Skills for Self-Employment
- To train Students to suit the industry requirements
- To Apply High Technology in Teaching and Training
- To establish industry-Academic interface

Guidelines for Eligibility

A candidate for being eligible for admission to the Three-Year Integrated course leading to the degree of Bachelor of Science (B.Sc.) must have passed Higher Secondary School Certificate Examination (Std. XII) in Science conducted by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent in Science stream. Admission will be on merit, based on order of preference as follows:

- Aggregate Marks at H.S.C. or equivalent.
- Aggregate Marks in Science Group (Physics, Chemistry and Biology).
- Marks in Biology and Chemistry.
- Marks in Biology.

A candidate who has not offered Mathematics and Statistics as one of the Subjects at H.S.C. (Std. XII) shall have to satisfactorily complete a course on Mathematics and Statistics (of 15 hours duration) during the academic year of First Year B.Sc. in which he is admitted of Eligibility and Migration before the close of the academic term in which the candidate is provisionally admitted to the University. Application forms of candidates from other Universities will not be accepted if they are not accompanied by a provisional Certificate of Eligibility. Similarly, the Transfer Certificate will have to be produced by the candidate wherever necessary.

If a candidate fails to obtain the Final Certificate of Eligibility / Migration Certificate / Transfer Certificate before the close of the academic term, in which he/she is provisionally admitted to the University, his/her admission to the Department / College and his/her attendance at lectures during the term are liable to be cancelled.



Required Documentation for Admission

At the time of Admission the Students should submit the following Documents in Original along with duly Attested Xerox Copies of each Document

- 1 SSC Mark sheet & Passing Certificate
- 2 HSC Mark sheet
- 3 Caste certificate and Validity Certificate (if applicable)
- 4 Valid Documentary Evidence regarding Special Category Status
- 5 Leaving Certificate
- 6 Recent Three Passport Size Photographs

B Sc Biotechnology Degree Course :

FEE STRUCTURE:

B.Sc. Biotechnology Degree Program is an Unaided Course.

The Annual Fees: Refer to the Fee Chart

FY Biotechnology

(Semester -I & II Total Credits: 20 per Semester)

2 CREDITS / Theory Paper:

- a) Basic Chemistry (2 Papers / Semester)
- b) Basic Life Science (2 Papers / Semester)
- c) Biotechnology (2 Papers / Semester)

2 CREDITS / Practical:

- a) Basic Chemistry b) Basic Life Science c) Biotechnology

2 CREDITS:

Ability Enhancement Course.

SY Biotechnology

(Semester-III & IV, Total Credits: 20 per Semester)

(Semester - III)

1.2 CREDITS / CORE SUBJECT :

- (a) Biophysics (b) Applied Chemistry - I (c) Immunology (d) Cell Biology & Cytogenetics



(e) Molecular Biology

2.2 Credits / core Subject (2) and Skill Enhancement Elective Practicals (1)

3.2 Credits / Skill Enhancement Elective : Bioprocess Technology

4.2 Credits / General Elective : Research Methodology

(Semester - IV)

1.2 CREDITS / CORE SUBJECT:

(a) Biochemistry (b) Applied Chemistry-II (c) Medical Microbiology

(d) Environmental Biotechnology (e) Biostatistics and Bioinformatics.

2. 2 CREDITS/ CORE SUBJECT (2) and Skill Enhancement Elective Practical (1)

3. 2 CREDITS/ Skill Enhancement Elective: Molecular Diagnostics

4. 2 CREDITS/ General Elective : Entrepreneurship Development.

TY Biotechnology

(Semester -V & VI, Total Credits Allotted: 20 per Semester)

(Semester - V)

(a) Cell Biology (b) Medical Microbiology & Instrumentation (c) Genomes & Molecular Biology (d) Marine Biotechnology.

Applied Component- Biosafety.

(Semester -VI)

(a) Biochemistry (b) Industrial Microbiology (c) Pharmacology & Neurochemistry

(d) Environmental Biotechnology.

Applied Component- Agri Biotechnology.

1.10 CREDITS (Single Major) Theory: (Paper - I, II, III & IV)

Bio-Technology, (For each Paper Theory 2.5 Credits)

2.6 CREDITS: Practical: - (Paper-I, II, III & IV) Bio-Technology,

3.4 CREDITS: Applied Components (Paper-I & II) (For each Paper 2 Credits)

Faculty Biotechnology

1) Dr. Deepali Karkhanis (HOD) MSc UGC-NET PhD

2) Dr. Tanuja Tirodkar MSc PhD

3) Dr. Neha Joglekar MSc PhD

4) Dr. Amit Breed MSc PhD

5) Dr. Shruti Baadkar MSc PhD

6) Ms. Khalida Sheikh MSc SET



Post Graduate Program: -

M.Sc. (Biotechnology) by papers (Two years duration)

- 1) No. of Seats :20
- 2) Admission: On the basis of B.Sc.(Biotech Marks and according to Merit)
- 3) Eligibility: A candidate must have passed TYBSc Biotech 6 units OR units of Biotech + 3 units of any major subject.
- 4) Duration: 2 Years
- 5) Pattern: 4 Semesters

MSc Biotechnology Semester I		
COURSE CODE	TITLE	CREDITS
PSBT 101	Biochemistry	4
PSBT 102	Immunology	4
PSBT 103	Cell Biology	4
PSBT 104	Emerging diagnostics	4
PSBTP 101+104	Practical I	4
PSBTP 102+ 103	Practical II	4

MSc Biotechnology Semester II		
COURSE CODE	TITLE	CREDITS
PSBT 201	Bioinformatics and Biostatistics	4
PSBT 202	Plant and Animal Biotechnology	4
PSBT 203	Bioprocess Engineering and technology	4
PSBT 204	Intellectual property rights and Bioethics	4
PSBTP 201+ 203	Practical I	4
PSBTP 202+ 204	Practical II	4

MSc Biotechnology Semester III		
COURSE CODE	TITLE	CREDITS
PSBT 301	Applied virology and microbiology	4
PSBT 302	Environmental Biotechnology	4
PSBT 303	Biologics and Regulatory Affairs	4



PSBT 304	Molecular Enzymology and Enzyme Technology	4
PSBTP 301	Practical	2
PSBTP 302	Practical	2
PSBTP 303	Practical	2
PSBTP 304	Practical	2

MSc Biotechnology Semester IV		
COURSE CODE	TITLE	CREDITS
PSBT 401	Nanobiotechnology	4
PSBT 402	OMICS & Systems Biology	4
PSBT 403	Drug Discovery & Clinical Study	4
PSBT 404	Scientific Writing & Food Biotechnology	4
PSBTP 401	Practical I	2
PSBTP 402	Practical II	2
PSBTP 403+404	Practical III & IV	4



Bachelor of Science in Information Technology

Bachelor of Information Technology Mumbai University Degree Course.

Degree Course: Admission to F.Y.BSc. Information Technology

BSc Information Technology Course is an integrated Three-Year BSc Degree Course

Divided into Six Semesters.

Course Objectives:

- To synergize information Technology with all its ramifications.
- The focus of the program is IT and Management of IT
- The program contents are Theory and Practical oriented. Students will have to exert more in order to grasp the skills and concepts.
- Excellent facilities are provided for the Practical on Computer related subjects. There are two state-of-the-art Info-Tech Laboratories
- Experts from industry and academic institutions are invited to support the teaching of IT courses.
- A Continuous Evaluation process through Assignments, Tutorials, and Periodic Tests is implemented.

Guidelines for Eligibility

Total Number of Seats: 60

Reservation as per Government Rules.

There will be NO Common Entrance Test (CET)

a) A candidate for being eligible for admission to the degree course of Bachelor of Science-Information Technology, shall have passed XII standard examination of the Maharashtra Board of Higher Secondary Education or its equivalent with Mathematic and Statistics as one of the subject and should have secured not less than 45% marks in aggregate for open category and 40% marks in aggregate in case of Reserved category candidates.

b) Candidates who have passed Diploma (Three years after S.S.C. - Xth Std.) in Information Technology / Computer Technology / Computer Engineering / Computer Science / Electrical, Electronics and Video Engineering and Allied Branches / Mechanical and Allied Branches / Civil and Allied branches are eligible for direct admission to the Second Year of the B.Sc. (I.T.) degree course. However, the Diploma should be recognized by the Board of Technical Education or any other recognized Government Body. Minimum marks required 45% aggregate for open category candidates and 40% aggregate for reserved category candidates.

OR



Candidates with post HSC-Diploma in Information Technology / Computer Technology / Computer Engineering / Computer Science / and Allied branches will be eligible for direct admission to the Second Year of B.Sc. (I.T.)

However, the Diploma should be recognized by the Board of Technical Education or any other recognized Government Body Minimum Marks required 45% aggregate for open category candidates and 40% aggregate for reserved category candidates

Admissions will be granted strictly on Merit.

The

Merit will be decided on the basis of the following

Marks in Mathematics at HSC. In case of tie aggregate of HSC Science or Commerce/Marks in Mathematics at SSC/Marks in Science at SSC/Grand Total at SSC in order.

Fee Structure - B.Sc. (IT) is an Unaided Course.

The Annual Tuition Fees: Ref. Chart

Required Documentation for Admission:

At the time of admission, the students should submit the following documents in original along with duly attested Xerox copies of each document:

1. SSC Mark sheet & Passing Certificate
2. HSC Mark sheet
3. Caste certificate and Validity Certificate (if applicable)
4. Valid Documentary Evidence regarding Special Category Status
5. Leaving Certificate
6. Recent Three Passport Size Photographs

Faculty Information Technology:

- | | |
|-----------------------------|----------------------------------|
| 1) Ms. Pournima P. Bhangale | M.Sc., M.Phil, UGC-NET & MHT-SET |
| 2) Ms. Vandana Narvade | M.Sc., M.Phil |
| 3) Ms. Rakhee Rane | M.Sc., M.Phil |
| 4) Ms. Nanda Rupnar | M.Sc. |
| 5) Ms. Mohini Bhole | BE (Computer Science), MTech. IT |
| 6) Ms. Pranali Pawar | M.Sc. |

B Sc IT :

1. Credit Based Grading System (CBGS) has been introduced from Year 2011-12 (FYBSc.IT) and Year 2012-2013 (SY BSc. IT) & Year 2013-14(TY BSc.IT) UG program.
2. The total credit value shall be 120 credits for all UG programs across the faculties.
3. Each semester has 20 credits.
4. Credit of 3 of Theory and 1 of practical for any course is to be awarded only if student clears both theory and practical. Issues related to Term Work, tutorial, assignments and practical.



Following is the marks distribution for theory and practical.

Minimum 16 marks out of 40 (internal) and 24 marks out of 60 (external) are required for passing in theory.

Minimum 20 marks out of 50 are required for passing in practical.

Theory

Internal Assessment			External Assessment	Total (100 marks)
ClassTest	Assignment	Other activities	Theory Exam	
15	15	10	60	100

Practical

External Assessment	Total (50 marks)
Case study / Problem solving/ Lab and Journal as applicable	50

Outline of Syllabus

B. Sc. IT

FYBScIT

Semester-I Theory :	Semester-II Theory:
1.Imperative Programming	1.Object oriented Programming
2.Digital Electronics	2.Microprocessor Architecture
3.Operating Systems	3.Web Programming
4.Discrete Mathematics	4.Numerical and Statistical Methods
5. Communication Skills	5.Green Computing
Practicals:	Practicals:
1.Imperative Programming Practical	1.Object oriented Programming Practical
2.Digital Electronics Practical	2.Microprocessor Architecture Practical
3.Operating Systems Practical	3.Web Programming Practical
4.Discrete Mathematics Practical	4.Numerical and Statistical Methods Practical
5.Communication Skills Practical	5.Green Computing Practical

SYBScIT

Semester-III Theory :	Semester-IV Theory:
1.Python Programming	1.Core Java
2.Data Structures	2.Introduction to Embedded Systems
3.Computer Networks	3.Computer Oriented Statistical Techniques
4.Database Management Systems	4.Software Engineering
5.Applied Mathematics	5.Computer Graphics and Animation



Practicals:	Practicals:
1. Python Programming Practical	1. Core Java Practical
2. Data Structures Practical	2. Introduction to Embedded Systems Practical
3. Computer Networks Practical	3. Computer Oriented Statistical Techniques Practical
4. Database Management Systems Practical	4. Software Engineering Practical
5. Mobile Programming Practical	5. Computer Graphics and Animation Practical

TYBScIT

Semester-V Theory :	Semester-VI Theory:
1. Software Project Management	1. Software Quality Assurance
2. Internet of Things	2. Security in Computing
3. Advanced Web Programming	3. Business Intelligence
4. Artificial Intelligence / Linux System Administration	4. Principles of Geographic Information Systems / Enterprise Networking
5. Enterprise Java / Next Generation Technologies	5. IT Service Management / Cyber Laws
Practicals:	Practicals:
1. Project Dissertation	1. Project Implementation
2. Internet of Things Practical	2. Security in Computing Practical
3. Advanced Web Programming Practical	3. Business Intelligence Practical
4. Artificial Intelligence Practical / Linux Administration Practical	4. Principles of Geographic Information Systems Practical / Enterprise Networking Practical
5. Enterprise Java Practical / Next Generation Technologies Practical	5. Advanced Mobile Programming

Post Graduate Programme :-

M.Sc. (IT) by papers (Two years)

No of Seats: 20

M.Sc. IT

Credit Based Semester and Grading System with effect from the academic year 2012-2013

Total credit for M.Sc. Part I = (Sem I-24 and Sem II-24) = 48

Total credit for M.Sc. Part II = (Sem III -24 and Sem IV-24) = 48

Evaluation: The students will be evaluated internally & externally.

Admissions: The admissions will be on merit (i.e. Percentage of aggregate marks secured for the qualifying examination or as directed by university of Mumbai.) Reservation criteria shall be followed as prescribed by the government at the time of admission.



Eligibility: The candidate must have passed B.Sc. degree in Information Technology of the University of Mumbai or any recognized University with minimum 45 percent marks.

OR

B.Sc. in Computer Science, Bachelor of Computer Science (B.Sc.) with minimum 45 percent marks.

OR

BE degree in any branch with 45 percent marks.

OR

B.Sc. (Mathematics) with minimum 45 % marks

B.Sc. (Physics) with minimum 45 % marks

OR

B.Sc. (Statistics) with minimum 45 % marks

B.Sc. (Electronics) with minimum 45 % marks

With mathematics as one of the subjects at 10+2 or its equivalent examination.

or as per university rules.

M.Sc. Information Technology

Outline of Syllabus

M.Sc. IT Part-I

Semester-I Theory :	Semester-II Theory:
1. Research in Computing	1. Big Data Analytics
2. Data Science	2. Modern Networking
3. Cloud Computing	3. Microservices Architecture
4. Soft Computing Techniques	4. Image Processing
Practicals:	Practicals:
1. Research in Computing Practical	1. Big Data Analytics Practical
2. Data Science Practical	2. Modern Networking Practical
3. Cloud Computing Practical	3. Microservices Architecture Practical
4. Soft Computing Techniques Practical	4. Image Processing Practical

M.Sc. IT Part-II

Semester-III Theory :	Semester-IV Theory:
Theory Compulsory Technical Writing and Entrepreneurship Development	Theory Compulsory Blockchain Practical
Elective-I	Elective-I
1. Applied Artificial Intelligence 2. Computer Vision	1. Natural Language Processing Practical



3. Cloud Application Development 4. Security Breaches and Countermeasures	2. Digital Image Forensics Practical 3. Advanced IoT Practical 4. Cyber Forensics Practical
Elective-II	Elective-II
1. Machine Learning 2. Biomedical Image Processing 3. Cloud Management 4. Malware Analysis	1. Deep Learning Practical 2. Remote Sensing Practical 3. Server Virtualization on VMWare Platform Practical 4. Security Operations Center Practical
Elective-III	Elective-III
1. Robotic Process Automation 2. Virtual Reality and Augmented Reality 3. Data Center Technologies 4. Offensive Security	1. Human Computer Interaction 2. Advanced Applications of Image Processing 3. Storage as a Service 4. Information Security Auditing
Practical Compulsory Project Documentation and Viva	Practical Compulsory Blockchain Practical
Elective-I	Elective-I
1. Applied Artificial Intelligence 2. Computer Vision 3. Cloud Application Development 4. Security Breaches and Countermeasures	1. Natural Language Processing Practical 2. Digital Image Forensics Practical 3. Advanced IoT Practical 4. Cyber Forensics Practical
Elective-II	Elective-II
1. Machine Learning 2. Biomedical Image Processing 3. Cloud Management 4. Malware Analysis	1. Deep Learning Practical 2. Remote Sensing Practical 3. Server Virtualization on VMWare Platform Practical 4. Security Operations Center Practical
Elective-III	Elective-III
1. Robotic Process Automation 2. Virtual Reality and Augmented Reality 3. Data Center Technologies 4. Offensive Security	Project Implementation and Viva



M.Sc Biological Science Subject- Zoology

(Oceanography- Sindhu Swadhyay)

M.Sc. Oceanography - (Sindhu Swadhyay) is an Unaided Course for M.Sc. Zoology. It covers M.Sc. Part - I regular course with other Zoology students and M.Sc. Part - II specialization in Oceanography.

It has total of 5 seats of which 3 are allotted by the University and 2 seats are allotted by college on merit basis. All B.Sc. Zoology students are eligible for admission to this course.

Oceanography:

Semester III:

**Paper I : Oceanography
(SMZOOC301)**

**Paper II : Freshwater Aquaculture
(SMZOOC302)**

**Paper III : Fish Processing Technology
(SMZOOC303)**

**Paper IV : Fin Fish and Shell Fish Biology
(SMZOOC304)**

Semester IV:

**Paper I :Capture Fisheries
(SMZOOC401)**

**Paper II : Brackish and Marine Water Aquaculture
(SMZOOC402)**

**Paper III : Industrial Fishery
(SMZOOC403)**

**Paper IV : Instrumentation and Scientific Presentation
(SMZOOC404)**



Bachelor of Commerce (Accounting and Finance)

Bachelor of Commerce (Accounting and Finance) Mumbai University Degree Course. Three-year B.com degree course divided into six semesters. The Degree shall be titled as Bachelor of Commerce (Accounting and Finance)

Intake : 120

Faculty Members :

- | | |
|--|---|
| 1. Ms. Seema Pawar - | DMS, B.Lib, MHRDM, UGC-NET |
| 2. Dr. ShyamChoithani - | M.A. (English), M.Phil. (English), UGC-NET, PhD in English literature |
| 3. Ms. Anita Yakkali - | M.Com, ICWAI |
| 4. Ms. Khursheed Shaikh - | DPM & IR, MHRDM |
| 5. Ms. Laveleen Kaur Narang - | M.Com, M.Phil, PGDBA, GDCA |
| 6. Mr. Rajesh Mane - | M.Com, PGDFM, GDCA |
| 7. Ms. Amruta Khanolkar - | B.E. (Electronics), MMS (Marketing) |
| 8. Ms. Aarti Shah - | M.Com, DFM, MHRDM, LLB |
| 9. Ms. Annu Singh - | M.Com |
| 10. Ms Niti Shirke – | M.Com |
| 11. Mr. Ambadas Shrawan kumar Shinge – | M.Com, UGC-NET, M-SET |
| 12. Ms . Sunanda Pandita - | MCA |
| 13. Ms. Mayura Ranade | MA (Economics) |
| 14. Mr. Aditya Davane | MMS (Marketing),M-SET |

Visiting Faculty : Professionals working in the Industry / Corporate House / Banks & Insurance / Markets.

Objectives :

- To create for the students of University of Mumbai an additional avenue of self employment and also to benefit the industry by providing them with suitable trained persons in the field of Accounting & Finance.
- To prepare students to explore new opportunities in the professional world of Accounting & Finance.
- To Provide adequate basic understanding about Accounting and Finance to the students.
- To give the students an adequate exposure to operational environment in the field of Accounting and Finance.
- To inculcate training and practical approach by using modern technology amongst the students in the field of Accounting & Finance.



Eligibility :

- a) A candidate for being eligible for admission to the Bachelor of Commerce (Accounting & Finance) Degree Course shall have passed XII std. Examination of the Maharashtra Board of Higher secondary Education or its equivalent and secured not less than 45% marks in aggregate at first attempt (40% in case of reserved category)
- b) Every Candidate admitted to the Degree Course in the Constituent / affiliated college/recognized institution, conducting the course, shall have to register Autonomy rule himself/herself with the University.

Required Documentation for Admission

At the time of Admission, the Students should submit the following Documents in Original along with duly Attested Xerox Copies of each Document

- 1 SSC Mark sheet & Passing Certificate
- 2 HSC Mark sheet
- 3 Caste certificate and Validity Certificate (if applicable)
- 4 Valid Documentary Evidence regarding Special Category Status
- 5 Leaving Certificate

Duration of the Course and Related Information:

- a) The course shall be a full-time course. The duration of the course shall be six Semesters spread over three years.
- b) Number of students: A batch shall consist of not more than 60 students.
- c) The course shall consist of 39 subjects and 1 project r paper (subject) shall be 03 Credits 60 lectures and 02 Credits 45 lectures, each of 48 minutes duration.

BCOM (A & F) :

- a) FYBCom (A & F) Sem - I & II, Total credits allotted 20 per Semester - 3 credits x 06 Subjects and 02 credits for foundation course.
- b) SYBCom (A & F) Sem - III & IV, Total credits allotted 20 per Semester - 3 credits x 06 Subjects and 02 credits for foundation course.
- c) TYBCom (A & F) Sem - V & VI Total credits allotted 20 per Semester - 3 credits x 04 subjects and 04 Credit for compulsory subject, 04 credits for project.

COURSE STRUCTURE

SEMESTER I	SEMESTER II
Core Courses	Core Courses
1. Commerce- I(Business Environment)	1. Business Law-I (Business Regulatory Framework)
2. Business Economics- I	2. Business Mathematics
Ability Enhancement Courses	Ability Enhancement Course
3. Business Communication- I	3. Business Communication -II
Skill Enhancement Courses	Skill enhancement course1.
4. Foundation course -I	4. Foundation course –II



Elective Courses 5. Financial Accounting -I (Elements of Financial Accounting)	Elective Courses 5. Financial Accounting -II (special Accounting Areas)
6. Cost Accounting -I (Introduction and Element of Cost)	6. Auditing (Introduction and Planning)
7. Financial Management -I (Introduction to Financial management)	7. Innovative Financial Services

SEMESTER III	SEMESTER IV
Core Courses 1. Business Law (business regulatory framework)-II	Core Courses 1. Business Law-III (Company Law)
2. Business Economics - II	2. Research Methodology in Accounting and Finance
Ability enhancement compulsory courses 3. Information Technology in Accountancy – I	Ability Enhancement Compulsory Courses 3. Information Technology in Accountancy-II
Skill Enhancement Courses 4. Foundation Course-III (Financial Market Operations)	Skill Enhancement Courses 4. Foundation Course in Management-IV(Introduction to Management)
Elective Courses 5. Financial Accounting-II (Special Accounting Areas)	Elective Courses 5. Financial Accounting -IV (Special Accounting Areas)
6. Cost Accounting-II (Methods of costing)	6. Management Accounting (Introduction to Management Accounting)
7. Taxation I (Direct Tax -I)	7. Taxation-II (Direct Tax-II)

SEMESTER V	SEMESTER VI
Core Courses 1. Financial accounting-V	Core Courses 1. Financial Accounting- VII
2. Financial Accounting- VI	2. Project Work
Elected Courses 3. Cost Accounting- III	Elected Courses 3. Cost Accounting-IV
4. Financial Management-II	4. Financial Management-III
5. Taxation-III (Indirect Taxes-I)	5. Taxation-IV (Indirect Taxes-II)
6. International Finance	6. Security Analysis and Portfolio Management



Bachelor of Commerce (Banking & Insurance)

Bachelor of Commerce: (Banking & Insurance) Mumbai University Degree Course.

Three-year B. Com course divided into six semesters.

The Degree shall be titled as Bachelor of Commerce(Banking & Insurance)

Intake: 60

Faculty Members:

1) Ms. Seema Pawar -	DMS, B.Lib, MHRDM, UGC-NET
2) Dr. Shyam Choithani -	M.A. (English), M.Phil. (English), UGC-NET, PhD in English Literature
3)Ms. Anita Yakkali -	M.Com, ICWAI
4)Ms. Khursheed Shaikh -	DPM & IR, MHRDM
5)Ms. Laveleen Kaur Narang -	M.Com, M.Phil, PGDBA, GDCA
6)Mr. Rajesh Mane -	M.Com, PGDFM, GDCA
7)Ms. Amruta Khanolkar -	B.E. (Electronics), MMS (Marketing)
8)Ms. Aarti Shah -	M.Com, DFM, MHRDM, LLB
9)Ms. Annu Singh -	M.Com
10) Ms Niti Shirke-	M.Com
11) Mr Ambadas Shrawan Kumar Shinge-	M.Com, UGC-NET, M-SET
12)Ms Sunanda Pandita-	MCA
13) Ms Mayura Ranade	MA(economics)
14) Mr. Aditya Davane	MMS(marketing), M-NET

Visiting Faculty: Professionals working in the industry / corporate house / Banks & Insurance / Markets.

Objective of the Degree:

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

Eligibility :

A candidate for being eligible for admission to the Bachelor of Commerce (Banking & Insurance) Degree Course shall have passed XII std. Examination or the equivalent and secured not less than



45% marks in aggregate at (40% in case reserved category) one & the same sitting. Every Candidate admitted to the Degree Course in the Constituent/affiliated college / recognized institution, conducting the course, shall have to register himself/herself with the University.

Required Documentation for Admission:

At the time of Admission, the Students should submit the following Documents in Original along with duly Attested Xerox Copies of each Document

1. SSC Mark sheet & Passing Certificate
2. HSC Mark sheet
3. Caste certificate and Validity Certificate (if applicable)
4. Valid Documentary Evidence regarding Special Category Status
5. Leaving Certificate

Duration of the Course and Related information:

- a) The Course shall be a full-time course. The duration of the course shall be six semesters spread over in three years.
- b) Number of students: A batch shall consist of not more than 60 students;
- c) The course shall consist of 39 subjects & 1 projects.
- d) Total number of lectures per paper per semester (Subject shall be 03 credits 60 lectures. 02 credits 45 lectures of 48 minutes duration)

Bcom (B & I) :

- a) FYBCom (B & I) Sem - I & II, Total credits allotted 20 per Semester - 3 credits x 06 Subjects & 02 credits for foundation course.
- b) SYBCom (B & I) Sem - III & IV, Total credits allotted 20 per Semester - 3 credits x 06 Subjects & 02 credits for foundation course.
- c) TYBCom (B & I) Sem - V & VI Total credits allotted 20 per Semester - 3 credits x 04 Subjects & 04 credits for compulsory subject, 04 credits for project.

COURSE STRUCTURE-

SEMESTER I	SEMESTER II
Core Courses	Core Courses
1. Business Economics- I	1. Organizational Behavior
2. Quantitative Methods-I	2. Quantitative Methods-II
Ability Enhancement Compulsory Courses	Ability Enhancement Compulsory Courses
3. Business Communication -I	3. Business Communication -II
Skill Enhancement Courses	Skill Enhancement Courses
4. Foundation Course- I	4. Foundation Course- II
Elected Courses	Elected Courses
5. Environment and Management of Financial Services	5. Principles and Practices of Banking and Insurance
6. Principles of Management	6. Business Law
7. Financial Accounting-I	7. Financial Accounting- II



SEMESTER III	SEMESTER IV
Core courses 1. Organizational Behavior	Core courses 1. Corporate and Security Law
2. Financial Markets	2. Business Economics II
Ability Enhancement Compulsory Courses 3. Information Technology in in Banking and Insurance- I	Ability Enhancement Compulsory Courses 3. Information Technology in in Banking and Insurance- II
Skill Enhancement Courses 4. Foundation Course -III (An Overview of Banking Sector)	Skill Enhancement Courses 4. Foundation Course -IV(An Overview of Insurance Sector)
Elected Courses 5. Financial Management-I	Elected Courses 5. Financial Management – II
6. Management Accounting	6. Cost Accounting
7. Direct Taxation	7. Entrepreneurship Management

SEMESTER V	SEMESTER VI
Core Courses 1. International Banking and Finance	Core Courses 1. Central Banking
Ability Enhancement Compulsory Courses 2. Research Methodology	Ability Enhancement Compulsory Courses 2. Project work in Banking and Insurance
Elected Courses 3. Financial Reporting & Analysis (corporate Banking & Insurance)	Elected Courses 3. Security Analysis and Portfolio Management
4. Strategic Management	4. Human Resource Management
5. Financial Services Management	5. Turnaround Management
6. Business Ethics and Corporate	6. International Business



BACHELOR OF MANAGEMENT STUDIES - BMS

(Three Year Full Time Course of the University of Mumbai)

Intake: 120

Faculty :

1) Ms. Seema Pawar	DMS, B.Lib, MHRDM, UGC-NET
2) Dr. Shyam Choithani -	M.A. (English), M.Phil. (English), UGC- NET, PhD in English literature
3) Ms. Anita Yakkali -	M.Com, ICWAI
4) Ms. Khursheed Shaikh -	DPM & IR, MHRDM
5) Ms. Laveleen Kaur Narang -	M.Com, M.Phil, PGDBA, GDCA
6) Mr. Rajesh Mane -	M.Com, PGDFM, GDCA
7) Ms. Amruta Khanolkar -	B.E. (Electronics), MMS (Marketing)
8) Ms. Aarti Shah -	M.Com, DFM, MHRDM, LLB
9) Ms. Annu Singh -	M.Com
10) Ms .Niti Shirke-	M.Com
11) Ms. Sunanda Pandita-	MCA
12) Mr. AmbadasShrawankumarShinge	M.Com, UGC-NET, M- SET
13) MsMayura Ranade.	MA (Economics)
14) Mr. Aditya Davane	MMS(Marketing), M-SET

Visiting Faculty : Professionals working in the industry / corporate house / Banks / Markets / media firms having relevant experience.

OBJECTIVES :-

1. To give students an insight about modern management practices.
2. To help students in becoming focused and determined about their career.
3. To provide adequate training to the students for becoming competitive management aspirants.
4. To cultivate a culture of self-discipline preparing students to face external competition.
5. To build a talent pool and make students employable for corporate jobs.
6. To make students Techno Savvy and help them to stay updated.

Eligibility :

Candidates having passed their 12th std/HSC exams from Maharashtra State Board of Higher Education any exam recognized as equivalent to diploma in any engineering branch with two- or three-years duration after SSC, conducted by the Board of Technical Education. Candidates from Arts, Commerce, Science & Diploma streams with minimum 45% aggregate (40% in case of reserved category) at first attempt are eligible for the course.



Required Documentation for Admission:

At the time of Admission the Students should submit the following Documents in Original along with duly Attested Xerox Copies of each Document

1. SSC Mark sheet & Passing Certificate
2. HSC Mark sheet
3. Caste certificate and Validity Certificate (if applicable)
4. Valid Documentary Evidence regarding Special Category Status
5. Leaving Certificate

Duration of the Course and Related information:

- a) The Course shall be a full-time course. The duration of the course shall be six semesters spread over three years.
- b) Number of students: A batch shall consist of not more than 60 students;
- c) The course shall consist of 39 subjects & 01 projects.
- d) Total number of lectures per paper per semester (Subject shall be 03/04 credits - 60 lectures, 02 credits - 45 lectures of 48 minutes duration)

B.M.S :

1. F.Y.B.M.S Sem - I & II, Total credits allotted 20 per Semester - 3 credits x 06 Subjects & 02 credits for foundation course.
2. S.Y.B.M.S Sem - III & IV, Total credits allotted 20 per Semester - 3 credits x 06 Subjects & 02 credits for foundation course.
3. T.Y.B.M.S Sem - V & VI Total credits allotted 20 per Semester - 3 credits x 04 Subjects & 04 credits for compulsory subject, 04 credits for project.

COURSE STRUCTURE :

FYBMS

SEMESTER I	SEMESTER II
Core Courses	Core Courses
1. Foundation of Human Skills	1. Business Environment
2. Business Economics-I	2. Principles of Management
Ability Enhancement Course	Ability Enhancement Course
3. Business Communication - I	3. Business Communication - II
Skill Enhancement Course	Skill Enhancement Course
4. Foundation Course – I	4. Foundation Course – II
Elected Courses	Elected Courses
5. Introduction to Financial Accounts	5. Principles of Marketing
6. Business Law	6. Industrial Law
7. Business Statistics	7. Business Mathematics



SYBMS

SEMESTER III	SEMESTER IV
Core Courses	Core Courses
1. Business Planning & Entrepreneurial Management	1. Business Economics-II
2. Accounting for Managerial Decisions	2. Business Research Methods
3. Strategic Management	3. Production & Total Quality Management
Ability Enhancement Course	Ability Enhancement Course
4. Information Technology in Business Management - I	4. Information Technology in Business Management - II
Skill Enhancement Course	Skill Enhancement Course
5. Foundation Course – III (Environmental management)	5. Foundation Course – IV (Ethics and Governance)

List of group of Elective Courses

SEMESTER III	SEMESTER IV
Group A : Marketing Electives	Group A : Marketing Electives
6 .Consumer Behavior	6. Integrated Marketing Communication
7. Advertising	7. Rural Marketing
Group B: Human Resource Electives	Group B: Human Resource Electives
6. Recruitment & Selection	6. Training & Development in HRM
7. Motivation and Leadership	7. Change Management
Group C: Finance Electives	Group C: Finance Electives
6. Introduction to Cost Accounting	6. Strategic Cost Management
7. Corporate Finance	7. Corporate Restructuring

Note: Group selected in semester III will continue in semester IV

TYBMS

SEMESTER V	SEMESTER VI
1. Core Courses	1. Core Courses
1. Logistics & Supply Chain Management	1. Operation Research
2. Ability Enhancement Courses	2. Ability Enhancement Courses
2. Corporate Communication & Public Relations	2. Project work

List of group of Elective Courses

SEMESTER V	SEMESTER VI
Group A : Marketing Electives	Group A : Marketing Electives
3. Service Marketing	3. Brand Management
4. E-Commerce & Digital marketing	4. Retail Management
5. Sales and Distribution Management	5. International Marketing
6. Customer Relationship Management	6. Media Planning and Management
Group B: Human Resource Electives	Group B: Human Resource Electives



3. Finance for HR Professionals & Compensation Management	3. HRM in Global Perspective
4. Strategic Human Resource Management & HR Policies	4. Organizational Development
5. Performance Management & Career Planning	5. HRM in service Sector Management
6. Industrial Relations	6. Human Resource Accounting & Audit
Group C: Finance Electives	Group C: Finance Electives
3. Investment Analysis & portfolio Management	3. International Finance
4. Financial Accounting	4. Innovative Financial Services
5. Risk Management	5. Strategic Financial Management
6. Direct Taxes	6. Indirect Taxes

Note: Group selected in semester III will continue in semester IV & semester V and VI.



B.A. in Multimedia and Mass Communication

B.A.M.M.C. is the revised nomenclature of BMM introduced by the Board of Studies in Mass Media (University of Mumbai), implemented progressively from 2019-2020.

Faculty Members:

1. Dr. Shyam Choithani (HOD): M.A. (English), M.Phil. (English), UGC-NET, Ph.D. (English)
2. Ms. Ashwathi Anilkumar: M.A. (Entertainment Media & Advertising), UGC-NET
3. Prof. (Dr.) Preeti Nilesh: M.A. (History), M.Phil. (History), Ph.D. (History)

Visiting Faculty: Professionals working in the media industry, research foundations, veteran retired journalists and freelance consultants.

Objectives:

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

Eligibility:

A candidate, for being eligible for admission to the degree course in Bachelor of Arts in Multimedia and Mass Communication, shall have passed in XII Std. Examination of the Maharashtra State Board of Higher Secondary Education or its equivalent from the Science, Arts or Commerce streams with a minimum of 40 % marks (As per the Board of Studies in Mass Media of the University of Mumbai)

Required Documentation for Admission:

1. SSC Mark sheet & Passing Certificate
2. HSC Mark sheet
3. Caste certificate and Validity Certificate (if applicable)
4. Valid Documentary Evidence regarding Special Category Status
5. Leaving Certificate

At the time of Admission, the Students should submit the following Documents in Original along with duly Attested Xerox Copies of each Document

Duration:

BAMMC is a full-time programme with a duration of three years. Each academic year consists of two semesters. The programme offers specialization for students in Third Year between Journalism and Advertising.



A division shall consist of not more than 60 students as per the rules of the University of Mumbai. However, this rule is subject to change with amendment/s carried out by the relevant decision-making authorities/academic bodies at the university or government department/s.

AECC: Ability Enhancement Compulsory Course

AEEC: Ability Enhancement Elective Course

DSC: Discipline Specific Course

DSE: Discipline Specific Elective

DRG: Discipline Related General Paper

Semester-wise course structure of the programme:

Programme: BAMMC	Year: FYBAMMC		
Academic Year: 2021-2022	Semester: I		
Course Title	Credit points allotted in the semester	Course Code	Title
Effective Communication - I	3	AMM-101	AECC
Foundation Course - I	2	AMM-102	AEEC
Visual Communication	4	AMM-103	DSC
Fundamentals of Mass Communication	4	AMM-104	DSC-CORE-I
Current Affairs	4	AMM-105	DSC-CORE-II
History of Media	3	AMM-106	DSE
Total Credit Points in Semester I	20		

Programme: BAMMC	Year: FYBAMMC		
Academic Year: 2021-2022	Semester: II		
Course Title	Credit points allotted in the semester	Course Code	Title
Effective Communication - II	3	AMM-201	AECC
Foundation Course - II	2	AMM-202	AEEC
Content Writing	4	AMM-203	DSC
Introduction to Advertising	4	AMM-204	DSC-CORE-I
Introduction to Journalism	4	AMM-205	DSC-CORE-II
Media Gender & Culture	3	AMM-206	DSE
Total Credit Points in Semester II	20		

Total number of credits in FYBAMMC = 20 + 20 = 40

Programme: BAMMC	Year: SYBAMMC		
Academic Year: 2021-2022	Semester: III		



Course Title	Credit points allotted in the semester	Course Code	Title
Theatre & Mass Communication - I	2	AMM-301	AEEC
Corporate Communication & Public Relations	4	AMM-302	DSC
Media Studies	4	AMM-303	DSC
Introduction to Photography	4	AMM-304	DSC
Film Communication - I	4	AMM-305	DRG
Computers and Multimedia - I	2	AMM-306	DRG (Practical)
Total Credit Points in Semester III	20		

Programme: BAMMC	Year: SYBAMMC		
Academic Year: 2021-2022	Semester: IV		
Course Title	Credit points allotted in the semester	Course Code	Title
Theatre & Mass Communication - II	2	AMM-401	AEEC
Writing & Editing for Media	4	AMM-402	DSC
Media Laws & Ethics	4	AMM-403	DSC
Mass Media Research	4	AMM-404	DSC
Film Communication - II	4	AMM-405	DRG
Computers and Multimedia - II	2	AMM-406	DRG (Practical)
Total Credit Points in Semester IV	20		

Total number of credits in SYBAMMC = 20 + 20 = 40

Programme: BAMMC	Year: TYBAMMC - Advertising		
Academic Year: 2021-2022	Semester: V		
Course Title	Credit points allotted in the semester	Course Code	Title
Copywriting	4	AMMA-501	DRG
Advertising & Marketing Research	4	AMMA-502	DRG
Brand Building	3	AMMA-503	DSE
Agency Management	3	AMMA-504	DSE
Consumer Behaviour	3	AMMA-505	DSE
Documentary & Ad Film Making	3	AMMA-506	DSE
Total Credit Points in Semester V - Advertising	20		
Programme: BAMMC	Year: TYBAMMC - Journalism		
Academic Year: 2021-2022	Semester: V		



Course Title	Credit points allotted in the semester	Course Code	Title
Reporting	4	AMMJ-501	DRG
Investigative Journalism	4	AMMJ-502	DRG
Features and Writing For Social Justice	3	AMMJ-503	DSE
Global Media and Conflict Resolution	3	AMMJ-504	DSE
Business and Financial Journalism	3	AMMJ-505	DSE
Journalism and Public Opinion	3	AMMJ-506	DSE
Total Credit Points in Semester V - Journalism		20	

Programme: BAMMC		Year: TYBAMMC - Advertising	
Academic Year: 2021-2022		Semester: VI	
Course Title	Credit points allotted in the semester	Course Code	Title
Digital Media	4	AMMA-601	DRG
Advertising Design	4	AMMA-602	DRG
Advertising in Contemporary Society	3	AMMA-603	DSE
Media Planning & Buying	3	AMMA-604	DSE
Entertainment & Media Marketing	3	AMMA-605	DSE
Television Program Production	3	AMMA-606	DSE
Total Credit Points in Semester VI - Advertising		20	

Programme: BAMMC		Year: TYBAMMC - Journalism	
Academic Year: 2021-2022		Semester: VI	
Course Title	Credit points allotted in the semester	Course Code	Title
Digital Media	4	AMMJ-601	DRG
Newspaper and Magazine Design (project)	4	AMMJ-602	DRG
Contemporary Issues	3	AMMJ-603	DSE
Photo and Travel Journalism	3	AMMJ-604	DSE
Sports Journalism	3	AMMJ-605	DSE
Television Journalism	3	AMMJ-606	DSE
Total Credit Points in Semester VI - Journalism		20	

Scheme of Evaluation in FYBAMMC, SYBAMMC and TYBAMMC (Advertising) and TYBMM (Journalism)



- External examination at the end of the semester for 60 marks.
- Internal examination through continuous evaluation for 40 marks.

Internal examination/evaluation will be in the break-up of three components:

1. A project, assignment, field visit report, filmmaking, newspaper or magazine making or any other course-specific work as assigned by the teacher for 20 marks.
2. A written class test or viva voce for 10 marks.
3. Participation of students in activities and events organized by the Department of Mass Media, activity groups, various committees and college. The overall conduct and participation of students in classroom discussions and debates will also be considered. This component is for 10 marks.

FYBAMMC [Bachelor of Multimedia and Mass Communication]			
8311	Semester - I	8321	Semester - II
SYBAMMC [Bachelor of Multimedia and Mass Communication]			
8411	Semester - III	8421	Semester - IV
TYBAMMC [Bachelor of Multimedia and Mass Communication]			
8511	Semester - V [Advertising]	8521	Semester - VI [Advertising]
8512	Semester - V [Journalism]	8522	Semester - VI [Journalism]



Master in Commerce (MCOM in Accountancy)

Coordinator- C.A. Anil Naik- B.Com, F.C.A., DISA

The college conducts a full time Postgraduate Degree Course in Commerce – (Master in Commerce- M.com) with specialization in the subjects of Accountancy.

A candidate for being eligible for admission to the Master of Commerce (M.Com) Course shall have passed:

1. Bachelor of Commerce (Regular) or
2. Bachelor of Commerce (Accounting & Finance) or
3. Bachelor of Commerce (Banking & Insurance) or

The faculties include regular as well as guest faculties who are renowned teachers, eminent practicing Chartered Accountants, and well-known professionals from various Industries.

Course Content:

The entire course (M.Com I and M.Com II) is of four Semesters

Total Duration of the course : Two years

The Class timings are from 7.00 am to 9.00 am on all working days

MCOM Part I :

Sem I

1. Strategic management
2. Economics for Business Decisions
3. Cost & Management Accounting
4. Business Ethics & CSR

Sem II

1. Research Methodology for Business
2. Macroeconomics-Concepts & App
3. Corporate Finance
4. E-Commerce

M.COM Part II

Sem III

1. Advanced Financial Accounting
2. Direct Tax- Income tax
3. Advanced Cost Accounting
4. Project Work

Sem IV

1. Financial management
2. Indirect Tax-GST
3. Corporate Financial Accounting
4. Project Work



**Post Graduate Diploma In Perfumery & Cosmetics Management
(PGDPCM)
(Affiliated to University of Mumbai)
Recognized by the UGC as an Innovative Program.**

Goals And Objectives : The main objective of the program is development of directly employable manpower – middle level technical and managerial – for the fast growing cosmetic and perfumery industry in India and abroad.

The Perfumery and Cosmetology course, is the first of its kind in India where Perfumery and Cosmetic Science & Commerce is taught under one roof. It is a niche area where there is no integrated industry recognized training programs or courses in the country. The skilled personnel are imported from other countries or the industry spends huge funds for training programs.

The Curriculum of the courses will give a dual competence to the students by imparting technical know-how as well as managerial training required by the perfumery and cosmetology industry.

The students are thoroughly acquainted with the classical as well as applied approach to both the techniques. Every theoretical detail will be supplemented by hands on practical training. On the other hand, the management training engineers the persons into proactive managers. As the result the students emerge out as excellent management executives with adequate knowledge of the product in hand and the industrial manufacturing process.

PGDPCM, programs envisages short term Certificate Courses on topics like Herbal Cosmetics,

Safety Testing, Efficacy Testing, Clinical Trial Procedures, Fragrance Application, Soaps and Detergents, Toiletries, Aroma Therapy etc at a later stage.

Nature Of Course:

The course is two-year full time and was established in the academic year 2005-06.

Faculty

Visiting Faculty : Entrepreneurs in the field and Professionals working in the industry with at least two years relevant experience

Specific Infrastructure: The infrastructure requirements of the programme are as per the industrial guidelines.

Library :

The college provides a full-fledged and exclusive library covering a wide range of books and journals on all the technical, theoretical and managerial aspects of perfumery and cosmetics industry. The library also provide selected access to the worldwide web for specific literature search relevant to the course.

Computing Facilities :

General computing facilities are made available to the students wherein they can access the Internet for general searches to facilitate their project work and also avail of the MS Office software for their daily assignments, tutorials and presentations.



Laboratories :

There are four air conditioned state of the art laboratories such as Perfumery Lab, Decorative Cosmetics Lab, Personal Care Lab and Instrumentation Lab. All the laboratories are Fully equipped with the necessary fittings, materials & instruments.

Curricular Procedures :

Admissions :

Number of seats for the course: 25 students per batch. Admission will be given on merit. Up to 20 percent of the seats may be reserved for candidates sponsored by the industry.

Eligibility :

Minimum qualification for eligibility is Graduation with Chemistry as one of the Major/Subsidiary subject or B pharm or B.Tech.

Relaxation :

Students with Graduation in any subject will be considered provided they have acquired acknowledged professional experience of at least three years in the specific perfumery/cosmetics industry.

Entrance / Aptitude Test :

An Entrance/ Aptitude Test (written or viva) will be conducted if needed. In case of written test, there will be 60 Objective Type Questions, made up of General Aptitude (10) and Chemistry Aptitude 50. Each correct answer will carry 3 marks and each wrong answer will carry minus one(-1) mark. Basic knowledge of chemistry in the following areas will be tested:

Laws of chemical combination - mole concept - chemical and ionic equilibrium - chemical thermodynamics and energetics - theory of absorption and colloidal chemistry - principles and methods of purification of substances - chemistry of carbon compounds and IUPAC system - aromatic compounds - silicon - optical activity - carbohydrates, proteins and fats and synthetic fibers.

Syllabus :

The course syllabi is made up of 8 Technical Papers in Perfumery and Cosmetics equally distributed in two years and 8 Commercial / Managerial Papers equally distributed in two years as given in the prospectus.

Number of Lectures :

There will be two lectures per paper per week of 60 minutes duration. Papers with regular practical components will have three periods of practicals per week. (In case of Decorative Cosmetics, there will be one practical of three periods per month.)

Examination And Grading :

Marking Scheme :

Perfumery Papers I & II, Cosmetics Paper I to IV, Fundamental & Applied Chemistry and Decorative Cosmetics and Management papers:

Annual Exam 60 marks and Continuous Assessment 40 Marks

Continuous Assessment :

Internal or Continuous Assessment will Include Practical, Tutorials, Fieldwork,



Industry Visit, Product Development, Research Work, Project work, Assignments, GD, Viva, etc as per requirement of subject. The respective faculty members will announce the scheme at the beginning of the academic year.

While the Annual Examination is treated as one head of passing, the Practical, Project and Other forms of assignments taken together will be treated as one-head of passing.

Standard of Passing :

A student will be declared Pass and eligible for the PGDPCM provided he/she secures 40 percent marks each in Internal / Continuous Assessment (including project taken together) and Annual Examinations separately and 40 percent marks in aggregate.

On-The-Job Training :

At least two months of Industrial exposure (on the job training etc) is a condition for the award of the Diploma either during the course or immediately after the course. The scheme will be finalized in consultation with the collaborating industry.

Faculty Members PGDPCM (Post Graduate Diploma in Perfumery and Cosmetics Management)

1. Ms. Anuya Joshi - B.Sc, PGDPCM
2. Ms .Pranali Salanke B.Sc.PGDPCM

Visiting Faculty

1. Dr. B.B. Sharma M.Sc (Zoology), Ph.D (Zoology)
2. CA. Arvind Bhorkar B.Com, F.C.A
3. CA. Vidyadhar Joshi B.Com, F.C.A
4. Mr.Chintamani Lagoo M.Sc, Organic Chemistry
5. Dr. Vijay Bambulkar (Cosmetology and Regulatory)
6. Dr. Bhole K. G. M.Sc, Ph.D (Physics)
7. Dr. Leena Thatte Ph.D (Economics), M.A. (Economics)
8. Mrs.Chitra Subramaniam M.Com, M.Phil
9. Dr. Adhir Ambavane M.Com, M.Phil, M.BA, LL.B, Ph.D (Management)
10. Dr. Geetanjali Ranade Ph.D (Chemistry)
11. Dr. Sunita Shailajan Ph.D
12. Mr. Hemant Kale IIM (L)
13. Mr. Uday Yadkikar B.Com (MBA Marketing)
14. Mr. Sampat Krishnan

GIST OF SYLLABUS

FIRST YEAR

Section I .PERFUMERY & COSMETICS

(60 PERFUMERY, PAPER 1:

(60 Final + 40 Continuous Assessment)

- ❖ Raw materials in perfumery
- ❖ History of perfumes
- ❖ Indian and Global perfumery trends
- ❖ Analytical Chemistry and Separation Techniques relating to Perfumery



❖ Instrumental Analysis - GC, MS, HPLC, HPTLC, Supercritical Extraction relating to Perfumes

2. COSMETICS:

PAPER 1, (60 Final + 40 Continuous Assessment)

- ❖ Raw materials in cosmetics: Water, Oils, Fats, Waxes
- ❖ Powders, Emulsifiers, Thickeners and gums
- ❖ Other raw materials

3. COSMETICS PAPER II :

(60 Final + 40 Continuous Assessment)

- ❖ Physiology of skin, hair and tooth
- ❖ Sensorial evaluation and psychophysiology
- ❖ Packaging materials in Cosmetics
- ❖ Analytical Chemistry and Separation Techniques relating to Cosmetics

4. FUNDAMENTAL AND APPLIED CHEMISTRY (60 Final + 40 Continuous Assessment)

- ❖ Chemistry of surfactants
- ❖ Theory of emulsions
- ❖ Macromolecular chemistry
- ❖ Fragrance selection, stability and testing
- ❖ Environmental safety and industrial network
- ❖ Legislation and regulations for perfumes and cosmetics
- ❖ Safety testing and toxicology

SectionII. THE COMMERCE / MANAGERIAL MODULES

1. OPERATIONS & PROJECT ANALYSIS (60 Final + 40 Continuous Assessment)

- ❖ Concepts & Theories of General Management
- ❖ Production Planning & Management
- ❖ Work Measurement
- ❖ Quality management & Assurance
- ❖ Capacity Management
- ❖ Operations Strategy
- ❖ Resource Planning in Service and Manufacturing Environments
- ❖ Inventory Control and Material Requirement Planning
- ❖ Project Feasibility,
- ❖ Project Report,
- ❖ Project Appraisal
- ❖ Project Management

2. HUMAN RESOURCE MANAGEMENT (60 Final + 40 Continuous Assessment)

- ❖ Overview of Management.
- ❖ Motivation and behavior of Individuals and groups in organizations.
- ❖ Principles and models of HRM and personnel Management.



- ❖ Scientific recruitment, Selection, Appraisal and Reward of employees.
- ❖ Issue of control and effective handling and Management of employee
- ❖ Grievances and discipline.
- ❖ Identification of training and development needs, Continuous Professional Development, lifelong learning, and personal development, e-Training and
- ❖ Succession Planning.
- ❖ Employee participation, Representation, Commitment and Involvement
- ❖ Brief Introduction to labour laws as applicable to Industries in India.

3. ANALYSIS AND MANAGEMENT OF INFORMATION (60 Final + 40 Continuous Assessment)

- ❖ Information vs Data; their uses in underpinning the decision making process in business.
- ❖ Data collection methods; primary and secondary data; electronic sources.
- ❖ Questionnaire Design and Survey methodology, Data storage.
- ❖ Methods of summarizing data using Business Graphics, Statistics and Tables.
- ❖ Hypothesis testing methods and its use in business, Advanced analysis methods including correlation, Regression, Forecasting and simple multivariate techniques, use of computers. Use of these methods in providing information for the decision maker, information systems.
- ❖ Basics of Computing systems, Terminology, Downsizing.
- ❖ Impact of systems management. Networking and Communication.
- ❖ The Electronic Office. Database design – flat files and relational structures.
- ❖ Use of relational database tools.
- ❖ Systems development methodologies – SSADM, RAD. Outsourcing
- ❖ Identification of Business problems and development of I.T. solutions. Budget control. Timing. Security.
- ❖ Electronic Business and Electronic Commerce. Business models; Electronic Payment methods; Security issues, SSL and encryption methods, Legal and ethical issues. Managing CIT in organizations. Training and Development issues.

4. BASIC ACCOUNTING AND FINANCE (60 Final + 40 Continuous Assessment)

- ❖ Basic Accounting Concepts and Conventions
- ❖ The Profit & Loss Account
- ❖ The Balance Sheet
- ❖ The Importance of Cash
- ❖ Cash & Fund flow statements
- ❖ Accounting for Limited Companies
- ❖ Financing the Business & Source of Finance



SECOND YEAR

Section I. PERFUMERY & COSMETICS

1. PERFUMERY II (60 Final + 40 Continuous Assessment)

- ❖ Basic Alcoholic Perfumery
- ❖ Functional Perfumery
- ❖ Manufacturing and Packaging processes of Perfumes
- ❖ Market trends in Perfumery.

2. COSMETICS PAPER III (60 Final + 40 Continuous Assessment)

- ❖ Basic Cosmetic Skin care products - Emulsions, Cream and Lotions
- ❖ Specialty products – Sun protection, Skin lightening etc
- ❖ Herbal Cosmetics, Cosmeceuticals and ISI Guidelines
- ❖ Manufacturing Processes of Cosmetics

3. COSMETICS PAPER IV (60 Final + 40 Continuous Assessment)

- ❖ Cosmetic Cleansing Preparations
- ❖ Soaps, Cleansing Preparation for skin, hair and teeth
- ❖ Cosmetic Product Development Sequence and Logic
- ❖ Techniques of Product Development
- ❖ Market Trends in Cosmetics and Toiletries
- ❖ Microbiological Testing, Efficacy Testing and Clinical Trials For Cosmetics

4. DECORATIVE COSMETICS (60 Final + 40 Continuous Assessment)

- ❖ Colour science
- ❖ Pigments and dyes, Colour cosmetic formulations
- ❖ Beauty and salon treatment
- ❖ Aroma Therapy

Section II. COMMERCE / MANAGEMENT

1. MANAGEMENT ACCOUNTING & COSTING (60 Final + 40 Continuous Assessment)

- ❖ Comparative & Common size statements
- ❖ Financial Ratios
- ❖ Management of Working Capital
- ❖ Budgeting
- ❖ Cost-Volume-Profit Analysis
- ❖ Relevant Costs for Decision Making
- ❖ Full costing and Marginal Costing Techniques
- ❖ Capital Investment Appraisal

2. CONTEXT OF BUSINESS ENTERPRISE (60 Final + 40 Continuous Assessment)

- ❖ Globalization-Forms of globalization, implications and impacts of globalization, globalization and Indian Business.
- ❖ Corporate governance, Business growth and expansions and its consequences, corporal social responsibility,
- ❖ Forms of Multinational Corporations.



- ❖ Impact of WTO and labor Market issues and Patents.
- ❖ Dimensions of organizational culture, International Cultural Contrasts in value and Motivation.
- ❖ Regulatory and legal constraints on Business-law of contract; Company law,
- ❖ Labour laws, Liability civil and criminal
- ❖ Environmental and regulatory matters relating to Aroma trade & industry

3. MARKETING MANAGEMENT (60 Final + 40 Continuous Assessment)

- ❖ What is marketing
- ❖ An examination of the ways in which environmental and competitive factors affect markets.
- ❖ The nature of market dynamics: customers, consumers and consumer decision- making.
- ❖ The market research process, methods and techniques used to understand and monitor markets.
- ❖ Identifying and satisfying market needs: segmentation, targeting and positioning
- ❖ The nature and uses of marketing information
- ❖ Marketing mix programmes: product policy, pricing, communications, distribution management, customer service
- ❖ Brand Management
- ❖ Marketing Strategies & Strategic Marketing Process
- ❖ Developing and implementing marketing planning decisions
- ❖ Customer Relations Management (CRM)

4. ENTREPRENEURSHIP & STRATEGIC ENTERPRISE DEVELOPMENT (60 Final + 40 Continuous Assessment)

- ❖ Definitions, Characteristics of Entrepreneur
- ❖ Leadership, Product selection and Pricing,
- ❖ Location decision, Psychology of Winning,
- ❖ Management of Conflicts, Stress and Time,
- ❖ Successful Person Practices, Positive Thinking, Management of Resources,
- ❖ Business and Personal Taxation, Role of Government,
- ❖ Enterprise Sickness and Remedies
- ❖ Introduce to Enterprise Strategy: the Nature and Purpose of Enterprise Strategy; Competitive advantage; Value adding; the value chain; Value constellation; Economic concepts.
- ❖ Risk and Innovation: the economic analysis of risk taking; Introduction to the economics of innovation; Risk management; Technology; Government policy concerning innovation and enterprise
- ❖ Enterprise and the Environment: Industry analysis frame-works; the game theory perspective; industry attractiveness analysis; the impact of



government

- ❖ Strategic analysis: Environmental audits; Resources and Capabilities; Sources of competitive advantage; Strategies and implementation; Organizational Economics and agency theory; Choice of Enterprise Boundaries – Horizontal, Vertical and Corporate.
- ❖ **Few changes are proposed in the syllabus as per advancement in technology.**



BVOC in TOURISM AND HOSPITALITY

The University Grants Commission (UGC) has launched a scheme for Skill Development in higher education, leading to a three year Bachelor of Vocation (BVoc) degree with multiple exits. Designed by The Kelkar Education Trust's V.G. Vaze College (Autonomous), the BVoc program is focused on Undergraduate studies which incorporate specific job roles along with general education, oriented towards employment opportunities in the Tourism and Hospitality sector.

The duration of the BVoc (Tourism and Hospitality) programme is 3 years (6 semesters). After completion of Semester I students will be awarded a certificate (NSQF LEVEL 4), after passing of Semester II students will qualify for Diploma, on completion of 4 semesters the student will qualify for Advanced Diploma and after completing VI semesters the student will be awarded B. Voc Degree (NSQF LEVELS 5, 6 & 7 respectively).

The syllabus consists of General Components and Skill Component papers from Semester I to Semester VI. General Components have 40% weightage of credits in each of the 6 semesters. The General education components include the curriculums of normal university standards (University of Mumbai in this case).

The syllabus of Skill Component in each semester is aligned to the Qualification Packs of the selected job roles in the Tourism and Hospitality sector. This curriculum is as per National Occupational Standards (NOS) defined by the Sector Skill Council, India (Nodal agency for Skill Development under the HRD ministry -now Ministry of Education).

Both the general component and Skill Component attempt to provide holistic development of the students.

The program structure includes-

- Language studies
- Soft skills and personality development programmes
- Projects for industry preparedness
- Internship
- Study tours



PROGRAM STRUCTURE

In each semester the general component papers are of 3 credits each and the skill component papers of 18 credits.

EVALUATION AND GRADING

The evaluation of each course shall contain 2 parts -

1. Internal or In-semester assessment (ISA)-40 marks
2. External Or End- Semester Assessment (ESA)- 60 marks

Details of the papers-

PAPER NUMBER	COURSE CODE	PAPER NAME
SEMESTER I		
I A	VTHCSE101	Communication Skills in English
II A	VTHCSF101	Communication skills in French-1
III A	VTHFC101	Foundation Course I: General Awareness and Etiquette
IV A	VTHIC101	Introduction to Computers
V	VTHSKILL101	Skill Component- Tourism and Hospitality
SEMESTER II		
I B	VTHBC201	Business Communication-English
II B	VTHCSF201	Communication Skills in French
III B	VTHFC201	Foundation Course II -Cultural Awareness
IV B	VTHPM201	Principles of Management
V	VTHSKILL201	Skill Component- Tourism and Hospitality
SEMESTER III		
I A	VTHHT301	History of Tourism- India
II A	VTHMA301	Media and Advertising
III A	VTHAC301	Accountancy-I
IV A	VTHOB301	Organizational Behaviour-I
V	VTHSKILL301	Skill Component- Tourism and Hospitality
SEMESTER IV		
I B	VTHHT401	History of Tourism-World
II B	VTHMA401	Media and Advertising
III B	VTHAC401	Accountancy-II
IV B	VTHOB401	Organizational Behaviour- II
V	VTHSKILL401	Skill Component- Tourism and Hospitality
SEMESTER V		
I	VHTG501	Tourism Geography
II	VTHMKT501	Marketing
III	VTHHRM501	Human Resource Management
IV A	VHTENT501	Entrepreneurship for Tourism and Hospitality- I
V	VTHSKILL601	Skill Component- Tourism and Hospitality
SEMESTER VI		
I	VTHST601	Sustainable Tourism



II	VTHCM601	Crisis Management in Tourism and Hospitality
III	VTHCSM601	Service Management
IV B	VTHENT601	Entrepreneurship in Tourism and Hospitality- II (Internship)
V	VTHSIKLL601	Skill Component- Tourism and Hospitality

OBJECTIVES OF THE PROGRAMME

- 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

Eligibility:

FY BVOC - 12th in any stream or equivalent (in this case the decision remains in college administration)



5: 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 or college website before seeking 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. 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 Email id**, 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 two self attested copies within specified time, 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/TY/BAF/BBI/BMS/IT/BT/BAMMC. 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 a **“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.

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. Self attested copy of the 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. 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, as per the notification by the College office from time to time.

X. In-house students will be admitted to various subjects according to the subjects they have offered at the HSC examinations.

XI. External students / students coming from other faculties will be offered subjects according to the discretion of the admitting authorities.

XII. 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.

XIII. All the students who are admitted should pay the fees as per the schedule announced on the college website, failing which their admission is liable to be cancelled.



6 : FEE STRUCTURE

KET'S V. G. VAZE COLLEGE OF ARTS, SCIENCE & COMMERCE
CLASS WISE FEE : DEGREE UNAIDED COURSE FEE CHART 2021-2022

INFORMATION TECHNOLOGY & BIOTECHNOLOGY

Particulars	Information Technology			Biotechnology		
	Open / OBC/ VJNT /SBC /SC /ST			Open / OBC/ VJNT /SBC /SC /ST		
	FY IT	SY IT	TY IT	FY IT	SY IT	TY IT
Tuition Fees	10000	10000	10000	16000	18000	20000
Lib. Fees	1200	1200	1200	600	600	600
Gym. Fees	400	400	400	400	400	400
Other Fees/Extra Cur. Activitys	250	250	250	250	250	250
Examination & Marksheet Fees	2156	2156	0	2156	2156	0
Univ. Exam fee	0	0	2406	0	0	2406
Enrolment Fees	220	0	0	220	0	0
Disaster Relief Fund	10	10	10	10	10	10
Indust. Visit Fees	0	0	0	0	0	0
Adm 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
Stud Gr. Ins.	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's Fund	20	20	20	20	20	20
Uni Sports & Cultural Activity	36	36	36	30	30	30
E - Suvidha	50	50	50	50	50	50
E- Charges	20	20	20	20	20	20
Project Fees	1000	1000	1900	2000	2000	2000



KET'S V. G. VAZE COLLEGE (AUTONOMOUS)
SFC PROSPECTUS -2021-22



Computer Particles	1000	1500	2500	1000	1000	1000
Lab. Fees	6000	6000	6000	4000	4000	4000
Caution Money	150	0	0	150	0	0
Lib. Deposit	250	0	0	200	0	0
Lab. Deposit	400	400	400	400	400	400
NSS Fee	10	10	10	10	10	10
FEE (A)	24367	24247	26397	28711	30141	32391
Dimension	20	20	20	20	20	20
Associations	160	160	160	160	160	160
Alumni Asso. Fee	25	25	25	25	25	25
Journals	0	0	0	0	0	0
Admission Processing Fee	0	100	100	0	100	100
Sub. Total (B)	205	305	305	205	305	305
TOTAL (A+B)	24572	24552	26702	28916	30446	32696

Note:

*Document verification Rs. 400/- Applicable only to students from other than Mumbai University/Board

*Amount for Journals workbooks will be collected on commencement of college physically.

* Fee revision is under consideration of University of Mumbai. Fees is likely to change



Accounting & Finance AND Banking & Insurance

Particulars	Accounting & Finance			Banking & Insurance		
	Open / OBC/ VJNT /SBC /SC / ST			Open / OBC/ VJNT /SBC /SC / ST		
	FY	SY	TY	FY	SY	TY
Tuition Fees	10000	10000	10000	10000	10000	10000
Lib. Fees	600	600	600	600	600	600
Gym. Fees	400	400	400	400	400	400
Other Fees/Extra Cur. Activities	250	250	250	250	250	250
Examination Fees	2156	2156	50	2156	2156	50
Univ. Exam fee	0	0	2406	0	0	2406
Enrolment Fees	220	0	0	220	0	0
Disaster Relief Fund	10	10	10	10	10	10
Indust. Visit Fees	0	0	0	0	0	0
Adm 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
Stud Gr. Ins.	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's Fund	20	20	20	20	20	20
Uni Sports & Cultural Activity	30	30	30	30	30	30
E – Suvidha	50	50	50	50	50	50
E- Charges	20	20	20	20	20	20
Project Fees	1400	1400	2000	1400	1400	2000
Computer Particles	1000	1000	1000	2000	1000	1000
Lab. Fees	1000	1000	1000	1000	1000	1000



KET'S V. G. VAZE COLLEGE (AUTONOMOUS)
SFC PROSPECTUS -2021-22



Caution Money	150	0	0	150	0	0
Lib. Deposit	250	0	0	250	0	0
Lab. Deposit	400	0	0	400	0	0
NSS Fee	10	10	10	10	10	10
FEE (A)	19161	18141	19041	20161	18141	19041
Dimension	20	20	20	20	20	20
Associations	160	160	160	160	160	160
Alunmi Asso. Fee	25	25	25	25	25	25
Journals	0	0	0	0	0	0
Admission Processing Fee	0	100	100	0	100	100
Sub. Total (B)	205	305	305	205	305	305
TOTAL (A+B)	19366	18446	19346	20366	18446	19346

Note:

- * Document verification Rs. 400/- Applicable only to students from other than Mumbai
- * Amount for Journals workbooks will be collected on commencement of college physically.
- * Fee revision is under consideration of University of Mumbai. Fees is likely to change



BAMMC & B.M.S

Particulars	BAMMC			B.M.S		
	Open / OBC/ VJNT /SBC /SC/ST			Open / OBC/ VJNT /SBC /SC/ST		
	F.Y.	S.Y.	T.Y.	F.Y.	S.Y.	T.Y.
Tuition Fees	10000	10000	10000	10000	10000	10000
Lib. Fees	300	300	300	300	300	300
Gym. Fees	400	400	400	400	400	400
Other Fees/Extra Cur.Activities	250	250	250	250	250	250
Examination Fees	2156	2156	0	2156	2156	50
Univ. Exam fee	0	0	2406	0	0	2406
Enrolment Fees	220	0	0	220	0	0
Disaster Relief Fund	10	10	10	10	10	10
Indust. Visit Fees	0	0	0	0	0	0
Adm 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
Stud Gr. Ins.	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's Fund	20	20	20	20	20	20
Uni Sports & Cultural Activity	30	30	30	30	30	30
E – Suvidha	50	50	50	50	50	50
E- Charges	20	20	20	20	20	20
Project Fees	1200	1200	1700	1400	1400	2000
Computer Particles	1000	1000	1000	1000	1000	1000
Lab. Fees	1000	1000	1000	1000	1000	1000



KET'S V. G. VAZE COLLEGE (AUTONOMOUS)
SFC PROSPECTUS -2021-22



Caution Money	150	0	0	150	0	0
Lib. Deposit	250	0	0	250	0	0
Lab. Deposit	400	0	0	400	0	0
NSS Fee	10	10	10	10	10	10
FEE (A)	18661	17641	18391	18861	17841	18741
Dimension	20	20	20	20	20	20
Associations	160	160	160	160	160	160
Alunmi Asso. Fee	25	25	25	25	25	25
Journals	0	0	0	0	0	0
Admission Processing Fee	0	100	100	0	100	100
Sub. Total (B)	205	305	305	205	305	305
TOTAL (A+B)	18866	17946	18696	19066	18146	19046

Note:

- * Document verification Rs. 400/- Applicable only to students from other than Mumbai.
- * Amount for Journals workbooks will be collected on commencement of college physically.
- * Fee revision is under consideration of University of Mumbai. Fees is likely to change.



M.Sc I.T., M.Sc B.T & PGDPCM

Particulars	M.Sc I. T.		M.Sc B.T		PGDPCM	
	Open / OBC/ VJNT /SBC /SC / ST		Open / OBC/ VJNT /SBC /SC / ST		Open / OBC/ VJNT /SBC /SC / ST	
	I	II	I	II	I	II
Tuition fee	15000	15000	15000	15000	27000	27000
Library fee	1000	1000	1000	1000	1500	1500
Gymkhana Fees	400	400	400	400	500	500
Other / Extra Cultural Activity	250	250	250	250	200	200
University Exam Fees	3027	3277	3027	3277	5160	5160
Registration fee	1025	0	1025	0	825	0
Disaster Relief Fund	10	10	10	10	10	10
Admission Processing Fee	200	200	200	200	0	0
Utility Fees	250	250	250	250	300	300
Magazine Fees	100	100	100	100	100	100
ID/LIB CARDS	50	50	50	50	50	50
Student Group Insurance fee	45	45	45	45	45	45
Student Welfare fund Fee	50	50	50	50	50	50
Development Fee	500	500	500	500	1000	1000
Vice Chancellor's Fund	20	20	20	20	0	0
Univ. Sports & Cultural Activity	30	30	30	30	30	30
E - Suvidha	50	50	50	50	50	50
E- Charge	20	20	20	20	20	20
Project Fees	0	2000	0	2000	2000	2000
Computer Practicals	0	0	500	500	2000	2000
Laboratory Fees	15000	15000	20000	20000	15500	15500
On the Job training	0	0	0	0	3000	3000

**KET'S V. G. VAZE COLLEGE (AUTONOMOUS)****SFC PROSPECTUS -2021-22**

MISC	0	0	0	0	500	500
Other fee	0	0	0	0	2000	2000
Industrial Visit Fee	0	0	0	0	1500	1500
Caution Money	150	0	150	0	300	0
Library Deposit	250	0	250	0	300	0
Laboratory Deposit	400	0	400	0	600	0
NSS Fee	10	10	10	10	10	10
FEE (A)	37837	38262	43337	43762	64550	62525
Dimension	20	20	20	20	20	20
Associations	160	160	160	160	160	160
Alunmi Asso. Fee	25	25	25	25	25	25
Journals	0	0	0	0	0	0
Admission Processing Fee	0	100	0	100	0	100
Sub. Total (B)	205	305	205	305	205	305
TOTAL (A+B)	38042	38567	43542	44067	64755	62830

Note:

- * Document verification Rs. 400/- Applicable only to students from other than Mumbai.
- * Amount for Journals workbooks will be collected on commencement of college physically.
- * Fee revision is under consideration of University of Mumbai. Fees is likely to change.



M. COM.

Particulars	Open / OBC/ VJNT /SBC /SC/ST	
	I	II
Tuition fee	6000	6000
Library fee	1000	1000
Gymkhana Fees	400	400
Other / Extra Cultural Activity	250	250
University Exam Fees	3027	3277
Registration fee	825	0
Disaster Relief Fund	10	10
Admission Processing Fee	200	200
Utility Fees	250	250
Magazine Fees	100	100
ID/LIB CARDS	50	50
Student Group Insurance fee	45	45
Student Welfare fund Fee	50	50
Development Fee	500	500
Vice Chancellor's Fund	20	20
Univ. Sports & Cultural Activity	30	30
E - Suvidha	50	50
E- Charge	20	20
Project Fees	1600	1600
Computer Practicals	1500	1500
Laboratory Fees	0	0
On the Job training	0	0
MISC	0	0



KET'S V. G. VAZE COLLEGE (AUTONOMOUS)
SFC PROSPECTUS -2021-22



Other fee	0	0
Industrial Visit Fee	0	0
Caution Money	150	0
Library Deposit	250	0
Laboratory Deposit	0	0
NSS Fee	10	10
FEE (A)	16337	15362
Dimension	20	20
Associations	170	170
AlunmiAsso. Fee	25	25
Journals	0	0
Admission Processing Fee	0	100
Sub. Total (B)	215	315
TOTAL (A+B)	16552	15677

Note:

- * Document verification Rs. 400/- Applicable only to students from other than Mumbai.
- * Amount for Journals workbooks will be collected on commencement of college physically.
- * Fee revision is under consideration of University of Mumbai. Fees is likely to change.



M.Sc. Biological Science Subject - Zoology (Oceanography - Sindhu Swadhyay)

Particulars	I	II
Tuition Fees	15000	15000
Lib. Fees	1000	1000
Gym Fees	400	400
Other Fees / Extra Cur. Activity	250	250
Univ. Exam Fees	3027	3277
Marksheet	0	0
Registration Fee	1025	0
Disaster Relief Fund	10	10
Adm. Processing	200	200
Utility Fees	250	250
Magazine Fees	100	100
Id / Lib Cards	50	50
Stud. Gr. Ins.	45	45
Stu. Welfare Fund	50	50
Development Fees	500	500
Vice Chancellor's Fund	20	20
Uni Sports & Cultural	30	30
E- Suidha	50	50
E –Charges	20	20
Project Fees	2000	2000
Computer Practical	500	500
Lab. Fees	15000	15000
Caution Money	150	0
Lib. Deposit	250	0
Lab. Deposit	400	0

**KET'S V. G. VAZE COLLEGE (AUTONOMOUS)****SFC PROSPECTUS -2021-22**

NSS Fee	10	10
FEE (A)	40337	38762
Dimension	20	20
Associations	160	160
Alumi Asso. Fee	25	25
Admission Processing Fee	0	100
Sub. Total (B)	205	305
TOTAL (A+B)	40542	39067

Note:

- * Document verification Rs. 400/- Applicable only to students from other than Mumbai.
- * Amount for Journals workbooks will be collected on commencement of college physically.
- * Fee revision is under consideration of University of Mumbai. Fees is likely to change.



B. Voc. (Travel & Tourism)

Particulars	Open / OBC/ VJNT /SBC /SC/ ST		
	FY	SY	TY
Tuition Fees	9000	7500	7500
Lib. Fees	600	600	600
Gym. Fees	400	400	400
Other Fees/Extra Cur. Activities	250	250	250
Examination & Marksheet Fees	2156	2156	2406
Univ. Exam fee	0	0	0
Enrolment Fees	220	0	0
Disaster Relief Fund	10	10	10
Indust. Visit Fees	0	0	0
Adm Processing	200	200	200
Utility Fees	250	250	250
Magazine Fees	100	100	100
Id/Lib Cards	50	50	50
Stud Gr. Ins.	45	45	45
Stu. Welfare Fund	50	50	50
Development Fees	500	500	500
Vice Chancellor's Fund	20	20	20
Uni Sports & Cultural Activity	30	30	30
E - Suvidha	50	50	50
E- Charges	20	20	20
Project Fees	1600	1600	1600
Computer Particles	545	545	545



KET'S V. G. VAZE COLLEGE (AUTONOMOUS)
SFC PROSPECTUS -2021-22



Lab. Fees	545	545	545
Caution Money	150	0	0
Lib. Deposit	250	0	0
Lab. Deposit	400	0	0
NSS Fee	10	10	10
FEES TOTAL (A)	17451	14931	15181
Dimension	20	20	20
Associations	160	160	160
Alunmi Asso. Fee	25	25	25
Journals	0	0	0
Admission Processing Fee	0	100	100
Sub. Total (B)	205	305	305
TOTAL (A+B)	17656	15236	15486

Note:

- * Document verification Rs. 400/- Applicable only to students from other than Mumbai.
- * Amount for Journals workbooks will be collected on commencement of college physically.
- * Fee revision is under consideration of University of Mumbai. Fees is likely to change.



7 : INFORMATION REGARDING REFUND OF TUITION FEES

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

Refund of fees on cancellation of admission will be made after cancellation of admission in writing and after verification of all documents required. Students must submit the bank details, cancelled cheque, along with the cancellation form and accordingly the 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.Y.BAF / BBI /BMS/IT/BT/BMM must collect the deposits from the cash counter, before 31st March of every year.

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 a centralized admission process for professionals 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 Under graduate 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 nonrefundable if payment is made by the college prior to the date of cancellation.**

IV. Fees 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:**

For the purpose of refunding 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. Refund of fees will be made as per the UGC/ Government notifications and circulars that are issued from time to time. Students and parents are requested to check the college website for all details regarding refund of fees

❖ **Deposit of Fees Refund:**

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



8: STUDENTS WELFARE SCHEMES

❖ Students Welfare Schemes:

Scholarships/Awards/Freeship: There are a 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.Student Freeship
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 Kanakagiri Memorial "CPM" Scholarship	(one student)
5	Shakuntala Damodar Umrani Scholarship	(3 students)
6	Damodar Umrani 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	Radhabai Vaze Memorial Scholarship for Girls	(5 students)
14	Radhabai Vaze 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	Fakruddin Adamally endowment Scholarship for General/Sports/Needy/Deserving	25 students
19	Sujata Pabrekar Memorial Scholarship (NSS/Extra Curricular)	2 Students
20	Trimbak Keshav Kawale (Ozarkar) endowments to meritorious students offering Physics	(3 students)
21	Physics Teacher's Award (For Excelling in Physics)	(3 Students)
22	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
23	Late Shirish N. Panditrao Memorial Scholarship	(Topper in Marathi at University)
24	Ganit Pradnya Paritoshik	(Topper in Maths at University Exam.)
25	T.S. Kokje Memorial Scholarship	(BMM)
26	Ramesh Ravji Thakkar Endowment	(Needy / Deserving)
27	Shri. A. D. Bhorkar Endowment Scholarship	Accountancy Topper)
28	Late Shri. Rajan Kashinath Dhotre Memorial Scholarship	(TYBCom Topper)
29	Alumni 93 (Commerce Batch) Scholarship	(Needy student of Commerce Faculty)



		with consistent academic record)
30	Abha Moghe Endowment Scholarship	(1 Student)
31	Rotary Trust Mulund South	(Needy / Deserving)
32	Late Smt. Vidya Madhav Thatte Endowment	4 Students
33	Late Shri. D.G. Karandikar Memorial Scholarship	(4 Students -Toppers in Mathematics XI Sc., XI Com., XII Sc. & XII Com.)
34	Komal Keshav Khandekar Memorial Scholarship	(1 Student)
35	Anant Jog Scholarship	(TY Zoology Topper)
36	Dr. Ms. Shubhangi Bhawe	(TYBSC Physics Topper)
37	N.S.S.(Junior)	(College Best Volunteer)
38	Hiten Thakkar Scholarship	(Needy Student)

❖ **Group Insurance:**

Students are insured under the 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 annual Teacher Evaluation by Students. The feedback and evaluation scheme is conducted on the basis of a structured questionnaire which enables an analysis of certain important aspects of the teaching learning process, such as class control, command over the subject and the medium of instruction, presentation skills, use of interactive presentation, participation in extracurricular 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 feedback enables the college to improve the facilities.



9: ACADEMIC CALENDAR

DUE TO THE PANDEMIC SITUATION, THE COLLEGE WILL FOLLOW THE GUIDELINES OF THE UNIVERSITY GRANTS COMMISSION AND THE MUMBAI UNIVERSITY TO CARRY OUT ITS ACADEMIC ACTIVITIES AS AND WHEN PRESCRIBED BY THEM.

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



10: EXAMINATION PATTERN & COURSE WISE CREDITS DISTRIBUTION

❖ 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%	40 Marks
1) One periodical class test	15 Marks
2) One Project or Assignment	15 marks
2) Active participation in class instructional deliveries (APCID)	10 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
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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 to qualify each course where the course consists of Internal Assessment & Semester End Examination.

However, the learner shall obtain a minimum of 40% marks i.e. 16 out of 40 in the Internal Assessment and i.e. 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.

METHOD TO CARRY FORWARD THE MARKS

1) A learner who PASSES in the Internal Assessment but FAILS in the Semester End Examination of the Course shall reappear for the Semester End Examination of that



Course. However, his/her marks of the Internal assessment shall be carried over and he/she shall be entitled for grade obtained by him/her on passing of the complete course,

2) A learner who FAILS in the Internal Assessment but PASSES in the Semester End Examination of the course shall submit and reappear for the internal assessment in the form of projects for that courses However, his/her marks of the Semester End Examination shall be carried over and he/h shall be entitled for grade obtained by him/her on qualifying the course.

3) The Evaluation for students who fail in Internal Assessment will consist of one project of 40 marks.

ATKT (ALLOWED TO KEEP TERM)

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.

CONVERSION OF MARKS TO GRADES AND CALCULATIONS OF GPA

Abbreviations and Formulas Used

G : Grade

GP : Grade Points

C : Credits

CP : Credits Points

CG : Credits X Grades (Product of Credits & Grades)

Σ CG : Sum of Product of Credits & Grades points

Σ C : Sum of Credits points

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.

Students with 1) Poor attendance (as per Ordinance 119, 125, etc.) and 2) Poor conduct and Performance, will not be allowed to appear for the semester end examination.

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.

II) 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

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/V/VI , 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.



11 : 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 to do any activity inside or outside the college that will interfere with its systematic administration or affect its public image. 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 whenever in college and while representing the college at any event. It should be produced whenever demanded by any college authorities.**
2. **During conduct of lectures, students should not loiter in and around the college premises.**
3. **All students are expected to observe decorum regarding both clothing and behavior.**
4. **While representing the college at any place, the student's behavior 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 fund from other students or from outsiders without the written permission of the Principal.**
7. **Students shall not organize on their own picnics, excursions, and trips without prior written permission of the Principal.**
8. **The powers relating to disciplinary action in the college will rest with the Principal and his decision in this respect shall be final. Anyone who violates the code of conduct will be dealt with accordingly.**
9. **Students should not write on benches/walls and should help in keeping the learning environment neat and clean.**
10. **Students should not damage any college property such as projector, boards, furniture etc.**
11. **Use of mobile phones by students is prohibited in college premises. Any violation will be treated as misconduct and the student will be fined Rs. 500/-.**
12. **Ragging is strictly prohibited on campus.**



Guidelines for Students attending Online Lectures, Examinations, Webinars, etc.

- 1. It is desirable for them to use larger screens such as tablets and laptops for writing activities and examinations**
- 2. They must log in with their name and roll number.**
- 3. They should not share the lecture link to any outsiders.**
- 4. They are expected to wear decent clothes while attending the college class – to look and feel good.**
- 5. They should keep themselves on mute when the lecture is in progress and unmute when discussions and presentations take place.**
- 6. They must understand the lecture and texts well before typing messages on the chat box.**
- 7. They should prefer direct respectful communication & avoid sarcasm and rude expressions altogether in online classrooms.**
- 8. They must contribute to class discussions to ensure healthy class participation.**
- 9. They should respect people's privacy.**
- 10. They should neither record the lectures nor take photographs as it would amount to the violation of intellectual property rights.**
- 11. Students must log out of the meeting the moment the lecture is over.**

➤ 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.

➤ Ragging Prohibited: Government of Maharashtra has notified Ragging as a cognizable offence. Any one reported to be involved in any form of ragging, will be severely dealt with. Therefore, students are required to restrain from indulging in any form of ragging.



❖ **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 that attendance of two terms cannot be taken together for working out minimum attendance. The provision also says 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 of absence, prior or within 2 days from the date of commencement of such leave, failing which they will be treated as defaulters.
- c) All applications for leave of absence along with a medical certificate, if any, are to be submitted to the college office (inward section) or to the members of the attendance committee, in case of online lectures.



12 :LIBRARY

➤ **General Rules:**

- I. Library premises are declared as silence zones.
- II. Use of mobiles for any purpose is strictly prohibited in the Library premises. Mobiles should be kept in silent mode when a student is in the library premises.
- III. The Computer Terminal provided for students to search books shall 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 of the college staff members.
- V. The Bar-coded Identity card provided to the student should be used for using library facilities like borrowing 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 the pages will be treated as misconduct and strictly dealt with.
- VII. Students should check the 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 the original Identity card is lost, it should be immediately reported to the Librarian in writing and a Duplicate Identity card will be issued on payment of Rs. 100/-.
- IX. 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.
- X. In case of any type of misuse / damage against lost cards, either in the college premises or outside, the original holder of the card will be held responsible.
- XI. 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 always be maintained in the study room.
- 2) Students can borrow textbooks, other academic 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 / Asst. Librarian.
- 4) Overnight reading facility is made available to students as per prevailing rules.
- 5) Fine of Rs. 10/- per day will be charged if the books issued for Study Room are taken out of the library.



6) Similarly, 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 the 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, the student 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 '74000+ books that include 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 1,64,300+ e-books '.

- **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. Students are requested to take the benefit of the same.
- **E - Resources Section:** The Internet section has been converted to E-Resources Section. The Library has a Broadband connection to 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. Students are requested to visit the E-Resources page for optimum use of the digital resources that include e-journals, e-books, audiobooks, e-content, datasets, e-databases, theses and dissertations, etc.

➤ **Library's Digital Newsletter –'Library Connect':**

- The library publishes a quarterly digital newsletter – 'Library Connect' that highlights the library activities conducted by the library and also shares information on a variety of important topics useful for the students. It also highlights some of the new arrivals of books in the library. All the issues are available on the Library website for reading and downloading. The newsletter is also shared on students' Whatsapp groups and Library's Telegram channel.
- 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 / Asstt. Librarian for queries, if any.



13: 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. The teachers concerned nominate these students based on merit. The Degree college student works as the Secretary while the Junior college student works as the Jt. 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 shall be final and binding on all matters. No person shall be invited to address meetings in the college without the prior permission of the Principal.

COLLEGE COMMITTEES COMMON FOR DEGREE AND JUNIOR COLLEGE

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. Prasannajit Bhawe	Mr. Prashant Patil
*8	Career Guidance, Training and Placement Cell	Ms. Niti Shirke	Ms. Manasi Khedekar
*9	Science Association	Dr. Deepali Karkhanis	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. Paritosh Pawar	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. Paresh More	Dr. Madhavi Chaudhari
*16	Digital Content Development & ICT Enabling	Dr. Satwant Balse Ms. Vandana Narawade	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. Ajit Kengar	Mr. A.M. Bansod
21	G.D. Kelkar Skill Development & Finishing School	Prof. (Dr.) Preeta Nilesh	Ms. Shubhada Brahme
*22	Film and Photography Club	Dr. Suresh Kadam	Mr. Sanjiv Sonawane
*23	Institutional Social Responsibility	Dr. Suresh Shendge	Mr. C. Ravikumar
*24	Counselling Cell	Dr. Neeta Mehta	Ms. Geeta Kale

DEGREE COLLEGE COMMITTEES

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	Student Support, Welfare and Remedial Coaching	Ms. Reeta Kamble
6	ICC	Mrs. Chitra Subramaniam
7	Swayam, Shreyas & Lifelong Learning	Ms. Shilpa Suryavanshi
8	SMAF	C.A. Yogesh Sant



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

❖ **STUDENT'S COUNCIL**

The Students' Council will be formed in accordance with the guidelines 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 showcasing 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 ex-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 a high-tech treadmill, cycle and other fitness equipment.

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



KET'S V. G. VAZE COLLEGE (AUTONOMOUS)
SFC PROSPECTUS -2021-22



The students who win medals in District, state, national and International level games are felicitated and awarded with certificate and trophy at the end of the academic year in the Annual Gymkhana Prize Distribution function.

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

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



14: 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, such information can be 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 placement.

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 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).
