

DEGREE COLLEGE

INTRODUCTION:

The College was established on 16th June, 1969 by the Anjuman-i-Islam, Mumbai. It was originally named as Anjuman College of Commerce & Economics, but in the year 1975 it was dedicated to the memory of late Mr. Akbar Peerbhoy, a noted barrister, philanthropist, educationist and founder of the college. It is now known as Anjuman-i-Islam's Akbar Peerbhoy College of Commerce & Economics. This year the college has completed 46 years of its useful and beneficial existence. The college is permanently affiliated to the University of Mumbai for the teaching courses of studies upto B.Com Degree Examination (Three-year integrated B.Com Degree course). The college has also started the Degree Courses of Bachelor in Management Studies (BMS), Bachelor of Science in Information Technology B.Sc.(IT), B.Sc. (Computer Science) and Bachelor in Mass Media (BMM). In addition, the College also conducts certificate courses in Computer Programming (Software) and Diploma in Business Management. The College conducts M.Com Classes and has started M.Sc. (I.T.) from June 2007. The College has lush Green Campus. The College has been recognised as Ph. D. Research Centre since 2014-15 by University of Mumbai.

The college is conveniently located on Maulana Shaukat Ali Road, Mumbai 400008, midway between J.J. Hospital Junction and Grant Road Railway Station. It can also be reached by B.E.S.T. buses plying on route No. 135 between Mazgaon Dock and August Kranti Maidan, via J.J.Hospital and Grant Road Railway Station. It is therefore easily accessible by bus and train.

The college aims at training students in the field of Commerce & Economics, Management, Mass Media and Information Technology and developing their overall personality, so that they become assets to the society. To achieve this end, the college has numerous co-curricular and extra curricular activities.

From the academic year 2004-2005, the college has been made centre of National Council for Promotion of Urdu and Arabic Languages, Ministry of Human Resource Development Govt. of India.

The academic terms of the College for the year 2015-2016 will be as under.

First Term Starts from 8th June 2015

(There will be a break for winter from 25th December to 31st December - both days inclusive.

DEGREE COLLEGE

COURSE OF STUDIES:

The course for the three-year degree of Bachelor of Commerce has been re-structured by the University of Mumbai with effect from 2011-12 under credit based grading system. A student of commerce faculty is required to offer 20 papers spread over 3 years of the B.Com Degree program in 6 Semester. Of these 7 have to be studied in first year, 6 in second year, and 7 in third year.

The distribution of subjects is as follows:

11. FIRST YEAR B.Com. 7 SUBJECTS (each of 100 marks) in each sem I & II

1. Foundation course: Paper-I
2. Business Economics: Paper-I
3. Business Communication
4. Environmental Studies
5. Commerce: Paper-I (Fundamentals of Marketing & Finance)
6. Accounting & Financial Management: Paper-I
7. Mathematical & Statistical Techniques

12. SECOND YEAR B.Com. 6 SUBJECTS (each of 100 marks) in each Sem III & IV

1. Foundation course: Paper-II
2. Business Economics: Paper-II
3. Business Law
4. Commerce: Paper-II (Business Environment & Development)
5. Accounting & Financial Management: Paper-II
6. Any ONE of the following applied component subjects

i. Computer Programming

or

ii. Advertising

13. THIRD YEAR B.Com. 7 SUBJECTS (each of 100 marks) in each Sem V & VI

1. Management & Human Resource Development
2. Business Economics: Paper-III
- 3,4&5 Accountancy Groups
 - (i) Financial Accounting – I
 - (ii) Auditing & Costing – II
 - (iii) Management Accounting – III
- 6 & 7 Any Two From Following Applied Components Subjects
 - i) Direct & Indirect Taxation
 - ii) Computer Systems
 - iii) Export Marketing
 - iv) Urdu

14. ADMISSION: (for all Degree Courses)

1. Admission to the degree course is given only at the commencement of the first semester and candidates have to apply for it in the prescribed form.
2. Candidate seeking admission to the First Year B.Com course should have passed the H.S.C. examination of the Maharashtra State Board of Secondary and Higher Education or an equivalent examination.
3. Students from other universities (including foreign Universities) and Examination Boards other than the Maharashtra State Board for Secondary and Higher Education seeking admission to any class at the college will be considered for admission only on production of a Certificate of Eligibility from the University of Mumbai.
4. Students migrating from other colleges must produce a Transfer Certificate / NOC from the College last attended. Admission if granted in this college, will be provisional till the Transfer Certificate is produced.
5. Every candidate admitted to any Degree Course in the college shall have to register himself / herself with the university. He should therefore apply for the university enrolment on the prescribed application.
6. If a student desires to get his name removed from the rolls of the college in the second term, intimation to that effect must reach the Principal in writing within a week before the opening of the college for the second term, failing which the student will have to pay fees for the whole of the second term.
7. If a student wishes to join another college in the second term, he has to obtain written permission of the Principals of both the colleges, especially the No Objection Certificate (NOC) from this college.
8. If a student desires to join another college during the middle of the term, written permission must be obtained from the college and the University. However no claim can be made for the refund of fees or part thereof paid for the term.
9. Students who have passed the Std. XII examination through this college should seek admission to the F.Y.B.Com. class within seven days of declaration of the HSC results. If they fail to do so, the college authorities will be free to admit students from other institutions. However no student can claim admission as a matter of right. Similarly a student eligible for admission to the S.Y.B.Com. or T.Y.B.Com. class should seek admission to it within 7 days of declaration of the results of the qualifying examinations.
10. Students having a gap in the course of education should submit an affidavit declaring what they did during the intervening period. Such an affidavit must be submitted together with the admission form.
11. Original documents (with at least one certified copy of each) mark sheet of qualifying examination/s, school/college leaving certificates and other necessary documents must be submitted together with the completed admission form.
12. Admissions are available in M.Com. Part - I and Part - II. M.Com. & M.Sc & I. E.
13. Enrolment for M.Com will be governed by the rules framed by the University from time to time. Candidates must have passed the University degree or any examination considered equivalent to it. The college however retains the right to refuse admission

without assigning any reason.

15. ADMISSION PROCEDURE FOR FOREIGN STUDENTS:

Foreign students who desire to come to India for higher studies should apply directly to the University of Mumbai. If a candidate fulfills all the qualifications, the University will give provisional admission to him and inform the concerned Indian Mission. On the basis of provisional admission the Indian Mission will issue a student visa to enable the student to come to India and join the University / College.

It is hereby clarified for that residential permits granted for studies are treated at par with student visas. The entry visa for a period of at least six months for the purpose of studies is also treated at par with the student visa.

The Indian Mission will issue a student visa only for students who produce letters of admission from the University and not from the college affiliated with the University. It should, therefore, be noted that the letter of admission will only be issued by the University.

16. FEES CHART (IST & IIND TERM) DEGREE COLLEGE

Particulars	F.Y.B.Com.	S.Y.B.Com.	T.Y.B.Com.
Tuition fees	800.00	800.00	800.00
Library fees	200.00	200.00	200.00
Gymkhana fees	200.00	200.00	200.00
Other Fees/Extra Curri. Fees	250.00	250.00	250.00
College Exam fees	1280.00	1200.00	1560.00
Uni. Enrolment fees	220.00	-	-
Disaster Relief Fund	20.00	20.00	20.00
Adm. Processing Fees	200.00	200.00	200.00
Uni. Utility Charge	250.00	250.00	250.00
Magazine Fees	100.00	100.00	100.00
Identity Card	50.00	50.00	50.00
Group Insurance Fees	40.00	40.00	40.00
Student Welfare Fund	50.00	50.00	50.00
Development Fees	500.00	500.00	500.00
Vice Chancellor Fund	20.00	20.00	20.00
Uni. Sport & Culture Act	30.00	30.00	30.00
E. Suvidha	100.00	100.00	100.00
E. Charges	20.00	20.00	20.00
Computer & Prac. Fees	-	600.00	600.00
Computer Laboratory Fee	-	500.00	500.00
Alumni Association Fee	25.00	25.00	25.00
Caution Money	150.00	-	-
Library Deposit	250.00	-	-
Total	4615.00	5155.00	5915.00

Note : The above stated fees is likely to be revised by the University from the current academic year. If revised, the student has to pay the difference of fees.

(Subject to the approval of Shikshan Shulka Samiti appointed pursuant to the order of Supreme Court.)

- Note :**
- 1) For new admission in S.Y.B.Com or T.Y.B.Com. class, the Caution Money and Library Deposit will be charged separately.
 - 2) In addition, the parents will have to pay an amount of Rs. 20/- towards Parent-Teacher Association (PTA).
 - 3) *Does not include the charges for printouts.

17. PENALTY FOR LATE PAYMENT OF FEES:

Fees for the first term are payable at the time of admission each year. Fees for the second term are payable before the start of the second term. Students not paying the fees for the second term on time are liable to pay penalty for late payment as determined by the college authorities. Alternatively the college authorities will have the right to cancel the admission of such student. Examination and other fees will be collected at the time of admission.

18. CANCELLATION OF ADMISSION AND REFUND OF FEES FOR B.COM. CLASSES :

1. All fees paid by a student at the time of admission shall be refunded to him after the deduction of Rs.10/- as administrative charges if the student informs the Principal of the college in writing that he wishes to cancel his admission within seven days (both days inclusive), from the date of admission to the class concerned.
2. If the student informs the Principal in writing within ten days from the date of his/her admission (both days inclusive), 75% of the tuition fees will be refunded to him/her ; if
 - i) At the time of applying for admission he/she intimated in writing that he/she has also applied ; or intends to apply for admission to one or more professional colleges which imparts instruction to the Degree or Diploma Courses, such as Agriculture, Engineering, Architecture, Pharmacy, Physiotherapy, Occupational Therapy, Audiology, Veterinary, Science, Medicine, Dentistry, Ayurveda, Drawing, Painting Commercial Art, Home Science, the courses in Catering Technology and Applied Nutrition, or the course conducted by the National Defence Academy etc. and ;
 - ii) He/she withdraws his application in writing immediately after he is admitted to one of these courses on or before 15th July of the respective year, whichever is earlier. In such cases it shall be binding on the student to produce documentary proof of his being admitted to any of these courses.
3. All cases, which do not fall under (1) & (2) above, shall be within the discretion of the Principal.
4. If the last day for the submission of application for refund of fees falls on a Sunday or a public holiday; the following day shall be deemed to be the last day for the purpose.

N.B.: The above rule shall not apply to students leaving one professional college to join another. Commerce is not treated as a professional course for this purpose.

19. REFUND OF DEPOSITS:

1. Refund of the caution money, deposits etc. can be claimed only after a student has left

the college.

2. Claim for refund must be made in the prescribed form within one year from the date of his/her leaving the college after which period the claim shall lapse.
3. Refund can be claimed only on production of the relevant original receipt.

20. EXAMINATIONS :

Examinations for all students are compulsory. All examinations will be conducted as per the rules and regulations prescribed by the University of Mumbai from time to time.

Revised Pattern of Evaluation System for F.Y.B.Com, S.Y.B.Com & T.Y.B.Com

Scheme of Examination

The performance of the learners shall be evaluated into two components viz. by Internal Assessment with 25% marks in the first component and by conducting the Annual Examination with 75% marks as the second component. The allocation of marks for the Internal Assessment and Annual Examination are as shown below :

- A) Internal Assessment – 25% 25 Marks

1. For Courses without practical

Sr. No.	Particulars	Marks
1.	One periodical class tests examination to be conducted in the given semester	20 Marks
2.	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives.	05 Marks

2. For Courses with practical

Sr. No.	Particulars	Marks
1.	Semester End Practical Examination	20 Marks
	Journal	
	Viva	
	Machine Work / Laboratory Work	
2.	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

Eligibility norms to appear for the additional class test or assignment for learners who remained absent :

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

- c. The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to the learner to appear for the additional examination.

Mode of Internal Assessment for Additional Examination :

For Courses without practical :

1. A learner who is absent for the practical class tests / case study / online examination and the assignment will be declared fail in the Internal Assessment Scheme.
2. A learner who has appeared for the class test but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.

Courses with Practical :

1. A learner who is absent for the Semester End Practical Examination and the assignment / project will be declared fail in the Internal Assessment Scheme.
2. A learner who is absent for the Semester End Practical Examination and has appeared for the assignment will be awarded marks for the journal (out of 5 marks) & Viva (out of 5 marks) component of the Semester End Examination. Thus he will be evaluated for 10 marks instead of 20 marks and will lose the 10 marks for the Laboratory work. However, his marks for the Semester End Practical Examination will be taken as out of 20 (without conversion i.e. if the learner gets 4/10 marks in for Journal & Viva, his / her marks for the Semester End practical Examination will be taken as 4/20) and internal assessment will be calculated as out of 40 marks and not 30 marks.
3. A learner who has appeared for Semester End Practical Examination but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.

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

Semester End Examination – 75%

75 marks

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

Standard of Passing and Performance Grading :

Standard of Passing :

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course when course consists of internal Assessment & Semester End Examination. The learner shall obtain minimum of marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out separately, to pass the course and minimum of Grade E in each project wherever applicable to pass a part semester. A learner will be said to

have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

Performance Grading :

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

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

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

Carry Forward of the Marks in Case if the Learner Fails in One or More Courses :

1. A learner who passes in the Internal Examination but fails in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. However his / her marks of the Internal Examinations shall be carried over and he / she shall be entitled for grade obtained by him / her on passing.
2. A learner who passes in the Semester End Examination but fails in the Internal Assessment of the course shall reappear for the internal examination of that course. However his / her marks of the Semester End Examination shall be carried over and he / she shall be entitled for grade obtained by him / her on passing.
3.
 - a. For Courses without practical
In case of learner who is
 - b. For Courses with practicals
In case of learner who is reappearing for the Internal Examination for subjects with Practical, the examinations will consist of practical examination of 40 marks which will be divided into 20 marks for the machine work / laboratory work, 10 marks for the Viva Examination and 10 marks for the Journal.

Allowed to Keep Terms (ATKT) :

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

OR

A learner fails in not more than two courses of Semester I or Semester II or less than 4 courses for both semesters together.

3. A learner shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III. However, the learner has to pass each of Semester I

and Semester II in order to appear for Semester.

4. A learner shall be allowed to keep term for Semester V if he / she passes Semester I, Semester II, Semester III and Semester IV

OR

A learner shall pass Semester I and Semester II and fails in not more than two courses of Semester III or Semester IV or less than 4 courses for both semesters together.

5. A learner shall be allowed to keep term for Semester VI irrespective of number of courses of failure for Semester V.
6. The learner can appear for the Semester VI examination but the result of Semester VI shall be kept in until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

Revised Pattern of Evaluation System for T.Y.B.Com. (for each Semester V & VI)

Scheme of Examination

The performance of the learners shall be evaluated into two components viz. by Internal Assessment with 25% marks in the first component and by conducting the Annual Examination with 75% marks as the second component. The allocation of marks for the Internal Assessment and Annual Examination are as shown below :

- A) Internal Assessment – 25% 25 Marks

1. For Courses without practical

Sr. No.	Particulars	Marks
1.	One periodical class tests to be conducted in the given semester	20 Marks
2.	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives.	05 Marks

2. For Courses with practical

Sr. No.	Particulars	Marks
1.	Practical Examination	20 Marks
	Journal	05 Marks
	Viva	05 Marks
	Machine Work / Laboratory Work	10 Marks
2.	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks

Eligibility norms to appear for the additional class test or assignment for learners who remained absent :

- a. The learner must apply to the Head of the Institution giving the reason(s) for absence within 8 days of conduct of the examination along with the necessary documents and testimonials.
- b. If the learner is absent for participation in Inter Collegiate events, State or National or

International events, Training Camp or coaching camp organized by authorized university or state or national / international bodies, NSS / NCC Events / Camps / Cultural Activities / Sports Activities / Research Festival any other activities authenticated by the head of the institution, the head of the Institution shall grant permission to the learner to appear for the additional class test or assignment.

- c. The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to the learner to appear for the additional examination.

Mode of Internal Assessment for Additional Examination :

For courses without practical :

1. A learner who is absent for the practical class tests / case study / online examination and the assignment will be declared fail in the Internal Assessment Scheme.
2. A learner who is absent for the class tests and has appeared for the assignment will be allowed to appear for one additional class test of 20 marks. However, his marks for the class tests will be taken as out of 20 (without conversion i.e. if the learner gets 4/10 marks in his additional test, his / her marks for the class tests will be taken as 4/20) and internal assessment will be calculated as out of 40 marks and not 30 marks.
3. A learner who has appeared for the class test but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.

Courses with Practical :

1. A learner who is absent for the Semester End Practical Examination and the assignment / project will be declared fail in the Internal Assessment Scheme.
2. A learner who is absent for the Semester End Practical Examination and has appeared for the assignment will be awarded marks for the journal (out of 5 marks) & Viva (out of 5 marks) component of the Semester End Examination. Thus he will be evaluated for 10 marks instead of 20 marks and will lose the 10 marks for the Laboratory work. However, his marks for the Semester End Practical Examination will be taken as out of 20 (without conversion i.e. if the learner gets 4/10 marks in for Journal & Viva, his / her marks for the Semester End practical Examination will be taken as 4/20) and internal assessment will be calculated as out of 40 marks and not 30 marks.
3. A learner who has appeared for Semester End Practical Examination but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.

Semester End Examination – 75% 75 marks (to be conducted by University of Mumbai)

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

Standard of Passing :

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Annual Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Annual Examination (i.e. 24 Out of 60) separately.

Semester I / III / V

June	College Reopens
August (Mid)	20 Marks (Internal Test)
August (End)	Submission of Home Assignments
September (Mid)	Additional Internal Test
October (2nd week)	60 marks semester end examination

Semester II / IV / VI

November	College Reopens
January (Mid)	20 Marks (Internal Test)
January (End)	Submission of Home Assignment
February (Mid)	Additional Internal Test
March (2nd Week)	60 Marks Semester end examination

MASTER OF COMMERCE (M. COM.)

For the past several years, the College has been a centre for registration of M.Com. Students. The M.Com. course has started in 2005-06. The timings will be from 7.00 a.m. to 8.30 a.m.

Syllabus :

First Year M. Com. - 4 papers (each in Semester I & II)

- i) Economics of Global Trade & Finance
- ii) Strategic Management
- iii) Advanced Financial Accounting
- iv) Advanced Cost Accounting.

Second Year M. Com. - 4 papers (each in Semester III & IV)

- i) Research Methodology
- ii) Advanced Management Accounting
- iii) Advanced Financial Management
- iv) Advanced Auditing and Taxation

Semester I Examination

A learner for being eligible for admission to Semester I of the examination must have kept the term subsequent to his passing the Bachelor of Commerce Examination (three years / Six Semester integrated course) or the degree B.Com. (Old Course) or the other Semester based Programmes i.e. Bachelor of Commerce (Banking & Insurance) or Bachelor of Commerce (Accounting & Finance) or Bachelor of Commerce (Financial Markets) or Bachelor of Management Studies (B.M.S.) of this University, or an examination of any other University recognized as equivalent thereto and as mentioned in the Ordinance O2310 (the earlier Ordinance)

Learners will be examined in the following course for Semester I of the Examination

Course	Code	Title of the Course
Compulsory Courses (Any One Group having Two Courses)		
Group I – Compulsory Courses		
1	Course I	Strategic Management
2	Course II	Economics of Global Trade and Finance
Optional Courses (any one group from the following) Not Available		
Group II – Business Studies		
1	Course I	Production Management
2	Course II	Organizational Development
Group III – Business Studies		
1	Course I	Economic Growth and Planning
2	Course II	Fiscal and Monetary Policies
Special Courses (Only Group Available)		
Group I – Advanced Accounting		
1	Course I	Advanced Financial Accounting
2	Course II	Advanced Cost Accounting

R. 8456 : The syllabus in the paper prescribed for Semester I Examinations will be made available in due course.

Standard of Passing Examination

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

R. 8458 : In case of failed learner, exemption shall be granted in the course/s where the learners has obtained atleast Grade 'E' (i.e. aggregate 40 marks) in that course as per the R. 84547 of standard of passing.

Semester II Examination

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

R. 8459 : Learner will be examined in the following course for Semester II of the Examination.

Course	Code	Title of the Course
Compulsory Courses (Any One Group having Two Courses)		
Group I – Compulsory Courses		
1	Course I	Strategic Management
2	Course II	Economics of Global Trade and Finance
Optional Courses (any one group from the following) Not Available		
Group II – Business Studies		
1	Course I	Production Management
2	Course II	Organizational Development
Group III – Business Studies		
1	Course I	Economic Growth and Planning
2	Course II	Fiscal and Monetary Policies
Special Courses (Only Group Available)		
Group I – Advanced Accounting		
1	Course I	Advanced Financial Accounting
2	Course II	Advanced Cost Accounting

R. 8460 : The syllabus in the paper prescribed for Semester II Examinations will be made available and revised from time to time.

Standard of Passing Examination

R. 8461 : The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate in the evaluation for each course where the evaluation of the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. out of 40) in the Internal Assessment and 40% marks in Semester End Examination

(i.e. 24 Out of 60) separately. A learner will be declared to have passed the course if the learner passes the internal Assessment & Semester End Examination together.

R. 8462 : In case of failed learner, exemption shall be granted in the course/s in the learner has obtained atleast Grade 'E' (i.e. aggregate 40 marks) in that course as the R. 8461 of Standard of Passing.

Standard of Passing Examination

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

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

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

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

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

O. 5999 : A Successful learner i.e. the learner who has passed all the courses of each of the Semester I, Semester II, Semester III and Semester IV shall be awarded grades shown in table :

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

Procedure for submission of Application Form for G.O.I Scholarship

All SC/ST students have to apply for the above scholarship in the prescribed form available in the college office. They should collect the application form at the proper time from the college office, fill in and submit it to the college office completed in all respects by the stipulated date. Omission of any fact or facts or incorrect or false information furnished in the forms of the application for the above scholarship will render the applicant disqualified for the scholarship. Students having a gap in the course of their education should invariably file an affidavit declaring what they did during the intervening period.

Students who were recipients of G.O.I. scholarship in the previous year and have passed the university / annual examination are required to submit an application for the renewal of the scholarships.

Freeships

1. E.B.C. free studentship to all students irrespective of caste & religion (income below RS. 24000/- p.a.)
2. Freeships to the children of full-time Primary School Teachers in Maharashtra State.
3. Educational concessions to the children, wives and widows of the Defence Services Personnel and Freedom Fighters as per the Government of India rules.
4. Freeships to SC/ST student who are declared ineligible to SC/ST scholarships.
5. Freeships to the dependants of non-teaching staff working in primary /secondary school.

Students eligible for being considered for the award may apply in the prescribed form for freeship / scholarship by the date notified for the purpose. The application must be complete in all respects and should be accompanied by the necessary certificates.

SC/ST and E.B.C. students who have been granted scholarship / freeships are required to maintain good progress and keep not less than 75% attendance during each of the term in order to qualify for the award / continuation of scholarship.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

The college provides facilities for many extra-curricular activities. Students are encouraged to participate in these activities so that they develop their physical and mental faculties.

ASSOCIATIONS

The college has established several students associations to organize activities for the overall development of talent in various languages and other extra-curricular interests.

- | | |
|----------------------------------|-----------------------------|
| 1. Commerce Association. | 2. Planning Forum. |
| 3. Accountancy Association. | 4. Computer Association. |
| 5. English Literary Association. | 6. Bazam-e-Adab (Urdu). |
| 7. Hindi Sahitya Mandal. | 8. Gujarati Sahitya Mandal. |
| 9. Marathi Vangmaya Mandal. | 10. Library and Information |
| 11. Dramatics Association. | Science Association. |

FINANCIAL HELP FROM STUDENTS AID FUND

Financial help is also given to poor and deserving students from the Students Aid Fund

of the college for tuition fees, examination fees, and medical expenses and in any other suitable way decided by the college authorities.

COMPUTER LAB

The well equipped Computer Labs offer facilities for practicals for our regular students for degree course. Besides it also conducts certificate course in Computer Programming recognized by Maharashtra State Board of Vocational Exams and MCED (Maharashtra Centre for Entrepreneurship Development).

COLLEGE GYMKHANA

The Gymkhana offers opportunities for development and proficiency in sports. It encourages various outdoor and indoor games like football, hockey, cricket, volleyball, judo, karate, boxing, carrom, chess, table-tennis etc.

The college holds annual athletic sports meet. Prizes are awarded to winners in various tournaments and sports events.

COLLEGE MAGAZINE

The college annual magazine is published at the end of the year to develop journalistic and artistic talent in the students. It contains contributions from teachers and students of the junior college, degree college and the professional section.

COLLEGE LIBRARY

The college has an excellent computerised library, richly equipped with books, valuable reference works, maps and a variety of periodicals. It is enriched every year by the addition of new books. Because of the great demand for textbooks an adequate number of them, in each subject is provided.

The library cum-reading room remains open daily from 7 a.m. to 4 p.m. During the examination period, the library timings are extended. It remains open on sundays and holidays during examination. The use of library and the reading room is open to all students without any extra charge.

LIBRARY RULES AND REGULATIONS

1. Every student should produce his / her identity card with the photograph firmly pasted to it and signed by the Principal to get a Library Card issued. The identity card must be produced on demand.
2. Books are issued strictly in order of application. It is left to the discretion of the Librarian not to issue certain books when circumstances so warrant.
3. Books are issued for the exclusive personal use by the applicant. Anyone found applying for books for another person may be denied the library facilities.
4. The college Book Bank scheme has been extended for the benefit of needy and deserving students of Degree College.
5. If a book is lost or damaged, present replacement cost (and not the price) must be paid by the reader in whose name it was issued. The replacement cost of the book will be assessed by the Librarian.
6. A book is issued for seven days at a time. However, a book may be issued for less than seven days if there is a great demand for it.

7. A fine of one rupee per book per day including Sundays and holidays will be levied on all books retained without renewal by reader beyond the due date. Repeated failure on this score may lead to the cancellation of the library card. The fine may be enhanced during examination period.
8. The Librarian reserves the right to recall any book or periodical at any time.
9. All books borrowed must be returned before claiming the refund of caution money or any other deposit.
10. Perfect silence and quiet atmosphere must be maintained in the library. Talking in and near the library premises is strictly prohibited. Teaching and group discussion are not allowed in the library.
11. Refreshments are not permitted in the Library.
12. Disregard of Library rules, indiscipline and misbehavior will render students liable to be refused access to the Library and or any other kind of punishment.
13. Mobile phones / Lap Top / Tablets etc. are strictly prohibited in the library.

BOOK BANK FACILITY

The College Library has various sections to help the needy and deserving students. These are facilities for college book-bank and book lending. Full sets of books are lent to the students for one full academic year against normal service charges.

CANTEEN AND HOSTEL

The college has a canteen where refreshment is provided at reasonable rates.

Hostel facility for boys is provided at the Anjuman-I-Islam's Sobani Hostel, 92,D.N.Road, Opp. C.S.Terminus, Mumbai: 400001 and for girls at the Versova complex.

RAILWAY CONCESSION

1. Bonafide students of the college (male student below 25 years and all lady students) are eligible for railway concession for their season tickets between the station nearest to their home and Grant Road / Sandhurst Road. Application in prescribed forms should be submitted during the prescribed timing on working days.
2. Long journey railway concession will be granted only in the vacations according to the rules published by the railways from time to time. Information about this will be given in the office during the prescribed timings on working days.

RULES OF DISCIPLINE

1. Students of college shall abide by the rules and regulations for the administration of the college and shall do nothing either inside or outside the college that will interfere with its orderly administration and reputation. Guardians/parents are aware and have agreed to abide by the rules when their wards join the college, and they sign a declaration to that effect on the admission form.
2. Attendance in lectures, tutorials and in practicals is absolutely compulsory. Students having less than 75% attendance will not be allowed to appear for the examination.
3. No student shall remain absent from the college without the written permission of the principal. In case of absence due to illness, a medical certificate must be submitted as soon as possible and in any case, before the student starts attending classes again. Production of a medical certificate does not necessarily mean that lack of attendance will necessarily be condoned.
4. Teachers will take the attendance in every lecture and maintain up-to-date record.

Ordinarily, a review of attendance will be taken twice a term and the parent/ guardians of the students, having inordinately poor attendance, may be informed about it. Students not showing improvement will be liable to disciplinary action and not allowed to appear in the examination.

5. All tests, internal assessments, project work and examinations are compulsorily for every student. Students who remain absent from lectures, tutorials, tests or examinations without prior written permission of the Principal will be liable to disciplinary action.
6. No student should be found in the college premises without his / her valid identity card which must be produced whenever demanded by any member of the teaching and non-teaching staff. Similarly each student must produce his/ her Identity Card at the college entrance every day while entering the college premises.
7. All students must wear the Identity Card round their neck. The identity card should not be kept in the pockets or in the bags / purses.
8. No society or association shall be formed in the college without the written permission of the Principal. Principal's prior written permission must be obtained for conducting/ organizing any extra-curricular activity or program by any student/students inside or outside the college.
9. No person shall be invited to address a college meeting or gathering without the prior permission of the Principal. Even in the case of debates which are held under the auspices of the association formed by the college students, it is necessary to get all the subjects proposed for the discussion, approved previously and such debates should be held under the Presidentship of a person approved for that purpose by the Principal.
10. Students may take part in the activities of all educational, social and cultural associations. They shall neither become a member of the executive or managing committee of any political or religious organization carrying on the activities likely to result in communal antagonism nor shall take part in furthering such activities.
11. The Principal will be the final judge as to whether or not a particular meeting or organization, or activity falls under any of the aforesaid heads.
12. No notices, posters, placards or banners can be put up or pasted anywhere in the college premises or on the compound wall without prior permission of the Principal.
13. Students must maintain perfect discipline in the classes as well as the college premises. They must not loiter in the corridors or any other place when the lectures are on. All students of a class must possess prescribed text books in their language lectures.
14. Student should keep the premises clean. Any one found spitting or throwing litter on the premises will be liable for punishment.
15. Smoking or chewing of pan or gutka is strictly prohibited in the college premises.
16. Student must not tamper with the electrical fittings or any other property in any part of the college premises.
17. Student must not damage or perform any act which would cause damage to the college furniture and fittings including the desks, chairs, black boards, doors and windows of the class rooms, staircase or elsewhere or any other property of the college. Strict action will be taken against those causing damage to the college property, including reimbursement of the amount of damage so caused and expulsion of the concerned

- students or students from the college.
18. Student must not remove articles or move furniture from the assigned places without permission.
 19. No student suffering from any contagious disease can be allowed to attend the college. If his non-attendance is likely to entail the loss of his term he should write to this effect to the Principal, who will take necessary steps in the matter.
 20. **Notwithstanding what is stated herein above, the rules regarding all the courses are subject to modifications as per the directions of the University/HSC Board.**
 21. **Use of Mobile Phone in College Campus is strictly prohibited any student found with same will be fined Rs. 500/-**
 22. **A fine of Rs. 500 will be imposed on students found roaming in college premises without valid identity card, Trespassers will be handed over to police.**

UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009

As per the notification of University of Mumbai

Vide its Circular No. : CONCOL / 286 of 2009

In exercise of the powers conferred by Clause (g) of Sub-Section(I) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely –

1. Title commencement and applicability :

- 1.1 These regulations shall be called the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”.
- 1.2 They shall come into force with immediate effect.
- 1.3 They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc.) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside and to all means of transportation of students whether public or private.

2. Objectives :

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. Punishable ingredients of Ragging :

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;

- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of “Ragging”.

4. Punishments :

4.1 At the Institution Level :

Depending upon the nature and gravity of the offence as established by the Anti Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- 4.1.1 Suspension from attending classes and academic privileges.
- 4.1.2 Withholding / withdrawing scholarship / fellowship and other benefits
- 4.1.3 Debarring from appearing in any test / examination or other evaluation process.
- 4.1.4 Withholding results.
- 4.1.5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- 4.1.6 Suspension / expulsion from the hostel
- 4.1.7 Cancellation of admission
- 4.1.8 Rustication from the institution for period ranging from 1 to 4 semesters
- 4.1.9 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- 4.1.10 Fine ranging between Rupees 25,000/- and Rupees 1 Lakh.
- 4.1.11 Collective punishment : When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

4.2 At the university level in respect of institutions under it :

If an institution under a university (being constituent of affiliated to or recognized by it) fails to comply with any of the provisions of these Regulations and fails to curb ragging effectively, the university may impose any one or any combination of the following penalties on it:

- 4.2.1 Withdrawal of affiliation / recognition or other privileges conferred on it.
- 4.2.2 Prohibiting such institution from presenting any students then undergoing any programme of study therein for the award of any degree / diploma of the university.
- 4.2.3 Withholding grants allocated to it by the university, if any.
- 4.2.4 Withholding any grants channelised through the university to the institution.
- 4.2.5 Any other appropriate penalty within the powers of the university.

PROFESSIONAL COURSES (DEGREE)

BACHELOR OF MANAGEMENT STUDIES (BMS)

From the year 1999-2000 the Mumbai University started a new Professional course viz., Bachelor of Management Studies (B.M.S.). It is a three-year full time Degree Program comprising of Six Semesters.

Ordinances and Regulations relating to the Degree Course in Management Studies:

Title: THE DEGREE SHALL BE TITLED AS BACHELOR OF MANAGEMENT STUDIES (B.M.S.)

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 suitably trained persons.
- To prepare students to exploit opportunities in the management profession.
- To provide adequate basic understanding about management education among the students.
- To give an adequate exposure to operational environment in the field of management.
- To inculcate training in the use of modern technology for the benefit of all the parties concerned.

Eligibility:

A candidate for being eligible for admission to the degree course in management studies should have passed the Diploma in Engineering or XII Std. examination of the Maharashtra Board of Higher Secondary Education or its equivalent and **secured not less than 45 % in aggregate at first attempt and 40% in case of Reserved Category at first attempt.**

Students who are employed will not be admitted to the Professional Courses. If a student found employed during the course of his study he could not be allowed & appear for the examination

Duration:

- The course shall be a full time course. The duration of the course shall be 6 semesters spread over 3 years.
- Numbers of students: a batch shall consist of not more than 60 students. 50% seats shall be reserved for Muslim students only.
- The course shall consist of 40 modules comprising of 38 theory papers and 2 projects.

The scheme of modules shall be as follows:

First year: First Semester (7 Courses)

- | | | | |
|-----|-----------------------------|-----|--------------------------------------|
| 1.1 | Foundation of Human Skill I | 1.2 | Introduction to Financial Management |
| 1.3 | Business Law | 1.4 | Business Statistics |
| 1.5 | Business Communication | 1.6 | Principles of Management |
| 1.7 | Introduction to Computers | | |

First year: Second Semester (7 Courses)

- 2.1 Business Environment
- 2.2 Industrial Law
- 2.3 Computer Application and Business
- 2.4 Managerial Economics I
- 2.5 Business Mathematics
- 2.6 Introduction to Cost Accounting
- 2.7 Environmental Management

Second year: Third Semester (6 Courses)

Specialization to be offered to Learners from Sem. III Onwards.

- Finance or
- Marketing or
- Human Resource Management

Semester	Compulsory Papers	Specialization Papers
III	4	2
IV	4	2
	Internship for 1-1.5 month and report to be submitted as 100 marks project for sem. V (Project on Specialization)	
V	2	4
VI	3	4

Proposed Courses to be offered under New System

Semester	Course Title	Course Code
	Compulsory Courses	
	1. Managerial Economics - II	UBMSFSIII.1
	2. Principles of Marketing	UBMSFSIII.2
	3. Accounting for Managerial Decisions	UBMSFSIII.3
	4. Organization Behaviour & HRM	UBMSFSIII.4
	Any One Elective group to be selected by the learner	
	Finance Group - Electives	
	1. Basics of Financial Services	UBMSFSIII.5
	2. Corporate Finance	UBMSFSIII.6
	Marketing Group - Electives	
	1. Consumer Behaviour	UBMSFSIII.7
	2. Strategic Management	UBMSFSIII.8
	Human Resource Group - Elective	
	1. Recruitment & Selection	UBMSFSIII.9
	2. Motivation and Leadership	UBMSFSIII.10

Semester	Course Title	Course Code
	Compulsory Courses	
	1. Business Planning & Entrepreneurial Mgmt.	UBMSFSIV.1
	2. Business Research Methods	UBMSFSIV.2
	3. Direct Taxes	UBMSFSIV.3
	4. Production & Total Quality Management	UBMSFSIV.4
	Any One Elective group to be selected by the learner	
	Finance Group - Electives	
	1. Advanced Costing and Auditing	UBMSFSIV.5
	2. Equity & Debt Market	UBMSFSIV.6
	Marketing Group - Electives	
	1. Integrated Marketing Communication & Advertising	UBMSFSIV.7
	2. Rural Marketing	UBMSFSIV.8
	Human Resource Group - Elective	
	1. Training and Development in HRM	UBMSFSIV.9
	2. Change Management	UBMSFSIV.10

Third year: Fifth Semester (7 Courses)

- 5.1 Human Resource Management
- 5.2 Service Sector Management
- 5.3 Financial Management
- 5.4 Elements of Logistics & Supply Chain Management
- 5.5 Business Ethics & Corporate Social Responsibility
- 5.6 Elective Paper I - Special Study in Marketing **Or** Special Study in Finance or E-commerce
- 5.7 Project work

Third year: Sixth Semester (7 Courses)

- 6.1 Entrepreneurship & Management of Small & Medium Enterprises
 - 6.2 Operations Research
 - 6.3 International Finance
 - 6.4 Indian Management Thought and Practices
 - 6.5 International Marketing
 - 6.6 Retail Management
 - 6.7 Elective – Investment Analysis and Portfolio Management **or** Econometrics.
- a) Total number of lectures per theory paper shall be a minimum of 50 and maximum of 55, each of 50 minutes duration.
 - b) For project I & II the teacher shall initially engage about 5 lectures for orientation. The student shall visit the field for data collection and analyze it. Before the report is finalized the student shall present his / her findings to the faculty, and they shall provide guidelines for finalizing it.

B.M.S. Fees :

Particulars	FYBMS	SYBMS	TYBMS
Tuition fees I & II	10000.00	10000.00	10000.00
Library fees I & II	300.00	300.00	300.00
Gymkhana fees	200.00	200.00	200.00
Other Fees/Extra C. Activity	850.00	850.00	850.00
Exam Fees	1750.00	1750.00	1750.00
Enrolment Fees	220.00	-	-
Marksheet	-	-	-
Industrial Visit Fees	2000.00	2000.00	2000.00
Admi Processing	200.00	200.00	200.00
Document Verification Fees***	-	-	-
Utility Fees	250.00	250.00	250.00
Magazine Fees	100.00	100.00	100.00
ID Card & Library Fee	50.00	50.00	50.00
Group Insurance	40.00	40.00	40.00
Student Welfare Fund	50.00	50.00	50.00
Development Fund	500.00	500.00	500.00
Vice Chancellor's Fund	20.00	20.00	20.00
Uni. Sports & Cultural Act.	30.00	30.00	30.00
Uni. Disaster Fund	10.00	10.00	10.00
E-Charges	20.00	20.00	20.00
Project Fees	-	-	500.00
Computer Practicals	1000.00	1000.00	1000.00
Laboratory Fees	3000.00	3000.00	3000.00
Caution Money	150.00	-	-
Library Deposit	250.00	-	-
Laboratory Deposit	400.00	-	-
E-Facility Fee	50.00	50.00	50.00
Alumni Association Fee	25.00	25.00	25.00
PTA	100.00	100.00	100.00
Total	21,565.00	20,545.00	21,045.00

Note:

- 1) If University of Mumbai revised the above fee, the student has to pay the difference of fee.
- 2) For T. Y. Class University Examination fees are to be paid separately, as per the University Rule & Amount from time to time.
- 3) **Document Verification Fee *** of Rs. 400/-** are to be paid separately, those students who are not from Maharashtra Board.
- 4) In total does not include the charges for printout.

BACHELOR OF SCIENCE IN COMPUTER SCIENCE - B.Sc. (Comp. Science)

The B.Sc. (Comp. Science) of University of Mumbai and its affiliated colleges aim to synergise Information Technology in all its ramifications. To meet this objective, this program is designed to provide a broad understanding of IT and its other interdisciplinary interfaces. The focus of the program is Information Technology and Management of Information Technology.

A look at successful businesses today reveals that they have all evolved to become information-enabled businesses. Smart business is turning to technology to guarantee them the extra edge to stay ahead of the pack. Information Technology's role is fast emerging as a driver rather than an enabler of business. It is used from simple office automation to decision support, re-engineering and organization transformation. A new cadre of professionals, who will harness the awesome capabilities of Information Technology, is required to tap the full potential of this discipline.

Objectives of Bachelor of Science in Computer Science (B.Sc. [Comp. Science]) programme

1. To create for the students of University of Mumbai an additional avenue of self-employment and also to benefit industry by providing them with suitable computer-enabled persons.
2. To prepare students to exploit the power of computers.
3. To provide adequate basic understanding about computers among the students.
4. To give an adequate exposure to operational environment in the field of computer and IT.

*** Integrated 3 years program :** This is an integrated program of 3 years duration. After completion of the course a candidate can enroll for a Post Graduation degree of 2 years duration leading to a Masters of Science in Computer Science M.Sc.(CS) Master of Science in Information Technology Program or, M.C.A., M.C.M. or MBA

Eligibility : 10+2 Science candidates with Mathematics at H.S.C. level (any percentage)

Admission criteria: H.S.C. Marks + Personal Interviews.

The College has been allotted 24 seats for the B.Sc (CS) course. Out of which 50% seats are reserved for Muslim minority only. The other 50 percent seats will be filled in by open merit.

The scheme of papers, practical / tutorials and project shall be as follows :

	Theory		Practical	
	Written Exam	Internal Assess.	Exam	Internal Assess.
Semester I	75(30)	25(10)	30(12)	20(8)
Semester II	75(30)	25(10)	30(12)	20(8)
Semester III	75(30)	25(10)	30(12)	20(8)
Semester IV	75(30)	25(10)	30(12)	20(8)
Semester V	75(30)	25(10)	50(20)	—
Semester VI	75(30)	25(10)	50(20)	—

Fees for the Course : B.Sc. (Comp. Sc.)

Particulars	FYCS	SYCS	TYCS
Tuition fees I & II	8000.00	10000.00	12000.00
Library fees I & II	300.00	500.00	500.00
Gymkhana fees	200.00	200.00	200.00
Other Fees/Extra C. Activity	250.00	250.00	250.00
Exam Fees	1300.00	1300.00	1000.00
Enrolment Fees	220.00	-	-
Marksheet	50.00	50.00	50.00
Industrial Visit Fees	1000.00	1000.00	1000.00
Admi Processing	200.00	200.00	200.00
Document Verification Fees***	-	-	-
Utility Fees	250.00	250.00	250.00
Magazine Fees	100.00	100.00	100.00
ID Card & Library Fee	50.00	50.00	50.00
Group Insurance	40.00	40.00	40.00
Student Welfare Fund	50.00	50.00	50.00
Development Fund	500.00	500.00	500.00
Vice Chancellor's Fund	20.00	20.00	20.00
Uni. Sports & Cultural Act.	30.00	30.00	30.00
Uni. Disaster Fund	10.00	10.00	10.00
E-Charges	20.00	20.00	20.00
Project Fees	-	-	500.00
Computer Practicals	1000.00	1000.00	1000.00
Laboratory Fees	3000.00	3000.00	3000.00
Caution Money	150.00	-	-
Library Deposit	250.00	-	-
Laboratory Deposit	400.00	400.00	400.00
E-Facility Fee	50.00	50.00	50.00
Alumni Association Fee	25.00	25.00	25.00
PTA	100.00	100.00	100.00
Total	17,565.00	19,145.00	21,345.00

Note :

- 1) If University of Mumbai revised the above fee, the student has to pay the difference of fee.
- 2) For T. Y. Class University Examination fees are to be paid separately, as per the University Rule & Amount from time to time.
- 3) **Document Verification Fee *** of Rs. 400/-** are to be paid separately, those students who are not from Maharashtra Board.
- 4) In total does not include the charges for printout.

Admission procedure :

1. A student shall be admitted on his / her performance in the H.S.C. + Personal Interview.
2. The seats available in our College will be filled on the basis of merit. The reservations of seats shall be as per the State Government / University rules. For further information the aspiring students are requested to contact the College Office.

B. Sc. (Computer Science) Syllabus

F. Y. B. Sc. (Computer Science) Semester – I

- Paper – I : Foundation Course – I
- Paper – II : Computer Organization – I
- Paper – III : Algorithms and Programming in C – I
- Paper – IV : Discrete Mathematics – I
- Paper – V : Descriptive Statistics – I
- Paper – VI : Statistical Method – I
- Paper – VII : Calculus and Analytics Geometry – I

F. Y. B. Sc. (Computer Science) Semester – II

- Paper – I : Foundation Course – I
- Paper – II : Computer Organization – II
- Paper – III : Algorithms and Programming in C – II
- Paper – IV : Discrete Mathematics – II
- Paper – V : Statistical Method – I
- Paper – VI : Statistical Method – II
- Paper – VII : Calculus and Analytics Geometry – II

S. Y. B. Sc. (Computer Science) Semester – III

- Paper – I : Foundation Course – II
- Paper – II : Discrete Mathematics
- Paper – III : C++ Programming
- Paper – IV : Data Base Management Systems – I
- Paper – V : Calculus and Analysis – I
- Paper – VI : Linear Algebra – I
- Paper – VII : Computational Mathematics – I

S. Y. B. Sc. (Computer Science) Semester – IV

- Paper – I : Foundation Course – II
- Paper – II : Computer Graphics
- Paper – III : Java Programming
- Paper – IV : Software Engineering
- Paper – V : Calculus and Analysis – II
- Paper – VI : Linear Algebra – II
- Paper – VII : Computational Mathematics – II

T. Y. B. Sc. (Computer Science) Semester – V

- Paper – I : Data Communication, Networking & Security – I
- Paper – II : Advanced Java – I
- Paper – III : Operating Systems
- Paper – IV : Database Management Systems – II
- Paper – V : Principles of Web Design & Web Technologies – I

T. Y. B. Sc. (Computer Science) Semester – VI

- Paper – I : Data Communication, Networking & Security – II
- Paper – II : Advanced Java – II
- Paper – III : Linux
- Paper – IV : Software Engineering
- Paper – V : Principles of Web Design & Web Technologies – II

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY :

B.Sc. (I.T.)

The B.Sc. (I.T.) of University of Mumbai and its affiliated colleges aims to synergise Information Technology in all its ramifications. To meet this objective, this program is designed to provide basic inputs in various aspects of a broad understanding of IT and its other interdisciplinary interfaces. The focus of the program is Information Technology and Management of Information Technology.

Integrated 3 years course:

This is an integrated Degree program of 3 years duration. After completion of the program a candidate can enroll for a Post Graduation degree of 2 years duration leading to a Masters of Science in Information Technology M.Sc.(IT) degree. Our college has started M.Sc. (I.T.) from June 2007.

Eligibility

Diploma in Engineering (Lateral Entry in S.Y.I.T.) (I.) 45% for open Category (II.) 40% for SC/ST/BC OR 10+2 candidates with 50 % marks and with Other State Caste Cert. Mah. State Mathematics at H.S.C. level at one and the same sitting.

Admission criteria

HSC Marks in Mathematics + Personal Interviews

The College has been allotted 120 seats for the B.Sc (IT) program. Out of which 60 seats are reserved for Muslims Minority only. The other 60 seats are available under open category.

B.Sc. IT (Information Technology)

F.Y. IT - 1st Semester

- | | |
|--------------------------------------|---|
| 1. Professional Communication Skill | 2. Applied Mathematics – I |
| 3. Fundamentals of Digital Computing | 4. Electronics & Communication Technology |
| 5. Introduction to C++ Programming | |

F.Y. IT - 2nd Semester

- | | |
|--------------------------------------|-----------------------------|
| 1. Web Technologies | 2. Applied Mathematics – II |
| 3. Microprocessor & Microcontrollers | 4. DBMS |
| 5. Digital Computer Networks | |

S.Y. IT - 3rd Semester

- | | |
|-----------------------------------|---|
| 1. Logic and Deserete Mathematics | 2. Computer Graphics |
| 3. Advanced SQL | 4. Object Oriented Programming with C++ |
| 5. Modern Operating System | |

S.Y. IT - 4th Semester

- | | |
|----------------------------|----------------------------|
| 1. Software Engineering | 2. Multimedia System |
| 3. Java and Data Structure | 4. Quantitative Techniques |
| 5. Embedded Systems | |

T.Y. IT - 5th Semester

- | | |
|-------------------------|---------------------|
| 1. Network Security | 2. Asp. Net with C# |
| 3. Software Testing | 4. Advance Java |
| 5. Linux Administration | |

T.Y. IT - 6th Semester

- | | |
|--------------------------|-----------------------|
| 1. Internet Technologies | 2. Project Management |
|--------------------------|-----------------------|

3. Data ware Housing
4. Elective
 - Digital Signal System
 - IPR & Cyber Law
 - GIS
5. Project

Fees for B.Sc.(IT) :

Particulars	FYIT	SYIT	TYIT
Tuition fees I & II	10000.00	10000.00	10000.00
Library fees I & II	1200.00	1200.00	1200.00
Gymkhana fees	200.00	200.00	200.00
Other Fees/Extra C. Activity	250.00	250.00	250.00
Exam Fees	1500.00	1500.00	1500.00
Enrolment Fees	220.00	-	-
Marksheet	-	-	-
Industrial Visit Fees	1000.00	1000.00	1000.00
Admi Processing	200.00	200.00	200.00
Document Verification Fees***	-	-	-
Utility Fees	250.00	250.00	250.00
Magazine Fees	100.00	100.00	100.00
ID Card & Library Fee	50.00	50.00	50.00
Group Insurance	40.00	40.00	40.00
Student Welfare Fund	50.00	50.00	50.00
Development Fund	500.00	500.00	500.00
Vice Chancellor's Fund	20.00	20.00	20.00
Uni. Sports & Cultural Act.	30.00	30.00	30.00
Uni. Disaster Fund	10.00	10.00	10.00
E-Charges	20.00	20.00	200.00
Project Fees	-	-	1000.00
Computer Practicals	2000.00	2000.00	3000.00
Laboratory Fees	6000.00	6000.00	6000.00
Caution Money	150.00	-	-
Library Deposit	250.00	-	-
Laboratory Deposit	400.00	400.00	400.00
E-Facility Fee / Course Fee	50.00	50.00	50.00
Alumni Association Fee	25.00	25.00	25.00
PTA	100.00	100.00	100.00
Total	24,615.00	23,995.00	26,425.00

Note :

- 1) If University of Mumbai revised the above fee, the student has to pay the difference of fee.
- 2) For T. Y. Class University Examination fees are to be paid separately, as per the University Rule & Amount from time to time.
- 3) **Document Verification Fee *** of Rs. 400/-** are to be paid separately, those students who are not from Maharashtra Board.
- 4) In total does not include the charges for printout.
- 5) Students will be provided internet access as and when required.

Objectives of Bachelor of Science in Information Technology

B.Sc. (I.T.) program:

1. To create for the students of University of Mumbai an additional avenue of self-employment and also to benefit industry by providing them with suitable trained persons.
2. To prepare students to exploit opportunities being newly created in the field of IT.
3. To provide adequate basic understanding about IT among the students.
4. To give an adequate exposure to operational environment in the field of IT.
5. To train students in the use of modern technology.

Duration

The program shall be a full time program. The duration of the program shall be six semesters spread over three years with the sixth semester containing to a project work.

The program shall consist of 29 courses and field work project

The scheme of papers, practical / tutorials and project shall be as follows:

Theory : 100 marks , Internal Assessment 25, Written Exam : 75 (10/25 & 30/75)

Practical : 50 marks (20/50)

BACHELOR OF MASS MEDIA : (BMM)

1. **Introduction :** To cater to the growing demand of the job market related to Advertising, Journalism, T.V., Film, Radio, Newspaper and Magazine, Industry etc. the University of Mumbai has introduced a new three-year degree course of Mass Media with specialization in Advertising and Journalism.
2. **Program :** Three year degree program, a total of 6 Semesters, two semesters per year with ample exposure to industry for practicals and internship.
3. **Faculty :** Renowned personalities from Advertising and Journalism T.V., Film, etc. will engage lectures as visiting faculty.
4. **Eligibility :** STD XII (H.S.C.) Arts, Science & Commerce pass.
5. **Available seats :** 60 (30 seats reserved for Muslim Minority).
6. **Registration :** Candidates must register after filling & submitting a registration form (available in the prospectus) along with a fees of Rs. 100/- as registration.
7. **Selection Procedure :** Selection of the candidates will be purely on merit basis.
8. **SYLLABUS :**

a. The Course Consist Of 34 Theory Courses, One Project And Internship of 4 Weeks.

b. First Year

Semester I

1. Effective Communication Skills - I
2. Fundamentals of Mass Communication
3. Introduction to Computers.
4. Landmarks in 20th Century World History.
5. Introduction to Sociology.
6. Economics.

Semester II

1. Effective Communication Skills - II
2. Political Concepts and Indian Political System.
3. Principles of Marketing
4. Introduction to Psychology.
5. Principles of Management
6. Introduction to English Literature.

c. Second Year

Semester III

1. Creative Writing
2. Understanding Cinema
3. Introduction to Public Relations
4. Introduction to Media Studies
5. Introduction to Cultural Studies
6. Advanced Computer

Semester IV

1. Introduction to Advertising
2. Radio and Television
3. Organizational Behavior
4. Introduction to Journalism
5. Mass Media Research
6. Print Production and Photography

d. Third Year

Semester V (Advertising)

1. Advertising in Contemporary Society.
2. Copy Writing
3. Advertising Design
4. Consumer Behaviour
5. Media Planning and Buying.
6. Brand Building.

Semester VI (Advertising)

1. Advertising and Marketing Research
2. Legal Environment, Advertising Ethics and Consumer Protection.
3. Financial Management for marketing & Advertising.
4. Agency Management
5. Principles and Practice of Direct Marketing.
6. Contemporary Issues.

Semester V (Journalism)

1. Reporting
2. Editing
3. Feature and Opinion
4. Journalism and Public Opinion
5. Indian Regional Journalism
6. Niche and Magazine Journalism I

Semester VI (Journalism)

1. Press Laws, Journalism and Ethics.
2. Broadcast Journalism.
3. Niche Journalism II.
4. Internet and Issues in Global Media.
5. New Media Management.
6. Contemporary Issues.

9. SCHEME OF EXAMINATION

- 1) Examination shall be conducted at the end of each Semester.
- 2) Examination of First and Second Year (Semester I to IV) will be conducted by the College on behalf of the University of Mumbai.
- 3) Each theory papers of 100 marks and two hours duration consisting of Internal Assessment 40% and Examination 60%.
- 4) Standard of passing : 40% marks both in theory and project with facilities of ATKT as per University Rules 40%.

FEES FOR BMM :

Particulars	FYBMM	SYBMM	TYBMM
Tuition fees I & II	10000.00	10000.00	10000.00
Library fees I & II	300.00	300.00	300.00
Gymkhana fees	200.00	200.00	200.00
Other Fees/Extra C. Activity	850.00	850.00	850.00
Exam Fees	1320.00	1320.00	1550.00
Enrolment Fees	220.00	-	-
Marksheet	-	-	-
Industrial Visit Fees	1000.00	1000.00	1000.00
Admi Processing	200.00	200.00	200.00
Document Verification Fees***	-	-	-
Utility Fees	250.00	250.00	250.00
Magazine Fees	100.00	100.00	100.00
ID Card & Library Fee	50.00	50.00	50.00
Group Insurance	40.00	40.00	40.00
Student Welfare Fund	50.00	50.00	50.00
Development Fund	500.00	500.00	500.00
Vice Chancellor's Fund	20.00	20.00	20.00
Uni. Sports & Cultural Act.	30.00	30.00	30.00
Uni. Disaster Fund	10.00	10.00	10.00
E-Charges	20.00	20.00	20.00
Project Fees	-	-	500.00
Computer Practicals	1000.00	1000.00	1000.00
Laboratory Fees	2000.00	2000.00	2000.00
Caution Money	150.00	-	-
Library Deposit	250.00	-	-
Laboratory Deposit	400.00	400.00	-
E-Facility Fee	50.00	50.00	50.00
Alumni Association Fee	25.00	25.00	25.00
PTA	100.00	100.00	100.00
Total	19,135.00	18,515.00	18,845.00

Note :

- 1) If University of Mumbai revises the above fee, the student has to pay the difference of fee.
- 2) For T. Y. Class University Examination fees are to be paid separately, as per the University Rule & Amount from time to time.
- 3) **Document Verification Fee *** of Rs. 400/-** has to be paid separately, by those students who are not from Maharashtra Board.
- 4) In total does not include the charges for printout.
- 5) Students will be provided internet access as and when required.

M.Sc. (I.T.)

The college has been granted permission(cs) to start M.Sc. (I.T.) from June 2006. Admissions will start as soon as the T.Y.B.Sc. (I.T.) results are declared.

M.Sc. (I.T.) is a 2 year post-graduate program conducted by the University. The first batch has started from 2007. The minimum eligibility criteria is B.Sc. (Comp. Science), B.Sc. (I.T.) or B.E. in any branch with minimum 45% marks. The fees will be as follows :

Information Technology Syllabus

Restructured for Credit Based and Grading System

M. Sc. (I. T.) Part – I

SEM : I

Course I : Data Mining	PSIT101
Course II : Distributed System	PSIT102
Course III : Data Analysis Tools	PSIT103
Course IV : Software Testing	PSIT104

SEM : IV

Course V : Mobile Computing	PSIT201
Course VI : Advanced Computer Networks	PSIT202
Course VII : Cloud Computing and Ubiquitous System	PSIT203
Course VIII : Advanced Database Systems	PSIT204

M. Sc. (I. T.) Part – II

SEM : III

Paper I : Embedded System	PSIT301
Paper II : Information Security Management	PSIT302

Elective - I

Paper III : Virtualization	PSIT303a
Paper III : Artificial Neural Network	PSIT303b

Elective - II

Paper IV : Digital Image Processing	PSIT303a
Paper IV : Ethical Hacking	PSIT303b

SEM : IV

Paper I : Artificial Intelligence	PSIT401
Paper II : IT Infrastructure Management	PSIT402

Elective - I

Paper III : Intelligent System	PSIT403a
Paper III : Real Time Embedded System	PSIT403b

Paper III : Computer Forensic

PSIT403c

Elective - II

Paper IV : Design of Embedded Control System

PSIT404a

Paper IV : Advanced Image Processing

PSIT404b

Paper IV : Cloud Management

PSIT404c

Project

PSIT405

GENERAL

SCHOLARSHIP/FREESHIP ETC.

College Merit Freeships :

The college awards a certain number of freeships / scholarships annually to the students on the basis of merit. In addition, needy and deserving students are also given concession in payment of fees. Merit freeships are awarded on the basis of the following conditions.

- i. Freeships are awarded for one term at time and it may be renewed in the next term provided the awardee satisfies the conditions prescribed for the purpose.
- ii. The freeships are awarded on the basis of the student's performance at the immediately preceding public examination conducted by the statutory boards/ universities / college.
- iii. A student who has passed with exemptions in a subject or subjects shall not be awarded college merit scholarship.
- iv. All scholarships are subject to the following conditions:
 - a. Satisfactory performance of the students at all public as well as internal examinations including tutorials / tests / practicals / internal assignments / projects whenever they are conducted.
 - b. Satisfactory and regular attendance and
 - c. Satisfactory conduct.
- v. Freeships are also awarded subject to income conditions prescribed by the concerned authority.

Government of India Scholarship to Backward Classes Students:

Government of India grants scholarship to the SC/ST students who are considered eligible for such scholarship.

FEES FOR M. Sc. (I. T.) I & II :

Particulars	Part - I	Part - II
Tuition Fees	15,000.00	5,000.00
Form & Prospectus Fee	100.00	100.00
Other Fees / Extra Curricular Activities	850.00	850.00
Industrial Visit	1,000.00	1,000.00
University Exam Fee	600.00	600.00
Marksheet	50.00	50.00
Laboratory Fee	10,000.00	10,000.00
Library	1,000.00	1,000.00
Gymkhana	200.00	200.00
Admission Processing Fee	200.00	200.00
Vice Chancellors Fund	20.00	20.00
Magazine	100.00	100.00
Identity Card	50.00	50.00
Group Insurance	40.00	40.00
Student Welfare	50.00	50.00
University Sports and Cultural Activities	30.00	30.00
Development Fee	500.00	500.00
Utility	250.00	250.00
E-Suvidha	50.00	50.00
E Charges	20.00	20.00
Disaster Relief Fund	10.00	10.00
Registration Fee	1,000.00	—
Registration Form Fee	25.00	—
Project Fee	—	2,000.00
Student Aid Fund	100.00	100.00
NSS	10.00	10.00
Total	31,255.00	32,230.00

Procedure for submission of Application Form for G.O.I Scholarship

All SC/ST students have to apply for the above scholarship in the prescribed form available in the college office. They should collect the application form at the proper time from the college office, fill in and submit it to the college office completed in all respects by the stipulated date. Omission of any fact or facts or incorrect or false information furnished in the forms of the application for the above scholarship will render the applicant disqualified for the scholarship. Students having a gap in the course of their education should invariably file an affidavit declaring what they did during the intervening period.

Students who were recipients of G.O.I. scholarship in the previous year and have passed the university / annual examination are required to submit an application for the renewal of the scholarships.

Freeships

1. E.B.C. free studentship to all students irrespective of caste & religion (income below RS. 24000/- p.a.)
2. Freeships to the children of full-time Primary School Teachers in Maharashtra State.
3. Educational concessions to the children, wives and widows of the Defence Services Personnel and Freedom Fighters as per the Government of India rules.

4. Freeships to SC/ST student who are declared ineligible to SC/ST scholarships.
5. Freeships to the dependants of non-teaching staff working in primary /secondary school. Students eligible for being considered for the award may apply in the prescribed form for freeship / scholarship by the date notified for the purpose. The application must be complete in all respects and should be accompanied by the necessary certificates.

SC/ST and E.B.C. students who have been granted scholarship / freeships are required to maintain good progress and keep not less than 75% attendance during each of the term in order to qualify for the award / continuation of scholarship.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

The college provides facilities for many extra-curricular activities. Students are encouraged to participate in these activities so that they develop their physical and mental faculties.

ASSOCIATIONS

The college has established several students associations to organize activities for the overall development of talent in various languages and other extra-curricular interests.

- | | |
|----------------------------------|-----------------------------|
| 1. Commerce Association. | 2. Planning Forum. |
| 3. Accountancy Association. | 4. Computer Association. |
| 5. English Literary Association. | 6. Bazam-e-Adab (Urdu). |
| 7. Hindi Sahitya Mandal. | 8. Gujarati Sahitya Mandal. |
| 9. Marathi Vangmaya Mandal. | 10. Library and Information |
| 11. Dramatics Association. | Science Association. |

FINANCIAL HELP FROM STUDENTS AID FUND

Financial help is also given to poor and deserving students from the Students Aid Fund of the college for tuition fees, examination fees, and medical expenses and in any other suitable way decided by the college authorities.

COMPUTER LAB

The well equipped Computer Labs offer facilities for practicals for our regular students for degree course. Besides it also conducts certificate course in Computer Programming recognized by Maharashtra State Board of Vocational Exams and MCED (Maharashtra Centre for Entrepreneurship Development).

COLLEGE GYMKHANA

The Gymkhana offers opportunities for development and proficiency in sports. It encourages various outdoor and indoor games like football, hockey, cricket, volleyball, judo, karate, boxing, carrom, chess, table-tennis etc.

The college holds annual athletic sports meet. Prizes are awarded to winners in various tournaments and sports events.

COLLEGE MAGAZINE

The college annual magazine is published at the end of the year to develop journalistic and artistic talent in the students. It contains contributions from teachers and students of the junior college, degree college and the professional section.

COLLEGE LIBRARY

The college has an excellent computerised library, richly equipped with books, valuable reference works, maps and a variety of periodicals. It is enriched every year by the addition of new books. Because of the great demand for textbooks an adequate number of them, in each subject is provided.

The library cum-reading room remains open daily from 7 a.m. to 4 p.m. During the

examination period, the library timings are extended. It remains open on sundays and holidays during examination. The use of library and the reading room is open to all students without any extra charge.

LIBRARY RULES AND REGULATIONS

1. Every student should produce his / her identity card with the photograph firmly pasted to it and signed by the Principal to get a Library Card issued. The identity card must be produced on demand.
2. Books are issued strictly in order of application. It is left to the discretion of the Librarian not to issue certain books when circumstances so warrant.
3. Books are issued for the exclusive personal use by the applicant. Anyone found applying for books for another person may be denied the library facilities.
4. The college Book Bank scheme has been extended for the benefit of needy and deserving students of Degree College.
5. If a book is lost or damaged, present replacement cost (and not the price) must be paid by the reader in whose name it was issued. The replacement cost of the book will be assessed by the Librarian.
6. A book is issued for seven days at a time. However, a book may be issued for less then seven days if there is a great demand for it.
7. A fine of one rupee per book per day including Sundays and holidays will be levied on all books retained without renewal by reader beyond the due date. Repeated failure on this score may lead to the cancellation of the library card. The fine may be enhanced during examination period.
8. The Librarian reserves the right to recall any book or periodical at any time.
9. All books borrowed must be returned before claiming the refund of caution money or any other deposit.
10. Perfect silence and quiet atmosphere must be maintained in the library. Talking in and near the library premises is strictly prohibited. Teaching and group discussion are not allowed in the library.
11. Refreshments are not permitted in the Library.
12. Disregard of Library rules, indiscipline and misbehavior will render students liable to be refused access to the Library and or any other kind of punishment.
13. Mobile phones are strictly prohibited in the library.

BOOK BANK FACILITY

The College Library has various sections to help the needy and deserving students. These are facilities for college book-bank and book lending. Full sets of books are lent to the students for one full academic year against normal service charges.

CANTEEN AND HOSTEL

The college has a canteen where refreshment is provided at reasonable rates.

Hostel facility for boys is provided at the Anjuman-I-Islam's Sobani Hostel, 92,D.N.Road, Opp. C.S.Terminus, Mumbai: 400001 and for girls at the Versova complex.

RAILWAY CONCESSION

1. Bonafide students of the college (male student below 25 years and all lady students) are eligible for railway concession for their season tickets between the station nearest to their home and Grant Road / Sandhurst Road. Application in prescribed forms should be submitted during the prescribed timing on working days.
2. Long journey railway concession will be granted only in the vacations according to the rules published by the railways from time to time. Information about this will be given in

the office during the prescribed timings on working days.

RULES OF DISCIPLINE

1. Students of college shall abide by the rules and regulations for the administration of the college and shall do nothing either inside or outside the college that will interfere with its orderly administration and reputation. Guardians/parents are aware and have agreed to abide by the rules when their wards join the college, and they sign a declaration to that effect on the admission form.
2. Attendance in lectures, tutorials and in practicals is absolutely compulsory. Students having less than 75% attendance will not be allowed to appear for the examination.
3. No student shall remain absent from the college without the written permission of the principal. In case of absence due to illness, a medical certificate must be submitted as soon as possible and in any case, before the student starts attending classes again. Production of a medical certificate does not necessarily mean that lack of attendance will necessarily be condoned.
4. Teachers will take the attendance in every lecture and maintain up-to-date record. Ordinarily, a review of attendance will be taken twice a term and the parent/ guardians of the students, having inordinately poor attendance, may be informed about it. Students not showing improvement will be liable to disciplinary action and not allowed to appear in the examination.
5. All tests, internal assessments, project work and examinations are compulsorily for every student. Students who remain absent from lectures, tutorials, tests or examinations without prior written permission of the Principal will be liable to disciplinary action.
6. No student should be found in the college premises without his / her valid identity card which must be produced whenever demanded by any member of the teaching and non-teaching staff. Similarly each student must produce his/ her Identity Card at the college entrance every day while entering the college premises.
7. All students must wear the Identity Card round their neck. The identity card should not be kept in the pockets or in the bags / purses.
8. No society or association shall be formed in the college without the written permission of the Principal. Principal's prior written permission must be obtained for conducting/ organizing any extra-curricular activity or program by any student/students inside or outside the college.
9. No person shall be invited to address a college meeting or gathering without the prior permission of the Principal. Even in the case of debates which are held under the auspices of the association formed by the college students, it is necessary to get all the subjects proposed for the discussion, approved previously and such debates should be held under the Presidentship of a person approved for that purpose by the Principal.
10. Students may take part in the activities of all educational, social and cultural associations. They shall neither become a member of the executive or managing committee of any political or religious organization carrying on the activities likely to result in communal antagonism nor shall take part in furthering such activities.
11. The Principal will be the final judge as to whether or not a particular meeting or organization, or activity falls under any of the aforesaid heads.
12. No notices, posters, placards or banners can be put up or pasted anywhere in the college premises or on the compound wall without prior permission of the Principal.
13. Students must maintain perfect discipline in the classes as well as the college premises. They must not loiter in the corridors or any other place when the lectures are on. All students of a class must possess prescribed text books in their language lectures.

14. Student should keep the premises clean. Any one found spitting or throwing litter on the premises will be liable for punishment.
15. Smoking or chewing of pan or gutka is strictly prohibited in the college premises.
16. Student must not tamper with the electrical fittings or any other property in any part of the college premises.
17. Student must not damage or perform any act which would cause damage to the college furniture and fittings including the desks, chairs, black boards, doors and windows of the class rooms, staircase or elsewhere or any other property of the college. Strict action will be taken against those causing damage to the college property, including reimbursement of the amount of damage so caused and expulsion of the concerned students or students from the college.
18. Student must not remove articles or move furniture from the assigned places without permission.
19. No student suffering from any contagious disease can be allowed to attend the college. If his non-attendance is likely to entail the loss of his term he should write to this effect to the Principal, who will take necessary steps in the matter.
20. **Notwithstanding what is stated herein above, the rules regarding all the courses are subject to modifications as per the directions of the University/HSC Board.**
21. **Use of Mobile Phone in College Campus is strictly prohibited any student found with same will be fined Rs. 500/-**

UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009

As per the notification of University of Mumbai

Vide its Circular No. : CONCOL / 286 of 2009

In exercise of the powers conferred by Clause (g) of Sub-Section(I) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely –

1. **Title commencement and applicability :**
 - 1.1 These regulations shall be called the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”.
 - 1.2 They shall come into force with immediate effect.
 - 1.3 They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc.) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside and to all means of transportation of students whether public or private.
2. **Objectives :**

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.
3. **Punishable ingredients of Ragging :**
 - Abetment to ragging;
 - Criminal conspiracy to rag;
 - Unlawful assembly and rioting while ragging;

- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of “Ragging”.

4. Punishments :

4.1 At the Institution Level :

Depending upon the nature and gravity of the offence as established by the Anti Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- 4.1.1 Suspension from attending classes and academic privileges.
- 4.1.2 Withholding / withdrawing scholarship / fellowship and other benefits
- 4.1.3 Debarring from appearing in any test / examination or other evaluation process.
- 4.1.4 Withholding results.
- 4.1.5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- 4.1.6 Suspension / expulsion from the hostel
- 4.1.7 Cancellation of admission
- 4.1.8 Rustication from the institution for period ranging from 1 to 4 semesters
- 4.1.9 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- 4.1.10 Fine ranging between Rupees 25,000/- and Rupees 1 Lakh.
- 4.1.11 Collective punishment : When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

4.2 At the university level in respect of institutions under it :

If an institution under a university (being constituent of affiliated to or recognized by it) fails to comply with any of the provisions of these Regulations and fails to curb ragging effectively, the university may impose any one or any combination of the following penalties on it:

- 4.2.1 Withdrawal of affiliation / recognition or other privileges conferred on it.
- 4.2.2 Prohibiting such institution from presenting any students then undergoing any programme of study therein for the award of any degree / diploma of the university.
- 4.2.3 Withholding grants allocated to it by the university, if any.
- 4.2.4 Withholding any grants channelised through the university to the institution.
- 4.2.5 Any other appropriate penalty within the powers of the university.

JUNIOR COLLEGE

INTRODUCTION:

The College was established on 16th June, 1969 by the Anjuman-i-Islam, Mumbai. It was originally named as Anjuman College of Commerce & Economics, but in the year 1975 it was dedicated to the memory of late Mr. Akbar Peerbhoy, a noted barrister, philanthropist, educationist and founder of the college. It is now known as Anjuman-i-Islam's Akbar Peerbhoy College of Commerce & Economics. This year the college has completed 46 years of its useful and beneficial existence. The college is permanently affiliated to the University of Mumbai for the teaching courses of studies upto B.Com Degree Examination (Three-year integrated B.Com Degree course). The college has also started the Degree Courses of Bachelor in Management Studies (BMS), Bachelor of Science in Information Technology B.Sc.(IT), B.Sc. (Computer Science) and Bachelor in Mass Media (BMM). In addition, the College also conducts certificate courses in Computer Programming (Software) and Diploma in Business Management. The College also has M.Sc. (I.T.) and M.Com. classes. The College has been recognised as Ph.D. Research Center University of Mumbai 2014-2015.

Junior College:

The Junior College section of F.Y.J.C. (XI) and S.Y.J.C. (XII) course introduce from June 1976 & 1977 respectively. It consists of 6 division of F.Y.J.C. and 5 divisions of S.Y.J.C. Each division consists of 120 students. The college is co-educational.

The college is conveniently located on Maulana Shaukat Ali Road, Mumbai 400008, midway between J.J. Hospital Junction and Grant Road Railway Station. It can also be reached by B.E.S.T. buses plying on route No. 135 between Mazgaon Dock and August Kranti Maidan, via J.J.Hospital and Grant Road Railway Station. It is therefore easily accessible by bus and train.

The college aims at training students in the field of Commerce & Economics, Management, Mass Media and Information Technology and developing their overall personality, so that they become assets to the society. To achieve this end, the college has numerous co-curricular and extra curricular activities.

From the academic year 2004-2005, the college has been made centre of National Council for Promotion of Urdu Language, Ministry of Human Resource Development and a centre for training students for MPSC and UPSC examination's by University Grants Commission and Maharashtra State Minorities Commission.

The academic terms of the College for the year 2015-16 will be as under.

First Term 15th June 2015

(There will be a break for winter from 26th December to 1st January - both days inclusive.)

JUNIOR COLLEGE

1. ELIGIBILITY :

Students who have passed the S.S.C. Examination from the Maharashtra State Board of Secondary and Higher Secondary Education, Mumbai, Pune, Aurangabad, Nagpur, Nashik, Kolhapur and Amravati or an equivalent examination are eligible for the first year Junior College class.

Students, who have passed the Government Commercial Diploma Exam, besides passing the Secondary School Certificate or equivalent exam, will be held eligible for the admission to the second year of the Junior College.

2. COURSE OF STUDIES FOR JR. COLLEGE :

Every student will have to offer the following six subjects in the F.Y.J.C. & S.Y.J.C. classes:

1. English (Compulsory)
2. Any One of the following Modern Languages
 - i) Gujarati
 - ii) Hindi
 - iii) Marathi
 - iv) Urdu

Compulsory Subjects:

3. Elements of Economics
4. Book keeping & Accountancy
5. Organisation of Commerce & Management
6. Any One of the following subjects :
 - i) Secretarial Practice
 - ii) Mathematics & Statistics
 - iii) Library Science
7. Environmental Studies

3. ADMISSIONS :

Admissions to the F.Y.J.C. (Std.XI) class start immediately after the declaration of the results of the S.S.C. Examination by the Mumbai Divisional Board. Every student seeking the admission shall fill in the application form for admission, available from the college office and submit it to the Principal together with the following documents:

- I) Statement of marks obtained at the S.S.C. Examination in original with two certified true copies.
- ii) If the S.S.C. Examination is cleared in more than one attempt, the statement of marks (with two certified true copies) of each attempt.
- iii) Leaving Certificate (L/C) of the school last attended in original.
- iv) Provisional Eligibility Certificate in case the S.S.C. Examination has been passed from any other state.
- v) Two copies of passport sized photographs, one of which should be affixed on the application form in the space provided for that purpose.

4. FEES FOR JUNIOR COLLEGE :

The fee for the two terms payable by each student is as follows.

	F. Y. J. C	S.Y.J.C
Tuition Fee	240.00	264.00
Admission Fee*	20.00	22.00
Term Fee	40.00	44.00
Miscellaneous	300.00	300.00
Examination	450.00	550.00
Identity Card	50.00	50.00
Parent-Teacher Association (P.T.A.)	20.00	20.00
Students Aid Fund (S.A.F.)	20.00	20.00
Bldg. Development Fund	20.00	20.00
TOTAL	1160.00	1290.00

* The Admission Fees of SYJC are to be paid for outsider only.

Note : The above stated fees is likely to be revised by the government from the current academic year. If revised, the student has to pay the difference of fees.

5. ADMISSION, CANCELLATION AND FEE REFUND RULES:

1. If a student informs the college before the start of the academic year that he wants to withdraw or he cannot continue his education in this college for valid reasons, the college will refund to him in full the tuition fee, term fee and deposits. The admission fee, however, shall not be refunded.
2. If a student desires to withdraw and applies for refund of fees after the completion of the academic year the college shall retain the admission fee and the term fee in full. The college will also retain the tuition fees for the months beginning from the month in which the last academic year has started and ending with the month in which the student has applied for withdrawal and refund of fees. The tuition fees for the remaining months of the term will be refunded. The deposits will however be refunded in full.

6. RESERVATION OF SEATS FOR BACKWARD CLASSES:

34% of the total number of seats in the F.Y.J.C. and S.Y.J.C. classes are reserved for the backward classes as under:

Category	Percentage reserved
1. Scheduled Castes & New Buddhists	13 %
2. Scheduled Tribes including those outside specified	7 %
3. Denotified Tribes and Nomadic Tribes	4 %
4. Other Backward Classes	10 %

The above mentioned seats shall be reserved for a period of one week after declaration of the S.S.C. Examination results and seats remaining vacant thereafter if any shall be treated as unreserved.

SPECIAL REMEDIAL CLASSES IN ENGLISH & ECONOMICS :

Expert teachers coach students in spoken and written English and Economics. Joining these

classes is purely voluntary. The classes are conducted before or after college hours and a nominal fee is charged. The student completing the course to the satisfaction of the Director / Instructor are awarded certificates at the end of the course.

EXAMINATION:

Two examinations are conducted for S.Y.J.C. students during the academic year. The terminal examination is conducted at the end of the first term and preliminary exam at the end of the second term, sometime in the month of January / February about one month before Board Examination. Performance in these examinations will be taken into consideration for sending the examination form to the Board. The Final Examination will be conducted by the H.S.C. Board.

For F.Y.J.C. students four examinations are conducted during each academic year. The First Terminal Examination of 100 marks is conducted at the end of the First Term and Second Terminal examination of 100 marks at the end of the Second Term. Two unit tests are conducted in each term of 40 marks each. 20 marks are kept for the year's work.

Attendance is compulsory in examinations. No re-examination will be held for students who remain absent in the Unit Tests. However supplementary examination for students who remain absent on medical grounds in the first or second terminal examination will be held. The student concerned will have to apply for the supplementary examination along with a medical certificate within one month of the relevant examination.

FREE EDUCATION TO FEMALE STUDENTS:

Female students seeking admissions in Junior College are eligible for exemption from tuition fee subject to the fulfillment of the following conditions:

Their parent /guardians should be the residents of Maharashtra state for not less than 15 years.

The student seeking admission is not the fourth or subsequent child born after August 1968.

The concerned parent /guardians should submit to the college authorities, a declaration in the prescribed form, duly signed by them together with a certified copy of their ration card at the time of admission of their daughter/ward.

Procedure for submission of Application Form for G.O.I Scholarship

All SC/ST students have to apply for the above scholarship in the prescribed form available in the college office. They should collect the application form at the proper time from the college office, fill in and submit it to the college office completed in all respects by the stipulated date. Omission of any fact or facts or incorrect or false information furnished in the forms of the application for the above scholarship will render the applicant disqualified for the scholarship. Students having a gap in the course of their education should invariably file an affidavit declaring what they did during the intervening period.

Students who were recipients of G.O.I. scholarship in the previous year and have passed the university / annual examination are required to submit an application for the renewal of the scholarships.

Freeships

1. E.B.C. free studentship to all students irrespective of caste & religion (income below RS. 24000/- p.a.)
2. Freeships to the children of full-time Primary School Teachers in Maharashtra State.

3. Educational concessions to the children, wives and widows of the Defence Services Personnel and Freedom Fighters as per the Government of India rules.
4. Freeships to SC/ST student who are declared ineligible to SC/ST scholarships.
5. Freeships to the dependants of non-teaching staff working in primary /secondary school.

Students eligible for being considered for the award may apply in the prescribed form for freeship / scholarship by the date notified for the purpose. The application must be complete in all respects and should be accompanied by the necessary certificates.

SC/ST and E.B.C. students who have been granted scholarship / freeships are required to maintain good progress and keep not less than 75% attendance during each of the term in order to qualify for the award / continuation of scholarship.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

The college provides facilities for many extra-curricular activities. Students are encouraged to participate in these activities so that they develop their physical and mental faculties.

ASSOCIATIONS

The college has established several students associations to organize activities for the overall development of talent in various languages and other extra-curricular interests.

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| 1. Commerce Association. | 2. Planning Forum. |
| 3. Accountancy Association. | 4. Computer Association. |
| 5. English Literary Association. | 6. Bazam-e-Adab (Urdu). |
| 7. Hindi Sahitya Mandal. | 8. Gujarati Sahitya Mandal. |
| 9. Marathi Vangmaya Mandal. | 10. Lib. Sc. Association. |
| 11. Dramatics Association. | |

FINANCIAL HELP FROM STUDENTS AID FUND

Financial help is also given to poor and deserving students from the Students Aid Fund of the college for tuition fees, examination fees, and medical expenses and in any other suitable way decided by the college authorities.

COMPUTER LAB

The well equipped Computer Labs offer Computer Training facilities for our regular students. Besides it also conducts certificate course in Computer Programming recognized by Maharashtra State Board of Vocational Exams and MCED (Maharashtra Centre for Entrepreneurship Development).

COLLEGE GYMKHANA

The Gymkhana offers opportunities for development and proficiency in sports. It encourages various outdoor and indoor games like football, hockey, cricket, volleyball, judo, karate, carrom, chess, table-tennis etc.

The college holds annual athletic sports meet. Prizes are awarded to winners in various tournaments and sports events.

COLLEGE MAGAZINE

The college annual magazine is published at the end of the year to develop journalistic and artistic talent in the students. It contains contributions from teachers and students of the junior college, degree college and the professional section.

COLLEGE LIBRARY

The college has an excellent Computerised Library, richly equipped with books, valuable reference works, maps and a variety of periodicals. It is enriched every year by the addition of new books. Because of the great demand for textbooks an adequate number of them, in each subject is provided.

The library cum-reading room remains open daily from 7 a.m. to 4 p.m. During the examination period, the library timings are extended. The use of library and the reading room is open to all students without any extra charge.

LIBRARY RULES AND REGULATIONS

1. Every student should produce his / her identity card with the photograph firmly pasted to it and signed by the Principal to get a Library Card issued. The identity card must be produced on demand.
2. Books are issued strictly in order of application. It is left to the discretion of the Librarian not to issue certain books when circumstances so warrant.
3. Books are issued for the exclusive personal use by the applicant. Anyone found applying for books for another person may be denied the library facilities.
4. The college Book Bank scheme has been extended for the benefit of needy and deserving students country this facility available only to a of Degree College students.
5. If a book is lost or damaged, present replacement cost (and not the price) must be paid by the reader in whose name it was issued. The replacement cost of the book will be assessed by the Librarian.
6. A book is issued for seven days at a time. However, a book may be issued for less then seven days if there is a great demand for it.
7. A fine of one rupee per book per day including Sundays and holidays will be levied on all books retained without renewal by reader beyond the due date. Repeated failure on this score may lead to the cancellation of the library card. The fine may be enhanced during examination period.
8. The Librarian reserves the right to recall any book or periodical at any time.
9. All books borrowed must be returned before claiming the refund of caution money or any other deposit.
10. Perfect silence and quiet atmosphere must be maintained in the library. Talking in and near the library premises is strictly prohibited. Teaching and group discussion are not allowed in the library.
11. Refreshments are not permitted in the Library.
12. Disregard of Library rules, indiscipline and misbehavior will render students liable to be refused access to the Library and or any other kind of punishment.
13. Use of Mobile phones is strictly prohibited in the College premises, particular library.

CANTEEN AND HOSTEL

The college has a canteen where refreshment is provided at reasonable rates.

Hostel facility for boys is provided at the Anjuman-I-Islam's Sobani Hostel, 92,D.N.Road, Opp. C.S.Terminus, Mumbai: 400001 and for girls at the Versova complex.

RAILWAY CONCESSION

1. Bonafide students of the college (male student below 25 years and all lady students) are eligible for railway concession for their season tickets between the station nearest to their home and Grant Road / Sandhurst Road. Application in prescribed forms should be submitted during the prescribed timing on working days.
2. Long journey railway concession will be granted only in the vacations according to the rules published by the railways from time to time. Information about this will be given in the office during the prescribed timings on working days.

RULES OF DISCIPLINE

1. Students of college shall abide by the rules and regulations for the administration of the college and shall do nothing either inside or outside the college that will interfere with its orderly administration and reputation. Guardians/parents are aware and have agreed to abide by the rules when their wards join the college, and they sign a declaration to that effect on the admission form.
2. Attendance in lectures, tutorials and in practicals is absolutely compulsory. Students having less than 75% attendance will not be allowed to appear for the examination.
3. No student shall remain absent from the college without the written permission of the principal. In case of absence due to illness, a medical certificate must be submitted as soon as possible and in any case, before the student starts attending classes again. Production of a medical certificate does not necessarily mean that lack of attendance will necessarily be condoned.
4. Teachers will take the attendance in every lecture and maintain up-to-date record. Ordinarily, a review of attendance will be taken twice a term and the parent/ guardians of the students, having inordinately poor attendance, may be informed about it. Students not showing improvement will be liable to disciplinary action and not allowed to appear in the examination.
5. All tests, internal assessments, project work and examinations are compulsorily for every student. Students who remain absent from lectures, tutorials, tests or examinations without prior written permission of the Principal will be liable to disciplinary action.
6. No student should be found in the college premises without his / her valid identity card which must be produced whenever demanded by any member of the teaching and non-teaching staff. Similarly each student must produce his/ her Identity Card at the college entrance every day while entering the college premises.
7. All students must wear the Identity Card round their neck. The identity card should not be kept in the pockets or in the bags / purses.
8. No society or association shall be formed in the college without the written permission of the Principal. Principal's prior written permission must be obtained for conducting/

- organizing any extra-curricular activity or program by any student/students inside or outside the college.
9. No person shall be invited to address a college meeting or gathering without the prior permission of the Principal. Even in the case of debates which are held under the auspices of the association formed by the college students, it is necessary to get all the subjects proposed for the discussion, approved previously and such debates should be held under the Presidentship of a person approved for that purpose by the Principal.
 10. Students may take part in the activities of all educational, social and cultural associations. They shall neither become a member of the executive or managing committee of any political or religious organization carrying on the activities likely to result in communal antagonism nor shall take part in furthering such activities.
 11. The Principal will be the final judge as to whether or not a particular meeting or organization, or activity falls under any of the aforesaid heads.
 12. No notices, posters, placards or banners can be put up or pasted anywhere in the college premises or on the compound wall without prior permission of the Principal.
 13. Students must maintain perfect discipline in the classes as well as the college premises. They must not loiter in the corridors or any other place when the lectures are on. All students of a class must possess prescribed text books in their language lectures.
 14. Student should keep the premises clean. Any one found spitting or throwing litter on the premises will be liable for punishment.
 15. Smoking or chewing of pan or gutka is strictly prohibited in the college premises.
 16. Student must not tamper with the electrical fittings or any other property in any part of the college premises.
 17. Student must not damage or perform any act which would cause damage to the college furniture and fittings including the desks, chairs, black boards, doors and windows of the class rooms, staircase or elsewhere or any other property of the college. Strict action will be taken against those causing damage to the college property, including reimbursement of the amount of damage so caused and expulsion of the concerned students or students from the college.
 18. Student must not remove articles or move furniture from the assigned places without permission.
 19. No student suffering from any contagious disease can be allowed to attend the college. If his non-attendance is likely to entail the loss of his term he should write to this effect to the Principal, who will take necessary steps in the matter.
 20. **Notwithstanding what is stated herein above, the rules regarding all the courses are subject to modifications as per the directions of the HSC Board.**
 21. **Use of Mobile Phone in College Campus is strictly prohibited any student found with same will be fined Rs. 500/-**

NCPUL

National Council for Promotion of Urdu Language (NCPUL) Ministry of Human Resource Development, Department of Higher Education, Govt. of India, New Delhi offers the following courses (Under Distance Education Programme) at our College :

- 1) One Year Diploma Course in Urdu Language
(Since 2004)
- 2) Two Year Diploma in Functional Arabic
(Since 2008)
 - (A) Fee : Rs. 200/-
 - (B) Registration Time :
01st January to 28th February every year
 - (C) Course Commencement :
in the month of June every year
 - (D) Contact Programme :
In a week three days lectures in evening
 - (E) No Educational Qualification & Age Bar
to join these courses