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“Education is the most powerful weapon which you can use to change the world.”

Nelson Mandela

*“Tell me and I forget.
Teach me and I remember.
Involve me and I learn.”*

Benjamin Franklin

CHILDREN WELFARE CENTRE TRUST

Quality education provides students the knowledge, skills, and confidence to reach their full potential. Children who are blessed with education of the highest quality qualify as better human beings and ensure that the message of universal citizenship remains strong. A few committed persons pledged their efforts and wisdom to set up Children Welfare Centre Trust with this very intention. The institution offers advanced education programs within the ever expanding geographical and cosmopolitan extent of the city. Registered under the Public Trust Act, 1950 it caters to the holistic development of every student and strives to ensure that the objectives of education percolate into every strata of society.

Children Welfare Centre, currently in its 42nd year of existence, continues its sustained mission by making laudable inroads in the arena of education.

The progress and success of its students and alumni is testimony to the tremendous efforts of the founder members and teachers in preparing them for lifelong learning with a positive approach. The relationship forged with the parents and the society at large remains the edifice for the progress made by the institution over the years.

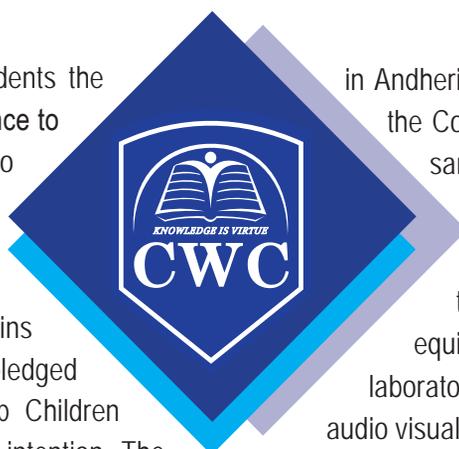
Located in the bustling suburban locality of Andheri, Children Welfare Centre is well connected with the rest of the city. The institution is well fenced and provides a safe and tranquil ambience which is most conducive for the purpose of learning. It has a fully functional Pre-Primary school which uses a progressive educational model. The children have access to a definite path for academic progression from the primary and secondary school to the junior and degree college. The Centre admits students who wish to pursue graduation in streams such as Commerce, Management, Mass Media, Accounting and Finance. Recognizing the need for training prospective teachers to impart quality education, the Trust set up the Teacher's Training Centre under the B.Ed. program

in Andheri, West in 2009. It has also set up the College of Law at Malad (West) in the same year.

The institution boasts of infrastructure to suit contemporary teaching and learning needs. Well equipped with an inhouse science laboratory, the Centre also has computer labs, audio visual room, library, as well as recreational facilities. The concern of the management to provide the best facilities is evident from the clean and hygienically maintained rest rooms and canteen. More than 250 trained and proficient teachers contribute immensely to academic and personal development of students through mentoring and coaching. Each of them is equally responsible for building the values of honesty, respect and diligence in the students.

Children Welfare Centre has a proven track record that leads the present objectives towards better opportunities and prospects. It has been aptly rewarded for its performance. It was named the Best School in K-West Ward by the Education Department of Municipal Corporation of Greater Mumbai in the past. Mr. Ajay Kaul, the Honorary Principal of the institution, was the recipient of the State Award for the Best Teacher in the year 2002-2003.

Children Welfare Centre is an ideal platform for the awe-inspiring force of more than 4000 registered students to spread their wings. With experience and better resources at hand, the institution has secured permission to start the M.Com course at Clara's College of Commerce, Versova, Andheri (West). The Management is also elated in stating that permission has been granted by the Govt. of Maharashtra to start Jr. College in Arts and Commerce streams at Malad (West) and also a school affiliated to CBSE Board has commenced in the same institution. The moment of pride for the Trust is the commencement of an IB School at off Yari Road, Versova.



Clara's College of Commerce

Clara's College of Commerce was established in the year 1999 in the memory of Late Smt. Clara Kaul, an eminent educationist, who had a missionary zeal to take learning to every strata of society. Strategically located in the heart of the western suburbs, the college is fully equipped with state-of-art facilities and well qualified teachers. The college is affiliated to University of Mumbai and has received Hindi Linguistic Minority status.

The aim of the college is to continuously enhance the teaching methods in order to provide students with an opportunity for their all-round development. It also strives for excellence in academics and makes an effort to induce passion for learning along with the inspiration for decisive thinking and assessment, thereby helping them to become the best professionals in their chosen careers.

The college has a proven track record of excellent academic results over the years along with coveted awards and prizes at different levels, and this indeed has made the college stand with pride in the field of education.

The Institution offers the following courses:

1. *Bachelor of Commerce (B.Com)*
2. *Bachelor of Management Studies (B.M.S)*
3. *Bachelor of Commerce (Accounting and Finance) [B.Com(A&F)]*
4. *Bachelor of Arts in Multimedia & Mass Communication (B.A.M.M.C)*
5. *Master of Commerce (Advanced Accountancy) (M.Com)*

Objectives of Clara's College of Commerce

The College aims at training young women and men to be competent, committed and compassionate, and lead in all walks of life.

The main objectives of Clara's College of Commerce are:

- To cater to the needs of society and the nation by keeping in mind the importance of liberalization and globalization.
- To work for the achievement of an holistic approach towards the all round personality development of students through curriculum interventions, employability courses, career guidance and mentoring system.
- To ensure active participation of students, teachers and other stakeholders for academic, co-curricular and extra-curricular activities to enhance their professional development.
- To provide opportunities to the staff and students to synergize their efforts and energies for the progress of the institution through continuous faculty development interventions.
- To provide advanced infra-structural facilities for the benefit of the students and staff.
- To impart value-based education to the students.
- To provide equal access and opportunities to the linguistic minority and socially, educationally, economically and physically disadvantaged groups.
- To promote communal harmony in the society by organizing programs, festivals and functions to promote the same.

Campus Activities

The college has excelled in the field of sports. Students have won innumerable prizes in events such as Cricket, Football, Chess, Carrom, Badminton and Yoga. Our athletes have represented the District and Maharashtra state level on several occasions. The Annual Sports Day of the College is an important event where students and staff members showcase their amazing participation and get awarded for their achievements. The College has won many prizes at various Inter Collegiate Fests in events such as Mono Acting, Folk Dance, One Act Play, Mime, Singing, Modelling, Cartooning, Rangoli and Poetry Recitation.

The College has highly qualified and dedicated faculty members who make extensive use of the latest learning and teaching techniques such as power point presentations, industrial visits and group discussions as well as interactive sessions.

Library

The College has a well-equipped library which has a wide collection of books pertaining to various subjects. The Open Access system facilitates easy access of books to students and encourages reading habits. It is widely apportioned into two sections – one that provides text books and another that provides numerous reference books for each class. Each section is well-sourced



with encyclopedias, dictionaries, dailies and the latest magazines, etc.

Counselling Centre

The College has appointed a qualified counsellor to help students identify and understand their personal and psychological problems and guide them to find solutions. Students are helped to identify their own potential and to set their goals and adjust better in today's competitive world.



Computer Lab

The hi-tech computer lab of the college has many latest computers with modern software and internet access. It is supervised by professional computer experts.



Audio-Visual Lab

The audio visual laboratory is used for screening educational films, being equipped with the facility of LCD projectors and audio systems.

Gymnasium

A well equipped gym is set up for students who are trained under the guidance of an expert instructor.

Students' Council

The college has a duly constituted students' council according to the rules of University of Mumbai, with the Principal as chairperson and one lecturer nominated by the Principal, as In-charge. The Council includes one meritorious student from each class, outstanding students from sports and cultural activities as well as two girl students nominated by the Principal. The tenure of the students' council is one academic year.





It organizes, supervises and co-ordinates the activities of various students' associations and societies and also makes recommendations to appropriate authorities regarding matters related to the welfare of the students.

Sports

Students are encouraged to participate in sports activities and physical training. To do full justice to this endeavour, the college has appointed a person especially for the conduct of sports activities. Reputed coaches in the respective sports/games are appointed to train the students.

Cultural Activities

The college conducts a Talent search each year in order to identify the hidden talents among the students. The college aims at enabling overall development of its students in Theatre, Dance, Literary and Fine Arts, as well as Music. From the beginning of every academic year, students are encouraged to perform on stage. They are also encouraged to participate in various intra and intercollegiate events and competitions.



The College Magazine

The College Magazine "Insight" is published annually. Contribution in the form of essays, short stories, poems, articles, riddles, sketches, cartoons and jokes are invited from the students as well as the teachers. Representation of all languages is encouraged. The achievement of the teachers and students are significantly projected in the annual magazine. The editorial committee looks after the publication of the magazine.



Students' Aid Fund

Students' Aid Fund of the College helps students in need of funds as well as deserving students by providing them with books and fees on merit basis.

Placement Cell

The Placement Cell works at two levels to enable students face the challenges of the competitive world. It provides placement opportunities to interested students. It also gives guidance regarding the career options available to

them. Seminars, talks and guest lectures are organized to help students understand the current market scenario.

Research, Consultancy and Extension Cell

Research, Consultancy and Extension Committee encourages research activities amongst teachers and students. Talks are organized to guide teachers and students to write research papers. The committee also encourages students to participate in Avishkar- The University Research Festival.

Women Development Cell (W.D.C)

The college has established a Women Development Cell which functions as a body which hears grievances (if any) from women staff and students regarding matters of physical and mental safety and well being. The WDC also engages itself in women empowerment. The College has constituted the Internal Complaints Committee as mandated by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act,2013.

Bachelor of Commerce (B.Com)

Educational Objectives

The B.Com programme aims to cultivate in students virtues of commerce professionals to effectively contribute to the needs of the society with commitment and integrity. It intends to provide a strong foundation level understanding of functioning of business organisations and various transactions in the fields of Accountancy, Auditing, Taxation, Management, Finance, Mathematics, Law, Statistics, Business Communication, Advertising and Economics.

2. to encourage the students to undertake higher studies and research in commerce and allied disciplines.
3. to develop qualities to handle both individual and team work efficiently through projects, assignments and other activities.
4. to imbibe values of ethical practice in business.
5. to develop communication skills for putting forth ideas, views, and messages effectively.



Programme Outcomes

Programme outcomes are a set of competencies which students acquire at the end of graduation. On successful completion, they shall:

1. have fundamental knowledge of Accountancy, Auditing, Taxation, Management, Finance, Law, Business Communication, Advertising, Economics and Mathematics / Statistics and provide innovative solutions to problems in business.
2. be able to communicate their ideas with industry efficiently and effectively .
3. develop the ability to work at individual level as well as at team level.
4. be able to integrate latest technology and apply mathematical and statistical tools and techniques.
5. have skills to develop business models and be responsible global citizens who exhibit cross-cultural competent behaviour, and ethical values.

The broad objectives of the programme are:

1. to develop professional knowledge and skills in the fields of Finance, Accounting, Taxation, Marketing, Import & Export Management, Mathematics and Statistics by adopting student centric pedagogy.

Bachelor of Commerce - Choice Based Credit, Grading & Semester System(CBCGSS)

F. Y. B.Com

Semester I	Credits	Semester II	Credits
Discipline Specific Courses			
● Accountancy & Financial Management- I	03	● Accountancy & Financial Management-II	03
● Commerce -I	03	● Commerce-II	03
● Business Economics -I	03	● Business Economics-II	03
Ability Enhancement Courses			
● Business Communication - I	03	● Business Communication - II	03
● Environmental Studies - I	03	● Environmental Studies - II	03
Skill Enhancement Courses			
● Foundation Course - I	02	● Foundation Course - II	02
Core Courses			
● Mathematical & Statistical Techniques -I	03	● Mathematical & Statistical Techniques - II	03
Total Credits	20	Total Credits	20

S. Y. B.Com

Semester III	Credits	Semester IV	Credits
Discipline Specific Courses			
● Accountancy & Financial Management- III	03	● Accountancy & Financial Management - IV	03
● Financial Accounting & Auditing -V (Introduction to Management Accounting)	03	● Financial Accounting & Auditing -VI (Introduction to Auditing)	03
Ability Enhancement Courses			
● Commerce - III	03	● Commerce - IV	03
● Business Economics - III	03	● Business Economics - IV	03
Skill Enhancement Courses A			
● Advertising - I	03	● Advertising - II	03
Skill Enhancement Courses B			
● Foundation Course - III	02	● Foundation Course - IV	02
Core Courses			
● Business Law - I	03	● Business Law - II	03
Total Credits	20	Total Credits	20

T. Y. B.Com

Semester V	Credits	Semester VI	Credits
Discipline Specific Courses			
● Financial Accounting & Auditing -VII (Financial Accounting)	04	● Financial Accounting & Auditing -IX (Financial Accounting)	04
● Financial Accounting & Auditing -VIII (Cost Accounting)	04	● Financial Accounting & Auditing -X (Cost Accounting)	04
Discipline Specific Elective (DSE) Courses			
● Economics -V	03	● Economics-VI	03
● Commerce -V (Marketing)	03	● Commerce-VI (H.R.M.)	03
Ability Enhancement Courses (AEC) (Any Two)			
● Direct and Indirect Taxes - I	03	● Direct and Indirect Taxes - II	03
● Export Marketing Paper - I	03	● Export Marketing Paper - II	03
● Computer Systems & Applications - I	03	● Computer Systems & Applications - II	03
Total Credits	20	Total Credits	20

*Subject to change

Bachelor of Management Studies (B.M.S)

Educational Objectives

Bachelor of Management Studies (B.M.S) aims at cultivating knowledge among students to be ideal managers/entrepreneurs. The course lays specific emphasis on managing the financial and accounting aspects of business. The broad objectives of the programme are:

1. to give an insight into business and modern management practices.
2. to help students apply the concepts of statistics and research methodology in management.
3. to help students develop competency and skills to make learners employable.
4. to develop professional knowledge and skills in the field of Accountancy, Marketing, Human Resource Management and Financial Management.
5. to sensitize students towards the challenges in the global market.

Programme Outcomes

Programme outcomes are a set of competencies students acquire at the end of graduation. On successful completion, they shall:

1. acquire knowledge about management practices which facilitate them to become effective professionals.
2. be capable to pursue higher studies in diverse fields of management such as media studies, business administration, human resource management and financial management.
3. be adequately trained to be entrepreneurs and communicate effectively.
4. develop a positive attitude towards lifelong learning and research.
5. acquire the required skills to develop business models and be responsible global citizens with cross-cultural competent behaviour and ethical values.

Bachelor of Management Studies - Choice Based Credit, Grading & Semester System(CBCGSS)

F. Y. B.M.S

Semester I	Credits	Semester II	Credits
Discipline Specific Courses			
● Introduction to Financial Accounts	03	● Principles of Marketing	03
● Business Law	03	● Industrial Law	03
● Business Statistics	03	● Business Mathematics	03
Ability Enhancement Courses (AEC)			
● Business Communication - I	03	● Business Communication - II	03
Skill Enhancement Courses (SEC)			
● Foundation Course - I	02	● Foundation Course Value Education & Soft Skill - II	02
Core Courses			
● Foundation of Human Skills	03	● Business Environment	03
● Business Economics - I	03	● Principles of Management	03
Total Credits	20	Total Credits	20

S. Y. B.M.S

Semester III	Credits	Semester IV	Credits
Elective Courses		Elective Courses	
Any one group of courses		Any one group of courses	
Group A : Finance			
● Basics of Financial Services	03	● Financial Institutions & Markets	03
● Introduction to Cost Accounting	03	● Auditing	03
Group B : Marketing			
● Consumer Behaviour	03	● Integrated Marketing Communication	03
● Advertising	03	● Rural Marketing	03

Semester III	Credits	Semester IV	Credits
Group C : Human Resource			
● Recruitment & Selection	03	● Training and Development in HRM	03
● Organisation Behaviour and HRM	03	● Change Management	03
Ability Enhancement Courses (AEC)			
● Information Technology in Business Management - I	03	● Information Technology in Business Management - II	03
Skill Enhancement Courses (SEC)			
● Foundation Course (Environmental Management) - III	02	● Foundation Course (Ethics and Governance) - IV	02
Core Courses			
● Business Planning & Entrepreneurial Management	03	● Business Research Methods	03
● Accounting & Managerial Decisions	03	● Business Economics - II	03
● Strategic Management	03	● Production & Total Quality Management	03
Total Credits	20	Total Credits	20

T. Y. B. M. S.

Semester V		Semester VI	
Elective Courses		Elective Courses	
Any one group of courses		Any one group of courses	

Group A : Finance

● Investment Analysis and Portfolio Management	03	● Strategic Financial Management	03
● Commodity & Derivatives Market	03	● International Finance	03
● Wealth Management	03	● Innovative Financial Services	03
● Risk Management	03	● Project Management	03

Group B : Marketing

● Services Marketing	03	● Brand Management	03
● E-Commerce & Digital Marketing	03	● Retail Management	03
● Sales & Distribution Management	03	● International Marketing	03
● Customer Relationship Management	03	● Media Planning and Management	03

Group C : Human Resource

● Finance for HR Professionals & Compensation Management	03	● HRM in Global Perspective	03
● Strategic Human Resource Management & HR Policies	03	● Organizational Development	03
● Performance Management & Career Planning	03	● HRM in Service Sector Management	03
● Industrial Relations	03	● Indian Ethos in Management	03

Compulsory Subjects

● Logistics and Supply Chain Management	04	● Operation Research	04
● Corporate Communication and Public Relations	04	● Project Work	04
Total Credits	20	Total Credits	20

*Subject to change

Bachelor of Commerce (Accounting & Finance) B.A.F

Educational Objectives

Bachelor of Commerce (A&F) aims at cultivating knowledge among students to be ideal managers/ entrepreneurs. The course lays specific emphasis on managing the financial and accounting aspects of business. The broad objectives of the programme are:

1. to develop fundamental knowledge about the fields of finance, accountancy, audit, taxation, law, technology and innovative practices by adopting learner centric pedagogy.
2. to motivate students to pursue higher studies such as chartered accountancy, cost accountancy, chartered

financial analyst, Business administration and company Secretaryship.

3. to nurture students' ability to work as consultants.
4. to arouse students' interest in research.

Programme Outcomes

Programme outcomes are a set of competencies students acquire at the end of graduation. On successful completion, they shall:

1. have fundamental knowledge of finance, accountancy, audit, taxation, law, technology and innovative practices.
2. communicate effectively with all stake holders.
3. work at both individual and team level.

Bachelor of Commerce (A&F) - Choice Based Credit, Grading & Semester System(CBCGSS)

F. Y. B.A.F

Semester I	Credits	Semester II	Credits
Discipline Specific Elective (DSE) Courses			
● Financial Accounting (Elements of Financial Accounting) - I	03	● Financial Accounting (Special Accounting Areas) - II	03
● Cost Accounting (Introduction and Element of Cost) - I	03	● Auditing (Introduction and Planning) - I	03
● Financial Management (Introduction) - I	03	● Innovative Financial Services	03
Ability Enhancement Courses			
● Business Communication - I	03	● Business Communication - II	03
Skill Enhancement Courses			
● Foundation Course - I	02	● Foundation Course - II	02
Core Courses			
● Commerce (Business Environment) - I	03	● Business Law (Business Regulatory Framework) - I	03
● Business Economics - I	03	● Business Mathematics	03
Total Credits	20	Total Credits	20

S. Y. B.A.F

Semester III	Credits	Semester IV	Credits
Discipline Specific Elective (DSE) Courses			
● Financial Accounting (Special Accounting Areas) - III	03	● Financial Accounting (Special Accounting Areas) -IV	03
● Cost Accounting (Methods of Costing) - II	03	● Management Accounting (Introduction)	03
● Taxation -II (Direct Taxes Paper-I)	03	● Taxation -III (Direct Taxes Paper-II)	03
Ability Enhancement Courses			
● Information Technology in Accountancy - I	03	● Information Technology in Accountancy -II	03
Skill Enhancement Courses			
● Foundation Course in Commerce (Financial Market Operation) - III	02	● Foundation Course - IV in Management (Introduction to Management)	02
Core Courses			
● Business Law (Business Regulatory Framework) -II	03	● Business Law (Company Law) -III	03
● Business Economics - II	03	● Research Methodology in Accounting and Finance	03
Total Credits	20	Total Credits	20

T. Y. B.A.F

Semester V	Credits	Semester VI	Credits
Discipline Specific Elective (DSE) Courses			
● Cost Accounting -III	03	● Cost Accounting -IV	03
● Financial Management -II	03	● Financial Management -III	03
● Taxation -IV (Indirect Taxes -II)	03	● Taxation -V (Indirect Taxes -III)	03
● Management Paper -II (Management Applications)	03	● Economics -III (Indian Economy)	03
Core Courses			
● Financial Accounting - V	04	● Financial Accounting - VII	04
● Financial Accounting - VI	04	● Project Work	04
Total Credits	20	Total Credits	20

* Subject to Change

Bachelor of Arts in Multimedia & Mass Communication (B.A.M.M.C)

Educational Objectives

1. To provide fundamental knowledge about the field of mass media.
2. To enhance communication skills.
3. To develop necessary skills and competency in learners to make them employable.
4. To encourage students to be entrepreneurs.
5. To motivate learners to contribute in the development of society.

Programme outcomes

Programme outcomes are a set of competencies which students acquire at the end of graduation. On successful completion, they shall:

1. have fundamental knowledge of Mass Media.
2. exhibit knowledge of print and electronic media.
3. be equipped with essential communication skills.
4. develop competency and skills for increased employability.
5. be adequately motivated to contribute to the development of society.

Bachelor of Arts in Multimedia & Mass Communication (B.A.M.M.C) - Choice Based Credit System (CBCS)

F. Y. B.A.M.M.C.

Semester I	Credits	Semester II	Credits
● History of Media	3	● Media, Gender & Culture	3
● Foundation Course - I	2	● Foundation Course - II	2
● Current Affairs	4	● Introduction to Journalism	4
● Fundamentals of Mass Communication	4	● Introduction to Advertising	4
● Visual Communication	4	● Effective Communication - II	3
● Effective Communication - I	3	● Content Writing	4
Total Credits	20	Total Credits	20

S.Y. B.A.M.M.C.

Semester III	Credits	Semester IV	Credits
Elective Courses (Any One)			
● Electronic Media - I	2	● Electronic Media - II	2
● Theatre & Mass Communication - I	2	● Theatre & Mass Communication - II	2
● Radio Program Production - I	2	● Radio Program Production - II	2
● Motion Graphics & Visual Effects - I	2	● Motion Graphics & Visual Effects - II	2
Discipline Specific Courses			
● Corporate Communications & Public Relations	4	● Writing & Editing for Media	4
● Media Studies	4	● Media Laws & Ethics	4
● Introduction to Photography	4	● Mass Media Research	4
● Film Communication - I	4	● Film Communication - II	4
Practical Courses			
● Computer Multimedia - I	2	● Computer Multimedia - II	2
Total Credits	20	Total Credits	20

T.Y. B.A.M.M.C.

Semester V	Credits	Semester VI	Credits
Core Courses (Discipline Related Generic) DRG			
● Copywriting	4	● Digital Media	4
● Advertising & Marketing Research	4	● Advertising Design	4
Discipline Specific Elective (DSE) Courses (Any Four)			
● Globalization & International Advertising	3	● Advertising in Contemporary Society	3
● Brand Building	3	● Brand Management	3
● Agency Management	3	● Media Planning & Buying	3
● Account Planning & Advertising	3	● Advertising & Sales Promotion	3
● Social Media Marketing	3	● Rural Marketing & Advertising	3
● Direct & E-commerce	3	● Retailing & Merchandising	3
● Consumer Behaviour	3	● Entertainment & Media Marketing	3
● Documentary & AD Film Making	3	● Television Program Production	3
Total Credits	20	Total Credits	20

* All courses carry maximum 100 marks each.

** Subject to Change

Master of Commerce M.Com (Advanced Accountancy)

Clara's College of Commerce offers the Master of Commerce Course in Advanced Accountancy. The course aims at providing specialization to the students in the field of Accountancy. The syllabus is designed keeping in view that the course is a natural extension of undergraduate study. The topics covered will address the requirement of industry as well as academia.

Objectives of Master of Commerce (Advanced Accountancy) M.Com Programme

1. To provide adequate basic understanding about accounting and financial education.
2. To give adequate exposure to the operational environment in the field of accounting & finance.
3. To create an avenue for employment in academics and industry.
4. To prepare students to explore newly created opportunities in the accounting field.

Master of Commerce - Choice Based Credit, Grading & Semester System(CBCGSS)

Part - I

SEMESTER I	Credits	SEMESTER II	Credits
● Strategic Management	06	● Research Methodology for Business	06
● Economics for Business Decisions	06	● Macro Economics concepts and Applications	06
● Cost and Management Accounting	06	● Corporate Finance	06
● Business Ethics and Corporate Social Responsibility	06	● E-Commerce	06
Total Credits	24	Total Credits	24

Part - II

SEMESTER III	Credits	SEMESTER IV	Credits
● Advanced Financial Accounting	06	● Corporate Financial Accounting	06
● Direct Tax	06	● Indirect Tax - Introduction to Goods and Services Tax	06
● Advanced Cost Accounting	06	● Financial Management	06
● Project Work – I	06	● Project Work – II	06
Total Credits	24	Total Credits	24

* Project work is compulsory.

**Subject to Change



Admission Procedure

Eligibility For Admission To F. Y. B.Com

A learner for being eligible for admission to the F.Y.B.COM Course shall have passed XII Std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent.

Eligibility for admission to Self Finance Programme (F.Y.BMS / F.Y.BAMMC / F.Y.BAF):

A learner for being eligible for admission to the Degree Course in Self Finance Programme shall have passed XII Std. Examination of the Maharashtra Board of Higher Secondary Education or its equivalent securing not less than 45% marks (40% for reserved category) in aggregate at first attempt.

Learners who have passed the H.S.C or other qualifying examinations from other than the Maharashtra Board should produce ELIGIBILITY Certificate from the University of Mumbai along with the application for admission, failing which their applications are liable to be rejected.

Admission procedure :

Online Pre-Admission registration on Mumbai University website www.mum.digitaluniversity.ac is mandatory. Students are required to visit University website for the online registration form.

The admission procedure consists of two parts.

- 1) Submitting a relevant hard copy of Pre-admission form.
- 2) Securing admission by candidate by submission of admission form and payment of fees as per the fee structure.

Enrolment

A student passing the H.S.C examination of the Maharashtra State Board of Secondary and Higher Secondary Education and any other recognized equivalent thereto are eligible for admission to the first year B.Com / BMS / BAMMC / BAF, and shall apply to the Registrar of the Mumbai University for a Certificate of Enrolment, in the prescribed

form available in the office. Application form for enrolment should be submitted along with the original statement of Marks at the time of filling the form in the college.

Documents required for Admission to B.Com / BMS / BAMMC / BAF

A. Admission to First Year :-

1. Original School Leaving Certificate with two attested Xerox copies. The Original School Leaving Certificate will not be returned to the students; hence students are advised to keep sufficient number of true copies.
2. Address Proof (Xerox copy of Ration Card/ Electricity Bill/Telephone Bill/Passport/Driving License/Aadhar Card) (any one).
3. H.S.C. Original mark sheet with four attested Xerox copies.
4. Five Copies of latest passport size photographs.
5. H.S.C. Passing Certificate to be submitted in the college office before 31st December for the final confirmation of admission with the University.

B. Admission to Second Year

1. Attested mark sheets of Semester I & II (two copies each) .
2. FIVE latest passport size photographs.
3. Any one Proof of Address (Ration Card/ Electricity Bill / Telephone Bill/Passport/Driving License/Aadhar Card (two copies).
4. Please refer to University guidelines for admission in second year for the A.Y. 2021-22.

Website : www.mu.ac.in

C. Admission to Third Year

1. Attested Mark sheets of Semester I, II, III & IV (two copies each).
2. Five latest passport size photographs.
3. Any one Proof of address (Ration Card / Electricity Bill / Telephone Bill / Passport / Driving License /Aadhar Card) (two copies).

4. Please refer to University guidelines for admission in third year for the A.Y. 2021-22.

Website : www.mu.ac.in

If the admission is provisional and not finally confirmed by the University Registrar, the terms kept for the academic year shall be treated as null and void and the student shall not be allowed to appear for the final examination. Foreign students shall have to show documentary evidence of conversion of their visa in addition to the above said conditions for eligibility.

Admission to students coming from outside Maharashtra will be given only on producing Provisional Eligibility Certificate issued by Mumbai University. Such students will also require Migration, Transfer, and Passing certificate.

The College RESERVES the right to cancel the admissions if any discrepancy is found in the documents provided by the Learner.

Allocation of Seats

The College is a Hindi Linguistic Minority College, administered under the Provisions of the Indian Constitution, to promote the welfare of the minority community and to extend its services to all other communities in India, so as to contribute to the harmony and integration of Indian society.

50% of seats are reserved for HINDI Linguistic minority students, including 15% Management Quota.

The reservation of seats is as per the directives given in the University of Mumbai Circular No. Spl. Cell /(68)/218/2005 dated 3rd June, 2005).

1.	13%	SC
2.	07%	ST
3.	03%	DT(A)
4.	2.5%	NT(B)
5.	3.5%	NT(C)
6.	02%	NT(D)
7.	19%	OBC

Choice Based Credit Grading Semester System (CBCGSS)

Under the choice based credit grading semester system followed by Mumbai University, credits are earned by the student. Credit completion takes place after the learner has successfully cleared all the evaluation criteria for the course. Total Credit Value for a UG course is 120 credits.

Course wise credit assignments

Types of courses included in a degree programme are:

Compulsory course: (4 credits per course)

Core / Special course: (3-4 credits per course)

Applied Component Course : (3 credits per course)

Foundation Course : (2 credits per course)

Type of Evaluation Conducted by College for each Course:

Regular Internal Examination

Additional Internal Examination

Regular Semester End Examination

Internal Assessment

In the event of absence for the internal assessment,

- The learner must apply to the Head of the Institution giving the reason (s) for absence within 4 days of the conduct of the examination along with the necessary supporting documents and testimonials.
- If the learner is absent on account of participation in Inter Collegiate events at State, National or International level, training camp or coaching camp organized by authorized university or state or national or international bodies, NSS/ NCC Events / camps/cultural activities / sports activities / research festival or any other activities authenticated by the head of the institution, the head of the institution shall generally grant permission to the learner to appear for the additional class test or assignment as part of the internal assessment.
- The learner who remains absent with prior permission of the Principal of the college, may be permitted to appear for the additional class test or assignment as part of the internal assessment.

Standards of Passing

B.Com

The learner to pass a course shall have to obtain a minimum of 40% marks in the external examination for each course. The learner shall obtain minimum of 40 % / 100 marks in Semester End Examination to pass the course and minimum of Grade D in the project component, wherever applicable.

However, only for the FOUNDATION COURSE, the learner shall obtain minimum of 40 % / 25 marks in the Internal Assessment and 40 % / 75 marks in the Semester End Examination separately to pass the course. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination separately.

BMS, BAMMC, BAF (Professional Courses)

The learners to pass a course shall have to obtain a minimum of 40% marks aggregate in internal as well as external examination separately for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40 % / 25 marks in the Internal Assessment and 40% /75 marks in Semester End Examination separately to pass the course and minimum of Grade E in the project component, wherever applicable. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination separately.

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

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 the marks of the Internal Examination shall be carried over and the learner shall be entitled for credit and grade obtained on passing the entire course.

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 the course. However the marks of the Semester End Examination shall be carried

over and the learner shall be entitled for credit and grade obtained on passing the entire course.

The Amended Ordinance O. 8438 related to Rules for ATKT Students for Credit Based Grading Systems has the following provisions:

- a) A learner shall be allowed to keep terms for Semester II Irrespective of number of heads of failure in Semester I.
- b) A learner shall be allowed to keep terms for semester III, if he / she passes each of Semester I & Semester II.

OR

If the learner fails in not more than four courses of Semester I and Semester II taken together with failure in not more than two courses each in semester I & II.

- c) A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III.
- d) A learner shall be allowed to keep terms for Semester V if he / she passes Semester I, Semester II, Semester III and Semester IV.

OR

If the learner passes Semester I and Semester II and fails in not more than four courses of Semester III and Semester IV taken together with failure in not more than two courses each in Semester III & Semester IV.

OR

If the learner passes Semester III and Semester IV and fails in not more than four courses of Semester I and Semester II taken together with failure in not more than two courses each in Semester I & Semester II.

- e. A learner shall be allowed to keep terms for Semester VI irrespective of number of heads of failure in Semester V.
- f. The learner can appear for the Semester VI examination but the result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V entirely.

Assessment

As per Choice based system, for first and second year of BCOM, the exams will be out of 100 marks with no internal assessment, except for the foundation course.

For BMS, BAF and BAMMC, the Internal Assessment will be on 25% marks and Semester End Assessment on 75% marks per semester for

the courses offered in each semester.

The performance grading shall be based on the aggregate performance in the Internal Assessment and Semester End Examination. This Performance Grading shall be on the 07 point ranking system for TY students and on the 10 point ranking scale for FY and SY students, as given below.

Performance Grading for First, Second and Third Year under Choice Based Credit Grading Semester System (CBCGSS)

The **Performance Grading** of a learner on the **10** point ranking system is as follows:

Marks	Grade Points	Grade	Performance
80 and above	10	O	Outstanding
70 - 79.99	9	A+	Excellent
60 - 69.99	8	A	Very Good
55 – 59.99	7	B+	Good
50 – 54.99	6	B	Above Average
45 – 49.99	5	C	Average
40 – 44.99	4	D	Pass
Less than 40	0	F	Fail

The syllabus, examination pattern and fee structure are subject to change as per Rules and Regulations laid down by the University of Mumbai from time to time.

Eligibility For Admission To M.Com

The admission schedule for M.Com shall commence after the declaration of final semester results of courses such as B.Com, BFM, BAF, BBI etc. Details will be provided on the college website and notice board.

Students seeking admission to M.Com in this college are required to apply in the prescribed form.

The merit list will be displayed in the College as per the University guidelines and schedule. Any seat that falls vacant due to cancellation will be filled on merit basis.

Documents required for admission to M.Com

1. Attested copies of graduation marksheets (T.Y.B.Com/ BAF / BBI / BFM).
2. No objection certificate from college last attended.

3. Any one Proof of address (Ration Card / Electricity Bill / Telephone Bill / Passport / Driving License/Aadhar Card) (two copies).
4. Passport size photographs (5 copies).
5. Provisional statement of eligibility in case of students from boards/universities other than Mumbai University.

Allocation of Seats

The College is a Hindi Linguistic Minority College. 50% of seats are reserved for Hindi Linguistic minority students, including 15% Management Quota.

The reservation of seats is as per the directives given in the University of Mumbai Circular No.Spl. Cell/(68)/218/2005 dated 3rd June, 2005)

Scheme of Examination

The performance of the learners will be evaluated in two components. One component will be the Internal

Assessment component carrying 40% marks and the second component will be the Semester End Examination component carrying 60% marks.

Internal Assessment

The Internal Assessment will consist of one class test of 40 marks for each course excluding projects.

External Assessment

The External Assessment will consist of one Semester End Examination of 60 marks for each course excluding projects.

Standards of Passing

The learner to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learner 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, to pass the course and minimum of Grade E in the project component, wherever applicable to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

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 the semester I and Semester II OR a learner fails in not more than two courses of Semester I and not more than two courses of Semester II.



Endowment Prizes

LATE SMT. CLARA KAUL MEMORIAL AWARD
for the outstanding student in the Degree section.

LATE SMT. CLARA KAUL MEMORIAL AWARD
for the outstanding student in the B.M.S. section.

LATE SMT. CLARA KAUL MEMORIAL AWARD
for the outstanding student in the B.M.M section.

LATE SHRI. JAWAHAR KAUL MEMORIAL AWARD
for the outstanding student in the B.A.F section.

LATE SHRI. JAWAHAR KAUL MEMORIAL AWARD
for securing highest marks in T.Y.B.Com. examination.

LATE SMT. REETA CHADHA MEMORIAL AWARD
for securing highest marks in T.Y.B.M.M examination.

LATE SMT. REETA CHADHA MEMORIAL AWARD
for securing highest marks in T.Y.B.M.S examination.

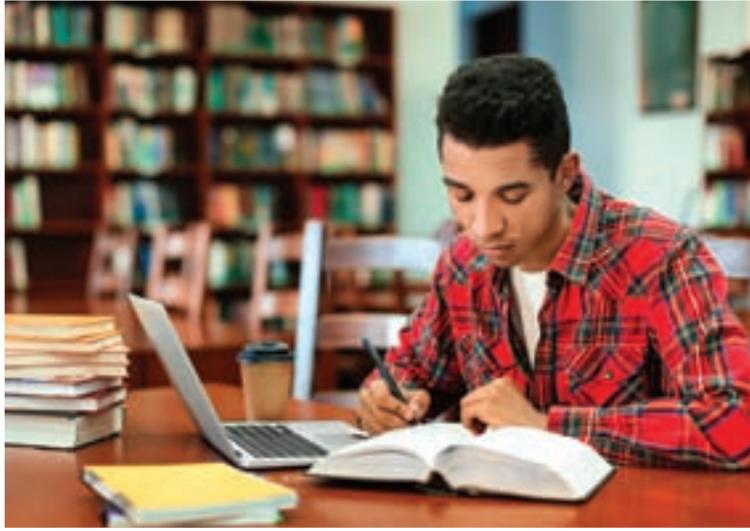
LATE SHRI. SURENDRA CHADHA MEMORIAL AWARD
for securing highest marks in T.Y.B.A.F examination.

LATE SHRI. SURENDRA CHADHA MEMORIAL AWARD
for securing highest marks in M. Com. examination.

Guidelines for Library

Membership : Every bonafide student of this college is entitled to become a member of the library.

- A Library Card is issued to every student on submitting the Identity Card and the First Term Fee Receipt.



- An ex-student is not entitled to membership of the Library. Such a student is allowed to use the library facilities only after obtaining permission from the Principal.

Use of Books : Students are requested to use the books with care. They should not do any marking with pen or pencil in the books, fold or try to remove pages from books and magazines or take reference material out of the Library. For serious study, a calm and peaceful atmosphere is necessary and readers are requested to maintain such an atmosphere in the Library. They should refrain from causing disturbance to others. Any person creating nuisance shall be at

once asked to leave the Library and severely dealt with.

Daily Routine : All students should produce their I-Cards on demand by the Library Staff. Umbrellas, sticks, rain-coats, bags or any other articles are not permitted inside the Library.

- Only one book will be issued at a time, for a period of 5 days from the lending section.

Re-issue of Books : The books must be returned to the Library on the date marked on the date slip at the end of the book. As a rule, a book will not be re-issued on the day on which it is returned. It may be re-issued the next day, if there is no other claimant.

Books For Internal Reading : A considerable number of text books and reference books are kept apart for internal reading in the Reference Section. Books from the Reference Section must not be taken out of the Library under any circumstances.

Reference Works : The Library possesses a



good number of reference works such as encyclopedias, dictionaries, handbooks, directories, annuals and gazettes etc. These works make very useful reference material especially for commerce courses. Any student can refer to them on the Library premises. The Library also maintains back dated sets of important periodicals. These volumes can be referred to in the Library.

Text Books : There is a separate section comprising of text books only. In this section a number of copies of textbooks are kept for the use of the students.

Damage and Loss : Every borrower is supposed to check the pages of the books before getting them issued. The last borrower shall be held responsible if the book is found in damaged condition. In such cases the market price of the book will be charged. If a borrower loses the book, he/she shall have to pay the market price plus replacement charges, in case of rare and out-of print books the price will be determined by the Librarian. A book lost by the borrower can be replaced by the borrower but under no circumstances will old and second-hand books be accepted.

Reservation of Books : A book can be kept reserved for a borrower if he/she fills in a Reservation Slip and hands it over the Counter. The borrower applying for reservation of a book will be informed about the due date (the probable date of return of the book). After the book is received in the Library it will be kept "Reserved" for two days at the Counter for the first claimant.

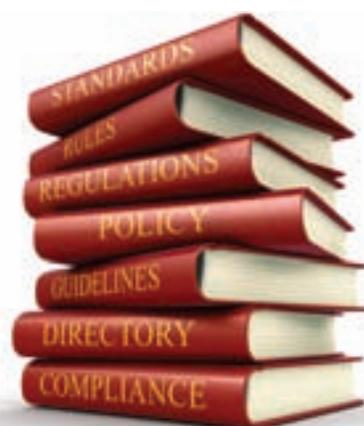
Penalties for Defaults : Rs.2.00 per day for the period of overdue.



Termination of Library Membership :

The Membership of the library will be cancelled immediately if a person is found guilty of violating willfully, the rules and regulation of the Library facility.

- Issuing books for home reading can be suspended if a borrower is in the habit of retaining books overtime.





Examination

Use of Unfair Means

Consequences of unfair means at examinations: Students are warned not to use any unfair means during the examinations. The College looks upon such acts very strictly. A student may stand to lose the academic year due to use of unfair means during the examination. It may also result in rustication.

Mobile phones or Electronic Data Storage Devices (EDSD)

Carrying the above on person by a student is treated as use of unfair means by the student at the examination and will invite strict disciplinary action even if the phone or EDSD is on silent mode or switched off. A mobile phone confiscated during any examination will not be returned to the student.

The College does not take responsibility for the loss of any of the above nor would any representation by the student or her / his parents be entertained by the College authorities.

Processing the case of Unfair Means & consequences:

- 1) Students alleged to have used unfair means are required to appear before an Unfair Means Inquiry Committee (UMIC).
- 2) Students who have used unfair means are informed to appear before the UMIC vide a letter from the College with details about the date and venue to meet the UMIC when the student has to give an explanation.
- 3) The students are required to bring with them an application addressed to the Principal, stating therein the facts related to the alleged use of Unfair Means.
- 4) During the meeting, the students have to answer the queries raised by the committee members, so as to allow the committee to ascertain facts.
- 5) The students are given a chance to explain their case to the Committee during the meeting.

- 6) If the student fails to report for an enquiry, ex party decision will be binding on her/him.
- 7) The decision of the committee which may be punishment and penalty, will be communicated to the students vide a letter.
- 8) Depending upon the decision of the Unfair Means Inquiry Committee, the students have to collect a copy of the result as notified.
- 9) Students using unfair means at any examination shall not be re-admitted to the college.

Discipline

- Every student must obtain her / his Identity card with a duly attested photograph on admission and present it for inspection on demand.
- Students must not attend classes other than their own without the permission of the Principal
- Students must not loiter in the Corridors or in the College premises particularly when the classes are going on.
- Smoking and consumption of alcohol or harmful drugs in the college premises is strictly prohibited.
- Students shall do nothing either inside or outside the College that shall in any way interfere with its orderly administration and discipline. No Society or Association shall be formed in the College and no person shall be invited to address a meeting without the prior permission of the Principal. Students should not invite an outsider to the college premises, classrooms, library, canteen, gymkhana, or gymnasium.
- Student must not associate themselves with any activity not authorized by the Principal. Serious action shall be taken against the students found organizing or participating in such unauthorized activities. No student shall be allowed to take active part in any of the current political activities.
- No students shall communicate any information or write about matters dealing with the College administration to the press or any social or political organization.
- Students are expected to take care of College property and to help in keeping the premises clean. Damage to the property of the College, e.g. spitting, disfiguring walls and doors or breaking furniture, fittings and glasses is a

breach of discipline and will attract severe punishment. Students should not leave their books, valuables and other belongings in the class rooms. The College is not responsible for the lost property of the students.

- Students are not permitted to park two wheelers or four wheelers in the college premises.
- Students requiring certificates or testimonials in regards to their performance and progress in a subject should apply to the professor-in-charge, in the prescribed application form and pay the required fees.
- If, for any reason, the continuance of a student in the College is, in the opinion of the Principal detrimental to the best interest of the college, the Principal may ask such a student to leave the College without assigning any reason thereof.
- Students joining the College are bound by the Rules and Regulations of the College. Students receiving Government or College Scholarships or any remission in fees must note that the grant and continuance thereof are subject to good behavior, regular attendance, satisfactory progress and good academic results at College and Board. Matters not covered by the existing rules will rest at the absolute discretion of the Principal.
- Parents are advised to inform the college authorities in the event of their wards suffering from any medical problem and/or suffering from any major illness. While the college shall render all possible medical assistance to such students in case of any emergency, the college authorities will not be responsible for any unforeseen eventualities.

Dress Code

- Students are expected to wear appropriate clothes. Students should refrain from wearing the following in the college premises.
- Boys : Caps, hats, half-pants, shorts, bermudas, sleeveless T-shirts and three fourth pants.
- Girls: Caps, hats, half-pants, shorts, bermudas, skin tight and revealing dresses, short dresses or short skirts, sleeveless, short tops and pedal pushers.

- Facial piercing other than ear-rings and nose rings is strictly prohibited. Any other attire which according to the college authorities is not suitable to the college culture/environment will not be permitted.

Ragging

- Ragging is strictly prohibited within and outside the college premises. Students indulging in ragging will be punished as per the Maharashtra Prohibition of Ragging Act, 1999 (Mah. XXXIII OF 1999) published in Maharashtra Govt. Gazette on 15th May 1999. Such students will also be expelled because of their indulgence in ragging.

Cell Phones

- Use of cell phones in any form within the college premises is strictly prohibited. On breach of this discipline, the cell phone will be confiscated and retained in the custody of the Principal for five working days. In case of repetition by the student a penalty of Rs. 500/- will be charged.

Notice Board

- It is the responsibility of the student to read the Notice Board and College Website regularly for important announcements made by the College office from time to time. They will not be given any concession on grounds of ignorance.

Industrial Visits

- Students will participate in the Industrial visits/ Excursions / Study Tours at their own risk and will not hold the college responsible for any undue incidents or claim compensation for damages arising out of it.

Attendance Circular No. 0.6086

- Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of enrollment, only on fulfillment of at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures, practicals, tutorials, etc., wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to the attendance for the total number of periods which are otherwise delivered on the day/days. Further it is mandatory for every learner to have minimum

50% attendance for each course and average attendance has to be 75%.

- A student who is not able to attend his / her classes regularly and/or who is not able to complete his tutorial/project/assignments properly may not be permitted to appear for the examination as per the University rules.

Leave of Absence

- In case students are not able to attend Lectures and/or tutorials for a period exceeding a week in a term, they should inform the Principal about such absence in advance.
- Absence from classes should be with prior intimation; in case it is due to unforeseen circumstances, an application duly supported by a medical certificate in the case of illness or duly supported by other satisfactory evidence in the case of other reasons, must reach the Principal within a week of such absence.

A student who is absent

1) On medical ground needs to :

- Submit an application addressed to the Principal seeking grant of leave on medical grounds along with a medical certificate issued by a registered medical practitioner for the period of absence. The application should be submitted to the Principal, within four days of resuming classes.

2) For Participation and representation of the college in events :

- Such as Sports / Cultural Events, should submit an application with evidence of participation and signature of staff-in charge of the activity.

3) For any other reason :

- Should submit an application stating the reason for absence with supporting documents if any for consideration of condonation of absence.

Revaluation

- The directives of Mumbai University should be followed by students wishing to apply for Revaluation of papers. This may be done manually or by using the online mode, as the case may be.

ATKT Exams

- Submission of application forms to appear for ATKT exams should be necessarily submitted

before the last date stipulated by the college office, failing which the forms will not be accepted.

Transfer / Migration

- Students seeking transfer from one college to another during the academic year are required to submit a Transference Certificate and the marksheet showing marks obtained at the earlier Semester conducted by the former college. In the event of a student getting transferred from one college to another within the University of Mumbai, the marks secured at the end of the first term examination in the original college, shall be binding on the learner and on the college to which the learner is transferred. Further a student migrating from another University to Mumbai University for joining the Second year course need not be required to appear and pass the First Year Examination of this University.

Transfer Certificate

- The College is entitled to charge a fee of Rs. 100/- for issuing the Transfer Certificate. When a student applies for a Transfer certificate after a lapse of more than one vacation since he/she last attended the College, the Principal, who issues the Transfer Certificate may levy a fee of twenty rupees for each Semester that has lapsed since the applicant last attended the college, provided however, that the fee charged shall not exceed Rs.120/- on the aggregate.
- It shall be necessary for a student leaving one college to join another, to have attended 3/4 of the lectures/tutorials held during the Semester.
- A Transfer Certificate shall not be granted except for reasons which appear to be sufficient and except with the written permission of the Principal of the college which the student wants to leave and the Principal of the college which he/she intends to join. Application for Transfer certificate shall be made by students without unnecessary delay through the Principal of the College to which they wish to be transferred.

Termination of Registration

- Students who register in the college in the first Semester but do not intend to rejoin the college for the second term, must inform the Principal in writing well in advance.

Refund of Fees

- As per the amended Ordinance O.2859, the guidelines of Mumbai University relating to refund of fees will read as under:-
- O.2859: Refund of Tuition, development and all other fees after cancellation of admission: The candidate who has taken admission in undergraduate courses in Government Colleges, in Government Aided colleges and unaided courses conducted by affiliated colleges, and

recognized institutions may request for refund of fees after applying in writing for cancellation of admission to the course. The refund of fees as applicable shall be made on or before the 30th day after the date of cancellation and thereafter. The percentage of fee for the course shall be refunded to the candidate after deducting charges as follows:

• Fee deduction on cancellation of admission

Period	Deduction charges
Prior to commencement of academic term and instruction of the course	Rs.500/- Lumpsum
Upto 20 days after the commencement of academic terms of the course	20% of the total amount of fees
From 21 st day upto 50 days after the commencement of the academic terms of the course	30% of the total amount of fees
From 51 st day upto 80 days after the commencement of academic terms of the course or August 31 st whichever is earlier	50% of the total amount of fees
From September 1 st to September 30 th	60% of the total amount of fees
After September 30 th	100% of the total amount of fees

Refund of Library Deposit and Caution Money

- Application for the refund of library deposit and caution money must be made by the applicant within three months of ceasing to be a student of the College, failing which the deposit amount will be forfeited.

Administrative Details

- The college office timings are from 7:00 am to 2:00 pm from Monday to Friday and from 7:00 am to 12:00 noon on Saturday.
- Counter timings are from 7:00 am to 10:00 am.
- Do not enter the office beyond the counter.
- Fill Forms with care to avoid delay.
- Forms must be presented personally by students concerned.
- Refer complaints to the Office Superintendent or the Registrar.

Hours of Instruction / Lecture Timing

- Lectures will be held between 7:00 am and 12:00 noon. The timings are tentative and the college may conduct the classes earlier or later depending upon the availability of classrooms and administrative convenience of the college.

Requirements For Procuring Documents From The College

Students are required to submit the appropriate application form along with the required documents and pay the requisite fees.

Sr. No.	Number of Days from date of application in which documents will be provided	Requirements to be provided with application by the student
1.	Bonafide Certificate	
	2 days	a) Valid ID (Aadhar / PAN / Passport) b) Attested copy of Mark sheet c) any other proof
2.	Leaving Certificate	
	6 days	a) Valid ID (Aadhar / PAN / Passport) b) Attested copy of Marksheet c) any other proof
3.	N.O.C. (only at the discretion of the Principal)	
	8 days	a) Valid ID (Aadhar / PAN / Passport) b) Attested Marksheet c) Proof of admission
4.	Transcript	
	15 days	a) Attested copies of Marksheet of which transcript is required
5.	Migration Certificate	
	1 month	a) Fill application form for Migration Certificate available on Mumbai University Website (mu.ac.in) b) Submit attested copies of relevant Marksheets c) Proof of Date of Birth d) Demand Draft in favour of Finance and Accounts Officer, University of Mumbai e) College Processing Fees
6.	Transfer certificate	
	10 days	Copies of certificates / records of the previous College
7.	Duplicate Marksheet	
	15 days	a) Valid ID (Aadhar / PAN / Passport) b) Application c) Attested copy of Marksheet d) Affidavit e) Original & copy of FIR
8.	Duplicate ID	
	15 days	a) Application b) Clearance from the Principal's Office
9.	Duplicate Fee Receipt	
	3 days	a) Application
10.	Recommendation letter (from Principal's Office).	
	15 days	a) Application stating the reason b) Brief resume of Student c) Format required if any

Application form for all of the above documents is available at the Enquiry Counter.
The same needs to be submitted with the necessary fees for which office will issue a receipt.