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INTRODUCTION

Late Shri Mangaldas Verma, noted industrialist and philanthropist founded the College in 1962. Shri Verma had a fervent desire to bring education to the socially and economically challenged sections of society. He established this Institution in the heart of the labour area so that opportunities to pursue higher education would be available to them. M.D. College of Arts, Science & Commerce which housed 300 students in 1962, now caters to the needs of over 8000 students. This was the vision of our founder - who saw far and beyond.

He named the college after the great reformer and founder of the Arya Samaj - "Maharshi Dayanand Saraswati"

ॐ

॥ बुद्धिर्ज्ञानिन शुध्यति ॥

Maharshi Dayanand Saraswati

(12th Feb. 1825 – 30th Oct. 1883)

The well known socio-religious reformer and founder of the Arya Samaj, Swami was born in the village of Tankara – Kathiawar in Gujarat State. He was a shivbhakta and whilst performing pooja and havan on "Mahashivaratra" day, he got 'enlightenment'. College celebrates 'Mahashivaratri' as 'Rishibodh Day'. He rejected idol worship, rigidity of the caste system and rituals. His slogan was 'back to the Vedas' – Hinduism in its pristine form to be followed and also believed in the upliftment of the downtrodden.

VISION

Our founder, the Late Shri. Mangaldas Verma believed in the teachings of Maharshi Dayanand Saraswati. We at M.D. College are therefore attempting to emulate his vision by "Empowering through Education."

MISSION

1. To provide education to the socially & economically disadvantaged students.
2. To facilitate the pursuit of academic excellence.
3. To harness students' potential for extra-curricular and co-curricular activities.
4. To impart value based education with emphasis on personality development.
5. To foster in students a commitment towards society and the nation.
6. To sensitize students to environmental issues.

UNIQUE FEATURES OF THE COLLEGE

1. International exchange program with Sweden.
2. Library UGC network resource centre to access E-Resources
3. Solar Power Panels & Rain water harvesting
4. AV enabled class rooms / Smart class room
5. Counselling Centre
6. English Language Laboratory
7. NCC
8. NSS
9. M.D.C.- Natyangan
10. Emphasis on Indian games – Kabaddi & Kho-Kho

LOCATION

The College is situated at Managaldas Verma Chowk, Dr. S.S. Rao Road, Parel, Mumbai – 400012, opposite the Mahatma Gandhi Hospital and Veterinary College and Hospital.

RAILWAY STATIONS & BUS STOPS

The College is only about ten minutes walking distance from the “Elphinstone Road” and “Lower Parel” Stations of the Western Railway, Sewree Station of Harbour line “Parel and Currey Road” Stations of the Central Railway. Bus Route Nos. 9,14, 61,64,65,67,69,134,166 and 200 ply along Dr. S.S. Rao Road. Bus Route Nos. 1, 5, 6 Ltd., 7 Ltd., 11 Ltd., 12, 13, 15, 16, 19 Ltd., 21 Ltd., 22 Ltd., 25 Ltd., 30 Ltd.,38, 43, 51, 54, 66, 68, 76 and 506 Ltd. ply along Dr. Ambedkar Road and Bus Route Nos. 160, 162, 201, 212, 213, 314 and 368 Ltd. ply along Jerbai Wadia Road. They are only a few minutes walk from the College.

RAILWAY AND S.T. CONCESSIONS

Bonafide students of the College (male and female students below 25 years of age, SC/ ST students upto 27 years and research students upto 35 years) can avail of the facility for Railway Concessions for their Season Tickets between the stations nearest to their home (Home address as mentioned in the admission forms only) and the Station nearest to the College i.e. PAREL / CURREY ROAD / ELPHINSTONE / LOWER PAREL / SEWREE. Long-Journey Railway Concessions are granted only during vacations, according to the rules published by the Railways, details of which are available in the College Office. Application for S.T. Bus Concessions (available in the S.T. Office) are also endorsed when the address and the name of the nearest S.T. Stop are mentioned in the Admission Form.

COLLEGE OFFICE

The Office is situated on the ground floor. The timing for Collection of fees and other payments is from 10.00 a.m. to 1.00 p.m. on all working days except second and fourth Saturday.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The College has established Internal Quality Assurance Cell as per the guidelines of National Assessment and Accreditation Council, Bangalore. The Committee constitutes of Co-ordinator, representatives from the staff and society who advise the college on various quality improvement programmes. The yearly report of IQAC is being submitted to NAAC since 2004.

IMPORTANT CODE OF CONDUCT

1. Identity Card should be prominently displayed by all the students of the College by wearing the lanyard, which carries their I-card around the neck. Defaulters will be punished.
2. Mobile / Cell Phones should not be used by any student during the lectures. The college will not be responsible for loss of Mobile phones.
3. Ragging is totally banned on the campus.

PROGRAMMES OFFERED

1. The College is affiliated to the University of Mumbai and the B.A., B.Sc. and B.Com (three year degree course) degree classes are conducted by the College.
2. Post Graduate course M.Sc. by papers and by Research in Chemistry, M.Sc. Zoology, M.Com. – Accounting & Auditing, Banking & Finance.
3. Ph.D. in Chemistry, Zoology, Gujarati, Marathi, Business Management, Hindi & Mathematics.
4. Self-Financing Course :
 - 1) 3 years integrated B.Sc. Computer Science (Science Faculty)
 - 2) 3 years integrated Degree Course Bachelor of Mass Media (Arts Faculty)
 - 3) 3 years B.Com. - Banking & Insurance (Commerce Faculty)
 - 4) 3 years B.Com. - Financial Markets (Commerce Faculty)
 - 5) M.Com. (Accountancy)
 - 6) M.Com. (Banking & Finance)
 - 7) 3 years B.M.S. – Environment Management (Commerce Faculty)
 - 8) 3 years B.Com. – Accountancy & Finance (Commerce Faculty)

COURSES OFFERED – UG SECTION**---{ ARTS }---****F. Y. B. A.****Compulsory Subjects:**

1. Foundation Course - Paper I
2. English (Communication Skills) - Paper II
3. Compulsory Languages Marathi / Hindi - Paper III
4. Three Optional Subjects from the following
 - a. English or Hindi or Marathi
 - b. History or Economics or Political Science or Philosophy or Psychology

Combination of Subjects :

- (I) A Student may offer Three papers from the Social Science Group.
OR
- (ii) A Student may offer Two papers from the Social Science Group and one paper from the Language Group.
OR
- (iii) A Student may offer One paper from the Social Science Group and Two papers from the Language Group.

(Subject to a minimum of 15 students in each subject. No change in subjects is permitted after the enrolment of the student.)

S. Y. B. A.

1. Foundation Course – Paper II
2. One applied component subjects from those given below
 - a) Health Psychology
 - b) Book-Keeping and Accountancy
3. Paper II & III of the Optional Subjects offered at the F.Y.B.A.

T. Y. B. A.

Six Papers in one of the following major subjects

- | | |
|--------------|------------|
| 1. History | 3. Marathi |
| 2. Economics | 4. Hindi |

OR

Three Papers in two of the following major subjects

- | | |
|----------------------|---------------|
| 1. History | 5. Marathi |
| 2. Economics | 6. Hindi |
| 3. Political Science | 7. Psychology |
| 4. English | |

--{ SCIENCE }---**F. Y. B. Sc.**

1. Foundation Course - I
2. Optional Subjects : (any one group from the following)
 - A. Chemistry / Physics / Mathematics
 - B. Chemistry / Botany / Zoology
 - C. Physics / Mathematics / Statistics
 - D. Botany / Zoology / Statistics
 - E. Computer Science / Physics / Maths
 - F. Computer Science / Maths / Stats

S. Y. B. Sc.

1. Foundation Course – II
2. Two optional subjects from any one of the groups given below
 - A2. Chemistry – Physics
 - B2. Physics – Mathematics
 - C2. Chemistry – Botany
 - D2. Chemistry – Zoology
 - E2. Botany – Zoology
 - F2. Computer – Mathematics

T. Y. B. Sc.

Any one of the following major subject (Four papers) and one applied component subject (Two papers) shown against each of the subjects: -

Name of Major Subjects	Applied Components
A3 Chemistry	Heavy & Fine Chemical
B3 Mathematics	Operation Research
C3 Botany	Horticulture
D3 Zoology	Marine Science
E3 Computer Science	Web Design and Web Technology

---{ COMMERCE }---
FIRSTYEAR:

Semester – I	Semester – II
1.1 Accountancy & Financial Management – II	2.1 Accountancy & Financial Management - II
1.2 Commerce –I	2.2 Commerce - II
1.3 Business Economics - I	2.3 Business Economics - II
1.4 Business Communication - I	2.4 Business Communication - II
1.5 Environmental Studies - I	2.4 Environmental Studies - II
1.6 Foundation Course - I	2.5 Foundation Course - II
1.7 Mathematical & Statical Techniques - I	2.6 Mathematical & Statical Techniques - II

SECOND YEAR:

Semester – III	Semester – IV
3.1 Accountancy & Financial Management - III	4.1 Accountancy & Financial Management - IV
3.2 Financial Accounting & Auditing - V	4.2 Financial Accounting & Auditing - VI
3.3 Commerce - III	4.3 Commerce - IV
3.4 Business Economics - III	4.4 Business Economics - IV
3.5 Advertising - I	4.5 Advertising - II
3.6 Foundation Course - III	4.6 Foundation course - IV
3.7 Business Law - I	4.7 Business Law - II

THIRDYEAR:

Semester – V	Semester – VI
Compulsory	Compulsory
5.1 MHRM – Com. V	5.1 MHRM – Com. VI
5.2 Business Economics V	5.2 Business Economics VI
Electives	Electives
5.3 Financial Accounting – VII	5.3 Financial Accounting – VIII
5.4 Financial Accounting – IX	5.4 Financial Accounting – X
Ability Enhancement	Ability Enhancement
5.5 Computer Systems & Application – I	5.5 Computer Systems & Application – II
OR	OR
Export Marketing – I	Export Marketing – II
5.6 Direct & Indirect Taxation - I	5.6 Direct & Indirect Taxation - II

SELF FINANCING COURSES
BANKING & INSURANCE
FIRSTYEAR:

Semester – I	Semester – II
1.1 Environment & Mgmt of Fin Services	2.1 Principles & Practices of Banking & Insurance
1.2 Principles of Management	2.2 Business Law
1.3 Financial Accounting – I	2.3 Financial Accounting – II
1.4 Business Communication – I	2.4 Business Communication – II
1.5 Foundation Course - I	2.5 Foundation Course – II
1.6 Business Economics – I	2.6 Organisational Behaviour
1.7 Quantitative Methods – I	2.7 Quantitative Methods - II

SECOND YEAR:

Semester – III	Semester – IV
3.1 Financial Management – I	4.1 Financial Management – II
3.2 Management Accounting	4.2 Cost Accounting
3.3 Mutual Fund Management	4.3 Customer Relationship Management
3.4 Information Technology in Bank & Ins. – I	4.4 Information Technology in Bank & Ins. – II
3.5 Foundation Course-III (An Overview of Banking)	3.5 Foundation Course-IV(An Overview of Insurance)
3.6 Financial Markets	4.6 Corporate & Securities Law
3.7 Direct Taxation	4.7 Business Economics - II

THIRDYEAR:

Semester – V	Semester – VI
5.1 Financial Reporting and Analysis	6.1 Security Analysis & Portfolio Management
5.2 Auditing – I	6.2 Auditing – II
5.3 Strategic Management	6.3 Human Resource Management
5.4 Financial Service Management	6.4 Turnaround Management
5.5 International Banking & Finance	6.5 Central Banking
5.6 Research Methodology	6.6 Project work in Banking & Insurance

FINANCIAL MARKETS
FIRSTYEAR:

Semester – I	Semester – II
1.1 Financial Accounting – I	2.1 Financial Accounting – II
1.2 Introduction to Financial System	2.2 Principal of Management
1.3 Business Mathematics	2.3 Business Statistics
1.4 Business Communication – I	2.4 Business Communication – II
1.5 Foundation Course – I	2.5 Foundation Course – II
1.6 Business Environment	2.6 Environmental Science
1.7 Business Economics – I	2.7 Computer Skills - I

SECONDYEAR:

Semester – III	Semester – IV
3.1 Debt Markets – 1	4.1 Debt Markets – 2
3.2 Equity Markets – 1	4.2 Equity Markets – 2
3.3 Portfolio Management	4.3 Commodity Derivatives
3.4 Business Law - I	4.4 Business Law – II
3.5 Foundation Course - III (Money Market)	4.5 F.C.in Fin. Mkts. – IV (Foreign Exchange Markets)
3.6 Management Accounting	4.6 Corporate Finance
3.7 Computer Skills - 2	4.7 Business Economics – II

THIRDYEAR:

Semester – V	Semester - VI
5.1 Marketing in Financial Services	6.1 Venture Capital & Private Equity
5.2 Corporate Accounting	6.2 Organisational Behaviour
5.3 Equity Research	6.3 Strategic Corporate Finance
5.4 Direct Tax – Income Tax	6.4 Indirect Tax – GST
5.5 Financial Derivatives	6.5 Risk Management
5.6 Business Ethics and corporate Governance	6.6 Project Work

ACCOUNTING AND FINANCE

FIRST YEAR:

Semester – I	Semester – II
1.1 Financial Accounting (Elements of Fin. Accounting-I)	2.1 Financial Accounting (Special Accounting Areas - II)
1.2 Cost Accounting (Intro.& Element of cost)- I)	2.2 Auditing (Introduction and Planning - I)
1.3 Financial Management (Intro. to Fin. Mgmt.) - I	2.3 Innovative Financial Services
1.4 Business Communication – I	2.4 Business Communication - II
1.5 Foundation Course - I	2.5 Foundation Course - II
1.6 Commerce (Business Environment) - I	2.6 Business Law (Business Regulatory Framework - I)
1.7 Business Economics - I	2.7 Business Mathematics

SECOND YEAR:

Semester – III	Semester – IV
Financial Accounting (Special Accounting Areas)- III	Financial Accounting (Special Accounting Areas) - IV
Cost Accounting (Methods of Costing) – II	Management Accounting (Intro.to Mgmt. Accounting)
Taxation - II (Direct Taxes Paper- I)	Taxation - III (Direct Taxes- II)
Information Technology in Accountancy - I	Information Technology in Accountancy - II
Business Law (Business Regulatory Framework) II	Business Law (Company Law) - III
Business Economics II	Research Methodology in Accounting and Finance
Foundation Course in Commerce (Financial Market Operations) – III	Foundation Course in Management (Introduction to Management) - IV

THIRD YEAR:

Semester – V	Semester – VI
Financial Accounting – V	Financial Accounting – VII
Financial Accounting – VI	Cost Accounting – IV
Cost Accounting – III	Financial Management – III
Financial Management – II	Taxation – V (Indirect Taxes – III)
Taxation – IV (Indirect Taxes – II)	Security Analysis and Portfolio Management
International Finance	Project Work

BMS – ENVIRONMENTAL MANAGEMENT ECONOMICS

FIRST YEAR:

Semester – I	Semester – II
1.1 Introduction to Environment	2.1 Ecology & Environment
1.2 Management Principles of Management	2.2 Human Resource Management
1.3 Organizational Behavior	2.3 Introduction to Cost Accounting
1.4 Managerial Economics	2.4 Economic Environment of Business
1.5 Financial Accounting	2.5 Production Management & Materials Management
1.6 Business Communication	2.6 Business Statistics

SECOND YEAR:

Semester – III	Semester – IV
4.1 Environmental Economics – I	4.1 Environmental Safety, Health & Management
4.2 Marketing Management	4.2 Environmental Pollution & Management
4.3 Research Methods in Business	4.3 Environmental Economics – II
4.4 Global Warming & Climate Change	4.4 Customer Relationship Management
4.5 Natural Resources & Management	4.5 Occupational Health & Safety
4.6 Financial Management	4.6 Management Information Systems
	4.7 Project Submission – I

THIRD YEAR:

Semester – V	Semester – VI
5.1 Environmental Impact Assessment	6.1 Corporate Social Responsibility
5.2 Strategic Management	6.2 Solid & Hazardous Waste Management
5.3 Entrepreneurship Management	6.3 Environment & Eco – Tourism
5.4 Environmental Legislation	6.4 Corporate Governance
5.5 Project Management	6.5 Environmental Problems, Hazards & Mitigation
5.6 Business Ethics	6.6 Corporate Governance
	6.7 Project Submission – II

Department	Faculty
Statistics	➤ Dr. Shiilpa Khare
Mathematics	➤ Dr. Ms. M. M. Acharya – Head, Vice-Principal ➤ Dr. B. P. Mishra ➤ Asso. Prof. Ms. S. C. Ghogare ➤ Dr. G. V. Joshi ➤ Asst. Prof. Pramod Tohake
Computer Science	➤ Asst. Prof. Ms. Pallavi Mirajkar – Co-ordinator

COMMERCE

Department	Faculty Incharge
Commerce	➤ Asso. Prof. Ms. S.S. Pathak – Head, Vice Principal ➤ Asso. Prof. C. K. Ghogare ➤ Asso. Prof. Ms. Priya Parkar ➤ Asst. Prof. Shubhada Gala
Accountancy	➤ Asso. Prof. N. N. Jani – Head ➤ Asso. Prof. H .O. Sharma ➤ Asst. Prof. Kunal Soni
Banking & Insurance / Financial Markets	➤ Asst. Prof. Mr. Kunal Soni – Co-ordinator
Accounting & Finance	➤ Asso. Prof. N. N. Jani – Co-ordinator
B.M.S.	➤ Asst. Prof. Priyanka Prasad – Co-ordinator
Mass Media	➤
Librarian	➤ Dr. Vinita Jain

COLLEGE REGULATIONS

1. A student joining the College puts himself /herself under the governance and guidance of the Principal in all matters.
2. Every student is expected to behave in an orderly and disciplined manner, inside and outside the Institution. Disciplinary action will be taken for any misbehaviour.
3. Every student will receive an Identity Card on which he/she must affix his/her passport-size photograph and obtain the signature of the Principal. Students will not be allowed admission to lectures, practicals, College Office, Laboratories, Canteen etc. without the Identity Card which should be worn at all times. Failure to observe this rule can lead to cancellation of admission.
4. Attendance at lectures, tutorials & practicals is **COMPULSORY**.
5. Attendance at all College examinations is **COMPULSORY**.
6. Prior permission of the Principal should be taken to form a society, make collections, sell tickets, arrange meetings, invite guests, organize excursions or picnics etc.
7. College programmes and meetings must be chaired by a Principal.
8. Any matter published in the Magazine must have prior permission of the Principal.
9. Students should not take active part in politics.
10. A students should not communicate any information to the press without the permission of the Principal.
11. Students are strictly prohibited from loitering in the corridors while lectures, practicals and tutorials are in progress.
12. Suggestion boxes are provided for the Students to help college administration with constructive suggestions.
13. Any leave of absence should be intimated to the office immediately. Late submission of Leave Applications will not be accepted. Fitness certificates should be attached with applications for medical leave of absence.
14. **SMOKING IS PROHIBITED IN THE COLLEGE PREMISES**
15. A student may be expelled by the Principal for the following reasons (Principles laid down by the Maharashtra State Government Education Department)
 - 1) Persistent Insubordination
 - 2) Mischievous behaviour.
 - 3) Malpractices in Examinations.
 - 4) Unauthorized alteration of Leaving Certificate, mark-sheet etc
 - 5) Undesirable influence over fellow students.
16. Students are expected to take proper care of the College property and to help on keeping the premises neat and tidy. Causing damage to the property of the college, e.g. defacing walls and doors, damaging fittings or breaking furniture, etc. is a breach of discipline and will be duly punished.
17. **USE OF MOBILE PHONE WITHIN THE CLASSROOMS ARE PROHIBITED.**
18. Ragging is strictly prohibited.

ADMISSIONS

1. For admission to B.A., B.Sc. & B.Com. Courses preference is given to inhouse students.
2. Admissions to BMM, B.Sc. (Comp. Science), B.Com. (B&I) & B.Com. (FM) are done as per merit.
3. Students belonging to the Reserved category HAVE TO submit Caste Certificate.
4. Statements of marks and all other relevant certificates must be produced at the time of admissions.
5. A Transfer Certificate is needed when a student joins the Institution from another College affiliated to the University of Mumbai.

RESERVATION :

The College has Punjabi linguistic minority status. 50% of the seats are reserved for minority community as per merit. For the remaining seats reservation policy will be as per the University of Mumbai.

ELIGIBILITY FOR ADMISSION

1. Students who have passed the H.S.C. Examination conducted by the Maharashtra Board of Secondary & Higher Secondary Education are eligible for admission to the F.Y.B.A. /B.Sc. / B.Com./ BBI / BFM / BAF / BMS / BMM. (Subject to fulfilling the other conditions).
2. Students who have passed the H.S.C. Examination under the MCVC are eligible to join only FYBA & FYBSc Class as per the area of specialization.
3. (a) Students who have passed the H.S.C./I.S.C or any other qualifying examination from the Board / University other than the Maharashtra Board should obtain the Eligibility Certificate from the Registrar, University of Mumbai- 400098, before seeking admission to the College. The eligibility forms are available in the college office.
(b) Similarly students who have passed the F.Y. / S.Y. Level of B.A. / B.Com. / B.Sc. or any other equivalent qualifying examination from other University should obtain the eligibility certificates from the Registrar, University of Mumbai-400 098 before seeking admission to the college.
4. A Candidate for being eligible for admission to the Bachelor of Commerce (Banking & Insurance) / (Financial Markets) degree course shall have passed XII std. Examination of the Maharashtra State board of Secondary & Higher Secondary education or its equivalent and secured not less than 45% marks in aggregate at one & the same sitting. (40% in case of reserved category).

Ref : B&I - University Circular No. UG/337 of 2004, dated : 13/08/2010

F.M. - University Circular No. UG/211 of 2007, dated : 18/05/2007

FEES

1. All fees are subject to change as per Government / University Circulars.
2. Student should pay the prescribed fees in the accounts section or cash counter at the time of admission to the F.Y.B.A. / B.Sc. / B.Com./ BBI / BFM / BAF / BMS / BMM.
3. Fees will be accepted in the form of Cash.
4. Guardian should ensure that they obtain a receipt immediately after any payment is made.
5. Care should be taken to ensure that payments are not made to unauthorized persons. The college will not be responsible for any lapse in this matter.
6. Examination fees must be paid on the dates prescribed by University of Mumbai / College Authorities.

REFUND OF FEES

The Rules (Ordinance 2859) relating to refund of fees after cancellation of admission as per the University of Mumbai Circular No. UG/412 of 2008 dated 11.09.2008 is given below:

The candidates who have taken admission in under graduate courses in aided and self-financing courses conducted by affiliated colleges may request for refund of fees after applying in writing for cancellation of their admission to the course. The Refund of fees as applicable shall be made on or before 30th day after the date of cancellation and thereafter.

Table for fees deduction on cancellation of Admission

Sr. No.	Period	Deduction Charges
1.	Prior to commencement of academic term and instruction of the course	Rs. 500/-
2.	Upto 20 days after the commencement of academic term of the course	20% of the total amount of fees
3.	From 21 st day upto 50 days after the commencement of academic term of the course	30% of the total amount of fees
4.	From 51 st day upto 80 days after the commencement of academic term of the course or August 31 st whichever is earlier.	50% of the total amount of fees
5.	From September 1 st to September 30 th	60% of the total amount of fees
6.	After September 30 th	100% of the total amount of fees

Refund of fees at the time of cancellation will only made by cheque

Note : The total amount considered for the refund of fees from the commencement of academic term of the courses includes the following:

- a) All the fee items chargeable for one year are as per relevant University circulars for different faculties.
- b) The fee charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor Fund, University fee for Sports and Cultural activities, E-charge, E-Suvidha, Disaster Management Fund, Examination Fee and Enrollment Fee) are nonrefundable if the payment is made by the College to the University prior to the date of cancellation.
- c) Fees collected for Identity card and Library card, Admission Form and Prospectus, Enrollment and any other course specific fee are not refundable after the commencement of the academic term.
- d) All refundable deposits (Laboratory, Caution Money and Liberty etc) shall be fully returned at the time of Cancellation.

IMPORTANT INSTRUCTIONS FOR RESERVED CATEGORY STUDENT:

Eligible Reserved Category students who are admitted to the College on payment of concessional fees prescribed by the University of Mumbai are informed that, on cancellation of admission they will be required to pay additional amount depending on the period and percentage of deduction charges of the total fees prescribed for the course.

SCHOLARSHIPS & FREESHIPS

SCHOLARSHIPS/ FREESHIPSAS APPLICABLE TO THE AIDED SECTION.

Note : The conditions may change according to the directives issued by the Government from to time.

Sr.	Name of Scholarship / Freeship	Documents Required & other details	Last date of application
1.	Scholarship (SC / ST / OBC / SBC / NT / VJNT)	Scholarship is applicable only upto 2nd boy child and all girls. (OBC / SBC / NT / VJNT) Xerox copy of attested documents required along with the form. 1. Marksheet of previous year. (Passed) 2. SSC marksheet 3. Leaving Certificate or Transference Certificate 4. Fee Receipt (Original & Xerox) 5. Ration Card. 6. Caste Certificate (Issued by Govt. of Maharashtra) 7. Income Certificate of father's duly attested by Tahasildar only for the financial year 2018-19. (1st April 2018 to 31st March 2019) Original certificate required. 8. Domicile Certificate of Maharashtra State 9. I-card 10. In case of death of parent death certificate is required. 11. Adhar Card 12. Gap Certificate if applicable. 13. First page of Banks passbook with name, Address & Account no. (Add: Central Bank of India, Naigaon Branch, Near Shantidoot Hotel, Hindamata, Dadar, Mumbai - 400014) 14. Declaration format duly signed by students and parents/Guardians	On or before 30 th October
2.	Freeship (SC / ST / OBC / SBC / NT / VJNT)	Freeship is applicable only upto 2nd boy child and all Girls. (Those who are not eligible for Scholarship) (OBC / SBC / NT / VJNT) Xerox copy of attested documents required alongwith the form. 1. Marksheet of previous year. (passed) 2. SSC marksheet 3. Leaving Certificate or Transference Certificate 4. Fee Receipt (Original & Xerox). 5. Ration Card. 6. Caste Certificate (Issued by Govt. of Maharashtra State) 7. Income Certificate of father's duly attested by Tahasildar only for the financial year 2018-19. (1st April 2018 to 31st March 2019) Original certificate required. 8. Domicile Certificate of Maharashtra State 9. I-card 10. In case of death of parent death certificate is required 11. Adhar Card 12. Gap Certificate if applicable. 13. First page of Banks passbook with name, Address & Account no. (Add: Central Bank of India, Naigaon Branch, Nr Shantidoot Hotel, Hindamata, Dadar, Mumbai-14) 14. Declaration format duly signed by students and parents/Guardians	On or before 30 th October
3.	Rajashri Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Scheme (Open Category) EBC	Xerox copy of attested documents alongwith the form: 1. Marksheet of the previous year. (passed) 2. SSC marksheet 3. Fee Receipt (Original & Xerox) 4. Adhar Card 5. Domicile Certificate of Maharashtra State 6. In case of death of parent (death certificate is required) 7. Ration Card 8. Income Certificate of father's duly attested by Tahasildar. Income limit up to Rs.8,00,000/- per annum only for the academic/financial year 2018-19 9. I-card 10. Gap Certificate (if applicable) 11. Declaration format duly signed by student and parents/guardians. 12. First two children are eligible for scheme 13. During course Candidate should not have a gap of 2 years 14. Leaving Certificate or Transference Certificate	On or before 30 th October

Sr.	Name of Scholarship / Freeship	Documents Required & other details	Last date of application
4.	State Minority Scholarship (Muslim , Sikh , Christian , Buddhist , Parsi , Jain and Jews)	<ul style="list-style-type: none"> • Scholarship is applicable only upto 2nd child • Students securing 50% and above are eligible for scholarship Xerox copy of attested documents alongwith the form. <ol style="list-style-type: none"> 1. Marksheet of the previous year. (passed) 2. Parent's total annual income should not be more than 8 Lakhs. 3. Domicile Certificate of Maharashtra State 4. I-Card 5. Fee Receipt – Current year 6. Ration Card 7. Minority Certificate 8. Self-Declaration form 9. College Bonafide Certificate 10. First page of Bank Pass Book with Name, Address & Account Number (Saving bank account in the name of student with Central Bank of India, Naigaon Branch only) Student are required to visit website www.scholarships.gov.in to fill the application form	On or before 30 th October
5.	Freedom Fighters Children Freeship	Xerox copy of attested documents required alongwith the form. <ol style="list-style-type: none"> 1. Certificate of Freedom Fighter. 2. Marksheet of the previous year. (passed) 3. School Leaving Certificate 4. Current year Fee Receipt 5. Ration Card 6. I-card 7. Domicile Certificate of Maharashtra State 8. Bonafide Certificate 9. Govt. Bank Account Passbook 	On or before 30 th October
6.	Ex-Servicemen's Children Freeship	Xerox copy of attested documents required alongwith the form. <ol style="list-style-type: none"> 1. Certificate of Ex-Servicemen. 2. Marksheet of previous year. (passed) 3. School Leaving Certificate 4. Fee Receipt. 5. Ration Card 6. I-card 7. Income Certificate 8. Domicile Certificate of Maharashtra State 9. Eligibility Certificate issued by collector and President of DSSA Board. 10. Govt. Bank Account Passbook 	On or before 30 th October
7.	Primary Teachers' Children Freeship	Xerox copy of attested documents alongwith the form. <ol style="list-style-type: none"> 1. Marksheet of the previous year. (passed) 2. Leaving Certificate 3. Fee Receipt 4. Ration Card 5. Income Certificate of Employee. 6. PTC Freeship is applicable only upto 2nd child 7. I-Card 	On or before 30 th September
8.	Secondary School Teachers Children Freeship	(Jr. & Sr. College) Forms to be collected from the school where the parents are employed. Xerox copy of attested documents required alongwith the form. <ol style="list-style-type: none"> 1. Marksheet of the previous year. (passed) 2. Leaving Certificate 3. Fee Receipt. 4. Ration Card. 5. Income Certificate of Employee. 6. STC Freeship is applicable only upto 2nd child. 7. I-Card 	On or before 30 th September

Students who have sought concession in fees on the basis of Scholarship / Freeship but failed to fill the Scholarship / Freeship form before the due date or were not eligible for the Scholarship / Freeship will have to pay the balance fees.

भारत सरकार शिष्यवृत्ती व फी माफी सवलत

(शिष्यवृत्ती व फी माफीची (फ्रिशीप) सवलत ही फक्त दोन मुलांपर्यंत व सर्व मुलींना मिळू शकते.)

- इतर मागासवर्गीय (ओ.बी.सी.), विमुक्त जाती/भटक्या जमाती (एन.टी./व्ही.जे.एन.टी.), विशेष मागासवर्गीय (एस.बी.सी.) जातीच्या विद्यार्थ्यांनी महाविद्यालयात प्रवेश घेताना जर वडिलांचे वार्षिक उत्पन्न १,००,०००/- (रूपये एक लाख) पर्यंत असल्यास भारत सरकार शिष्यवृत्तीचा (स्कॉलरशीप) फॉर्म भरणे आवश्यक आहे. (उत्पन्नाचा दाखला तहसिलदार कार्यालयाचा असणे आवश्यक आहे.)
तसेच जर OBC/NT/VJNT/SBC वडिलांचे वार्षिक उत्पन्न १,००,०००/- (रूपये एक लाख) पेक्षा जास्त व ८,००,०००/- (रूपये आठ लाख) पर्यंत असल्यास फी माफीचा (फ्रिशीप) फॉर्म भरणे आवश्यक आहे. (उत्पन्नाचा दाखला तहसिलदार कार्यालयाचा असणे आवश्यक आहे.)
- अनुसूचित जाती (एस.सी.) व अनुसूचित जमाती (एस.टी.) विद्यार्थ्यांनी महाविद्यालयात प्रवेश घेताना जर वडिलांचे वार्षिक उत्पन्न २,५०,०००/- (रूपये दोन लाख पन्नास हजार) पर्यंत असल्यास भारत सरकार शिष्यवृत्तीचा (स्कॉलरशीप) फॉर्म भरणे आवश्यक आहे. (उत्पन्नाचा दाखला तहसिलदार कार्यालयाचा असणे आवश्यक आहे.)
तसेच अनुसूचित जाती (एस.सी.) व अनुसूचित जमातीच्या (एस.टी.) पालकांचे वार्षिक उत्पन्न २,५०,०००/- (दोन लाख पन्नास हजार) च्या वर असल्यास फी माफीचा (फ्रिशीप) फॉर्म भरणे आवश्यक आहे. (उत्पन्नाचा दाखला तहसिलदार कार्यालयाचा किंवा फॉर्म नं. १६ असणे आवश्यक आहे.)

विशेष टीप :

- विद्यार्थ्यांनी आपला मोबाईल नं. आधार कार्डशी लिंक करणे आवश्यक आहे.
- ज्या विद्यार्थ्यांना (अर्जदारांना) फी माफीचा (शिष्यवृत्ती किंवा फ्रिशीप) फॉर्म काही कारणास्तव भरावयाचा नसेल किंवा त्यांनी तो फॉर्म न भरल्यास त्या विद्यार्थ्यांना संपूर्ण वर्षाची फी भरणे व तसेच प्रतिज्ञापत्र देणे बंधनकारक राहिल याची विद्यार्थ्यांनी व पालकांनी नोंद घ्यावी.
- शिष्यवृत्ती व फी माफीचा फॉर्म ऑनलाईनने भरणे आवश्यक आहे. शिष्यवृत्ती व फी माफीचा फॉर्म भरण्याचा कालावधी महाराष्ट्र शासनाच्या वेब साईटवर देण्यात येईल. त्यानंतर आलेले फॉर्म स्वीकारले जाणार नाहीत याची कृपया विद्यार्थ्यांनी व पालकांनी नोंद घ्यावी.
- शिष्यवृत्ती व फी माफीचा ऑनलाईन फॉर्म भरण्यासाठी लागणारी वेब साईट :-
➤ For SC / NT / VJNT / OBC / SBC / ST -- <https://mahdbtmahait.govt.in>
- सदर अर्ज ऑनलाईन प्रणालीच्या माध्यमातून स्वतः विद्यार्थ्यांनी भरावयाचे आहे.
- शिष्यवृत्ती व फी माफीचा ऑनलाईन अर्ज भरून होताच विद्यार्थ्यांनी त्याची प्रिंट काढून महाविद्यालयाच्या कार्यालयामध्ये ३० ऑक्टोबर २०१९ पर्यंत सादर करणे आवश्यक आहे व त्यासोबत खालील गोष्टींची पूर्तता करणे आवश्यक आहे -
 १. जातीचा दाखला (फक्त महाराष्ट्र राज्याचा)
 २. वडिलांचा वार्षिक उत्पन्नाचा दाखला - सन २०१८-१९ चा (तहसिलदार कार्यालयाचा असणे आवश्यक आहे.)
 ३. गुणपत्रिकेची सत्यप्रत (दहावीपासूनच्या सर्व गुणपत्रिका)
 ४. फी पावतीची सत्यप्रत व मुळ प्रत
 ५. रेशनकार्डची सत्यप्रत
 ६. शिक्षणात खंड असल्यास गॅप सर्टिफिकेट
 ७. पालकांचा मृत्यू झाल्यास मृत्यू दाखला
 ८. आधार कार्डची सत्यप्रत
 ९. ओळखपत्राची (I-Card) सत्यप्रत
 १०. शाळा सोडल्याचा दाखला (Leaving Certificate) किंवा हस्तांतरण प्रमाणपत्र (Transference Certificate)
 ११. महाराष्ट्र राज्य अधिवास प्रमाणपत्र (Domicile Certificate)
 १२. सेंट्रल बँक ऑफ इंडिया (नायगाव शाखा) मधील विद्यार्थ्यांच्या बँक पासबुकाची सत्यप्रत
(बँकेचा पत्ता: सेंट्रल बँक ऑफ इंडिया, नायगाव शाखा, शांतीदूत हॉटेलजवळ, न्यू हिंदमाता कटपीस क्लॉथ, हिंदमाता, दादर, मुंबई- ४०००१४)
 १३. दोन मुलांचे कुटुंब घोषणापत्र

राज्यशासनाची अल्पसंख्यांक विद्यार्थ्यांसाठी शिष्यवृत्ती योजना (भाग - २)
(मुस्लिम , ख्रिश्चन , शीख , बौद्ध , पारशी , जैन व ज्यू या अल्पसंख्यांक समाजातील विद्यार्थ्यांसाठी शिष्यवृत्ती)

- शिष्यवृत्तीचा अर्ज ऑनलाईन पद्धतीने भरणे व त्याची एक प्रत (Hard Copy) महाविद्यालयात जमा करणे आवश्यक आहे . अर्ज महाविद्यालयात जमा न केल्यास वरील शिष्यवृत्तीचा लाभ मिळणार नाही, याची सर्व विद्यार्थ्यांनी व पालकांनी नोंद घ्यावी .
- विद्यार्थ्यांनी <https://mahadbtmahait.gov.in> या संकेत स्थळावरून ऑनलाईन पद्धतीने अर्ज करणे आवश्यक आहे .
- वरील शिष्यवृत्तीसाठी खालील गोष्टीची पूर्तता करणे आवश्यक आहे .
 - १ . अर्जदार हा महाराष्ट्र राज्याचा रहिवासी असावा . महाराष्ट्र राज्य अधिवास प्रमाणपत्र (Domicile Certificate)
 - २ . अर्जदाराच्या पालकांचे एकत्रित वार्षिक उत्पन्न मर्यादा रू .८,००,००० /- पेक्षा जास्त नसावे .
 - ३ . गुणपत्रिकेची सत्यप्रत
 - ४ . रेशन कार्डची सत्यप्रत
 - ५ . फी पावतीची सत्यप्रत व मुळ प्रत
 - ६ . ओळखपत्राची (I-Card) सत्यप्रत
 - ७ . अल्पसंख्यांक प्रमाणपत्र
 - ८ . महाविद्यालयाचे बोनाफाईड (Bonafide) प्रमाणपत्र
 - ९ . विद्यार्थ्यांचे माध्यमिक शालांत परीक्षा महाराष्ट्र राज्यातून उत्तीर्ण केलेली असावी किंवा विद्यार्थ्यांचे राष्ट्रीयकृत वॅकेत खाते असणे आवश्यक आहे .
 - १० . सेंट्रल बँक ऑफ इंडिया (नायगाव शाखा) मधील विद्यार्थ्यांच्या बँक पासबुकाची सत्यप्रत
(टिप:या योजनेसाठी विद्यार्थ्यांनी सेंट्रल बँक ऑफ इंडिया (नायगाव शाखा) या राष्ट्रीयकृत वॅकेत वचतखाते उघडणे आवश्यक आहे .
वॅकेचा पत्ता: सेंट्रल बँक ऑफ इंडिया, नायगाव शाखा, शांतीदूत हॉटेलजवळ, न्यू हिंदमाता कटपीस क्लॉथ, हिंदमाता, दादर, मुंबई-१४)

राजर्षी छत्रपती शाहू महाराज शिक्षण शुल्क शिष्यवृत्ती योजना
आर्थिकदृष्ट्या मागासवर्गीय खुला वर्ग (EBC-OPEN CATEGORY)

- सदर योजनेचा लाभ घेण्यासाठी अर्ज ऑनलाईन पद्धतीने भरणे व त्याची एक प्रत (Hard Copy) महाविद्यालयात जमा करणे आवश्यक आहे . अर्ज महाविद्यालयात जमा न केल्यास वरील योजनेचा लाभ मिळणार नाही, याची सर्व विद्यार्थ्यांनी व पालकांनी नोंद घ्यावी .
- विद्यार्थ्यांनी <https://mahadbtmahait.gov.in> या संकेत स्थळावरून ऑनलाईन पद्धतीने अर्ज करणे आवश्यक आहे .
- वरीलयोजनेसाठी खालील गोष्टीची पूर्तता करणे आवश्यक आहे .
 - १ . दहावी पासून सर्व उत्तीर्ण गुणपत्रिकेच्या सत्यप्रती .
 - २ . वडिलांचा वार्षिक उत्पन्नाचा दाखला - सन २०१८-१९ चा (तहसिलदार कार्यालयाचा असणे आवश्यक आहे .)
 - ३ . अर्जदाराच्या पालकांचे एकत्रित वार्षिक उत्पन्न मर्यादा रू .८,००,००० /- पेक्षा जास्त नसावे .
 - ४ . आधार कार्डची सत्यप्रत
 - ५ . रेशन कार्डची सत्यप्रत
 - ६ . महाराष्ट्र राज्य अधिवास प्रमाणपत्र (Domicile Certificate)
 - ७ . शिक्षणात खंड असल्यास गॅप सर्टिफिकेट
 - ८ . फी पावतीची सत्यप्रत व मुळ प्रत
 - ९ . ओळखपत्राची (I-Card) सत्यप्रत
 - १० . शाळा सोडल्याचा दाखला (Leaving Certificate) किंवा हस्तांतरण प्रमाणपत्र (Transference Certificate)
 - ११ . सेंट्रल बँक ऑफ इंडिया (नायगाव शाखा) मधील विद्यार्थ्यांच्या बँक पासबुकाची सत्यप्रत
 - १२ . दोन मुलांचे कुटुंब घोषणापत्र (शासन निर्णयानुसार प्रथम दोन मुले या योजनेसाठी पात्र आहेत)

DOCUMENTS & CERTIFICATES
A. DOCUMENTS ISSUED BY THE COLLEGE OFFICE

Sr. No.	Particulars	Documents are required to issue the certificates	Fees in Rupees	Certificates Issuing Period
1.	Bonafide Certificate	Application & I-Card	20/-	One day
2.	No Objection Certificate	Application, Marksheet & I-Card	20/-	One day
3.	Attempt Certificate	Application, All Marksheet, I-Card	20/-	One day
4.	Leaving Certificate	Application, Principal Signature, Marksheet in original & xerox, I-Card	100/-	Five working days (for Current Student)
5.	Transfer Certificate	Application, Principal Signature, Marksheet in original & xerox, I-Card	100/-	Will be dispatched to the College directly.
6.	Transcript	Application, All Marksheets and relevant documents	1000/-	Within 7 working days
7.	Duplicate I-Card	Application & Fees receipt	100/-	Two working days for the current students.
8.	Duplicate Result	Application & I-Card	100/-	Five working days (for Current Student)
9.	Verification of Marks	Application Form & Marksheet	50/- per subject	Within 7 working days
10.	Photocopy of Answer Paper	Application Form & Marksheet	200/- per subject	Within 7 working days
11.	Revaluation of Answer Paper	Application Form & Marksheet	500/- per subject	Within 7 working days
12.	Duplicate Fees Receipt	Application & I-Card	100/-	One day
13.	Local Railway Concession	Application & I-Card	Nil	One day
14.	Long Journey Railway Concession	Application & I-Card	Nil	One day

B. DOCUMENTS TO BE SUBMITTED BY THE STUDENT

Sr. No.	Particulars	Documents are required to submitted by the students
1.	Enrolment F.Y.B.Com / F.Y.B.A / F.Y.B.Sc. / F.Y.B.I. / F.Y.F.M. / F.Y.B.A.F. / F.Y.B.M.M.	Xerox copies of HSC Marksheet, Passing Certificate, Caste Certificate & other relevant documents, if any
2.	Eligibility Enrolment F.Y. / S.Y. / T.Y. / B.Com / B.A. / B.Sc. (Outside of Maharashtra)	HSC Marksheet, Passing Certificate, Migration Certificate, All documents Original + Xerox Copies thereof.
3.	Taking Admission to S.Y. / T.Y. - B.A./B.Sc. / B.Com / BBI / BFM / BAF / BMS/ BMM	NOC, First or Second Year Marksheets + Online Transfer Certificate with PRN No. & Other relevant documents, if any

EXAMINATION & EVALUATION

University of Mumbai has introduced Credit Based Semester and Grading System (CBSGS) for Degree College students and is applicable to the students (learners) admitted (enrolled) for Undergraduate and Postgraduate degree programmes under the faculties of Arts, Science and Commerce (For the third year of U.G. and Part II of P.G. programme from academic year 2013-14 onwards). It is applicable to both traditional & self-financing undergraduate and postgraduate degree programmes under the faculties of Arts, Science and Commerce.

1. Under the Credit Based Semester and Grading System, each course shall be treated as independent head. Hence the grade for a particular course will be based on the combined performance at the Internal Assessment & Semester End Examination.
2. Under CBSGS, for some subjects, learner would appear for internal and external examinations. Minimum 10 out of 25 (Internal) and minimum 30 out of 75 (External) are required to be scored by the learner and shall be declared pass only if he/she passes in internal and external together.

Theory : Minimum of 40% required in both Internal and External for passing in each Semester.

Practical : Minimum of 40% required in both

3. For a three year integrated course, learner will have to complete six semesters. The College on behalf of University will conduct the Semester End Examination for Semester I, II, III and IV only. Semester End Examinations of Semester V and Semester VI will be conducted by the University of Mumbai.
4. A learner who does not appear i.e. remains absent for Examination in some or all the courses on medical grounds or for representing the college / university in sports, cultural activities, activities of NSS, NCC or Sports training camps conducted by recognized bodies / competent authorities **OR fails in some or all the courses OR punished under 0.5050(12)(1) only (use of unfair means) OR** for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the Institution, is eligible to appear for the additional examination.

A learner who does not appear for both the Internal Assessment and Semester End Examination shall NOT be eligible to appear for the additional Semester End Examination.

5. The additional examination for semester I, II, III and IV will be conducted by the college for the learners who have failed or remained absent in the regular examination 20 days after the date of declaration of results, but not later than 40 days. The additional examinations of the class test and / or assignment and /or projects of the Internal Assessment will be conducted 15 days prior to the commencement of the Semester End Examination.
6. The Additional Semester End Examination shall be conducted only for Semester I, II, III and IV by the College/s. Additional Semester End Examinations will **NOT** be conducted for Semester V and Semester VI.
7. The learner who has failed in the Semester End Examination and / or in the Additional Examination shall be allowed to appear for the ATKT examination which will be conducted for the same semester of next academic year.
8. There shall be a grade card showing the credits accumulated or earned and the Semester Point Average (SGPA) of that semester as well as for the earlier semester and CPA/SGPA will be calculated accordingly. Cumulative Grade Point Average (CGPA) will be calculated on the grade card of Semester VI which includes SGPA of all semesters and grade will be awarded on the basis of the same.
9. A learner who is admitted to the Odd Semester i.e. Semester I / III / V shall be eligible to the next even Semester i.e. Semester II / IV / VI even if the learner fails in all the courses at the odd semester.

10. A learner is eligible to be admitted to Semester III if the learner passes all the courses of Semester I and Semester II OR the learner fails in not more than 2 courses each of Semester I and Semester II for B.Com. and B. A. course and not more than 3 courses each of Semester I and Semester II for B.Sc. course.
11. In case of a learner who is admitted to Semester IV with no full credits in Semester I and Semester II, the Internal Assessment of the Semester IV examination shall be conducted by the college. However, such a learner shall be eligible to appear for the Semester End Examination of Semester IV only if the learner passes in all the courses of Semester I and Semester II.
12. The grade sheet of such a learner who is admitted to Semester IV but has not passed all the courses of Semester I and Semester II and thus is not eligible to appear for the Semester End Examination of Semester IV will show the marks obtained by the learner at the Internal Assessment IV only at Semester IV.
13. The performance of the Semester End Examination will show "N.E." (Not Eligible) on the grade card in such cases.
14. The learner shall earn the credits only after appearing for semester end examination and qualifying in the concerned courses in full.
15. A learner is eligible to be admitted to Semester V if the learner has passed all the courses of Semester I, Semester II, Semester III and Semester IV or the learner has passed all the courses of Semester I & Semester II but has failed in not more than two courses for Arts and Commerce and three courses for Science of Semester III and Semester IV.
16. A learner who is admitted to Semester V shall be eligible to be admitted to Semester VI irrespective of the number of courses in which the learner fails at Semester V. The college shall conduct the Internal Assessment of such learner for Semester VI and this learner will also be eligible to appear for Semester End Examination of Semester VI conducted by the University. However the result of Semester VI Examination & thus CGPA of such a learner will NOT be declared till the learner passes all the courses of Semester I, II, III, IV and V.
17. The Final Grade shall be awarded after the calculation of GPA / SGPA as mentioned in the manual.
18. The Grade Point table and the grade allocation shall be as per the Grade Table given below:

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

19. **Verification of Marks :**

- The facility of verification of marks is available to learners. The learner should apply within 10 days of declaration of result with a prescribed fee of Rs. 50/- per paper.
- The students have the facility of obtaining Photocopy of the assessed answer books by applying within seven days of declaration of result and on payment of Rs. 100/- per paper.
- College shall supply Photocopy in person within 7 Days from date of receipt of application.
- On Receipt of Photocopy, student may apply for redressal of grievances to the college in the prescribe form on payment of fees of Rs. 250/- per paper.

- Change of marks, if any shall be communicated and revised marklist will be given on surrendering the original marksheet.

20. Procedure for investigating in case of malpractices (Ordinance 0.5050):

- a) A candidate may be served a show cause notice and made aware of the charges / allegations reported against him/her to prepare his/her defense at the time of his/her appearances before the unfair means inquiry committee and informing him/her casewith a request to reply to show cause notice as to why the action proposed under it should not be taken against him / her.
- b) The reply recorded by the committee from the candidate when he/she appears before it will be considered by the committee and the final recommendation in the matter be made.

LIBRARY

Librarian : Dr. Ms. Vinita Jain

Asst. Librarian : Mr. A. P. Singh

The Library is housed in a separate building at the quadrangle of the rear of the College.

LIBRARY TIMINGS

The Library Reading Room Timings (only in Room No. 3) is 8:00 a.m. to 7:00 p.m. except Holidays and Sundays. Main Library timings are 9:00 a.m. to 5:00 p.m.

FEATURES

- Library has fully automated through SLIM 21+ software. All the library holding can search through Web-OPAC.
- Library uses Barcodes for Library books and Library membership cards.
- Maharshi Dayanand College Library catalogue (Web-OPAC) is available on internet, with this link <http://27.106.87.230:9090/w27/> (9:00 am – 5:00 pm only).
- The total collection of Library is more than 44,000 which includes Books, CDs/DVDs, back volume of journals.
- Library subscribes more than 75 periodicals in print form.
- Library has fairly strong reference books on various subjects. Library also has Career guidance books, Competitive exam books, Personality development books, Dictionaries and other general reading materials.
- Syllabus can be accessed with college website as well as university of Mumbai website.
- Library subscribes various E-resources and databases like UGC-NLIST & DELNET Consortium, access online journals /E books.
- Library has an Institutional membership of IMC – Indian Merchant Chamber, BNHS-Bombay Natural History Society.
- Library provides free internet to all the college students who have registered as Library Member.
- Institutional Repository can be accessed with this link <http://27.106.87.230:8080/jspui/>

RULES PERTAINING TO THE LIBRARY

- Senior college students can take two books at a time a period of 7 days. PG students can get the books for a period of 15 days.
- Identity Card with barcode is used for lending of books from the Library.

- Fine of Rs. 1/- per day will be collected on Late Return of Book.
- Photocopy service is provided at the rate of Rs. 1/- per copy.
- Reference books are not to be taken out of the library.
- Staff will help the reader to search book details on the computer.
- Bags, Personal Books and Journals should be deposited at the Luggage Counter.
- Student should keep their Wallets & Valuables with them. Library staff will not be responsible for any loss.
- If any book is damaged or lost by the borrower He / She will either replace it or pay the cost of the book at the present market price.
- Mobile phones are prohibited in the premises.
- Cutting or tearing of any photo or page from any publication is prohibited.
- Smoking or eating is not permitted in the library.
- Observe complete silence in the library.
- Readers are not allowed to take their belongings inside the library except small notebook & pen.
- All articles being taken out of the library are subject of inspection at the exit gate.
- The librarian is authorized to terminate the membership of any borrower if he/she is found guilty of misbehavior.

QUERIES OR FEEDBACK

- For more details about the library visit the website <http://mdcollegelibrary.in/>
- Library users can give their valuable feedback online using this link which helps us to improve the library services as per need.
http://mdcollegelibrary.in/Collection_Media/OnlineFeedback.aspx
- For more queries please contact : library@mdcollege.in

GYMKHANA

Sports In-Charge : Mr. Manoj Patil

The college promotes both outdoor and indoor sports activities among the students. The gymkhana activities are conducted under a fully qualified sports In-charge. All students are expected to take part in the gymkhana activities. The college has fully equipped Gymnasium.

Sports scholarships are also awarded to outstanding players who excel in Indian Games and in other sports and those who make their mark at the State or National level. Our college is a pioneer in promoting Indian games specially Kabaddi and Kho-Kho. Since last 44 years, every year state level tournament (Festival of Indian Games) is being organised in the month of December and January. Our Kabaddi players have played for India in international games. Ms. Abhilasha Mhatre and Ms. Suvarna Bartake have been awarded Rs. 1 crore each for their contribution to Kabaddi at the International level.

NATIONAL SERVICE SCHEME (NSS)

Maharshi Dayanand NSS Unit has always been in forefront in taking the NSS activities in college and society. All these activities were aimed at improving the overall personality dimensions of our students community. Amongst the various notable activities carried out so far, such as :

- “Swapanapurti”– Imparting education towards poor and needy students.
- Tata Hospital project – Help to Cancer Patients.
- Dhamanwadi and Tadwadi Village development project
- Road safety awareness programme
- Women empowerment
- RRC – (HIV / AIDs awareness)
- Residential Camp
- Health Awareness Campaign
- Anti-alcoholism
- Swachha Bharat Abhiyan
- Civil Defence and Disaster Management Training
- “Sphurti”

The educational goal of the NSS implies that besides gaining understanding of concept like community, social structure, power conflict etc. occurring in real life situations. Students should acquire competence in the fields of programme planning, shouldering of responsibilities, participation in cooperative tasks and promotional work in the community. All the NSS activities of our college are performed under the NSS programme officers.

NATIONAL CADET CORPS (NCC)

NCC inculcates the strong character of unity, discipline, self defence, social services. Our college has NCC unit for Boys and Girls students. Boys NCC unit is under the 4-MAH.SIG.COY NCC, head quarter Mumbai group A. NCC unit of our college is army signal non infantry branch. Enrolling capacity of Boys NCC unit is 50 cadets per year. The course is for three years with B and C certificate. All the NCC activities of our college are performed under the NCC officer Lt. V.N. Mishra of physics department, Captain Dr. M. D. Kulkarni.

DRAMATICS

Maharshi Dayanand Natyangan is the Dramatics wing of Maharshi Dayanand College. Our college has participated in 40 inter collegiate competitions in the past 8 years. Students with interest in Acting and Mono-acting, find our college as a gateway to step into the world of Drama and Cinema. Their contribution has helped us in keeping the M.D. flagship flurrying to greater heights. There is active participation of students in our Natyangan Wing under the guidance of Dr. Ganesh Joshi.

Maharshi Dayanand College has a great legacy of actors in bollywood and Marathi film industry, our noted prodigy are Mr. Shivaji Satam, Mr. Pramod Pawar, Mr. Bharat Jadhav, Mr. Pandharinath Kamble, Ms. Neelam Parab, “Nada Saukhyabhare” fame Swnandi – Ms. Rutuja Bagve is now a blooming star. Mr. Swapnil Hingade is the budding director and actor in Marathi Tele Serials. Ms. Rasika Vengurlekar, Miss. Namrata Awte, Prahlad Kudtarkar Mr. Abhishek Gaokar are part of Tele Serials. Ms. Disha Dande won the best actress award by the Maharashtra State Government. We now look forward to the active participation of all students in the field of drama.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Maharshi Dayanand College is concerned about both the academic excellence as well as welfare of the Students. We have a large range of co-curricular activities which help the students to develop their personality. Students can discover their special talents and interests by taking part in events like elocution, debate, rangoli, singing, dancing and trying out their entrepreneurial skills at Annual Vidyarthi Peth. All these activities help broaden the outlook of students in understanding the world outside the classroom. A student can be nominated on the magazine committee and Rishi bodh utsav committee to assist the authorities. A student can participate in the activities of any association. The list of the Associations is as follows:-

1. Arts Circle
2. Science Circle
3. Commerce Circle
4. Cultural Association
5. Dramatics – MD Natyangan
6. Sports and Gymkhana
7. Hiking and Trekking Club
8. Film Appreciation Club
9. Counseling Centre
10. Career Forum and Placement Cell
11. Entrepreneurial Development Unit
12. Alumni Association
13. Yoga Centre
14. Rishi Bodh Utsav
15. Nature Club / Env. Ambassador
16. Personality Development Cell

PRIZES AND ENDOWMENTS

SCIENCE FACULTY

Sr. No.	Name of Scholarship	Scholarship Instituted for	Scholarship Instituted by	Amount
1.	Mrs. Alfred Almeida Scholarship	A student securing highest marks at S.Y.B.Sc. in Botany & continues his studies for T.Y.B.Sc. in Botany.	Mrs. Alfred Almeida	500/-
2.	New Reshma Dyeing Pvt. Ltd. merit Scholarship	Meritorious student of TYBSc. Chemistry & continues his/her studies for M.Sc.-I in Organic Chemistry in this institute.	Shri Adi Director New Reshma Dyeing Pvt.Ltd.	500/-
3.	Baba Limaye Merit Scholarship	A Student securing highest marks in T.Y.B.Sc. Chemistry	Shri Baba Limaye, M.A.	500/-
4.	M.D. College Merit Scholarship	A student securing highest marks in Zoology at M.Sc. I & continues for M.Sc. II in this institute.	Staff & Student of M.D.College	500/-
5.	Jay Synth Dye Chem Pvt. Ltd. Scholarship	Research Student of Ph. D. (Org. Chem.) in this College	Jay Synth Dye Chem. Ltd.	500/-
6.	Aylur Venkateshwar Merit Scholarship	Meritorious student of TYBSc. Chem. & joining M.Sc. (Chem) in Inorganic Chemistry in this institute.	Dr. A. V. Subramaniam	500/-
7.	Watumal Scholarship	A student of securing highest marks in F.Y.B.Sc.	Watumal Foundation	500/- each
8.	Dr. N. V. V. Swamy Scholarship	For a student securing highest marks at M.Sc. I & continues for higher studies in this inst. (Zoology)	Dr. N. V. V. Swamy	250/-
9.	Chandandevi M. Verma Scholarship	A girl student securing highest marks in FYB.Sc./F.Y.B.Com/ F.Y.B.A. (Rotating).	Fritz Charitable Trust	1000/-

Sr. No.	Name of Scholarship	Scholarship Instituted for	Scholarship Instituted by	Amount
10.	Ramalingam Muthulakshmi Scholarship	Highest in T.Y.B.Sc Comp. Science	Dr. Kannan	500/-
11.	Ramalingam Muthulakshmi Scholarship by Dr. Kannan	Highest in S.Y. B.Sc. Comp. Science	Dr. Kannan	500/-
12.	Late Shri Anant Phadke Memorial Scholarship	Highest in T.Y.B.Sc. Zoology	Mrs. Asha A. Phadke	500/-
13.	MDES Scholarship	Highest in T.Y.B.Sc Comp. Science	MDES	500/-
14.	Dr. L. R. Tiwari Scholarship	For a student topper in T.Y.B.Sc. or at the discretion of the Principal	Dr. L. R. Tiwari	1000/-
15.	Dr. Ujwala Bhosale	Highest in S.Y.B.Sc. going to T.Y.B.Sc. (Zoology)	Dr. Ujwala Bhosale	800/-
16.	Mrs. Sudha Suryakant Pandit	Highest in S.Y.B.Sc. going to T.Y.B.Sc. (Zoology)	Dr. Ujwala Bhosale	800/-

ARTSFACULTY

Sr. No.	Name of Scholarship	Scholarship Instituted for	Scholarship Instituted by	Amount
1.	Shri Jitendra Modi Merit Scholarship	Highest in Communication Skills F.Y.B.A.	C. B. Modi Pvt. Ltd.	500/-
2.	N. D. Kothari	Highest in Hindi T.Y.B.A.	Shri N. D. Kothari	500/-
3.	Kantilal Shah Scholarship	Research in Jain Literature	Shri Kantilal Shah	2000/-
4.	Kantilal Shah Scholarship	Study in Jainism	Shri Kantilal Shah	2000/-
5.	Babubhai Bhawanji Scholarship	Highest in F.Y.B.A. Marathi	Babubhai Bhawanji	500/-
6.	Babubhai Bhawanji Scholarship	Highest in T.Y.B.A. Marathi		500/-
7.	Smt. R. Jadhav Scholarship	Students securing highest marks in Marathi at SYBA (Anc) and continues at TYBA with Marathi	Smt. R. Jadhav	500/-
8.	Smt. R. Jadhav Scholarship	Highest in T.Y.B.A. in Marathi	Smt. R. Jadhav	500/-
9.	Tumbe Karkera Merit Scholarship	Highest in Literature	Mr. S.C. Karkera	500/-
10.	Kaushilya Devi Rawat Merit Scholarship	Highest in S.Y.B.A. Politics and offering 3 papers in politics at T.Y.B.A.	Dr. B. S. Rawat	500/-
11.	Guru Govind Merit Scholarship	Highest in Hindi - S.Y.B.A.	Shri Ajay Singh Rathod	1000/-
12.	Late Smt. Neeta Jain Scholarship	Highest in Book Keeping at at S.Y.B.A.	Dr. Paras Jain	250/-
13.	Shri Raghunath Manjrekar Scholarship	Highest in Economics	Shri Dinakr R. Manjrekar	250/-
14.	History Association Scholarship	Highest in History at S.Y.B.A. and offering History (6 Papers) at T.Y.B.A.	History Association	250/-

Sr. No.	Name of Scholarship	Scholarship Instituted for	Scholarship Instituted by	Amount
15.	History Association Scholarship	Highest in History at S.Y.B.A. and offering History (6 Papers) at T.Y.B.A.	History Association	250/-
16.	Subhash Mishra Scholarship	Highest in Hindi at T.Y.B.A.	Dr. Sashi Mishra	1500/-
17.	Subhash Mishra Scholarship	Highest in Hindi at S.Y.B.A.	Dr. Sashi Mishra	1000/-
18.	Subhash Mishra Scholarship	Highest in Hindi F.Y.B.A.	Dr. Sashi Mishra	1500/-
19.	Watumal Scholarship	Highest in F.Y.B.A., S.Y.B.A. / T.Y.B.A.	Watumal Foundation	100/- each
20.	History / Politics Assn. Scholarship	Highest in Politics S.Y.B.A. and offering Politics at T.Y.B.A.	History/Politics Assn.	500/-
21.	Mrs. Leela Aiyar Scholarship	Highest in English (Anc) S.Y.B.A. and continues with English (3 papers) at T.Y.B.A.	Staff & Students	200/-
22.	Watumal Scholarship	Highest in F.Y.B.A. S.Y.B.A. / T.Y.B.A. (Rotating each year)	Watumal Foundation	300/- each
23.	Ramalingam Muthulakshmi	Highest in F.Y.B.A. Psychology	Dr. Kannan	500/-
24.	Ramalingam Muthulakshmi Scholarship	Highest in S.Y.B.A. Psychology who continues in T.Y.B.A. with Psychology	Dr. Kannan	500/-
25.	Nalini Velankar Scholarship	Highest in History at T.Y.B.A.	Prof. J. A. Gupta	500/-
26.	Smt. Shantidevi Garg Memorial Scholarship	Highest among T.Y.B.A./B.Com./B.Sc.	Prof. J. A. Gupta	500/-
27.	MDES Scholarship	Highest in T.Y.BMM	MDES	500/-
28.	Ramalingam Muthulakshmi Scholarship	Highest English in S.Y.B.A. (Ancillary) who continues in T.Y.B.A. with English	Dr. Kannan	500/-
29.	Smt. Laxmidevi Mittal Endowment Scholarship	F.Y.B.A. (History) Highest Marks	Mrs. Veena Mittal and Mr. Prakash Mittal	500/-
30.	Smt. Laxmidevi Mittal Endowment Scholarship	S.Y.B.A. (History) Highest marks	Mrs. Veena Mittal and Mr. Prakash Mittal	500/-

COMMERCE FACULTY

Sr. No.	Name of Scholarship	Scholarship Instituted for	Scholarship Instituted by	Amount
1.	Sawani Transport Private Ltd.Scholarship	For Gujrathi students studying in Commerce faculty or at the discretion of the Principal	Sawani Transport	500/-
2.	Radiance No. 116 Scholarship Lodge Radiance C.V. Somaiya Scholarship	For Commerce Faculty male of a free mason, if not at the discretion of the Principal	Bro. S.V. Somaiya P.M. & Trustee C.D. Foundation	500/-

Sr. No.	Name of Scholarship	Scholarship Instituted for	Scholarship Instituted by	Amount
3.	Mulchand Deepchand Merit Scholarship	For a student securing Highest marks in SYB.Com. & continuing studies in this institution or at the Principal's discretion.	Smt. Champaben M. Shah	500/-
4.	Late Smt. Sukhiben B. Dhoka Merit Scholarship	A student securing highest marks in Auditing at TY.B.Com. or at the discretion of the Principal	Dr. Paras Jain	250/-
5.	Watumal Scholarship	A student securing highest marks at F.Y./S.Y./T.Y.B.Com. (Rotating each year)	Watumal Foundation	300/- each
6.	Unique Auto Works Scholarship	Highest in F.Y.B.Com.	Unique Auto Works	500/-
7.	City Engineering Works Scholarship	Highest in S.Y.B.Com.	City Engineering Works	500/-
8.	Smt. Kantaben Anandram Gandhi Scholarship	Highest in M.Com. I	Prof. M. A. Gandhi	1000/-
9.	MDES Scholarship	Highest in M.Com. II	MDES	500/-
10.	MDES Scholarship	Highest in T. Y. B.Com. (B & I)	MDES	500/-
11.	Mr. H. O. Sharma	Student getting highest marks in Direct / Indirect Tax	Prof. Hemant Sharma	800/-
12.	Mrs. Amiai Menon	Commerce Students - for 7 Students (Each Student Rs.1000/-)	Dr. Ms. T. P. Ghule	7000/-

GENERAL SCHOLARSHIPS

Sr. No.	Name of Scholarship	Scholarship Instituted for	Scholarship Instituted by	Amount
1.	Smt. Sarla Verma Merit Scholarship	Son/Daughter/Grandchild of Class IV staff of the college, if none, to poor students at the discretion of the Principal	Staff & Students of the Staff & Students of the	500/-
2.	Vasanji Lakshami Merit Scholarship	To a poor student at the discretion of the Principal	Mutushri Ratanbal Charitable Trust	500/-
3.	B.L. Chawla Memorial Prize	Elocution competition on Vedas OR at the discretion of the Principal	Ms. Tulsi Chawla	400/-
4.	Vilas Sawant Mitra Mandal Scholarship	A student who has been judged as Mr. Maharshi	Shri Vilas Sawant	500/-
5.	J.B. Pedneka Merit Scholarship	A students who has been judged as Miss. Maharshi	Shri J.B. Pednekar	500/-
6.	Smt. Krishna Dua Merit Scholarship	A student who has been judged as Best Student of the year.	M/s. National Scientific Instrument Corpn.	500/-
7.	Smt. Rajkumar Kohli Merit Scholarship	Excellent performance in extra-curricular activities	Shri Rajkumar Kohli	500/-
8.	Amar Singh Manhas Prize	Elocution competition on Guru Granth Sahib OR at the discretion of the Principal	Shri Amar Singh Manhas	200/-
9.	Shri. K.D. Kapadia Prize	Elocution competition on Bhagwat Geeta OR at the discretion of the Principal	Shri Kapadia	600/-
10.	Shri K. D. Kapadia Prize	Elocution Competition on Jainism OR at the discretion of the Principal	Shri Kapadia	200/-

Sr. No.	Name of Scholarship	Scholarship Instituted for	Scholarship Instituted by	Amount
11.	Shri Sharma Cash Prize Memorial Dr. H. P.	Elocution competition on Ramayana OR at the discretion of the Principal	Sharma Classes Mumbai	600/-
12.	Shirvastava Ms. Shrivastav Scholarship	Best student working for National Integration (N.S.S.)	Mr. Chitra Baijal	500/-
13.	Smt. Laxmidevi Scholarship	Mr. Maharshi Runner-up Miss Maharshi Runner-up	Mrs. Veena Mittal and Mr. Prakash Mittal	250/- 250/-
14.	Smt. Laxmidevi Scholarship	Mr. Maharshi Sr. College	Mrs. Veena Mittal and Mr. Prakash Mittal	500/-
15.	Smt. Laxmidevi Scholarship	Miss. Maharshi Sr. College	Mrs. Veena Mittal and Mr. Prakash Mittal	500/-
16.	Lodge Radiance No. 116 Scholarship	Best N.C.C. Cadet	Mr. M. Somani	500/-
17.	Jan Kalyan Sahkari Bank Prize	Best Entepreneur for the year 1 male student & 1 Female Student	Jan Kalyan Sahkari Bank Ltd.	(M) 1500/- (F) 1500/-
18.	Acharya Atre Scholarship Inter collegiate Marathi	Shirish Pai	5000/- Elocution competition	
19.	Durga Devi Scholarship	Highest among T.Y.B.Sc. / T.Y.B.A / T.Y.B.Com.	Prof. Jyotsna Gupta	500/-
20.	Mr. Madhukar Panse	Best back stage actor	Dr. Chhaya Panse	800/-

PRIZES & SCHOLARSHIPS FOR INDIAN GAMES

Sr. No.	Name of Scholarship	Scholarship Instituted for	Scholarship Instituted by	Amount
1.	Shri Joshi Gulabrao Scholarship	Festival of Indian Games	Shri Joshi Gulabrao	2500/-
2.	Shri Prabhakar Prabhu Scholarship	Festival of Indian Games	The Secretary Young Fanaswadi Kridamandal, Girgaon	2500/-
3.	Shri Alex Joseph Scholarship	Festival of Indian Games	Alex Joseph from U.A.E. Exchange Centre	500/-
4.	Rajagopal Scholarship	Festival of Indian Games	Prof.M/s.BhanumathiS.M.D. College-Jr. (Eco.)	500/-
5.	Smt. Girijadevi R. Singh Scholarship	Festival of Indian Games	Milan Zerox, Parel	500/-
6.	Shri. Y. S. Chanddha Scholarship	Festival of Indian Games	Indian Art Studio, Mumbai	500/-
7.	Shri K.T. Thomas Scholarship	Festival of Indian Games for Kho-Kho & General Champ. At Annual Sports	Pankey Dye Chemicals Mumbai	250/-
8.	Prof. Kunhiraman Kakil Scholarship	Festival of Indian Games	Dr. Kunhiraman Kakil	250/-
9.	Dr. H. P. Shrivastav Scholarship	Festival of Indian Games	Former Principal G.P. Shrivastava	250/-
10.	Shri Dilip Pai Scholarship	Festival of Indian Games	Shri Dilip Pai	250/-

Sr. No.	Name of Scholarship	Scholarship Instituted for	Scholarship Instituted by	Amount
11.	Shri D.M. Deshmukh Prize for Kabaddi	Kabaddi Players of M.D. College	Shri D.M. Deshmukh	1000/-
12.	Magansingh Tanwar	Sportsman/Woman, at the discretion of the Principal	Shri Magansingh Tanwar Trust	500/-
13.	Shri Ghosh Bhai Sports Prize	The best sportsmen / Sportswomen at Annual Festival of Indian Games	Shri Ghosh Bhai	750/-
14.	Late Shri Hari Shankar Shandilya Sports Scholarship	General Championship Winner in Annual Sports (Boys or Girls) Rotating.	Mr. Ashok Shandilya	300/-
15.	Shri Lodge Rachane	General Championship Winner of Sr. & Jr. Boys / Girls.		

ROTATING SHIELDS AND TROPHIES FOR SENIOR LEVEL

1. Late Shri M.N. Verma Memorial Silver Rotating Trophy - for sports - Kabaddi - Boys.
2. Late Shri Ajay Verma Memorial Silver Rotating Trophy - for sports - Kho-Kho Boys. (Sr. & Jr. Combined).
3. Late Shri Ajay Verma Memorial Gold Rotating Trophy - for sports - Kabaddi - Boys (State Level, Sr. & Jr. Combined).
4. Late Shri Magansingh Tanwar Memorial Silver Rotating Trophy - for sports - Kho-Kho Girls. (Sr. & Jr. Combined).
5. Late (Smt.) Sumati Malkar Silver Rotating Trophy for Kabaddi Girls (Sr. Jr. College Combined)
6. Late Shri. S. K. Verma, Memorial Silver Rotating Trophy for Kabaddi (Jr. College Boys)
7. Best Sports (Men) – Rotating Trophy
8. Best Sports (Women) – Rotating Trophy
9. M.D. College Trophy for Sr. College boys Athletics General Championship.
10. M.D. College Trophy for Sr. College girls Athletics General Championship.
11. M. D. College Trophy for interclass boys cricket tennis winner.
12. M. D. College Trophy for interclass boys cricket tennis runner-up.
13. M. D. College Trophy for teaching and non-teaching tennis cricket winner.
14. M. D. College Trophy for teaching and non-teaching tennis cricket runner-up.

GENERAL COUNSELLING

The College has appointed, for the benefit of the students, a professional counsellor. The students consult the counsellor regarding their personal and emotional problems related to studies in the campus. The counsellor also conducts workshops on personality development and emotional behavior etc. for the benefit of the students.

GRIEVANCE REDRESSAL CELL

The students as well as members of the teaching and non-teaching staff can approach the Grievance Redressal Cell with any of their problems and seek a satisfactory solution to the same.

RIGHT TO INFORMATION ACT

Hon. Secretary Mrs. Sonia Gandhioke **Appellant Officer**, Principal **Dr. Ms. C. S. Panse** is the **Information Officer** and Head Clerk **Ms. Mansi Shinde** is the **Assistant Information Officer** to provide the necessary information under the RTI Act.

WOMEN'S DEVELOPMENT CELL

As per guidelines of the Vice-Chancellor of University of Mumbai, the College has introduced a Women's Development Cell in the academic year 2002-2003. The main objective of the cell is to look into the grievances of the women, both staff members (teaching and non-teaching) as well as students and provide guidance and help to them.

ZERO-TOLERANCE TO SEXUAL HARRASSMENT

Our college abides to zero-tolerance towards sexual harassment of women. Any form of sexual harassment faced by any female student, women teaching or non-teaching staff within the college premises is severely condemned by our college. Appropriate action will be taken against the person guilty of such an act.

As per **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**.

SEXUAL HARRASSMENT MEANS AND INCLUDES THE FOLLOWING, JOINTLY OR SEVERALLY:

- Physical contact and advances / offensive language
- Demand or request for sexual favours
- Sexually colored remarks or/and bawdy humor
- Showing any pornographic material
- Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

IF YOU ARE BEING HARASSED ON COLLEGE CAMPUS :

- a) Keep a record of incident (dates, times, location, possible witness, what happened, your response)
- b) Make a formal or informal complaint to the Women Development Cell (WDC) or Principal.

ANTI RAGGING CELL

The College has an Anti-Ragging Squad and Anti-Ragging Committee. Ragging is totally banned in the college. Ragging would be met with exemplary punishment. A student found guilty of ragging earlier will not be admitted. The college strictly follows all the regulations as mentioned in the **"UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"**. All students will give an undertaking that he or she is ware of the law regarding prohibition of ragging as well as the punishments, and that he/she if found guilty of the offence of ragging and /or abetting ragging is liable to be punished appropriately. A similar undertaking shall be taken from the parents that they are also ware of the law in this regard.

Students and parents are informed that ragging is banned and shall be considered as a serious offence which will attract severe punishment. Parents are requested to emphasize on their wards the seriousness of the offence and instruct them not to indulge in ragging.

UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 (under section 26 (1) (g) of the University Grants Commission Act, 1956).

Important aspects of the Regulation are given below:

1. **What constitutes Ragging** : Ragging constitutes one or more of any of the following acts:
 - c) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing or handling with rudeness a fresher or any other student;
 - d) indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
 - e) asking any students to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
 - f) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
 - g) exploring the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
 - h) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
 - i) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
 - j) any act or abuse by spoken words, emails, post public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
 - k) any act that affects the mental health and self-confidence of a fresher or any other student.
2. **Action to be taken by the Head of the Institution** : On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions mentioned in the ***“UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”***.
3. **Administrative action in the event of ragging** : The institution shall punish a student found guilty of ragging after following the procedure mentioned in the ***“UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”***.

INDUSTRIAL VISITS AND FIELD TRIPTS

1. Educational excursions, field collections trips and visits to various industrial establishments will be conducted only after obtaining written permission from the principal.
2. Request for arranging picnics/trips should be made in the proforma provided for this purpose. All picnics/trips will be permitted only if a suitable number of teachers accompany the students. Lady students will be permitted to join the trips / Picnic only if a lady member of the teaching staff accompanies them.
3. Class "Social" and "Get Together" may be permitted provided the Principal is satisfied that such function is being organized under the guidance / supervision of a staff member and the function does not disturb the normal teaching schedule of the college.

ANNUAL FESTIVALS AND OTHER FUNCTIONS

The College celebrates its Annual Festival & other functions as given below:

- Independence Day Celebration and "NCC Parade" – 15th August.
- Founder's Day - 7th September.
- Vidyarthi Vyapari Peth - December
- Dayanadotsav - December
- Festival of Indian Games - Last week of December.
- Annual Sports Day - January
- Annual Prize Distribution - January
- Republic Day - 26th January
- Rishi Bodh Day - Mahashivratri Day
- Alumni Meet - April

