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## ***ABOUT COLLEGE, GOALS AND MISSION***

Dapoli Urban Bank Senior Science College, Dapoli emerged as a prime institution catering to the aspirations of students of this region. Established in 1996, by Dapoli Education Society, it spearheaded progressively to 800+ students on roll, with best infrastructure, committed teaching and non-teaching staff and ever-enthusiastic student fraternity.

The Trustees of Dapoli Education Society had a dream of creating an “Island of Knowledge” in Dapoli. The local cooperative bank ‘Dapoli Urban Bank’ gave a generous donation to Dapoli Education Society for the construction of College building. The college is devoted to the cause of quality education with special emphasis on value and character and hence takes pride in promoting overall development of youths.

### ***VISION STATEMENT:***

To provide quality higher education, the prime element of regional and national development and to embed moral & ethical virtues in order to develop the local youth to prove themselves globally.

### ***GOAL & OBJECTIVE:***

To spread Science education quantitatively and qualitatively in Dapolitahesil& its vicinity.

### ***MISSION STATEMENTS:***

1. To equip and empower students with relevant knowledge, competence and creativity to face global challenges.
2. To endow the students through participation in curricular, co-curricular, extracurricular and extension activities.
3. To inculcate values based on real life education.

### ***AFFILIATION AND ACCREDITATION:-***

College is permanently affiliated to University of Mumbai. The college has also received 2f and 12B status from University Grants Commission (UGC). The College was assessed for Accreditation in September 2004 (1<sup>st</sup> cycle) by the National Assessment and Accreditation Council (NAAC) set up by UGC and was awarded **B** grade (73%), “**B**” grade was awarded in February 2012 (2<sup>st</sup> cycle) with **CGPA 2.72/4.0** & “**B++**” in March 2019 (3<sup>rd</sup> cycle) with **CGPA 3.003/4.0**.

### ***OUR RESPONSIBILITIES TOWARDS LEARNERS.....***

- ✚ To offer programmes those fulfilling goals and objectives of college
- ✚ To provide clear and detailed information about admission process, fees, rules & regulations etc.
- ✚ To use feedback from learners to review & conduct programmes smoothly
- ✚ To facilitate effective execution of teaching learning evaluation
- ✚ To monitor learner continuously during programme period
- ✚ To respect the right and dignity of the student in expressing his/her opinion
- ✚ To deal impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- ✚ To encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- ✚ To aid students to develop an understanding of our national heritage and national goals

### ***OUR EXPECTATIONS FROM LEARNERS.....***

- ✚ To contribute college for realization of goals and objectives by participating in all college activities
- ✚ To understand teaching learning strategies of the college
- ✚ To get acquainted programmes, admission policies, rules & regulation of college, internal & external evaluation system.
- ✚ To follow time schedule consistently
- ✚ To make optimum use of learning resources, library and other facilities in the college.
- ✚ To be familiar with feedback system.
- ✚ To leave college as dignified, worthy alumni

## *HIGHLIGHTS OF THE COLLEGE*

The College is ideally located at the centre of Dapoli city, right back to S.T Bus stand (5 minutes of walking distance) on a spacious campus. The College is having hi-tech Laboratories, modern Library, an auditorium with all modern facilities like audio video devices and well equipped Gymkhana with multi-gymnasium. Internet facility is also available to the students and faculty in library, laboratories and staff rooms.

The college has a vibrant work culture and a holistic approach to quality education is encouraged. The simultaneous development of the intellectual, physical, cultural and emotional sides of students is achieved through various academic, co-curricular and extra-curricular activities.

### *ACADEMICS*

The results are always been on much higher sides both qualitatively and quantitatively. College provides good environment to the teachers for research resulting various research projects from different agencies namely University of Mumbai, University Grants Commission. Nearly 17 teachers received grants for Minor Research Projects from University of Mumbai; 06 teachers were awarded Minor Research Project from University Grants Commission. The college is running soil consultancy services to farmers from Ratnagiri district and to agriculture department of Government of Maharashtra.

### *MILESTONES IN THE DEVELOPMENT OF COLLEGE*

- Opening of Science UG Courses-1996
- NAAC phase I 2004 ('B' grade with 73% )
- Temporary affiliation up to 2005
- Permanent affiliation from 2005
- Salary grants from 2006
- Opening of PG Course 2007
- UGC 2f/12B status from 2008
- NAAC phase II 2012 ('B' grade with CGPA 2.72/4.00)
- Opening of Commerce UG Courses- 2012
- Best College Award of University of Mumbai (2016-2017)
- NAAC phase II 2012 ('B' grade with CGPA 2.72/4.00)
- NAAC phase III 2019 ('B++' grade with CGPA 3.003/4.00)

### ***WORK SCHEDULE OF THE COLLEGE***

Lectures and Practicals are arranged between 7.30 a.m. to 5.00 p.m. Practicals are held in batches. The College Administrative Office hours are from 10.00 a.m. to 5.30 p.m. Office counters & cash transactions are allowed strictly between 10.00 a.m. to 01.30 p.m. except on Sunday. However, changes, if any in the timings are to be notified.

### ***GOVERNING COUNCIL, LOCAL MANAGING COMMITTEE, IQAC AND STAFF***

#### ***DAPOLI EDUCATION SOCIETY***

#### ***(MANAGEMENT COMMITTEE 2023-2027)***

|    | <b>Name</b>                        | <b>Designation</b>   |
|----|------------------------------------|----------------------|
| 1  | Shri. Mukund Manohar Chitale       | President            |
| 2  | Mr. Shreeram Ganapat Majalekar     | Vice president (Sr.) |
| 3  | Dr. Sachin Mohan Gujar             | Vice president (Jr.) |
| 4  | Dr. Vinod Vinayak Joshi            | Secretary            |
| 5  | Shri. Nilesh Jayant Jalgaonkar     | Joint-Secretary      |
| 6  | Mr. Sameer Vasant Gandhi           | Trustee              |
| 7  | Shri. Anand Madhukar Karmarkar     | Trustee              |
| 8  | Dr. Prasad Avdhut Karmarkar        | Chairman             |
| 9  | Shri. Dinesh Jayanand Nayak        | Vice-Chairman        |
| 10 | Shri. Ravindra Rajaram Kalekar     | Member               |
| 11 | Shri. Shrikant Shivaji Nijampurkar | Member               |
| 12 | Ad. Vijayshingh Chandrakant Pawar  | Member               |
| 13 | Shri. Nitin Narayan Shinde         | Member               |
| 14 | Shri. Mohan Raghunath Shigwan      | Member               |
| 15 | Shri. Ashok Tulshiram Jadhav       | Member               |
| 16 | Shri. Mihir Dipak Mahajan          | Member               |
| 17 | Shri. Uday Madhav Vaidya           | Member               |
| 18 | Shri. Shreyas Shrikant Kakirde     | Member               |
| 19 | Smt. Smita Ramesh Surve            | Member               |
| 20 | Smt. Arya Rhushikesh Bhagwat       | Member               |

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

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. The college has constituted IQAC which is functional in developing a system for conscious, consistent and catalytic improvement in the overall performance of institutions

**Objective: The primary aim of IQAC is**

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

**College Internal Quality Assurance Cell (IQAC)**

| <b>Sr. No.</b> | <b>Name</b>                            | <b>Position</b>                      |
|----------------|--|--------------------------------------|
| 1              | Dr. S. P. Jagdale                      | Chairman                             |
| 2              | Mr.SaurabhBodas                        | Management Representative            |
| 3              | Dr.SubhashChavan                       | Nominee from local society           |
| 4              | Mr.RavindraPrabhudesai                 | Nominee From Industry                |
| 5              | Dr.MangeshJatkar                       | Nominee From Stakeholders            |
| 6              | Mr.SantoshVichare                      | Nominee From Employer                |
| 7              | Dr. R. L. Ghalme                       | Coordinator IQAC                     |
| 8              | Dr. G.B. Sathe                         | Members<br>(from Teaching Staff)     |
| 9              | Dr. R. S. More                         |                                      |
| 10             | Dr.Mrs. G. S. Gore                     |                                      |
| 11             | Mr. K. V. Gandhi                       |                                      |
| 12             | Dr. V. P. Masal                        |                                      |
| 13             | Mr.S. S. Marathe                       |                                      |
| 14             | Mrs. N. J. Jagtap                      |                                      |
| 15             | Dr. B. A. Yamgar                       |                                      |
| 16             | Mr.Roshan R. Raut                      | Members<br>(from Non-Teaching Staff) |
| 17             | General Secretary,<br>Students Council | Member (from Students)               |
| 18             | Mr.Ketan S. Shigwan                    | Member (from Alumni)                 |

### College Development Committee (CDC) (2023-2027)

| Sr. No. | Designation                              | Name  |
|---------|--|---|
| 01      | Chairperson of the Management (Chairman) | Dr. Prasad A.Karmarkar  |
| 02      | Secretary of Management                  | Dr. VinodV.Joshi  |
| 03      | Head nominated by Principal              | Dr.G.B.Sathe  |
| 04      | Teachers Member                          | Dr.VikramP.Masal<br>Shri. SantoshS.Marathe<br>Smt. Nanda B.Jagtap                           |
| 05      | One Member from Non-Teaching Staff       | Shri. PrakashR.Shigwan  |
| 06      | Four Members nominated by Management     | Shri. ArunM.Gandhi<br>Dr.SubhashChavan<br>Smt. Nasira I Parkar<br>Adv. VidyabhushanV.Vaidya |
| 07      | Coordinator of IQAC                      | Dr.RaghunathL.Ghalme  |
| 08      | Secretary of Students Council            | General Secretary   |
| 09      | Principal of College (Member Secretary)  | Dr.SandeshP.Jagdale   |

### TEACHING FACULTY (AY-2022-2023)

Principal- Dr. S. P. Jagdale M.Sc., Ph.D.

#### Department of Chemistry

|    |                    |                                |                                   |
|----|--------------------|--------------------------------|-----------------------------------|
| 1  | Dr. G. B. Sathe    | <b>Head&amp;Vice-Principal</b> | M.Sc.,M.Phil.,Ph.D.,CSIR-NET, SET |
| 2  | Dr.Mrs.G. S.Gore   | Assistant Professor            | M.Sc., B.Ed., M.Phil., Ph.D.      |
| 3  | Mr.K. V. Gandhi    | Assistant Professor            | M.Sc., M.Phil.                    |
| 4  | Mr. S. S. Marathe  | Assistant Professor            | M.Sc., M.Phil.                    |
| 5  | Dr. B. A. Yamgar   | Assistant Professor            | M.Sc., Ph.D.                      |
| 6  | Dr.M. N. Lad       | Assistant Professor            | M.Sc., Ph. D                      |
| 7  | Miss. P. P. Potkar | Assistant Professor            | M.Sc.                             |
| 8  | Mr. S. S. Kadam    | Assistant Professor            | M.Sc.                             |
| 9. | Miss. N. M. Gandhi | Assistant Professor            | M.Sc., SET, B.Ed.                 |
| 10 | Mr. T. P. Mehta    | Assistant Professor            | M.Sc.                             |

#### Department of Botany

|   |                    |                     |                              |
|---|--------------------|---------------------|------------------------------|
| 1 | Dr. R. L. Ghalme   | <b>Head</b>         | M.Sc., B.Ed., M.Phil., Ph.D. |
| 2 | Dr. V. P. Masal    | Assistant Professor | M.Sc., B.Ed., M.Phil., Ph.D. |
| 3 | Mr.A. V. Mulukh    | Assistant Professor | M.Sc., B. Ed.                |
| 4 | Miss. S.M. Awale   | Assistant Professor | M.Sc.B. Ed.                  |
| 5 | Miss D.V.Nagavekar | Assistant Professor | M.Sc., SET                   |

### *Department of Zoology*

|   |                   |                     |                        |
|---|-------------------|---------------------|------------------------|
| 1 | Dr. S. P. Jagdale | <b>Principal</b>    | M.Sc., Ph.D.           |
| 2 | Dr. R. S. More    | <b>Head</b>         | M.Sc., M.Phil., Ph. D. |
| 3 | Mrs. N. B. Jagtap | Assistant Professor | M.Sc., B. Ed., M.Phil. |
| 4 | Mr. S. R. Temkar  | Assistant Professor | M.Sc.                  |
| 5 | Miss S.M.Depolkar | Assistant Professor | M.Sc.                  |
| 6 | Miss J.A. Arai    | Assistant Professor | M.Sc.                  |

### *Department of Physics*

|   |                      |                     |                |
|---|----------------------|---------------------|----------------|
| 1 | Prof. D. D. Kulkarni | <b>Head</b>         | M.Sc., M.Phil. |
| 2 | Mr.A.A.Nandiskar     | Assistant Professor | M.Sc., B.Ed.   |
| 3 | Mr. V. R. Joshi      | Assistant Professor | M.Sc., B.Ed.   |

### *Department of Microbiology*

|   |                        |                     |       |
|---|------------------------|---------------------|-------|
| 1 | Miss. P. S. Salvi      | <b>Head</b>         | M.Sc. |
| 2 | Miss N.N.Bandarkar     | Assistant Professor | M.Sc. |
| 3 | Miss F.A.K. Chiplunkar | Assistant Professor | M.Sc. |
| 4 | Miss S.S.Khanvilkar    | Assistant Professor | M.Sc. |

### *Department of Computer Science*

|   |                   |                     |       |
|---|-------------------|---------------------|-------|
| 1 | Mr. S. S. Dongare | <b>Head</b>         | M.Sc. |
| 2 | Mr. S. S. Salvi   | Assistant Professor | M.Sc. |
| 3 | Mrs. S.S.Pawar    | Assistant Professor | M.Sc. |
| 4 | Miss N.S.Mahadik  | Assistant Professor | M.Sc. |

### *Department of Commerce*

|   |                     |                       |  |
|---|---------------------|-----------------------|--|
| 1 | Mrs. J. A. Chougale | <b>Head, Commerce</b> | M.Com.(A/C),M.A.(Economics),M.Phil.,G.D.C.A. |
| 2 | Mrs. S. D. Khupate  | Commerce              | M. Com., M.Phil.,G.D.C.A.                    |
| 3 | Miss S.S.Salgaonkar | Commerce              | M. Com., G.D.C.A.                            |
| 4 | Miss R.M.Joshi      | Commerce              | M, Sc. SET                                   |
| 5 | Miss R.V.Dalvi      | Commerce              | MBA, DLL                                     |

### *Department of Environmental Sciences*

|   |                   |                     |       |
|---|-------------------|---------------------|-------|
| 1 | Mrs. A. A.Mohite  | <b>Head</b>         | M.Sc. |
| 2 | Mr. A.V.Sutar     | Assistant Professor | M.Sc. |
| 3 | Miss A. U.Mahajan | Assistant Professor | M.Sc. |

### *Library/Mathematics/Foundation Course/Sports*

|   |                      |                 |                          |
|---|----------------------|-----------------|--------------------------|
| 1 | Smt. K. R. Parchure  | Librarian       | B. Sc., M. Lib. M. Phil. |
| 2 | Mr. R. Y. Virkar     | Mathematics     | M. Sc., B.Ed.            |
| 3 | Mrs. N.N.Bhadavalkar | Sports Director | M.A., M. P. Ed           |

***NON-TEACHING STAFF***  
***Administrative & Library Staff***

|   |                     |                   |         |
|---|---------------------|-------------------|---------|
| 1 | Mr. S. S. Bam       | Head Clerk        | Office  |
| 2 | Mrs. S. U. Phadake  | Senior Clerk      | Office  |
| 3 | Smt. R. R. Kadam    | Junior Clerk      | Office  |
| 4 | Mr. R. R. Raut      | Junior Clerk      | Office  |
| 5 | Mrs. M. P. Pradhan  | Library Assistant | Library |
| 6 | Mr. P. R. Shigwan   | Library Attendant | Library |
| 7 | Mr. S. B. Gaikwad   | Peon              | Office  |
| 8 | Mr. A. S. Ghosalkar | Peon              | Office  |
| 9 | Mr.R.H.Salvi        | Peon              | Office  |

***Laboratory/Library Staff***

|    |                     |                      |                           |
|----|---------------------|----------------------|---------------------------|
| 1  | Mr. S. S. Pawar     | Laboratory Assistant | Chemistry(UG), Physics    |
| 2  | Mr. V. S. Jadhav    | Laboratory Assistant | Biological Sciences       |
| 3  | Mr. M.H.Thik        | Laboratory Assistant | Chemistry (PG)            |
| 4  | Mr. M. B. Sanas     | Laboratory Attendant | Chemistry                 |
| 5  | Mr. K. G. Virnak.   | Laboratory Attendant | Chemistry                 |
| 6  | Mr.Y. S. Pawar      | Laboratory Attendant | Physics, Computer Science |
| 7  | Mr. S. C. Shinde    | Laboratory Attendant | Botany                    |
| 8  | Mr. O.A.Padyal      | Library Attendant    | Library                   |
| 9  | Mr. N. M. Karjivkar | Laboratory Attendant | Chemistry                 |
| 10 | Smt. M. T. Yedekar  | Laboratory Attendant | Microbiology              |
| 11 | Mr. R. T. Misal     | Laboratory Attendant | Zoology                   |
| 12 | Mr. R. S. Kadam     | Laboratory Attendant | Zoology                   |
| 13 | Mr. M. V. Chavan    | Laboratory Attendant | Botanical Garden          |



**COURSES OFFERED:**

Medium of instruction is English for all subjects. However for Foundation Course, if students desire, they are allowed to write their answers in Marathi.

***I) UNDERGRADUATE (SCIENCE):***

| F. Y. B. Sc. (7 Papers) |  | S. Y. B. Sc. (7 Papers) |   | T. Y. B. Sc. (5 Papers)      |                                     |
|-------------------------|--|-------------------------|---|------------------------------|-------------------------------------|
| Compulsory (1 Paper)    | Optional Combination   | Compulsory (1 Paper)    | Optional Combination  | Major Subject (4 Papers)     | Applied Component (1 Paper)         |
| Foundation Course       | 1. Chemistry<br>2. Physics<br>3. Maths<br><b>(2 Papers for each subject)</b>       | Foundation Course       | 1. Chemistry<br>2. Physics<br><b>(3 Papers for each subject)</b>      | Chemistry                    | Pharmaceutical Chemistry & Dyestuff |
|                         | 1. Chemistry<br>2. Botany<br>3. Zoology<br><b>(2 Papers for each subject)</b>      |                         | 1. Chemistry<br>2. Botany<br><b>(3 Papers for each subject)</b>       | Botany                       | Horticulture & Gardening            |
|                         | 1. Chemistry<br>2. Botany<br>3. Microbiology<br><b>(2 Papers for each subject)</b> |                         | 1. Chemistry<br>2. Zoology<br><b>(3 Papers for each subject)</b>      | Zoology                      | Fishery Sciences                    |
|                         |  |                         | 1. Chemistry<br>2. Microbiology<br><b>(3 Papers for each subject)</b> | Microbiology                 | Biotechnology                       |
|                         |  |                         | Physics   | Electronic & Instrumentation |                                     |
| Soft Skills             | Computer Science<br><b>(6 Papers)</b>  | Soft Skills             | Computer Science<br><b>(6 Papers)</b>                                 | Computer Science             | Web Designing                       |

**Note:** Once admission is sought to any class for a particular subject or subject combinations, change will be granted only with the permission of the Principal, with valid reason and according to availability of seats.

## II) UNDERGRADUATE (COMMERCE):

| F. Y. B. Com (7 Papers)   | S. Y. B. Com (7 Papers)   | T. Y. B. Com (6 Papers)   |
|---|---|---|
| <p align="center"><b>Semester-I</b></p> <ol style="list-style-type: none"> <li>1. Foundation Course – I</li> <li>2. Business Communication-I</li> <li>3. Business Economics – I</li> <li>4. Environmental Studies-I</li> <li>5. Mathematical and Statistical Techniques -I</li> <li>6. Accountancy and Financial Management Paper – I</li> <li>7. Commerce – I</li> </ol> <p align="center"><b>Semester - II</b></p> <ol style="list-style-type: none"> <li>1. Foundation Course – II</li> <li>2. Business Communication-II</li> <li>3. Business Economics – II</li> <li>4. Environmental Studies-II</li> <li>5. Mathematical and Statistical Techniques -II</li> <li>6. Accountancy and Financial Management Paper – II</li> <li>7. Commerce – II</li> </ol> | <p align="center"><b>Semester-III</b></p> <ol style="list-style-type: none"> <li>1. Foundation Course Paper – III</li> <li>2. Business Economics Paper – III</li> <li>3. Accountancy and Financial Management Paper – III</li> <li>4. Business Law-I</li> <li>5. Commerce – III</li> <li>6. Financial Accounting and Auditing: Management Accounting-IV</li> <li>7. Advertising-I</li> </ol> <p align="center"><b>Semester-IV</b></p> <ol style="list-style-type: none"> <li>1. Foundation Course – IV</li> <li>2. Business Economics – IV</li> <li>3. Accountancy and Financial Management – V</li> <li>4. Business Law-II</li> <li>5. Commerce – III</li> <li>6. Financial Accounting and Auditing: Auditing-VI</li> <li>7. Advertising-II</li> </ol> | <p align="center"><b>Semester-V</b></p> <ol style="list-style-type: none"> <li>1. Financial Accounting and Auditing: Financial Accounting-VII</li> <li>2. Financial Accounting and Auditing: Cost Accounting-VIII</li> <li>3. Commerce-V</li> <li>4. Business Economics-V</li> <li>5. Direct Tax</li> <li>6. Marketing Research-I</li> </ol> <p align="center"><b>Semester-VI</b></p> <ol style="list-style-type: none"> <li>1. Financial Accounting and Auditing: Financial Accounting-IX</li> <li>2. Financial Accounting and Auditing: Cost Accounting-X</li> <li>3. Commerce-VI</li> <li>4. Business Economics-VI</li> <li>5. Indirect Tax</li> <li>6. Marketing Research-II</li> </ol> |

## III) UNDERGRADUATE (BMS):

| F. Y. B.M.S (7 Papers)   | S. Y. B.M.S. (7 Papers)   | T. Y. B.M.S. (6 Papers)  |
|--|---|--|
| <p align="center"><b>Semester-I</b></p> <ol style="list-style-type: none"> <li>1. Introduction to financial Accounts</li> <li>2. Business Law</li> <li>3. Business Statistics</li> <li>4. Business Communication-I</li> <li>5. Foundation Course-I</li> <li>6. Foundation of Human Skills</li> <li>7. Business Economics-I</li> </ol> <p align="center"><b>Semester-II</b></p> <ol style="list-style-type: none"> <li>1. Principle of Marketing</li> <li>2. Industrial Law</li> <li>3. Business Mathematics</li> <li>4. Business Communication-II</li> <li>5. Foundation Course-II</li> <li>6. Business Environment</li> <li>7. Principle of Management</li> </ol> | <p align="center"><b>Semester-III</b></p> <ol style="list-style-type: none"> <li>1. Basic of financial services</li> <li>2. Equity and Debt Market</li> <li>3. Information technology in Business Management-I</li> <li>4. Environmental Management</li> <li>5. Business Planning and Entrepreneurial management</li> <li>6. Accounting and managerial Decisions</li> <li>7. Strategic Management</li> </ol> <p align="center"><b>Semester-IV</b></p> <ol style="list-style-type: none"> <li>1. Financial Institution and Market</li> <li>2. Auditing</li> <li>3. Information technology and Business Management –II</li> <li>4. Business Economics –II</li> <li>5. Business Research Methods</li> <li>6. Ethics and Governance</li> <li>7. Product and Total Quality Management</li> </ol> | <p align="center"><b>Semester-V</b></p> <ol style="list-style-type: none"> <li>1. Investment analysis and portfolio management</li> <li>2. Wealth Management</li> <li>3. Strategies Financial management</li> <li>4. Risk Management</li> <li>5. Logistic and Supply Chain Management</li> <li>6. Project Work-I</li> </ol> <p align="center"><b>Semester-VI</b></p> <ol style="list-style-type: none"> <li>1. International Finance</li> <li>2. Innovative financial service</li> <li>3. Project Management</li> <li>4. Risk Management in Banking Sector</li> <li>5. Operation research</li> <li>6. Project Work - II</li> </ol> |

***IV) POST GRADUATE (SCIENCE) (BY PAPERS):***

|                   |                      |                         |                           |              |
|-------------------|----------------------|-------------------------|---------------------------|--------------|
| Organic Chemistry | Analytical Chemistry | Botany (Plant Taxonomy) | Zoology (Fishery Science) | Microbiology |
| 40 Seats          | 20 Seats             | 20 Seats                | 20 Seats                  | 20 Seats     |

***V) POST GRADUATE (COMMERCE) (BY PAPERS):***

|          |
|----------|
| Commerce |
| 60       |

***VI) POST GRADUATE (SCIENCE) (BY RESEARCH)***

|                   |          |
|-------------------|----------|
| Organic Chemistry | Botany   |
| 05 Seats          | 07 Seats |

***VII PH. D. PROGRAMME (SCIENCE)***

|           |          |          |
|-----------|----------|----------|
| Chemistry | Botany   | Zoology  |
| 10 Seats  | 08 Seats | 06 Seats |

### ***VIII) Skill ORIENTED ADD-ON COURSE Certificate Courses:***

Globalisation of education and economy has led the University Grants Commission (UGC) to re-orient and reshape its policies and programmes to make the current Indian Higher Education System more relevant and career-oriented with focus on quality and excellence. It is envisaged that professionally qualified graduates with a sound knowledge of their core disciplines and expertise in a concerned skill will have more openings in service, industry and self-employment sectors..

The scheme was designed to ensure that graduates who pass out after completing these courses would have knowledge, skills and aptitude for gainful employment in the wage sector in general and self-employment in particular. The UGC has introduced a flexible system of certificate/diploma/advanced diploma programme, which run parallel to the conventional B.A., B.Com. and B.Sc. degrees.

The college has successfully completed such add-on courses in the past. From last three years Physics Department of our college is conducting such on year certificate course which is sponsored by UGC.

#### **List of certificate courses conducted by college:**

| Subject          | Name of Certificate Course           | Seats    |
|------------------|--------------------------------------|----------|
| Physics          | Semiconductor Devices and Technology | 24 Seats |
| Microbiology     | Food Microbiology                    | 24 Seats |
| Zoology          | Medical Laboratory Technology        | 24 Seats |
| Botany           | Applied Botany                       | 24 Seats |
| Commerce         | Financial Management                 | 24 Seats |
| Chemistry        | Chemistry                            | 40 Seats |
| Computer Science | Web Designing                        | 24 Seats |

## *PROGRAMME OUTCOMES*

### *BACHELOR OF SCIENCE (B.SC.)*

#### **PO-1. CRITICAL THINKING**

The curriculum is designed in such way that students should acquire an ability to observe accurately and objectively. They should be able to solve the problems and also think scientifically, independently and draw rational conclusions.

#### **PO-2. SCIENCE COMMUNICATION**

Curriculum empowers communication skills in science which further enhances easy spread of scientific knowledge in the society.

#### **PO3 SOCIAL INTERACTIONS**

Students acquire national integration, community harmony, gender equality and nationalism which inculcate harmonized social interaction. Made aware of environment related issues.

#### **PO-4 EFFECTIVE CITIZENSHIP**

Students acquire attributes of good citizens with certain ethics, made aware of environmental issues its management and planning.

#### **PO-5 ALLROUND PERSONALITY**

Students develop as all-round individuals possessing variety of values and skills conferred by extracurricular activities.

### *MASTER OF SCIENCE (M.Sc.)*

#### **PO-1. CRITICAL THINKING**

The curriculum is designed in such way that students should acquire an ability to observe accurately and objectively. They should be able to solve the problems and also think scientifically, independently and draw rational conclusions.

#### **PO-2. SCIENCE COMMUNICATION**

Curriculum empowers communication skills in science which further enhances easy spread of scientific knowledge in the society.

#### **PO-3 SOCIAL INTERACTIONS**

Students acquire national integration, community harmony, gender equality and nationalism which inculcate harmonized social interaction.

#### **PO-4 EFFECTIVE CITIZENSHIP**

Students acquire attributes of good citizens with certain ethics, made aware of environmental issues its management and planning.

## **PO-5 ALLROUND PERSONALITY**

Students develop as all-round individuals possessing variety of values and skills conferred by extracurricular activities.

**PO-6** - Integration of convergent and divergent thinking ability, which makes the students to differentiate between myth and realities and enable to develop new solutions for problems

**PO-7** - Students acquaint with research attitude and able to find out research problems. They understand global, environmental and ethical issues by interdisciplinary kind of research

**PO-8** - Students instill baseline thinking required for employment and entrepreneurship.

**PO-9** - Students acquire skills in handling scientific instruments, planning and performing scientific experiments.

## *BACHELOR OF COMMERCE (B.COM.)*

**PO-1**- To create for the students of the University of Mumbai an additional avenue of selfEmployment and also to benefit Industry by providing them with suitably trained persons In the field of Accounting & Finance

**PO-2** - To prepare students to exploit opportunities being newly created in the accounting & Finance field.

**PO-3**- To inculcate training & practical approach by using modern technology amongst theStudents in the field of Accounting & Finance.

**PO-4** - To give adequate exposure to the operational environment in the field of accounting & Finance.

**PO-5** - To understand writing skills and Business correspondence.

**PO-6**- To provide a platform for overall development of students and develop knowledge level and awareness of students about Recent Trends of World.

## *BACHELOR OF MANAGEMENT STUDIES (BMS)*

**PO-1**- To create for the students of the University of Mumbai an additional avenue of self Employment and also to benefit Industry by providing them with suitably trained persons In the field of management and Finance

**PO-2**- To prepare students to exploit opportunities being newly created in the management of corporate sector field.

**PO-3** - To inculcate training & practical approach by using modern technology amongst the Students in the field of management & Finance

**PO-4** - To give adequate exposure to the operational environment in the field of management & Finance

**PO-5** - To understand writing skills and Business correspondence

**PO-6** - To provide a platform for overall development of students and develop knowledge level and awareness of students about Recent Trends of World

### *MASTER OF COMMERCE (M.COM.)*

**PO-1**- To create for the students of the University of Mumbai an additional avenue of self Employment and also to benefit Industry by providing them with suitably trained persons In the field of Accounting, Finance and research.

**PO-2** - To prepare students to exploit opportunities being newly created in the accounting & Finance field

**PO-3** - To inculcate training & practical approach by using modern technology amongst the Students in the field of Accounting & Finance

**PO-4** - To give adequate exposure to the operational environment in the field of accounting & Finance

**PO-5** - To understand writing skills and Business correspondence

**PO-6** - To provide a platform for overall development of students and develop knowledge level and awareness of students about Recent Trends of World

## **ADMISSIONS & ELIGIBILITY:**

### **COMMENCEMENT OF ADMISSIONS:**

In general, admission to various classes will start immediately after the declaration of the results of the relevant Board / College / University examination- as per the notification from authorities.

### **RIGHT TO ADMISSION:**

The right to admission is left to the discretion of the Principal. Admission is as per merit and other norms as laid down by the University, Government or the Management, from time to time. The Principal reserves the right to amend / modify the guidelines regarding admission as and when such amendments / modifications are received from the Government / University or the Management as the case may be. This will be notified on the College Notice Board at the time of admission.

### **DOCUMENTS TO BE SUBMITTED:**

1. The Original Statements of marks of the previous qualifying examination passed by student, along with two photocopies attested by a competent authority.
2. For reserved category student, Caste validity certificates in original with one attested photo copy.
3. Original certificate of Freedom Fighter, Ex-servicemen, Defense Employees, Handicapped, Natural calamity affected etc.(if applicable).
4. No Objection Certificate (NOC) from the Principal of the College last attended & Enrolment number from the previous college for S.Y.B.Sc. & T.Y.B.Sc. Students.
5. School Leaving Certificate in original with one attested photo copy of the same (applicable only to the Students of other Colleges desirous of joining our College).

### **ELIGIBILITY FOR ADMISSION TO FIRST YEAR:**

For admission to First year Science and Commerce, the student should have passed the standard XII examination conducted by the Maharashtra State Board of Secondary and Higher Secondary education or an examination recognized as equivalent with subjects as may be specified by the University.

Note: i) Students who have passed XII Arts and Commerce will not be admitted to F.Y.B.Sc. & ii) Students who have passed XII Science or Commerce will be admitted to F.Y.B.Com.

### **ELIGIBILITY FOR STUDENTS COMING FROM MCVC STREAM:**

Students, passing the HSC (Std XII) examination with the MCVC stream, shall be eligible for admission to F.Y.B.Sc. for certain subject combinations only, depending on their subjects of the MCVC stream as specified in the following table.

| <b>Sr. No.</b> | <b>MCVC Group</b>            | <b>Any one of the following subjects combination to be offered at F. Y. B. Sc.</b> |
|----------------|------------------------------|--|
| 1              | Engineering Technology Group | 1. Chemistry, Physics, Mathematics   |
| 2              | Agriculture Group            | 1. Chemistry, Botany, Zoology<br><b>OR</b><br>2. Chemistry, Botany, Microbiology   |



## ***SCHEME OF EXAMINATION AND EVALUATION (UG COURSES)***

### ***Rules for Choice Based Credit System (CBCS)***

Examinations are held by the affiliated colleges on behalf of University of Mumbai. Introduction of ten point choice based credit system for F.Y. classes came into effect from June 2016-17.

| Faculty                              | Sem I | Sem II | Sem III | Sem IV | Sem V | Sem VI | Total Credits |
|--------------------------------------|-------|--------|---------|--------|-------|--------|---------------|
| Bachelor of Science (B. Sc. )        | 20    | 20     | 20      | 20     | 20    | 20     | 120           |
| Bachelor of Commerce (B.Com.)        | 20    | 20     | 20      | 20     | 20    | 20     | 120           |
| Bachelor of Management Studies (BMS) | 20    | 20     | 20      | 20     | 20    | 20     | 120           |

The performance of the learners shall be evaluated as follows:

Semester end examination of 100 marks by way of conducting the theory examination (**From academic year 2016-17**)

#### ***Standard of Passing:***

To pass a course, a learner must score total 40 out of 100 marks in the Semester End Exam. For practical courses a learner is required to score 40% marks in each semester.

| % Marks      | Grade Point | Grade            | Performance   |
|--------------|-------------|------------------|---------------|
| 80 & above   | 10          | O                | Outstanding   |
| 70 to 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 |             | F (Unsuccessful) | Fail          |

### ***Rules and Procedure for providing Photo/Xerox of assessed answer-book/s:***

1. The Facility of obtaining Photo/Xerox copy/ies of assessed and/or moderated answer book/s by the examinee is extended with a view to bring transparency in the examinations system and its ensure its credibility.
2. This facility, thus provided, shall be for theory papers only of all the examinations conducted by the University in the current session.
3. Under these rules applying for Photo/Xerox copy/ies of answer-books shall not be permitted in respect of: The scripts of practical examination / sessional work / project work / dissertation / internal assessment / term work (including theory part) and in a Viva voce / oral / practical examinations. However within seven (07) working days from the date of declaration of the results or on issue of the statement of marks by the college the candidate shall be allowed to apply in the prescribed format for the head wise internal split of his marks obtained at such examinations along with payment of non-refundable fee of Rs.100/ by cash or D.D. drawn in favour of the Principal of the respective college to which the candidate has registered for the said course ; and the provision of Rule 10 to Rule 24 shall be applicable mutatis mutandis, to the extent they shall be applicable, for supply of the head wise internal split of the marks, except that of apply for revaluation.
4. The Photo/Xerox copy/ies shall be sought by submission of application in the prescribed form along with the non-refundable fee of Rs. 100/- per answer book by the examinee. The said fee shall be remitted by cash or D.D. drawn in favour of the Principal of respective colleges to which the candidate belongs or through which the candidate has submitted the examination form. The examinees belonging to the reserved categories shall be granted 50% concession in fee.
5. The prescribed application form for obtaining Photo/Xerox copy/ies of answer book shall have to filled and signed by the applicant examinee only and shall be submitted to the respective college to which the candidate belongs or through which the candidate has submitted the examination form within seven (07) working days from the date of the declaration of result of the examination or receipt of the statement of marks by the college/institute whichever is later.
6. Incomplete application forms shall be rejected without assigning any reason whatsoever and the fees paid along with the application form neither shall be refunded nor will any presentation be entertained.

#### **Note:**

- a. It will be the responsibility of the college to distribute the statement of marks immediately on receipt from the University.
- b. It will also be the responsibility of the student to collect the statement of marks from the College and apply for photo/Xerox copy/ies or / and revaluation within stipulated time.
- c. No application after the due date will be entertained on any ground whatsoever.
- d. The Principal of the College will publish the last date of submission of application for photocopy of each examination on the notice board.

## ***SCHEME OF EXAMINATION AND EVALUATION (PG COURSES)***

Besides the regular B.Sc. and B.Com. Courses, the college has been recognized for following Post graduate Courses. All Post Graduate Programmes follow Credit Based Semester and Grading System (CBSGS).

1. M.Sc. Chemistry by Papers (Organic Chemistry) (40 Seats)
2. M.Sc. Chemistry by Papers (Analytical Chemistry) (20 Seats)
3. M.Sc. Chemistry by Research (Organic Chemistry) (05 Seats)
4. M. Sc. Botany by Papers (Plant Taxonomy) (20 Seats)
5. M. Sc. Zoology by Papers (Fishery Science) (20 Seats)
6. M. Sc. Microbiology by Papers (Plant Taxonomy) (20 Seats)
7. M. Com by Papers (60 Seats)
8. M.Sc. by Research (Botany) (07 Seats)
9. Ph.D. (Chemistry) (10 Seats)
10. Ph.D. (Botany) (08 Seats)
11. Ph.D. (Zoology) (06 Seats)

### ***MASTER OF SCIENCE (BY PAPERS)***

Duration- 2 Years (Four Semesters)

Eligibility- B. Sc. (in relevant subject) from recognized University

### ***SCHEME OF EXAMINATION***

Internal Assessment- **40** Marks

Semester End Assessment- **60** Marks

The performance of the learners shall be evaluated in two components:

1. Internal Assessment – 40 marks by way of continuous evaluation
  - a. Class Seminar One class tests / Case study or a combination of these-**30 Marks**
  - b. Active participation in class instructional-**05 Marks**
  - c. Overall conduct as a responsible student, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities.-**05 Marks**
2. Semester End Exam – **60 marks** by way of conducting the theory examination

### **STANDARD OF PASSING:**

To pass a course, a learner must score total 40 out of 100 marks with minimum 16 marks out of 40 in the Internal Assessment and minimum 24 marks out of 60 in the Semester End Exam. For practical courses a learner is required to score 40% marks in each semester. There will not be any internal examination for practicals.

| <b>% Marks</b> | <b>Grade Point</b> | <b>Grade</b>    | <b>Performance</b> |
|----------------|--------------------|-----------------|--------------------|
| 80.00& above   | 10                 | O               | Outstanding        |
| 70 to 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   |                    | F(Unsuccessful) | Fail               |

### **I. ORGANIC CHEMISTRY (INTAKE CAPACITY-40)**

Semester end Theory and Practical Examinations for Semester I & II

| Paper | Subject              | Duration | Marks |
|-------|----------------------|----------|-------|
| I     | Physical Chemistry   | 2.5hours | 60    |
| II    | Inorganic Chemistry  | 2.5hours | 60    |
| III   | Organic Chemistry    | 2.5hours | 60    |
| IV    | Analytical Chemistry | 2.5hours | 60    |

Semester end Theory and Practical Examinations for Semester III & IV

| Paper | Subject                             | Duration  | Marks |
|-------|-------------------------------------|-----------|-------|
| I     | Theoretical Organic Chemistry       | 2.5 hours | 60    |
| II    | Synthetic Organic Chemistry         | 2.5hours  | 60    |
| III   | Natural Products and Spectroscopy   | 2.5 hours | 60    |
| IV    | Medicinal and Bio-Organic Chemistry | 2.5hours  | 60    |

### **II. ANALYTICAL CHEMISTRY (INTAKE CAPACITY-20)**

Semester end Theory and Practical Examinations for Semester I & II

| Paper | Subject              | Duration | Marks |
|-------|----------------------|----------|-------|
| I     | Physical Chemistry   | 2.5hours | 60    |
| II    | Inorganic Chemistry  | 2.5hours | 60    |
| III   | Organic Chemistry    | 2.5hours | 60    |
| IV    | Analytical Chemistry | 2.5hours | 60    |

Semester end Theory and Practical Examinations for Semester III & IV

| Paper | Subject  | Duration               | Marks |
|-------|--|------------------------|-------|
| I     | Quality in Analytical Chemistry                          | 2.5 hours              | 60    |
| II    | Advanced Instrumental Techniques                         | 2.5 hours              | 60    |
| III   | Environmental & Certain Industrially Important Materials | 2 <sup>1/2</sup> hours | 60    |
| IV    | Pharmaceutical, Biochemical & Organic Analysis           | 2 <sup>1/2</sup> hours | 60    |

**III. BOTANY (ANGIOSPERMS & PHYTOCHEMISTRY) (INTAKE CAPACITY-20)**

Semester end Theory and Practical Examinations for Semester I & II

| Paper | Subject                        | Duration  | Marks |
|-------|--------------------------------|-----------|-------|
| I     | Plant Diversity, Cryptogames   | 2.5 hours | 60    |
| II    | Plant Diversity, Spermatophyta | 2.5 hours | 60    |
| III   | Plant Physiology               | 2.5 hours | 60    |
| IV    | Cytogenetics                   | 2.5 hours | 60    |

Semester end Theory and Practical Examinations for Semester III & IV

| Paper | Subject                        | Duration  | Marks |
|-------|--------------------------------|-----------|-------|
| I     | Techniques and Instrumentation | 2.5 hours | 60    |
| II    | Molecular Biology              | 2.5 hours | 60    |
| III   | Angiosperms & Phytochemistry   | 2.5 hours | 60    |
| IV    | Angiosperms & Phytochemistry   | 2.5 hours | 60    |

**IV. ZOOLOGY (FISHERY SCIENCE & OCEANOGRAPHY) (INTAKE CAPACITY-20)**

Semester end Theory Examinations for Semester I & II

| Paper | Subject  | Duration  | Marks |
|-------|--|-----------|-------|
| I     | Non-chordates, Chordates and their Phylogeny -I  | 2.5 hours | 60    |
| II    | Biochemistry and Metabolism - I                  | 2.5 hours | 60    |
| III   | Genetics, Evolution and Developmental Biology- I | 2.5 hours | 60    |
| IV    | Tools and Techniques in Biology - I              | 2.5 hours | 60    |

Semester end Theory Examinations for Semester III & IV

| Paper | Subject  | Duration  | Marks |
|-------|--|-----------|-------|
| I     | Basics of Industrial and Environmental Biotechnology-I | 2.5 hours | 60    |
| II    | Genetic engineering Techniques and its applications    | 2.5 hours | 60    |
| III   | General Physical, Chemical and Biological Oceanography | 2.5 hours | 60    |
| IV    | Planktonology, Fish, Fishery Science and Aquaculture   | 2.5 hours | 60    |

## V. MICROBIOLOGY (INTAKE CAPACITY-20)

Semester end Theory Examinations for Semester I

| Paper | Subject   | Duration  | Marks |
|-------|---|-----------|-------|
| I     | Molecular Genetics-I                            | 2.5hours  | 60    |
| II    | Environmental Microbiology and Sustainability   | 2.5hours  | 60    |
| III   | Biochemistry                                    | 2.5hours  | 60    |
| IV    | Medical Microbiology and Microbial Pathogenesis | 2.5 hours | 60    |

Semester end Theory Examinations for Semester I

| Paper | Subject  | Duration | Marks |
|-------|--|----------|-------|
| I     | Molecular Genetics-II                                  | 2.5hours | 60    |
| II    | Research Methodology, Bioinformatics and Biostatistics | 2.5hours | 60    |
| III   | Applied Biochemistry                                   | 2.5hours | 60    |
| IV    | Applied Immunology                                     | 2.5hours | 60    |

Semester end Theory Examinations for Semester III

| Paper | Subject                                  | Duration  | Marks |
|-------|--|-----------|-------|
| I     | Tools and Techniques in Microbiology     | 2.5hours  | 60    |
| II    | Pharmaceutical and Cosmetic Microbiology | 2.5hours  | 60    |
| III   | Cell Biology                             | 2.5hours  | 60    |
| IV    | Advances in Biotechnology                | 2.5 hours | 60    |

Semester end Theory Examinations for Semester IV

| <u>Paper</u> | <u>Subject</u>                              | <u>Duration</u> | <u>Marks</u> |
|--------------|---|-----------------|--------------|
| <u>I</u>     | Food and Food Microbiology                  | <u>2.5hours</u> | <u>60</u>    |
| <u>II</u>    | Applied Microbiology                        | <u>2.5hours</u> | <u>60</u>    |
| <u>III</u>   | Plant, Agriculture and Animal Biotechnology | <u>2.5hours</u> | <u>60</u>    |
| <u>IV</u>    | Mycology, Virology and Protozoology         | <u>2.5hours</u> | <u>60</u>    |

## VI. MASTER IN COMMERCE (M.COM) INTAKE CAPACITY-60)

Semester end Theory Examinations for Semester I & II

| Paper              | Subject   | Duration   | Marks |
|--------------------|---|------------|-------|
| <b>Semester-I</b>  |   |            |       |
| I                  | Strategic management                                | 2.00 hours | 60    |
| II                 | Economics for Business Decision                     | 2.00 hours | 60    |
| III                | Cost and Management Accounting                      | 2.00 hours | 60    |
| IV                 | Business ethics and corporate social responsibility | 2.00 hours | 60    |
| <b>Semester-II</b> |   |            |       |
| I                  | Research Methodology for Business                   | 2.00 hours | 60    |
| II                 | Macro Economic Concepts and applications            | 2.00 hours | 60    |
| III                | Corporate Finance                                   | 2.00 hours | 60    |
| IV                 | C-Commerce  | 2.00 hours | 60    |

Semester end Theory Examinations for Semester III & IV

| Paper               | Subject                        | Duration   | Marks |
|---------------------|--------------------------------|------------|-------|
| <b>Semester-III</b> |                                |            |       |
| I                   | Advanced Financial Accounting  | 2.00 hours | 60    |
| II                  | Corporate Financial Accounting | 2.00 hours | 60    |
| III                 | Direct Tax                     | 2.00 hours | 60    |
| IV                  | Project work –I                | -          | 60    |
| <b>Semester-IV</b>  |                                |            |       |
| I                   | Advanced Auditing              | 2.00 hours | 60    |
| II                  | Personal Financial Planning    | 2.00 hours | 60    |
| III                 | Indirect Tax                   | 2.00 hours | 60    |
| IV                  | Project Work-II                | -          | 60    |

### VII. M. SC. (BY RESEARCH) & PH.D. PROGRAMME:-

For admission to M. Sc.(BY Research) & Ph.D. students should contact the Principal or concerned Head of the Department. Ph. D. Programmes are offered in Botany & Zoology.

#### **Please Note:**

1. Rules of eligibility & enrolment are as per the guidelines of university of Mumbai on their website [www.mu.ac.in](http://www.mu.ac.in). It is understood that the students seeking admission are completely aware of the rules, regulation / ordinances for admission & eligibility for the course that they have applied for.
2. Confirmation of admission is subject to fulfilment of eligibility duly confirmed by the University of Mumbai.
3. The admission will be confirmed as per the merit and as per the date & time specified and only if accompanied with original documents.
4. The college will not be responsible for any lapse on part of student with regard to eligibility.



## ***FEE STRUCTURE AND REFUND OF FEES***

### ***UNIVERSITY RULES AND GUIDELINES FOR FEES, DEPOSITS ETC.***

1. Students should pay the prescribed fees in the Accounts window at the time of admission
2. Fees will be accepted in the form of DD /Bank Pay Order or by Cash (Cheque will not be accepted)
3. Students/Guardians should ensure that they obtain a stamped receipt immediately after any payment is made.
4. 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.
5. T.Y.B.Sc./T.Y.B.Com/M.Sc Examination fees must be paid on the dates prescribed by University of Mumbai/College Authorities.
6. Backward Class students who are prima facie eligible for claiming G.O.I Scholarship/Freeship and who desire to avail these concessions are not required to make the payment of fees at the time of admission. However they are required to make deposit/Enrolment fee etc. As prescribed by competent authority. Students have to submit online application for these scholarships.
7. Refundable deposits if not claimed by concerned student within three calendar years from the date, on which he/she ceases to be on the roll of the college, will lapse.
8. Deposits will not be refunded if dues (Breakage/library books etc.) to the college are not cleared by the student.
9. The fee receipt and identity card must be produced at the time of application for the refund of fees.
10. The students except those mentioned in Sr. No. 6 intending to avail of any concession should make the payment of fees for both the terms at the time of admission. If the application for fee concession is sanctioned by competent authority, the amount of fees sanctioned will be refunded only after its receipt from the competent authority. The students are advised to collect it immediately when the notice is displayed on notice board
11. If the students including backward class students fail to submit appropriate fee concession form in time or his/her claim for concession is rejected by the competent authority, he/she will lose the fee concession facility. Consequently he/she will be required to make the full payment of college fees, if not paid earlier.

**PRESCRIBED FEE STRUCTURE OF UNIVERSITY OF MUMBAI (UNDERGRADUATE SECTION)**

|    | Details                      | B.Sc (Aided) |             |                | TY (Zoology/ Physics) (Unaided) | B.Sc (Microbiology) (Unaided) |              |              | B.Sc (Computer Science) (Unaided) |              |              | B.Com (Unaided) |             |             | B.M.S. (Unaided) |              |
|----|------------------------------|--------------|-------------|----------------|---------------------------------|-------------------------------|--------------|--------------|-----------------------------------|--------------|--------------|-----------------|-------------|-------------|------------------|--------------|
|    |                              | FY           | SY          | TY (Chem/ Bot) |                                 | FY                            | SY           | TY           | FY                                | SY           | TY           | FY              | SY          | TY          | FY               | SY           |
| 1  | Tuition Fee                  | 800          | 800         | 800            | 6000                            | 6000                          | 6000         | 6000         | 16000                             | 18000        | 20000        | 3000            | 3000        | 3000        | 5000             | 5000         |
| 2  | Laboratory Fee               | 800          | 800         | 800            | 800                             | 800                           | 800          | 800          | 3000                              | 3000         | 3000         | --              | --          | --          | --               | --           |
| 3  | Gymkhana Fee                 | 400          | 400         | 400            | 400                             | 400                           | 400          | 400          | 400                               | 400          | 400          | 400             | 400         | 400         | 400              | 400          |
| 4  | Library Fee                  | 200          | 200         | 200            | 200                             | 200                           | 200          | 200          | 600                               | 600          | 600          | 200             | 200         | 200         | 300              | 300          |
| 5  | Other Fee                    | 250          | 250         | 250            | 250                             | 250                           | 250          | 250          | 250                               | 250          | 250          | 250             | 250         | 250         | 250              | 250          |
| 6  | Magazine Fee                 | 100          | 100         | 100            | 100                             | 100                           | 100          | 100          | 100                               | 100          | 100          | 100             | 100         | 100         | 100              | 100          |
| 7  | ID/Library Card              | 50           | 50          | 50             | 50                              | 50                            | 50           | 50           | 50                                | 50           | 50           | 50              | 50          | 50          | 50               | 50           |
| 8  | Group Insurance              | 40           | 40          | 40             | 40                              | 40                            | 40           | 40           | 40                                | 40           | 40           | 40              | 40          | 40          | 40               | 40           |
| 9  | Students Welfare Fund        | 50           | 50          | 50             | 50                              | 50                            | 50           | 50           | 50                                | 50           | 50           | 50              | 50          | 50          | 50               | 50           |
| 10 | Utility Fee                  | 250          | 250         | 250            | 250                             | 250                           | 250          | 250          | 250                               | 250          | 250          | 250             | 250         | 250         | 250              | 250          |
| 11 | Development Fee              | 500          | 500         | 500            | 500                             | 500                           | 500          | 500          | 500                               | 500          | 500          | 500             | 500         | 500         | 500              | 500          |
| 12 | IUSCA                        | 30           | 30          | 30             | 30                              | 30                            | 30           | 30           | 30                                | 30           | 30           | 30              | 30          | 30          | 30               | 30           |
| 13 | D.M. Cell                    | 10           | 10          | 10             | 10                              | 10                            | 10           | 10           | 10                                | 10           | 10           | 10              | 10          | 10          | 10               | 10           |
| 14 | E Charges                    | 20           | 20          | 20             | 20                              | 20                            | 20           | 20           | 20                                | 20           | 20           | 20              | 20          | 20          | 20               | 20           |
| 15 | Admission Processing         | 200          | 200         | 200            | 200                             | 200                           | 200          | 200          | 200                               | 200          | 200          | 200             | 200         | 200         | 200              | 200          |
| 16 | Enrolment Fee                | 200          | --          | --             | --                              | 200                           | --           | --           | 200                               | --           | --           | 200             | --          | --          | 200              | --           |
| 17 | E-Suvidha Fee                | 200          | 200         | 200            | 200                             | 200                           | 200          | 200          | 200                               | 200          | 200          | 200             | 200         | 200         | 200              | 200          |
| 18 | Examination Fee & Marklist   | 2195         | 2195        | 2195           | 2195                            | 2195                          | 2195         | 2195         | 2195                              | 2195         | 2195         | 2195            | 2195        | 2195        | 2195             | 2195         |
| 19 | Laboratory Deposit           | 400          | --          | --             | --                              | 400                           | --           | --           | 400                               | --           | --           | --              | --          | --          | --               | --           |
| 20 | Library Deposit              | 250          | --          | --             | --                              | 250                           | --           | --           | 250                               | --           | --           | 250             | --          | --          | 250              | --           |
| 21 | Caution Money                | 150          | --          | --             | --                              | 150                           | --           | --           | 150                               | --           | --           | 150             | --          | --          | 150              | --           |
| 22 | Computer Practical Fee       | --           | --          | --             | --                              | --                            | --           | --           | 2000                              | 2000         | 2000         | --              | --          | --          | --               | 500          |
| 23 | University NSS Fee           | 10           | 10          | 10             | 10                              | 10                            | 10           | 10           | 10                                | 10           | 10           | 20              | 20          | 20          | 20               | 20           |
| 24 | VC Fund                      | 20           | 20          | 20             | 20                              | 20                            | 20           | 20           | 20                                | 20           | 20           | 10              | 10          | 10          | 10               | 10           |
| 25 | Alumni Association           | 25           | 25          | 25             | 25                              | 25                            | 25           | 25           | 25                                | 25           | 25           | 25              | 25          | 25          | 25               | 25           |
| 26 | Convocation Fee              | --           | --          | 250            | 250                             | --                            | --           | 250          | --                                | --           | 250          | --              | --          | 250         | --               | --           |
| 27 | Project Fee/Industrial visit | --           | --          | --             | --                              | --                            | --           | --           | --                                | --           | 2000         | --              | --          | --          | --               | --           |
|    | <b>Total</b>                 | <b>7150</b>  | <b>6150</b> | <b>6400</b>    | <b>11600</b>                    | <b>12350</b>                  | <b>11350</b> | <b>11600</b> | <b>26950</b>                      | <b>27950</b> | <b>32200</b> | <b>8150</b>     | <b>7550</b> | <b>7800</b> | <b>10750</b>     | <b>10150</b> |

**Note: - The above fee structure is subject to decision of fee revision committee of University**

**PRESCRIBED FEE STRUCTURE OF UNIVERSITY OF MUMBAI (POST GRADUATE SECTION)**

|    | <b>Details</b>           | <b>MSc-I</b> | <b>MSc- II</b> | <b>MSc-I</b>                | <b>MSc- II</b> | <b>MSc-I</b>     | <b>MSc- II</b>   | <b>M.Com-I</b> | <b>M.Com-I</b> |
|----|--------------------------|--------------|----------------|-----------------------------|----------------|------------------|------------------|----------------|----------------|
|    |                          | <b>EVS</b>   | <b>EVS</b>     | <b>Botany/Zoology/Micro</b> |                | <b>Chemistry</b> | <b>Chemistry</b> |                |                |
| 1  | Tuition Fee              | 15000        | 15000          | 15000                       | 15000          | 15000            | 15000            | 6000           | 6000           |
| 2  | Laboratory Fee           | 20000        | 20000          | 15000                       | 15000          | 15000            | 15000            | --             | --             |
| 3  | Gymkhana Fee             | 400          | 400            | 400                         | 400            | 400              | 400              | 400            | 400            |
| 4  | Library Fee              | 1000         | 1000           | 1000                        | 1000           | 1000             | 1000             | 1000           | 1000           |
| 5  | Other Fee                | 250          | 250            | 250                         | 250            | 250              | 250              | 250            | 250            |
| 6  | Magazine Fee             | 100          | 100            | 100                         | 100            | 100              | 100              | 100            | 100            |
| 7  | ID/Library Card          | 50           | 50             | 50                          | 50             | 50               | 50               | 50             | 50             |
| 8  | Group Insurance          | 40           | 40             | 40                          | 40             | 40               | 40               | 40             | 40             |
| 9  | Students Welfare Fund    | 50           | 50             | 50                          | 50             | 50               | 50               | 50             | 50             |
| 10 | Utility Fee              | 250          | 250            | 250                         | 250            | 250              | 250              | 250            | 250            |
| 11 | Development Fee          | 500          | 500            | 500                         | 500            | 500              | 500              | 500            | 500            |
| 12 | IUSCA                    | 30           | 30             | 30                          | 30             | 30               | 30               | 30             | 30             |
| 13 | D.M. Cell                | 10           | 10             | 10                          | 10             | 10               | 10               | 10             | 10             |
| 14 | E Charges                | 20           | 20             | 20                          | 20             | 20               | 20               | 20             | 20             |
| 15 | Admission Processing     | 200          | 200            | 200                         | 200            | 200              | 200              | 200            | 200            |
| 16 | Registration Fee         | 1025         | --             | 1025                        | --             | 1025             | --               | 825            | --             |
| 17 | E-Suvidha Fee            | 200          | 200            | 200                         | 200            | 200              | 200              | 200            | 200            |
| 18 | Examination Fee&Marklist | 3220         | 3220           | 3220                        | 3220           | 3220             | 3220             | 3220           | 3220           |
| 19 | Laboratory Deposit       | 400          | --             | 400                         | --             | 400              | --               | --             | --             |
| 20 | Library Deposit          | 250          | --             | 250                         | --             | 250              | --               | 250            | --             |
| 21 | Caution Money            | 150          | --             | 150                         | --             | 150              | --               | 150            | --             |
| 22 | Convocation Fee          |              | 250            |                             | 250            |                  | 250              |                | 250            |
| 23 | University NSS Fee       | 20           | 20             | 20                          | 20             | 20               | 20               | 20             | 20             |
| 24 | VC Fund                  | 10           | 10             | 10                          | 10             | 10               | 10               | 10             | 10             |
| 25 | Alumni Association       | 25           | 25             | 25                          | 25             | 25               | 25               | 25             | 25             |
| 26 | Research Project Fee     | --           | --             | --                          | --             | --               | 2000             | --             | --             |
| 27 | Add on Course Fee        |              |                |                             |                |                  | 1000             |                |                |
|    | <b>Total</b>             | <b>43200</b> | <b>41625</b>   | <b>38200</b>                | <b>36625</b>   | <b>38200</b>     | <b>39625</b>     | <b>13600</b>   | <b>12625</b>   |

**Note: -** The above fee structure is subject to decision of fee revision committee of University

## *REFUND OF FEES*

The Rules (Ordinance 0.2859) 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 aided and unaided 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 30<sup>th</sup> 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

**Table for fee deduction on cancellation of Admission**

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

**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, Echarge, E-savidha, Disaster Management Fund, Examination fee and Enrolment fee) are non-refundable 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, Enrolment and any other course specific fee are not refundable after the commencement of the academic term.
- d. All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned at the time of cancellation.

### **Important instructions for Reserve Category student:**

Eligible Reserve 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.

## COLLEGE INFRASTRUCTURE

### CENTRAL LIBRARY

Our library has a collection of about Total No. of Books 7760 and 177 bound volumes of scientific and other journals. We have a very special collection in every subject with many important titles. It also has a rich collection of technical, scientific, literary and popular journals and periodicals, newspapers, and also reference books like dictionaries, encyclopaedias, and books required for various competitive examination including MPSC and UPSC. The library is computerised to facilitate quick searching of books.

The College library provides references to the students, staff and eminent persons in the society. Many past students are still taking advantage of our enriched collection. Free internet facility is available for students. Through its Book Bank, the Library provides books to the students. It offers an extra library ticket, the Scholar's Card, to meritorious students. The library arrange Annual Book Exhibition to assists various departments of the college, to arrange departmental book displays in the library for the benefit of the students.

Students have access to e-resources (e-books and e-journals) through N-LIST program of the UGC Infonet. The College Library has also taken Institutional Membership of leading local libraries like HariKeshav Library and Dr.BabasahebAmbedkar Government Library through which more than 40 books/month are borrowed for the students every year.

#### **Book bank facility is offered to**

1. Meritorious/low income group students by college.
2. Reserved category students

**Working Hours:** The timing of library is very flexible for students and faculty. The library is kept open throughout the year except on public holidays. The reading hours of library are **09.00 am to 05.30 pm.**

#### **Library Collection and Organization**

| Type                                    | Total     |
|---|-----------|
| Total Books                             | 9900      |
| Text books                              | 5350      |
| Reference Books                         | 3100      |
| Audio-Visual Material (Educational CDs) | 191       |
| Periodicals/Journals                    | 13        |
| Newspapers                              | 09        |
| Research Journals                       | 11        |
| Ebooks (Via N-List Programme)           | 31,35,000 |
| Computers with Internet Facilities      | 06        |

#### **Rules and Regulations**

1. Every individual entering the library should be a BONA FIDE STUDENT of the College and must have a valid IDENTITY CARD while entering the library. The Identity card should be produced as and when demanded by any of the library staff. Issue of the book is on the borrow card.

2. For in-house reading, books from Reference Section are provided during all working hours.
3. **Library Fine:** A book must be returned on or before the due date as per the notice. In case of urgent need the book will have to be returned immediately. Usually books are issued for a period of one week. In case, a student fails to return a book within the time limit, a fine of Rs. 05 per day (excluding holidays) per book will be charged. If a book or periodical is lost the cost will be recovered from the concerned student.
4. **Mutilation of Book:** Students must handle books with great care Any attempt to damage books by defacing or tearing off the pages will be dealt with strict action.. It is strictly forbidden to mark library books with pencil or ink or mutilate them in any way. The reader to whom the book was/ is issued last will be held responsible for loss of pages or any other damage unless he/she has brought it to the notice of the library staff before borrowing. Any student held responsible for damage of reading materials will be liable to fine equivalent to the damage caused.
5. Students should ensure that they do not disturb other students in the Library.
6. Books, Periodicals, Sets of Question Papers, copy of Syllabus etc., are not to be taken out of Reading Hall without the permission of the authorities concerned.
7. Ex-Students of our College and students of other Colleges are not allowed to use the Reading Hall facility unless prior written permission from the Principal.
8. Students will not be issued more than twobook at a time for home reading. While returning books students will ensure that the necessary entry of return is made in his/her presence.
9. Books issued against the Identity card are for use in the Reading Hall only and must be returned while leaving the library. Disciplinary action will be taken against students violating this rule.
10. **Silence:** Students are particularly instructed to observe utmost silence in the Reading Hall. They should not enter into communication of any kind with others in the Reading Hall or in the corridor. Disregard of this rule will invite punishment.
11. Students are not allowed to complete Journals in the library.
12. The smooth working of the library is possible only if students adhere to the rules and regulations of the library. The Librarian reserves the right to refer cases of breach of discipline to the Principal.
13. All Departments have departmental Library with free access.
14. Every student must return all reading material of library along with borrow card at the end of his/her annual examination.

### SEMINAR HALL

The College has state of the art seminar hall with a seating capacity of 160. It is equipped with best acoustics, LCD projectors etc., making multimedia communication effective and meaningful.

### LABORATORIES

The college has large, well ventilated laboratories for practicals in Chemistry, Physics, Zoology, Botany, Microbiology and Computer science. The laboratories are equipped with modern instruments to cater to the needs of the present syllabi and beyond. There are separate laboratories for post-graduate student sections. The post graduate department have highly sophisticated instruments, some of which have been especially imported for specific research work.

### GYMKHANA

The College has a spacious play ground in campus which meets the requirements of most outdoor games like Volleyball, badminton, Kho-Kho, Kabbadi etc. For other outdoor games Government ground called 'Azad Maidan' is availed on request. Facilities for almost all indoor games are provided in the college campus. The well equipped multi gym provides students the opportunity to build their stamina to be better able to cope with the rigours of college life, channelize their energies in a healthy way. Membership to the gym may be availed by students, staff members and ex-students at extremely reasonable rates.

### CANTEEN

The college canteen provides a varied, wholesome, hygienic food at subsidized rates.

### LADIES COMMON ROOM (LCR)

The LCR is a spacious area with well ventilated rooms, furnished with ample seating arrangement.

### **CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES:**

#### *List of Various Committees of the College:*

1. College Development Committee
2. Internal Quality Assurance Cell (IQAC)
3. Admission Committee
4. Attendance Committee
5. Discipline committee
6. Career & Counseling Cell
7. Cultural
8. DLLE
9. Examination Committee
10. Examination Unfair means Committee
11. Gymkhana Committee
12. Stakeholders Committee
13. Library Committee
14. Magazine
15. National Service Scheme (NSS)
16. N.S.S. Advisory Committee
17. Research & Consultancy
18. Students' Council
19. Women Development Cell
20. Science Association
21. Nature Club
22. B.C. Cell/Maitri Gut
23. Staff & PG Students Forum
24. Grievance Redressal Committee
25. Internal Compliant Committee
26. Anti-ragging Committee

**SOME OF THE HIGHLIGHTS OF COLLEGE ACTIVITIES ARE AS FOLLOWS:**  
**NATIONAL SERVICE SCHEME (N.S.S):**

Students are encouraged to participate in Social Services through its NSS unit, which is very active and involves the students in various projects related to Community based development, Environment issues, Child Welfare, Poverty eradication programmes, Cleanliness drive etc in rural area. It also conducts an Annual Camp during the winter vacation. The enrolment is open to all students irrespective of their caste, creed and religion. Around 200 students can be enrolled in each academic year. They have to put in minimum 120 hours of work by taking up different projects during the academic year. The NSS unit has won the following awards from University recent few years.

1. Best NSS unit of University of Mumbai,
2. Best Programme Officer of University of Mumbai,
3. Best NSS Volunteer of University of Mumbai

**DEPARTMENT OF LIFELONG LEARNING AND EXTENSION (DLLE):**

The department offers flexible Continuing Education opportunities for the people. The aim is 'To Reach the Unreached'. Various projects enhancing the knowledge and personality of the students in the field of Information technology, Status of Women, Career opportunities and Entrepreneurship development are undertaken by the students. Annual Extension Work Festival titled "UDAAN-the flight of Extension" is organised by the University wherein the students of Extension Work from various colleges participate in Street Plays and Exhibit Posters based on their projects.

**ALUMNI ASSOCIATION:**

The Alumni Association enables ex-students of the college to continue their ties with college. Besides it enables the college and fresh graduates from the college to avail of the help of past alumni who are well placed in life. Third year students prior to leaving the college may secure life membership to the Association.

**CAREER COUNSELLING AND PLACEMENT CELL:**

The College conducts a series of Lectures by eminent personalities from different fields, to guide students regarding their Career Options. The Placement Cell helps in finding job opportunities to the students, both during vacations and after their graduation.

**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.



### **EXCURSIONS, TRIPS, PICNICS & FESTIVALS:**

1. Educational excursions, field collections trips and visits to various industrial establishments are conducted every year.
2. All Picnics /Trips are permitted only if a suitable number of teachers accompany the students. Lady students will be permitted to join the trips / picnics only if a lady member of the teaching staff accompanies them.

### **WOMEN'S DEVELOPMENT CELL:**

As per the guidelines of the Vice-Chancellor of University of Mumbai, the College has introduced a Women's Development Cell to generate gender awareness and sensitivity among the students and the faculty. 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. The WDC seeks to promote respect for women at the workplace, address issues that specifically pertain to women, identify problems of working women and try to resolve them in a well-negotiated manner.

### **BOTANICAL GARDEN:**

The College has a well-developed Botanical Garden, with a well-groomed Conservatory. The College also has well-developed Medicinal Plant Garden.

### **INNOVATIVE SCIENCE PROGRAM FOR INSPIRED RESEARCH (INSPIRE):**

INSPIRE is an innovative National program developed by Department of Science and Technology, New Delhi, to attract talent to the excitement and study of science at an early age, and to help the country build the required critical resource pool for strengthening and expanding the S&T system and R&D base. A fully sponsored 5 days science internship camp was organized by College from 15 to 19<sup>th</sup> January 2015.

### **CULTURAL ACTIVITIES:**

We believe in overall development of the students. Cultural Activities is one of the aspects of it. To nourish talents of the students college organizes Annual Youth Festival. The college participates in Cultural Competitions, Youth Festival conducted by University of Mumbai for exploring talents of students in Fine Arts, Literature, and Music Dance & Theatre.

### **SOIL CONSULTANCY:**

The college has started soil, water, leaf, petioles and fertilizer testing consultancy service from 2013-14. Through this consultancy the college has made collaboration with Soil Conservation Department of Government of Maharashtra. The Government Department sends soil samples collected from farmers to our college for micronutrient evaluation and other parameters. The college has set-up laboratory with modern sophisticated instruments facilities.

## **DISCIPLINE AND CODE OF CONDUCT:**

1. College has introduced Uniform for UG and PG students from next academic year i.e. 2016-2017. Both Science and Commerce faculties will have different uniform shades. The samples of uniforms are displayed near college notice board.
2. In the college premises every student must be in possession of his/her valid Identity Card & must wear it throughout till he/she is in college premises or representing the college at any other place. Whenever demanded by the authorities concerned, the Identity Card must be produced for inspection.

### **Duplicate Smart Identity Card:**

In case Identity Smart Card is lost, it should be reported immediately to the Librarian. A duplicate Identity card will be issued to the student against a payment of Rs. 300/-, after receiving proper application and copy of a police complaint (FIR) in this respect.

3. Courtesy, respect, politeness and punctuality are characteristics of ideal student. The Students are expected to greet all visitors and members of staff of the college with due respect. Students should remember that college is judged by their conduct.
4. All should be punctual about cleanliness of the college campus. Throwing out waste papers, defacing the walls are punishable offences. They should use the baskets and bins specially provided for.
5. Mobiles, phones are strictly prohibited on college campus. Strict disciplinary action will be taken if a student is found to use mobile (University / Government No. UJ / 552 at 31/12/2004).
6. Stakeholders should switch off the lights and fans when not required and also while leaving the classrooms/laboratories/Library.
7. **Attendance:** Attendance of students is regulated by ordinance 0.119. which states - "For granting of terms, attendance of 75% of theory, practical and tutorials (wherever prescribed) separately will be required, out of the total number of lectures, practical and tutorials conducted in the term. **(Students/Parents are required to check defaulters list displayed on notice board)**
8. Students who fail to maintain the condition of minimum attendance on account of bonafide illness, or any other reason which is deemed right by the Principal, should apply in writing to the Principal for leave of absence, prior or within 2 days from the date of commencement of such leave, failing which they will be treated as defaulters.
9. Absence of the student on valid grounds at lectures/ practicals/ tutorials/ tests/ examinations must be communicated to the College principal immediately in writing with the necessary supporting documents viz. Medical certificate etc. If any.
10. Students, who request leave of absence from lectures/practical/tutorials for participation in sports, games, cultural, NSS, DLLE or any other activities on behalf of the College/Activity group, should submit the applications countersigned by the respective Teacher-in-charge before the commencement of such leave, failing which they will be treated as defaulters.

11. Parents of College students are requested to kindly contact the Head of Department or the Principal, at least once in a term, to keep themselves in touch with their ward's attendance and progress.
12. Every student must complete, all the academic work assigned to his / her class by the respective teachers, such as the completion of Practical Journal, Home Assignments, Field Diary, Project etc., in time.
13. All students are expected to observe proper decorum with regards to both clothing and behaviour and should take utmost care not to disturb the working of his/her own class as well as that of others.
14. Students are directed not to bring any outsider to the college premises.
15. **Counseling/Mentor System:** The college has also set up a Mentor System having teacher mentor to guide the students in their difficulties.. In case of any problem, personal or academic, students should report to the Mentor teacher who will help them to solve their problems.
16. A teacher conducting a class at a given time shall be in absolute control of the class, and may take appropriate action in order to maintain discipline in the class.
17. Any member of the teaching or non-teaching staff may intervene on the spot to deal with disorderly / destructive activities on the part of the students either in the class room or outside the class room in the College premises.
18. Every student should take utmost care of the college property to keep the College premises neat, tidy and clean for the common welfare of all. Any damage done to the College building, furniture and fixtures by the students shall be treated as breach of discipline and therefore it should promptly be reported to the College Principal.
19. Students are requested to take care of their own property. The College Authorities are not responsible for the loss of any personal belongings of the students.
20. Any lost property, found by the student should be handed over in the College Office, which will be refunded to the claimant on identification.
21. No student shall collect any money as contribution towards picnics, trips, educational visits; get together, study-notes, charity or any other activity without the prior permission of the College Principal
22. No society, association, committee, organization of students should be formed in the College without the sanction of the Principal. Outsider should not be invited to address any meeting or to participate in any college activity without the prior permission of the Principal.
23. Students applying for certificates, testimonials etc. requiring the Principal's signature on any kind of document should contact the clerk in the office. No paper should be brought by students directly to the Principal for signature.

24. Any matter not covered by the rules and regulation in vogue and/or notified through notices, circular, prospectus etc., will rest at the absolute discretion of the Principal. The right of interpretation of any rule is reserved by the Principal.
25. **Anti Ragging Cell:** The Anti Ragging Cell, a statutory body was constituted as per UGC and University of Mumbai norms for the prevention/action against sexual harassment of women. It looks into the cases of ragging or any other student centred conflicts in the College. It must be mentioned that due to the strong discipline maintained in the College, incidents of ragging of students have not taken place at any level. Preventive measures are also taken by the anti Ragging Cell along with Women's Development Cell to preempt unsavory incidents in the College.
26. **It is presumed that the student has acquainted himself / herself of all the rules, regulations etc. as stated in Prospectus and accepts the same as binding on him / her before seeking admission to this College.**

#### **SCHOLARSHIP / FREESHIP:-**

The College facilitates all the scholarships & freeships available to eligible students from Government and different authorities. For that purpose the students have to fill the required application forms as and when notified. The college will not be responsible for any claim under Freeship / Scholarship in case students do not submit the required documents within prescribed period, notified by government or the claim is rejected by Govt. Such students will have to pay full fees of the academic year. Students who have been admitted from other than Maharashtra State are eligible to receive fees concession from their respective State Governments. Students can only avail of any one scholarship or freeship from only one course or Department of Government Authorities. Freeship is not applicable to OBC Students for Self Financing Courses, which are mentioned by Government authorities.

#### **ENDOWMENT PRIZES:**

1. ShriGopal Narayan Mehta Endowment Prize to a student securing highest number of marks at T. Y. B. Sc. Chemistry and Botany
2. Dr. JayantMandlik Endowment Prize to a student securing highest number of marks at S. Y. B. Sc. but offering Chemistry at T. Y. B. Sc.
3. Shri A. B. Vaidya Endowment Prize to a student securing highest number of marks at F.Y.B.Sc. and S. Y. B. Sc.
4. ShriDattatrayaGyanabaKokate Endowment Prize to a student securing highest number of marks at F. Y. B. Sc. Physics
5. ShriDattatrayaBhopkar Endowment Prize to a student securing highest number of marks at S. Y. B. Sc. Physics
6. Late MadhavKeshavKarmarkar Endowment Prize to a student securing first and second number of marks at S. Y. B. Sc. & T. Y. B. Sc.

7. Late VinayakSadashivSahasrabuddhe Endowment Prize to a student securing first and second number at T. Y. B. Sc.
8. Freedom fighter Chandubhai Mehta trust trophy for best male and female student.
9. Freedom fighter late PandurangJagdale Endowment Prize to students securing first number at M. Sc. Chemistry.
10. Freedom fighter late PandurangJagdale Endowment Prize to student securing first number at M. Sc. Zoology.
11. Late Adarsh Mata Indira PandurangJagdale Endowment Prize to student securing first number at M. Sc. Botany.
12. Late YashwantGajananKotibhaskar Endowment Prizes to student securing Ph. D degree in Botany.
13. Smt. NaliniKulkarni Endowment Scholarship for two bonafied, economically backward girl students.

### *Ladies Hostel*

The College has hostel facility for Girls with the mission of providing good hostel facilities in calm and clean environment. The hostel system runs under the control of Rector and Warden who are responsible for the discipline, maintenance of building, allotment of rooms etc. The other hostel staffs consist of care taker/ security who look after the maintenance, cleanliness of the hostel premises. Ladies hostel comprises of 3 floor buildings.

The rooms are well furnished and spacious. Hostel has its own indoor games facility. They are provided with well-maintained dining rooms with independent kitchens and hygienic cooking facilities and safe drinking water. They have the required levels of security and are environmentally well placed. The hostel facility is very ideal for pursuing academic goals. All the queries regarding the hostel can be addressed to the Rector/wardens.

**Students & Parents must visit College Website:  
[www.dubsscdapoli.in](http://www.dubsscdapoli.in) for updates, regularly**