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# Shri Vrajlal Durlabhadas Valia Junior College of Commerce & Matushri Pushpaben Vinubhai Valia College of Commerce



## Junior , Degree and Post-Graduation Prospectus Academic Year 2020-2021



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# THE BORIVLI EDUCATION SOCIETY

Borivli (West)

2016-2017 TO 2020-2021

## OFFICE BEARERS

President

SHRI.VINUBHAI V. VALIA

Vice-President

SHRI.SHANTILAL M.SHAH

SHRI.DHARMENDRAD D.GHELANI

Honorary Secretary

SHRI.JAYESH P.YAGNIK(CEO)

SHRI.RAJUL C.PATHAK

Honorary Treasurer

SHRI. JAGDISH D.PUROHIT

Honorary Joint Treasurer

SHRI. DINESH R.PAREKH

## **COMMITTEE MEMBERS**

- **SHRI. NANJIBHAI V. GALA (SHAH)**
- **SHRI.PRATAPRAI MEHTA**
- **SHRI.BHUPENDRA SHAH**
- **DR.BIPIN DOSHI**
- **SHRI.YOGESH P.YAGNIK**
- **SHRI.DINESH H.SHETH**
- **SHRI.RAJNIKANT P.SHAH**
- **SHRI.PARESH G.SHAH**
- **SMT.NEELABEN K.KOTAK**
- **SHRI.KETAN P. MEGHANI**
- **SHRI.BHARAT MEHTA**
- **SHRI.BHAVESH V.MEHTA**
- **SHRI.PARAG D.MEHTA**
- **SHRI.MANISH GYANI**

## **ELECTED TRUSTEES**

- **SHRI.VINUBHAI V. VALIA**
- **SHRI.VASANTRAI C. MEHTA**
- **SHRI.GANGJI K.RAMBHIA**

## **DONOR TRUSTEES**

- **SHRI.TARUN R.PATEL**
- **SHRI.JAYESH V.VALIA**
- **SMT. SANGEETA J.VALIA**
- **SHRI.PARESH N.GALA**
- **SHRI.MADHAV J.VALIA**
- **SHRI.RAJ J.VALIA**
- **SHRI.BHARAT R.MERCHANT**
- **SHRI.VIJAYSINGH R.BAJARIA**
- **SHRI.RAMNIKLAL K.SATIA**

# Shri Vrajlal Durlabhdas Valia Junior College of Commerce & Matushri Pushpaben Vinubhai Valia College of Commerce

- **"Shri Vrajlal Durlabhdas Valia Junior College of Commerce" & "Matushri Pushpaben Vinubhai Valia College of Commerce"** is one of the pioneer education institutes in Borivali (west) which has completed its **Silver Jubilee in Academic Year 2017-2018** and is continuously focusing on up gradation of quality education. It is one among the 16 Educational Institute run by **"The Borivali Education Society "**.
- Its among very few colleges in Mumbai to have a locational advantage of being less than a kilometer away from the railway station, which is a life line of Mumbai. The College is housed in a spacious building with extensive open grounds.
- **The Shri Vrajlal Durlabhdas Valia Junior College of Commerce** got affiliated to the **Maharashtra State Board of Secondary and Higher Secondary Education** and **The Matushri Pushpaben Vinubhai Valia College of Commerce** (prior which was recognized with the name of **"Borivali Education Society"**) got affiliated to the **University of Mumbai** on **16th July- 1993** for the course of **B.COM** and the first milestone was achieved. In the year **2007** the second milestone was obtained with the introduction of **M.Com (Accountancy & Business Management)**. The objective of imparting quality education in the field of Commerce and Management was further bolstered with introduction of **Self Financing course (Business Management Studies, B.Com in Accounting and Finance, B.Com in Banking and Insurance)** in the year **2011**.
- In the year **2016 Matushri Pushpaben Vinubhai Valia College of Commerce** was able to achieve the **Quality Standard** for attaining certification of **ISO 9001-2008**. In the year **2018** the College went for an upgradation in the **ISO** certification standard and got **ISO 9001-2015**. In April 2019 the College underwent recertification of **ISO 9001-2015**. **Shri Vrajlal Durlabhdas Valia Junior College of Commerce** achieved the **Quality Standard** for attaining certification of **ISO 9001-2015** in the year of **2017**.
- Borivli Education Society's **Matushri Pushpaben Vinubhai Valia College of Commerce** has been granted **Linguistic Minority ( Gujarati ) status** .
- The College aims not only train young minds for business career but also to be face the challenges of competitive world in all aspects. The quality education is a primary focus of our institute with utmost care on recruiting competent staff with strong qualification and experience background.



# MESSAGE



*Honorable*

*President & Chairman*

*Shri. Vinubhai V. Valia*

**Message from President Desk**

*"An Investment in Knowledge always  
pays the best interest "*

The Borivli Education Society runs 16 Educational institutions at Borivli (West & East). "Shri.Vrajlal Durlabhdas Valia Junior College of Commerce" & "Matushri Pupshpaben Vinubhai Valia College of Commerce" is one amongst them. The College is housed in a spacious building with extensive open grounds. It is very near the Borivli Railway Station on the west of it. The Degree College which is affiliated to the University of Mumbai started on 16th July-1 993 . The Bachelor's Degree in Commerce of the University of Mumbai was the first step taken by the society to impart education at a higher level. The M.Com degree which was a dream for a very long time has finally come true in the year 2007 for the Borivli Education Society. The University has granted permission to start the degree in M.Com with Accountancy and Management. We are also highly pleased to inform that with permission of University of Mumbai. We have Commenced/Started professional course (BAF, BBI & BMS) from the academic year 2011-2012. It is our vision to guide students to greater heights and this is just the beginning.

The College aims not only at training young persons for business career but also training in class of businessmen capable of filling the higher and more responsible position in commerce and industry. Education in commerce which the College provides, will no doubt, prove, helpful to all concerned with public affairs, whether as administrators, as businessmen, or teachers of these subjects.

# MESSAGE



*Prof. V. Manikandan*

*Principal - Incharge*

Message from Principal's Desk

*"Education is the passport to the future,  
for tomorrow belongs to those who  
prepare for it today..."*

It is with immense pleasure and pride that I welcome you to Shri.Vrajlal Durlabhdas Valia Junior College of Commerce & Matushri Pushpaben Vinubhai Valia College of Commerce, Borivli (ISO certified 9001-2015), a pioneer educational institute which has completed its Silver Jubilee in the academic year 2017-18. Our focus is not only to make education employment oriented but also a multi faceted learning experience, This approach encourages the students to unfold a wide gamut of opportunities for personal enrichment and professional development.

To keep pace with the dynamic changing world, our pivotal emphasis is on discovering the potential and overall development of students. This is achieved by providing contextualized study of curriculum along with participation in extra curricular activities like NSS, WDC, DLLE, Sports and Cultural programs.

Wish you all a pleasant journey in Education which will bring a sea change in your lives once you all graduate/post graduate pass out from our esteemed institute.



# Vision and Mission

## ➤ Vision :

Strive and aspire to make our college premier institute for higher education, to imbibe leadership, entrepreneurship skill and mould our students to be a responsible citizen of our society.

## ➤ Mission :

To provide holistic development by inculcating values, lifelong learning skill, positive attitude among students and to provide an environment where students are encouraged to express their views and showcase their hidden talents.

- To develop research attitude of students
- Provision of latest facilities and modern infrastructure at reasonable fees
- Create encouragement among students to pursue higher education
- Motivate students to face competitive exams

# Our Strengths

- The three key strengths of our Institute are :
  - **Management** : Supportive and cooperative management is the major strength of our institute. Management aims to promote prosperity of mankind by investing capital in quality education. As they believe that educated workforce is the foundation of every community and future of every economy. Under their intellectual guidance our institute grew from strength -to-strength
  - **Staff-** Our dedicated faculty members are committed to academic excellence and an all-round development of the students. They continuously strive to ignite the intellect of young mind and build a strong foundation for our students
  - **Non-teaching Staff** : They serve as the backbone of institute to bring greater mobility and effectiveness in the day- to day work . Their efforts are underway to run the institutional machinery smoothly.
- The robust work culture is one of our prized asset.
- The institute is committed to total transparency in admission procedure
- The prime location of the institute , which is very near to Borivali Railway Stations is an added advantage
- Wide range of courses (graduate level + post graduate level) are offered by our institute
- Various committees like- NSS, Sports, Cultural, DLLE, WDC, Placement etc brings pride to our institute

# Courses

## BORIVALI EDUCATION SOCIETY' S

### Shri Vrajlal Durlabhdas Valia Junior College of Commerce

- F.Y.J.C(Commerce)
- S.Y.J.C(Commerce)

### Matushri Pushpaben Vinubhai Valia College Of Commerce

#### Under-Graduations Courses

- Bachelor of Commerce (B.Com)
- Bachelor of Management Studies (BMS)
- Bachelor of Commerce (Banking and Insurance)
- Bachelor of Commerce (Accountancy & Finance )

#### Post - Graduations Courses

- Master of Commerce (M.Com)  
Specialization in Accountancy
- Master of Commerce (M.Com)  
Specialization in Business Management

# Admission

- Application for admission to the College shall be made in the prescribed printed form which is available at the College office;
- An Applicant will be charged Rs. 100/- for Junior and Rs. 100/- for Degree for the application form and a copy of the college Prospectus. This sum will not be refunded even if no application is submitted or the applicant withdraws the application before admission;
- Application form should be properly filled and signature of the parent or guardian obtained before submitting it in the office.
- Attach the Original and true copy of the mark-sheet of the previous qualifying examination, and three copies of latest photographs are to be given for verification to the office staff, before paying the fees.

## **Conditions of Admission:**

- An admission granted to the student in this College to any class shall be for that particular academic Year only.
- A student admitted to one class shall not get automatic admission to the higher class. Admission to the higher class in the subsequent year shall be at the discretion of the principal, subject to his/her good conduct, progress and observance of discipline.
- Every student is expected to take fresh admissions every year.
- Students who are found irregular in attendance and/ or bad performance at the College/Board examination or not with good character will not be admitted to the 2nd term/ Subsequent year, as the case may be, and cases
- Admission of students to this College to any class is subject to the rules and regulations contained in this prospectus and that of the University of Mumbai and M. S. Board.
- Students once admitted will be considered as duly enrolled for the whole academic year unless he/she informs the Principal in writing of his/her intention to leave the college before the close of the FIRST TERM, The College shall be entitle to recover the tuition fees for the whole year in case he/she fails to inform.

## **NOTE**

Students are advised in their own interest that before submitting a certificate, mark-sheet etc., to the College office, they should keep sufficient true copies of the document because the College in turn has to submit the documents to the University of Mumbai.

# Admission

## **Admission of Students from other Universities and Allied Bodies:**

- A Student from another University or board of Secondary or Intermediate Education or any other statutory Examining body, seeking admission to this University shall apply to the Registrar of the University of Mumbai for a Certificate of Eligibility.
- Such Students will not be admitted to any class if they have not obtained the Provisional Certificate of Eligibility from the Registrar, University of Mumbai. For final confirmation of Eligibility, student should submit the following certificates in original along with a copy.
  - Original Mark-Sheet
  - Original Passing Certificate
  - Original Migration Certificate
- Those students whose admission is provisional should note that if their admission is not finally confirmed by the registrar their term kept for the academic year will be treated as 'null and void' and they will not be allowed to appear in final examination. Foreign students will have to show the documentary evidence of conversion of their visa in addition to the above said conditions for eligibility.

## **Enrolment & Eligibility from University :**

- Students seeking admission from other Board / University must submit their original mark sheet and leaving certificate / transfer certificate on or before 20th August of every year for their enrolment and eligibility confirmation from the University of Mumbai. Failing which their admission will be treated cancelled.

# Programme Structure (Junior)

## F.Y.J.C

SUBJECTS
English
Gujrati/Hindi/Information Technology
Environment Education
Economics
Book Keeping and Accountancy
Organisation of Commerce
Secretarial Practice / Maths
Health & Physical Education

## S.Y.J.C

SUBJECTS
English
Gujrati/Hindi/Information Technology
Environment Education
Economics
Book Keeping and Accountancy
Organisation of Commerce
Secretarial Practice / Maths
Health & Physical Education

### Note :

Normally a Students will be allowed to change the subject once offered , except with prior sanction of the Principal within one week from the date of commencement of the lecture



# Examination Pattern (Junior)

- F.Y.J.C Student will be assessed as per the board rules the internal assessment system in the pattern.

*Where...*

A - Marks obtained in Ist Term Examination

B – Marks obtained in the Annual Examination

C – Marks obtained in the year's work

Marks obtained in a subject entered in the Annual Report Card will be inclusive A,B and C and the average out of 100 will be shown against each subject.

- A Candidate should be present for the different Exams. The detailed programme of the respective tests, examination for F.Y.J.C/ S.Y.J.C. Showing the duration of each question paper and the number of marks assigned will be put on the notice board from time to time
- F.Y.J.C students should note that they will be examined in both theory and internal evolutions(Orals, Practical , Project Works, Assignments, ABT) their performance in each will be taken into consideration while promoting them to the next higher class
- S.Y.J.C
  - There will be a Terminal Examination around the close of first term (OCT)
  - There will be a Preliminary Examination soon after the completion of portion (JAN)
- The Students appearing as Private Candidate for the HSC Board Examination are required to register themselves before filling the examination form tentatively in the month of October.
- S.Y.J.C students **I.T Examination** (Theory as well as practical) are conducted online by Higher Secondary Board of Education. The students are informed about schedule of the same as per the Board Circular.

# Examination Pattern (Junior)

REVISED EXAMINATION PATTERN OF F.Y.J.C							
From the Circular Dated 08-08-2019							
Chart Showing Marks Allotted to Each Subject							
Subject	A		B		C	$\frac{A+B+C}{2}$	Average
	I Term End		Annual Examination		I Term Internal + II Term Internal		
	Written	Oral/Practical/Project	Written	Based on Inter Evolution Oral / Practical / ABT *	Unit Test / Assignments		
English	50	-	80	20	25+25	200/2	100
Guajarati	50	-	80	20	25+25	200/2	100
Hindi	50	-	80	20	25+25	200/2	100
I.T	50	-	80	20	25+25	200/2	100
Eco	50	-	80	20	25+25	200/2	100
B.K.	50	-	80	20	25+25	200/2	100
O.C.	50	-	80	20	25+25	200/2	100
S.P.	50	-	80	20	25+25	200/2	100
Maths	50	-	80	20	25+25	200/2	100
E.V.S.	-	-	-	10+10	10+20 (Project Preparation Presentation )	-	50 (Grading Subject)
P.Ed	-	-	25	25	-	50/2	50 (Grading Subject)

- ABT – Application Based Test

## Unfair Means (Junior)

- Students possessing copying material / actual copying from copying material during the examination will be punished as per H.S.C. Board Rule. if student found guilty for copying his / her performance in the subject / in all subjects will be treated null and void

# Programme Structure

## Bachelor of Commerce (B.Com)

### F.Y.B.Com

SEMESTER - I	SEMESTER - II
Accountancy and Financial Management I	Accountancy and Financial Management II
Commerce I	Commerce II
Business Economics I	Business Economics II
Business Communication I	Business Communication II
Environmental Studies I	Environmental Studies II
Foundation Course - I	Foundation Course - II
Mathematical and Statistical Techniques I	Mathematical and Statistical Techniques II

### S.Y.B.Com

SEMESTER - III	SEMESTER - IV
Accountancy and Financial Management III	Accountancy and Financial Management IV
Introduction to Management Accounting	Auditing
Commerce III	Commerce IV
Business Economics III	Business Economics IV
Foundation Course-IV	Foundation Course-IV
Business Law I	Business Law II
Ability Enhancement Courses(Any One)	Ability Enhancement Courses(Any One)
Advertising I	Advertising I
Computer Programming I	Computer Programming I

### T.Y.B.Com

SEMESTER - V	SEMESTER - VI
Financial Accounting	Financial Accounting
Cost Accounting	Cost Accounting
Commerce V	Commerce VI
Business Economics V	Business Economics VI
Ability Enhancement Courses(Any Two)	Ability Enhancement Courses(Any Two)
Computer systems & Applications	Computer systems & Applications
Export Marketing	Export Marketing
Direct & Indirect Taxation	Direct & Indirect Taxation

# **Bachelor of Management Studies (BMS)**

## **F.Y.BMS**

<b>SEMESTER - I</b>	<b>SEMESTER - II</b>
Introduction to Financial Accounts	Principles of Marketing
Business Law	Industrial Law
Business Statistics	Business Mathematics
Business Communication - I	Business Communication -II
Foundation Course - I	Foundation Course - II
Foundation of Human Skills	Business Environment
Business Economics-I	Principles of Management

## **S.Y.BMS**

<b>SEMESTER - III</b>	<b>SEMESTER - IV</b>
*Any one group of courses from the following list of the courses	*Any one group of courses from the following list of the courses
Information Technology in Business Management - I	Information Technology in Business Management-II
Environmental Management	Business Economics-II
Business Planning & Entrepreneurial Management	Business Research Methods
Accounting for Managerial Decisions	Ethics & Governance
Strategic Management	Production & Total Quality Management
<b>Group A: Finance Electives</b>	
Basics of Financial Services	Financial Institutions & Markets
Corporate Finance	Auditing
<b>Group B:Marketing Electives</b>	
Consumer Behavior	Integrated Marketing Communication
Advertising	Rural Marketing
<b>Group C: Human Resource Electives</b>	
Recruitment & Selection	Training & Development in HRM
Motivation and Leadership	Change Management

# **Bachelor of Management Studies (BMS)**

## **T.Y.BMS**

<b>SEMESTER -V</b>	<b>SEMESTER - VI</b>
Logistics & Supply Chain Management	Operation Research
Corporate Communication and Public Relations	Project Work
<b>Group A: Finance Electives</b>	
Investment Analysis & Portfolio Management	Strategic Financial Management
Wealth Management	Innovative Financial Services
Financial Accounting	International Finance
Direct Taxes	Project Management
<b>Group B:Marketing Electives</b>	
Services Marketing	Brand Management
E-Commerce & Digital Marketing	Retail Management
Sales & Distribution Management	International Marketing
Customer Relationship Management	Marketing of Non Profit Organisation
<b>Group C: Human Resource Electives</b>	
Finance for HR Professionals & Compensation Management	HRM in Global Perspective
Strategic Human Resource Management & HR Policies	Organisational Development
Performance Management & Career Planning	HRM in Service Sector Management
Industrial Relations	Indian Ethos in Management

# **Bachelor of Commerce(Banking and Insurance)**

## **F.Y.BBI**

<b>SEMESTER - I</b>	<b>SEMESTER - II</b>
Environment and Management of Financial Services.	Principles and Practices of Banking & Insurance
Principles of Management	Business Law
Financial Accounting - I	Financial Accounting - II
Business Communication I	Business Communication II
Business Economics-I	Organisational Behavior
Foundation Course - I	Foundation Course - II
Quantitative Methods-I	Quantitative Methods-II

## **S.Y.BBI**

<b>SEMESTER - III</b>	<b>SEMESTER - IV</b>
Financial Management -I	Financial Management -II
Management Accounting	Cost Accounting
Organizational Behavior	Entrepreneurship Management
Information Technology in Banking & Insurance-I	Information Technology in Banking & Insurance-II
FC-III(An Overview of Banking Sector)	Corporate Securities Law
Financial Market	FC-III(An Overview of Insurance Sector)
Direct Taxation	Business Economics-II

## **T.Y.BBI**

<b>SEMESTER - V</b>	<b>SEMESTER - VI</b>
Auditing-I	Auditing -II
Strategic Management	Human Resource Management
Financial Services Management	Turnaround Management
Business Ethics & Corporate Governance	International Business
International Banking & Finance	Central Banking
Research Methodology	Project Work in Banking & Insurance



# **Bachelor of Commerce (Accountancy & Finance)**

## **F.Y.BAF**

<b>SEMESTER - I</b>	<b>SEMESTER - II</b>
Financial Accounting (Elements of Financial Accounting) - I	Financial Accounting (Special Accounting Areas) - II
Cost Accounting (Introduction and Element of cost) - I	Auditing (Introduction and Planning) - I
Financial Management (Introduction to Financial Management) - I	Taxation - I (Indirect Taxes I)
Business Communication - I	Business Communication - II
Commerce (Business Environment) - I	Business Law (Business Regulatory Framework) - I
Business Economics - I	Business Mathematics
Foundation Course - I	Foundation Course - II

## **S.Y.BAF**

<b>SEMESTER - III</b>	<b>SEMESTER - IV</b>
Financial Accounting (Special Accounting Areas) - III	Financial Accounting (Special Accounting Areas) - IV
Cost Accounting (Methods of Costing) - II	Auditing - III
Auditing (Techniques of Auditing and Audit Procedures) - II	Management Accounting (Introduction to Management Accounting) - I
Information Technology in Accountancy - I	Information Technology in Accountancy - II
Commerce (Financial Market Operations) - II	Management (Introduction to Management) - I
Business Law (Business Regulatory Framework) - II	Business Law (Company Law) - III
Business Economics - II	Research Methodology in Accounting and Finance

## **T.Y.BAF**

<b>SEMESTER - V</b>	<b>SEMESTER - VI</b>
Financial Accounting - V	Financial Accounting - VII
Financial Accounting - VI	Project Work- II
Cost Accounting - III	Cost Accounting - IV
Financial Management - II	Financial Management - III
Taxation- IV(Indirect Taxes - II)	Taxation - V (Indirect Taxes - III)
Management - II (Management Applications)	Economics - III (Indian Economy)

# **Master of Commerce** **(Specialisation in Accountancy & Business Management)**

## **M.Com Part-I**

<b>SEMESTER - I</b>	<b>SEMESTER - II</b>
Strategic Management	Research Methodology for Business
Economics for Business Decisions	Macro Economics concepts and Applications
Cost and Management Accounting	Corporate Finance
Business Ethics and Corporate Social Responsibility	E-Commerce

## **M.Com Part-II**

<b>SEMESTER - III</b>	<b>SEMESTER - IV</b>
Advanced Accounting, Corporate Accounting and Financial Management	
Advanced Financial Accounting	Financial Management
Advanced Auditing	Indirect Tax
Direct Tax	Personal Financial Planning
Project Work - I	Project Work - II
<b>Business Studies (Management)</b>	
Human Resource Management	Supply chain management and logistics
Entrepreneurial Management	Advertising and sales Management
Organizational Behaviour	Retail Management
Project Work - I	Project Work - I

**Note :** Project work is considered as a special course involving application of knowledge in solving / analyzing / exploring a real life situation / difficult problem. Project work would be of 06 credits. A project work may be undertaken in any area of Elective Courses.

# Examination Pattern

## ➤ PERFORMANCE GRADING

The performance grading of the learners shall be on the 10 points ranking system as under :

Letter Grades and their Equivalent Grade Point			
Percentage of Marks Obtained	Grade Point	Grade	Performance
80.00 and Above	10	O	Outstanding
70.00 – 79.99	9	A+	Excellent
60.00 – 69.99	8	A	Very Good
55.00 – 59.99	7	B+	Good
50.00 – 54.99	6	B	Above Average
45.00 – 49.99	5	C	Average
40.00 – 44.99	4	D	Pass
Less than 40.00	0	F	Fail
SGPI - Semester Grade Performance Index			
TH - Theory, PR - Practical, IA - Internal Assessment			

## ➤ R. 8432 : ALLOWED TO KEEP TERMS (ATKT)

(Applicable to the courses under Faculty of Arts & Faculty of Commerce)

(Circular No. UG/02-07-2012-2013 dated 3rd April 2012) Modified Ordinances and Regulations.

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

OR

- A learner fails in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I and Semester II.
- A learner shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III.
- A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV.

OR

- A learner shall pass Semester I and Semester II and fails in not more than FOUR courses of Semester III and Semester IV taken together with not more than TWO courses at each of Semester III and Semester IV.
- A learner shall be allowed to keep term for Semester VI irrespective of number of courses of failure in the Semester V.
- A learner can appear for the Semester VI examination (subject to 9d & 9e above) but the result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V.

# Unfair Means

➤ **ORDINANCE 5050 : Ordinance regarding Unfair Means (Copying Case)**  
**Resorted to by the student**

The broad categories of Unfair Means resorted by students at the University / College / Institutions Examinations and the Quantum of Punishment will be as per the ORDINANCE 5050 University of Mumbai, given below :

<b><u>Nature of Malpractice</u></b>	<b><u>Quantum of Punishment</u></b>
<i>Processional of copying material</i>	<i>Annulment of the performance of the student at the University/ College / Institution examination in full</i>
<b><i>(Note: This quantum of punishment shall apply to the following categories of malpractices at Sr.no 2 to Sr.no.12 in addition to the punishment prescribed thereat.)</i></b>	
<i>Actual copying from the copying material</i>	<i>Exclusion of the Students from University/ College / Institution examination for one additional examination</i>
<b><i>(Note: From Sr.No.3 to 18 is available in the College Library)</i></b>	

# Disciplinary Committee

The College Discipline Committee is constituted for the maintenance of discipline in the college. The committee will ensure that students obey rules and remain orderly and peaceful in the pursuit of educational objectives/goals in the college community.

- To ensure calm and peaceful academic atmosphere in the campus.
- To avoid physical confrontation among students.
- To conduct enquiries on report of disciplinary activities among students
- To initiate model actions against students involved in disciplinary activities
- To initiate steps to reduce violence, confrontation in future

# Attendance

## ➤ Attendance (Ordinance No. 6086)(Only for Degree College)

According to the rules of the University, **attendance at lectures and according tutorials are compulsory**. The minimum attendance required for keeping the terms is 75% of the total lectures and tutorials delivered in each term.

The college will grant terms only on the basis of :

- Satisfactory attendance
- Satisfactory performance in class rooms. Tests and at the Terminal or Preliminary examination and
- Good conduct.

**Students who do not satisfy these conditions will not be granted terms.** This means that such students will not be certified to take their University / College examinations.

## ➤ Attendance ( Only for Junior College)

- It is mandatory for students to keep a minimum attendance of 75% in lectures, practical and tutorials separately, failing which their terms will not be granted and they will not be eligible to appear for the annual examination.
- S.Y.J.C. Students are required to note that the H.S.C. examination forms are liable to be withdrawn, if they fail to maintain the minimum attendance required.
- Application of leave of absence on account of bonafide illness or other reasons deemed genuine by the Principal should be submitted to the college office on time.



## Examination Committee

➤ The Examination Committee is an apex body of the Institute which is headed by Examination In-charge (EI), and is facilitated by three sections: Examination, Record Maintenance and Administration. To help and ensure smooth and orderly conduct of examinations in the institute as per the guidelines issued by the University of Mumbai and HSC Board from time to time.

### Responsibilities

- a) To carry out examinations, publish results and award certificates (Provided by the University and Institute) to the students who pass the final examinations.
- b) Keeping record of each and every issue related to the examinations.

## Tour Committee

Tour & Travel Committee plans and executes the trips in coordination with management and students. The committee chooses the destination and makes the required arrangements. Travel records are maintained by the committee. Annually four such trips are organized:

- **Field Trip/Monsoon Picnic-** This one day excursion trip is organized during monsoon season to experience the natural beauty of the surrounding. It is an environmental oriented trip to places like- Lonavala, Igatpuri etc.
- **One Day Picnic –** This trip is organized by committee as fun activity in which students visit to Resorts like Wet -n- Joy Park, Imagicaa, Great Escape Water Park etc.
- **Long Tour –** The duration of this trip varies from 5-7 days depending upon the choice of destination. The main purpose of this trip is to expose students to the various part of our country. This helps students to understand different communities and culture. The trip is made to places such as Manali, Jaipur etc.
- **Industrial Visit –** It is specifically organized for Self-Finance Students as per the curriculum. The students observe and study the day to day functioning of business and gets practical exposure. The trip enables them to gain an insight into industry's functioning as well gain first-hand information about different career opportunities. The committee organizes industrial visit to companies like Go-Cheese, Parle G, Sundaram Books etc.

## Time Table Committee

- The Time Table committee recognizes the importance of time and ensures proper utilization for students which makes them organized and use time effectively. Time Table committee prepares time-table for the academic year. Each and every day it takes care of the faculty who is absent and adjusts the time-table accordingly. The college conducts **six** lectures.

### College Timing:

07.10 to 12.00 (Junior College)

07.12 to 12.15 (Degree College)

## Career Guidance

For people who find it difficult to realize the right career meant for them; a career guide helps them sort this confusion. There are infinite career options available to choose from, and without an expert's proper guidance, one might stick to few that his/her friends or relative ask him to pursue. An informed career guide makes one aware about scope of every career option in detail, which widens the horizon for the students. So we arrange seminars for career guidance for the students to make them aware about various fields & career opportunities after passing S.Y.J.C as well as for final year students.

## Open House(Junior)

The parents have to regularly keep a check on their wards performance and attendance. To serve this purpose we conduct an open house for the parents (twice in year)

## NSS (Degree)

National Service Scheme(NSS) – Inception year of NSS unit is 2011.In this elongated span of 10 years our NSS unit has performed various activities and has been honored with “BEST NSS ”and “BEST PROGRAM OFFICER award (AY 2015-16) .In the AY 2019-20 our students actively participated in various activities at college and university level like volunteering in Health awareness programs, Blood donation camp, conducted various street play on social issues , participated in Environment friendly Drive by making paper bags , Conducted rallies on Road Safety and we are privileged to adopt village UUCHHAVVALI at Saphale,,Palghar where our NSS unit students visited for Residential camp and supported villagers in miscellaneous activities. Students award as 10 Marks grace in Even Semester as per the ordinance no 0.229 of University of Mumbai those who completed 120hr of work in year.

## DLLE (Degree)

Department of Lifelong Learning and Extension (DLLE) It is a statutory body introduced in our college in 2018 in order to prepare our students towards greater social commitment and develop sense of responsibility. Students conducted survey on “Status of Women” for promoting knowledge based society, participated in street play on social issues, spread the awareness on Self Defense by distributing pamphlets , “DONATION DRIVE” for needy was also conducted ,in order to deepen the knowledge through a wider exposure variety of seminars were attended by teachers as well as students.

## Woman Development Cell (Degree)

Women Development Cell: It is mandatory body and integral part of our college, for development of policies and programmes for gender parity and women empowerment. College provides platform, where students can voice their opinion on important matters that affect the daily life of women students and conduct various activities to promote women empowerment. According to University norms our college also conducted three days event of “Self Defense Workshop for Women & Girls”. Various other awareness programme were also taken up by our college like Skit on Gender Equality, Poster making to spread the awareness of Women Rights, Essay writing competition on Social issues face by today’s women, Seminar conducted by Procter and Gamble on women hygiene etc.

## Placement Cell (Degree)

Placement committee aims to place maximum number of students through campus & off-campus interviews conducted by top companies. Committee assist the students to explore the opportunities provided by a prospective employer. Training of students and equipping them with required skills has become vital, in order to face the future challenges. Committee organizes various career oriented seminars and workshops in order to promote corporate competencies .The efforts of Placement committee brings in the fruitful results, and have been successful in progressively increasing our placement statistics. Our students have been placed in many of the reputed companies.

Below is the list of companies who recruited our students:

- TATA Consultancy Services
- ICICI Prudential Life Insurance
- Kotak Mahindra
- HDFC Life Insurance
- HDB Life Insurance
- Epicentre Technologies
- Reliance Jio
- JANA Bank

## Alumni Committee (Degree)

Maintaining the contacts of the Alumni with the alma-mater, keeping in touch with alumni regularly and updating their employment status of alumni every year. Creating the database of the passing out students every academic year . Keep record of alumni who appeared/qualified in the state/national/international level competitive examinations and who received awards in national/international level sports/cultural activities

# Rules and Regulations

- Every Student, after taking admission, must take Identity Card. Procedure for obtaining Identity Card will be put up on Notice Board. Identity Card should have student's latest photograph affixed on it and attested by the Principal. All details should be correctly filled on it, and then laminated. Every student should wear Identity Card around his/her neck so that it is visible from the front. No student will be allowed on the college campus without valid Identity Card.
- Students must attend lectures, practicals and tutorials according to the time-table on all working days. Students are warned that if their attendance is unsatisfactory their names will not be kept on the college rolls.
- In case of illness. A student must apply for leave by post with a doctor's certificate and must report himself to the principal of the college on resuming attendance.
- Students must not attend classes other than their own
- Conduct of Student in the class as well as on the premises of the college shall be as such that will cause no disturbance to fellow students and to other classes.
- Students must not loiter in the college premise when classes are at work.
- Smoking is strictly prohibited in the college Campus.
- Student shall do nothing in the campus that will in any way interfere with its orderly administration and discipline.
- No society or association will be formed in the college and no person be invited to.
- No student shall collect any money or contribution for picnic, trip, educational visit to some place, get together, study-notes, charity or any other fund-collecting activity without the Principal's prior sanction.
- In debates and meetings, the chair must be taken by a responsible person approved by the principal and the subjects of debates must have the previous approval of the Principal.
- Students are expected to take proper care of the college property and to help keeping the premises neat and tidy Disfiguring walls, door fitting, blackboards, and breaking furniture etc. Is a breach of discipline and will be duly punished.
- Students should not leave their books, valuable and other belonging in the class rooms, when they leave for practicals or any other reason. The College is not responsible for lost property. Lost property should be handed over to the college office.
- Students joining the College must observe the Rules and Regulation of the College and maintain strict discipline.
- Student must not possess any bag or material advertising for private tuition classes in the college premises.
- Students are not allowed to bring any kind of vehicle in the college campus.
- Use of Mobile Phone is banned within the college campus.
- Students are hereby informed that they are supposed to wear only decent clothes and strictly no capris or threefourth pants allowed for boys as well as for girls. If any indecently dressed boy or girl is found then they will not be allowed to enter the college campus.

# Anti-Ragging Cell

- Ragging is strictly prohibited at Our Institutions. Any student found indulging in ragging in any form, directly or indirectly, actively or passively , or being a part of conspiracy to promote ragging ,within or outside the campus , would face strict disciplinary action by the college and will be liable to punish under the UGC Regulation on curbing the Menace of Ragging in Higher Education Institutions,2009 (U/S26(1)(g) of the UGC Act ,1956) and The Maharashtra Prohibition of Ragging Act ,1999 , as well as under the provision of any other penal law for the time being in force and also shall be liable to rusticate from the college .Ragging in all its form shall be totally banned in the entire College premises, including its departments, constituent units including academic, residential ,sports , canteen etc. , whether located within the campus or outside and in all means of transportation of students whether public or private. Our Institutions is an educational institute and is committed to maintaining a learning environment free of discrimination, exploitation and harassment. To achieve these objectives, the Anti-Ragging cell has been constituted by the college comprising of Anti-Ragging Committee and Anti-Ragging Squad.

## Meaning of Ragging:

‘Ragging’ constitutes any of the following acts

- Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating, handling with rudeness any other student.
- Indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship, psychological harm or to raise fear or apprehension thereof in a fresher/junior student or any other student.
- Asking any student to do any such act which the student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique of the fresher/junior student or any other student.

### **Punishable ragging Offences:**

- Abetment to ragging
- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body causing hurt or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal Trespass
- Offences against property
- Criminal intimidation
- Physical or psychological humiliation
- All other offences following from the definition of ragging

### **Disciplinary action in the event of Ragging:**

The Anti-Ragging Committee may, depending upon the nature and gravity of the offence established, impart to those found guilty of ragging, one or more of the following punishments-

- Suspension from attending classes and academic privileges
- Withholding/Withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test /examination or other evaluation process.
- With-holding results.
- Debarring from representing the institution in any regional, national tournament, youth festival etc.
- Cancellation of admission.
- Expulsion from the institution and consequent debarring from admission in any other institution for a specific period.
- Collective punishment – when the person committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.
- The committee further reserves the right to take any other disciplinary action in appropriate circumstances as may be deemed fit in the given situation



# **Prevention of Sexual Harassment Cell**

- Sexual harassment is a form of discrimination, exploitation and harassment prohibited by the Anti—Sexual harassment act 1995. In keeping with the Supreme Court guidelines of 1997, Our Institutions, has established a CELL FOR PREVENTION AGAINST SEXUAL HARRASSMENT. Sexual harassment is strictly prohibited by the college and anyone who is found indulging in such acts would face strict disciplinary action by the college and will be liable to be punished as per the provisions of the above said laws as well as under the provision of any other penal law for the time being in force. Our Institutions is an educational institute and is committed to maintaining a learning environment free of discrimination, exploitation and harassment. The college therefore adopts the policy of condemning all acts which would constitute sexual harassment related to work, education, training or employment. The cell shall be a complaint center for the members of the faculty, staff and students of the college.

## **General Guidelines for the cell**

To promote awareness about sexual harassment through educational initiatives that encourages a safe campus environment

- To promote awareness about sexual harassment through educational initiatives that encourage a safe campus environment
- Dissemination of information about the cell through distribution of printed material, handouts etc.
- Conducting workshops for women students and staff about awareness of Sexual Harassment
- To provide confidential counselling services for the victim of sexual harassment. Confidential counselling is an important service as it provides a safe space to speak about the incident and how it has affected victim.
- To provide supportive, neutral and confidential environment for members of the campus community who may have been sexually harassed
- To advise the complainant about the method of lodging complaint.
- To accept the written and signed complaint from the complainant.
- To give a fair hearing to the complainant and the respondent.
- To take an appropriate disciplinary action against the respondent.
- To submit a written report to the appropriate higher authority
- If the complaint falls outside the purview of the Cell, to advise the complainant accordingly.
- Since such cases are sensitive issues and are rarely reported, total confidentiality to be maintained during the proceedings of such cases.
- To follow the rules and procedures as laid down in the Anti-Sexual Harassment Act, 1995, guidelines of the Supreme Court and the resolutions passed by the Our Institutions from time to time.
- The cell further reserves the right to take any other disciplinary action in appropriate circumstances as may be deemed fit in the given situation.



## Grievance Redressal Cell

- The Cell maintains a conducive and unprejudiced educational environment. Complaints of students and parents are redressed. All complaints are scrutinized by the management and the grievance redressal cell.
- The students can approach the Grievance Redressal Cell of the institution with their complaints of common interest too. They can directly communicate them to the Principal/Educational consultant/management representative.
- Depending on the seriousness of the problem, the issues are settled by the Cell or by the Principal in consultation with other members of the management, parents and faculty. The collective efforts of the management, department heads, class teachers, various staff coordinators of clubs and associations and the Grievance Redressal Cell resolve the complaints promptly and efficiently. The effective complaint management mechanism improves better stakeholder relationship and contentment.

## Cultural Events

### ➤ Degree College :

Our Institute promotes Cultural activities among the students throughout the year. These activities prepare students for real life and strengthen their interpersonal, communication, leadership and presentation skills. Students participate in many intra and inter -college events. Our college organizes various events like Poster making competition, Independence & Republic day, Garba Competition, Bollywood Antakshari etc . Apart from this in the month of December the most awaited event “**AURA**” is celebrated. It is a seven day festival with multiple events like Rangoli competition, **TREASURE HUNT**, Dance & Singing competition, Beat boxing, Master Chef, Nail art, Debate, Powerpoint Presentation , Ad Mad Show, Stand up comedy etc . In academic year 2019-20 with the support of Management our institute was also able to organize a Mega hit event “**FASHION SHOW**”. Our college took up an initiative in the academic year 2017 – 2018 to develop the Business Entrepreneurship skills among students. In order to fulfill this objective college came up with the event of “**FUN FEISTA**”, in which food and games stall are set and students need to use their marketing and selling skills. Students participate in these events with great zeal and enthusiasm under the guidance of Cultural Committee. Our institute recognizes and motivates participants by providing Certificates of Participation and Trophies to the winners.

### ➤ Junior College :

The College conducts various activities & also celebrates cultural week (**SHIKHAR**) in the month of December. The events includes Debate, Quiz, Elocution, Talent Hunt Competitions etc. The students are given an opportunity to participate in Inter Colligate Competitions. Students have to take prior permission of supervisor & principal for participating in the same.

# Sports Event

## ➤ Degree College :

- The college conducts various sports activities which are as follows :

### Indoor Games :

1) Carrom 2) Chess 3) Table Tennis 4) Taekwondo 5) Badminton

### Outdoor Games :

1) Volley Ball 2) Football 3) Kabaddi 4) Kho-Kho 5) Throw-Ball 6) Athletics  
7) Cricket.

The students participating in sports activities organized by government agencies at State level, National level and International level and have received certificates in that competition . We encourage students to participate in Sports at college, Inter College level , University and National level. Sports teaches major life lessons and to promote students to participate in sports ,the College conducts **Annual Sports Meet** which is held in December in every academic year where we organise 100m and 200m relay ,kabbadi ,cricket ,badminton ,tennis etc.

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### Indoor Games:

1) Carrom 2) Chess 3) Table Tennis 4) Teakwondo 5) Badminton

### Outdoor Games:

1) Volley Ball 2) Football 3) Kabaddi 4) Kho-Kho 5) Throw-Ball 6) Athletics  
7) Cricket.

The students participating in sports activities organized by government agencies at State level, National level and International level and have received certificates in that competition are eligible to get total 25 marks for the same in the academic year. These marks are added to the aggregate marks and are considered for passing and over all percentage as per the board rules 52 & 99 (Ref.: dated 18th March 2009/4409)

## Other Facilities

### ➤ Scholarship & Freeship

➤ Students of Junior and Degree College who belongs to backward class SC/ST/NT-DT-VJ/SBC/OBC Govt. of India Scholarship and Freeship concession are directed to note the documents required and details for submission of concession forms. For the year 2012-13 along with following documents:

**For Backward I Class Students i.e. SC/ST/NT-DT-VJ/SBC/OBC** (Circular No. 1 EBC/2003/301 dt. 1-11-2003) 2,1 EBC/2004/30 dt. 2-1-05

**Income Limit Rs.1,00,000/- for SC/NT/OBC/SBC**

**Rs.1,08,000/- for ST**

IMP : Students applying for the Government of India Scholarship form must submit there Savings Bank A/c. No. with Corporation Bank, Borivali (West) branch.

- 1) Income Certificate from Tahsildar for the current year.
- 2) Caste Certificate (Copy)
- 3) One passport size photograph for Scholarship
- 4) Copies of last two years mark sheet
- 5) Students whose income limit is above Rs.1,00,000/- for SC/NT/OBC/SBC and ST Rs.1,08,000/- should apply for freeship.
- 6) Non-creamy layer Certificate must be produced from Tahsildar in case of OBCNJ-NT/SBC category along with freeship form.

Students coming from other state should apply for GOI Scholarship and Freeship to their respective state only.

The students will have to submit concession forms within one month from the re-opening of the college, otherwise entire fees for the year will be recovered from the student.

### ➤ **National Scholarship Portal ( Jain Minority ).**

Students of Junior and Degree can register for Jain Minority Scholarship also through their respective portal and after applying scholarship they should submit hard copy to college office

### ➤ **MaHaDBT – Directorate of Higher Education (DHE) Scholarships.**

#### **Documents Required**

- 1) Domicile Certificate
- 2) Latest Income Certificate from Tahsildar
- 3) Annual family income should be less than Rs. 8 lakhs

## Other Facilities

### ➤ Gymkhana:-

Gymkhana Section of our college conducts and participates in different sports activities at College, University, State and National level. College motivates students (Sportsmen) to participate in intra as well as inter collegiate sports activities. The following indoor as well as outdoor game facilities are provided by college.

**Indoor Games: - Chess, Carrom, Table – Tennis and Badminton etc.**

**Outdoor Games:- Kabaddi, Kho-kho, Football, Cricket, Volleyball etc.**

### ➤ Identity Card:-

After admission, each student will be given his/her Identity Card, to which he/she must affix his/her photograph and obtain the signature of the principal. Student must always carry their Identity Card with them complete in all respects and must present it for inspection whenever demanded by the staff of the college. They will not be allowed to attend classes or enter the Library or attend college functions unless they have their regular Identity Card with them. Surprise check of Identity Cards will be held occasionally. The Identity Card is all important document. Students have to take good care of it and always carry it with them. Students are liable to be required to show it in the college in the Library and while traveling in local train. The loss of Identity Card should be reported to the college in writing without delay, with a statement of circumstances in which it was lost. The office will issue a duplicate Identity Card and student will have to pay ` 100/- for this.

### ➤ Railway and Bus Concession:-

All students are eligible for the concession on railways for local journeys between the stations nearest to the place of their residence in Mumbai and the college; also for journeys between their place of permanent residence and Mumbai during vacations. Students are requested to enter their local and permanent address correctly in admission form to facilitate issue of railway concession orders. The place permanent residence, in the application for admission means the place where the students and/or parents normally reside. This place where the student's address will not be allowed to be changed during the academic year. Bonafide students of the college (boy students below 25 years and all girl students) are eligible for railway concession of their season tickets between the stations nearest to their home and Churchgate, Chhatrapati Shivaji Terminus. Applications on prescribed forms will be given and accepted between 10 am and 1 pm on working days.

## Other Facilities

### ➤ Library and Reading Halls

The college has an excellent library for the use of the students of all classes (H.S.C. and degree classes) and the faculty members. It is supervised by a librarian. The library will remain open on all working days. Hours of working of the library will be from 1 am to 5 pm. The library may be kept open on sundays and holidays with prior notice a few days before the examination. Reading seats are provided in the library hall. In addition some classrooms are made available for this purpose. The library has own rules in respect of issue of books. Fines will be imposed for late return of borrowed books. Any student causing damage to library books and furniture will be liable for disciplinary action in addition to the recovery of cost of books or furniture from the student. Students are advised to utilise their free time for study in the library not only of textbooks but many other useful books. Periodicals and journals to enlarge their knowledge. The librarian and its staff will assist the students in all their difficulties regarding library.

### ➤ Computer Laboratory

The College has 2 state of the art laboratories to urge the students into the foray of advanced computer skills. The Computer Lab is equipped with computing facility with Dual Core computers connected through the Local Area Network. All students have access to the lab for their project work, practical's. The high speed internet connectivity of 10 mbps (24\*7) to access vast intellectual resources. These facilities are an integral part of the curriculum. The computing facility provided by the college are 70 PC nodes with required resources to carry out practical's, project work etc. All the computers are equipped with updated software's and advanced technical aids to learn programming, web designing, and app-development to hone critical and analytical skills.